

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 12		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> HOMELAND SECURITY	<b>SECTION</b> 03	<b>PAGE</b> 1 of 4	<b>EFFECTIVE DATE</b> 03/16/04

### III. OPERATIONAL CONDITION WORKPLACE PLACARDS

#### A. Purpose

The purpose of the Operational Condition Workplace Placarding system is for the workforce to be able to readily identify the OPCON Level for their workplace.

#### B. Description

The placarding system consists of two sets of placards that are laminated, spiral bound, and two-hole punched to allow for display on clipboards in the workplace. Each placard is labeled and color coded to represent the different threat levels.

1. National Threat Level placards
2. SDFD Operational Condition

#### C. Label and Color Code System

The Operational Condition Workplace Placards use a combination of color and text to represent the different Operational Condition Levels for a specific workplace. This is loosely based on the general concept used by the Federal Department of Homeland Security ( DHS ).

The Workplace Placard system contains two sets of placards. The first set is for the National Threat Level, and the second set is for the OPCON level for the workplace. The Workplace Placards contain a specific set of tasks for each worksite within the department.

For each Workplace OPCON level there are a set of two pages. The first page displays the OPCON level. The second page has a legend of all the OPCON levels as a reference, and a checklist that lists actions that are required to take place.

#### 1. Workplace Specific Operational Condition Guidelines

This is a set of instructions for each specific type of worksite in the department for each OPCON Level.

- a. Tasks: The specific tasks that are required to be performed at each OPCON level for that worksite.

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- b. Responsible Party: Who is responsible for performing or supervising the performance of the required tasks. Each party is responsible for ensuring that those listed before them have performed their tasks.

D. Where to Display the Placards

These placards are to be prominently displayed in the workplace at all times, and are to always reflect the current National Threat Level and the current SDFD OPGON Level.

E. Method of Display

The placards are spiral bound and two-hole punched to facilitate their display on standard clipboards or two-hole punch clipboards. Other methods of display may be used that are not destructive to the placards, and still allow the placards to be prominently displayed.

The National Threat level placards are displayed as a single page showing what the National Threat level is. The Workplace Placards are displayed as two pages. The top page representing the Workplace OPGON, and the second page displaying the checklist of actions required to be completed. The Workplace Placard is hung from the Workplace OPGON page so that the Workplace OPGON and Workplace checklist are displayed together.

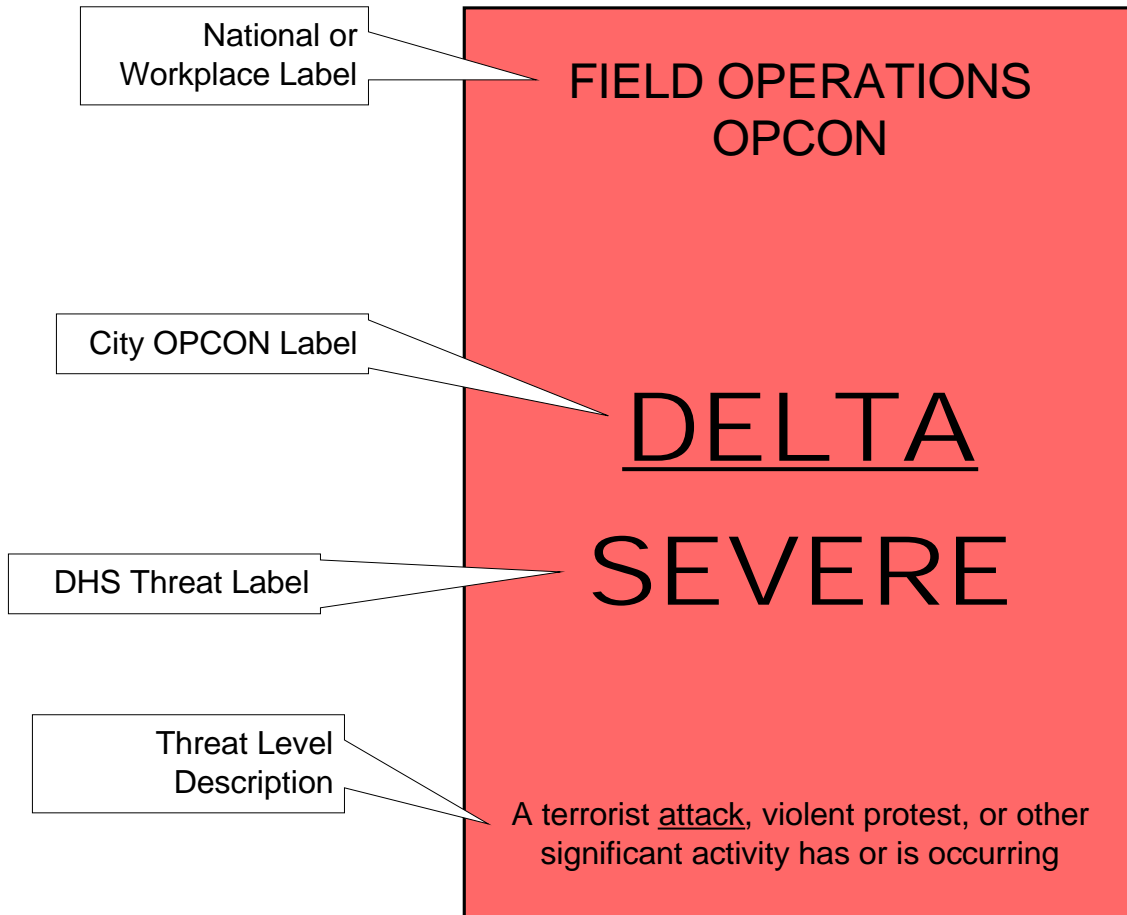
F. Placard Descriptions

The placarding system used by SDFD combines the City of San Diego OPGON guidelines with Department of Homeland Security (DHS) Advisory System. Each placard is color coded to match the threat level, and text on each placard describes whether the placard is for the national system or workplace system, the threat level, and a short description of the threat level.

1. National or Workplace Label

- a. National Threat Level: This label is used for the placards that represent the current National Threat Level, and is marked as "NATIONAL THREAT LEVEL". The National Threat Level does not automatically determine the City OPGON Level, so this may be displayed at a different level than the City OPGON Level.

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b. **Workplace Label:** This label is used for the SDFD OPCON placards and represents the current OPCON Level of the SDFD or a specific division within the SDFD. The National Threat Level does not automatically determine the City OPCON Level, and each division in the SDFD could be at different OPCON Levels as determined by the nature of the threat. There are six different workplace placards, one for each major workplace within the department. They are represented by the following sets of placards:

- Fire Headquarters
- Field Operations
- Training
- Fire Communications
- Repair Facility
- Lifeguards Services

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2. City OPCON Label

This label represents the specified Threat Level in the City OPCON system. This is the city equivalent to the DHS advisory system.

3. DHS Threat Label

This label represents the specified level in the DHS advisory system. This is the DHS equivalent to the City OPCON system.

4. Threat Level Description

This is a short text description of the specified threat level.

G. Threat Level Display Procedures

1. Where to Display

The placards must be displaced in a prominent location where they can be seen by all SDFD personnel working at the site.

2. How to Display the Placards

The placards menus be displayed adjacent to one another so that both the National Threat Level and the Worksite OPCON Level placards can be seen at the same time.

3. When to Change the Threat Level of the Placards

The threat level display should only be changed at the direction of the senior staff. Notification of a change in the threat level should contain specific information for both the National Threat Level and the Workplace Threat Level. The display for each is changed according to the direction contained within the notification. The Threat display should always reflect the current level for both the National Level and the Workplace OPCON Level.