

STANDARD OPERATING GUIDELINE - 4.2.5

TOPIC - INCIDENT COMMAND SYSTEM – CENS ACTIVATION

PURPOSE:

To identify procedures that will allow an Incident Commander to use the Community Emergency Notification System (CENS) for a variety of emergency incidents.

GENERAL:

When activated, CENS can be an important tool designed to alert and provide instructions to citizens of Lane County, via telephone, in the event of an emergency situation. CENS will not be useful for incidents with a duration of less than 30 minutes, since typically, it will take 15 - 25 minutes to activate the system.

The District's use of CENS will most likely take the form of evacuation or "shelter in-place" notification during major, complex incidents.

GUIDELINE:

Procedures:

1. Identify the nature of the event (fire, explosion, haz-mat, etc.)
2. Determine the geographic area that you want to alert (Alerting Zone).
 - a. Circular Alerting Zone – The center point must be either a verifiable street address, or the intersection of City streets, County roads, or State highways. The radius must be given in feet or miles.
 - b. Non-Circular Alerting Zone – Corner points must be identified. Corner points can be street addresses, or any natural or man-made feature that is identified on a standard, published map. A street address or street intersection within the Alerting Zone, where the alerting calls will begin being delivered (Initiation Point), must also be designated.
 - c. Linear Alerting Zone – If the area is along a rural road, describe the beginning and end points of the area and distance for notification.
 - d. Determine if there are any addresses within the Alerting Zone that will need to be excluded.
3. Multiple Alerting Zones can be defined. The Incident Commander must decide and specify:
 - a. Whether the different Alerting Zones are to be notified simultaneously (up to 4 zones can be activated at the same time) or consecutively (order of notification must be specified).
 - b. Whether the designated Alerting Zones will receive the same or different messages.
4. Develop the message:

- a. Emergency messages should be short, simple, and to the point.
- b. The message should be prepared to reflect conditions anticipated to exist 15 - 30 minutes in the future (the time that the message will actually be delivered).
- c. All CENS messages will consist of four parts: an opening; an incident description; public safety instructions; and a closing.
- d. Central Lane Communications personnel will assist you with preparing an appropriate message. Be prepared to commit 10 to 15 minutes of undivided attention to working with Central Lane Communication personnel to develop the message. Consider delegating this duty to the PIO.
- e. If your message will instruct people to "shelter in-place", an "all-clear" CENS call-back will be mandatory.

Activation:

1. An Incident Commander can activate CENS by calling Central Lane Communications at (541) 682-2791.

Provide:

- Name
 - Title
 - Agency affiliation
 - Call-back number
2. If possible FAX a map showing the alerting zone, and any draft alerting message to Central Lane Communications [FAX (541) 682-2770].
 3. Advise Central Lane Communication personnel if there are any addresses or telephone numbers that should not receive the alerting message.
 4. A count of the number of telephones within the defined Alerting Zone will be provided immediately before system activation. The Incident Commander will be given the opportunity to either give final authorization, or cancel the activation.
 5. If alerting requirements change, re-contact Central Lane Communications immediately to terminate or modify the CENS activation.