

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 12		DEPARTMENT FIRE
SUBJECT HOMELAND SECURITY	SECTION 02	PAGE 1 of 9	EFFECTIVE DATE 03/16/04

II. DEPARTMENT OPERATIONAL CONDITION GUIDELINES

A. Purpose

San Diego Fire-Rescue Department (SDFD) is committed to distributing information to maximize the security and readiness of our personnel. This section provides general guidelines for deployment of resources and implementation of security measures for potential or actual terrorist threats and significant events.

B. Description

The DEPARTMENT OPERATIONAL CONDITIONS GUIDELINES give general guidelines for SDFD as an organization in the event of an OPCON implementation. The Workplace Placarding system contains site specific guidelines for each workplace that may be implemented in conjunction with DEPARTMENT OPERATIONAL CONDITIONS GUIDELINES.

1. OPCONs are phased increases in operational readiness levels and security.
2. OPCONs may be initiated for terrorist threats and/or attacks, natural disasters and other major emergencies.
3. Based on information received, the Threat Notification Officer (TNO) is responsible for determining when an OPCON level should be implemented.
4. All personnel are responsible for the successful implementation of an OPCON level.

C. Label and Color Code System

The Operational Condition Guideline System uses a combination of color and text to represent the different Operational Condition Levels in the system. This is loosely based on the general concept used by the Federal Department of Homeland Security (DHS). Our system is divided into two general parts. The first part of the system is a set of general guidelines for the entire department, and the second part is a specific set of tasks for each worksite within the department.

Within each section, each condition level in our system is displayed on a separate page within this document. Each page has a legend of all the Operational Conditions as a reference, a color text box that lists the Operational Condition Level and a short text description of that level, and a checklist that lists actions that are required to take place.

1. General Operation Guidelines Description

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This is a set of instructions for the department as a whole to follow for each OPCON Level.

- a. Protective Measures Activated: This is a checklist of measures to take at each level.
- b. Actions: Actions that are to be completed as soon as possible after going to that OPCON Level.

2. 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.
- 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.

3. Operational Condition Guideline Levels of Activation

- a. NORMAL/LOW
 - NORMAL: Represents the city level of activation
 - LOW: Represents the DHS level of activation
 - Color: Green
 - Description: A low risk of terrorist threat
- b. ALPHA/GUARDED
 - NORMAL: Represents the city level of activation
 - LOW: Represents the DHS level of activation
 - Color: Blue
 - Description: General threat of possible terrorist activity, violent protests or other significant event
- c. BRAVO/ELEVATED
 - BRAVO: Represents the city level of activation

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- ELEVATED: Represents the DHS level of activation
 - Color: Yellow
 - Description: Specific threat of possible terrorist activity, violent protests or other significant event
- d. CHARLIE/HIGH
- CHARLIE: Represents the city level of activation
 - HIGH: Represents the DHS level of activation
 - Color: Orange
 - Description: An imminent likelihood of terrorist activity, violent protests, or other significant event
- e. DELTA/SEVERE
- DELTA: Represents the city level of activation
 - SEVERE: Represents the DHS level of activation
 - Color: Red
 - Description: A terrorist attack, violent protest, or other significant event has or is occurring
4. Federal Department of Homeland Security Advisory System
- a. Low Condition (Green): This Condition is declared when there is a low risk of terrorist attacks.
 - b. Guarded Condition (Blue): This Condition is declared when there is a general risk of terrorist attacks.
 - c. Elevated Condition (Yellow): An Elevated Condition is declared when there is a significant risk of terrorist attacks.
 - d. High Condition (Orange): A High Condition is declared when there is a high risk of terrorist attacks.
 - e. Severe Condition (Red): A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time.

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SAN DIEGO FIRE-RESCUE

GENERAL

OPERATIONAL CONDITION

GUIDELINES

<u>NORMAL</u> LOW	<u>ALPHA</u> GUARDED	<u>BRAVO</u> ELEVATED	<u>CHARLIE</u> HIGH	<u>DELTA</u> SEVERE
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<u>NORMAL</u> LOW	<u>ALPHA</u> GUARDED	<u>BRAVO</u> ELEVATED	<u>CHARLIE</u> HIGH	<u>DELTA</u> SEVERE
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<p><u>NORMAL</u> LOW <u>Low Risk of Terrorist Threat</u></p>	
Protective Measures Activated	Actions
<input type="checkbox"/> 1. Note and report suspicious circumstances and activity <input type="checkbox"/> 2. Ensure building and vehicle security <input type="checkbox"/> 3. Escort all visitors and unauthorized personnel in stations or other SDFD facilities	<input type="checkbox"/> Regular outside activities <input type="checkbox"/> Personnel conduct regular duties

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<u>NORMAL</u> LOW	<u>ALPHA</u> GUARDED	<u>BRAVO</u> ELEVATED	<u>CHARLIE</u> HIGH	<u>DELTA</u> SEVERE
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<p><u>ALPHA</u> GUARDED</p> <p><u>General</u> threat of possible terrorist activity, violent protests or other significant event</p>	
Protective Measures Activated	Actions
<input type="checkbox"/> 1. Note and report suspicious circumstances and activity <input type="checkbox"/> 2. Ensure building and vehicle security <input type="checkbox"/> 3. Escort all visitors and unauthorized personnel in stations or other SDFD facilities <input type="checkbox"/> 4. Exercise heightened caution during emergency response <input type="checkbox"/> 5. Review Pre-fire plans of potential targets in likely response areas	<input type="checkbox"/> Regular outside activities <input type="checkbox"/> Personnel conduct regular duties <input type="checkbox"/> Establish liaison with Federal, State and local agencies to evaluate threat <input type="checkbox"/> Senior Staff briefed on details of the threat or significant activity

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<p><u>BRAVO</u> ELEVATED</p> <p><u>Specific</u> threat of possible terrorist activity, violent protests or other significant event</p>

Protective Measures Activated	Actions
<input type="checkbox"/> 1. Note and report suspicious circumstances and activity <input type="checkbox"/> 2. Ensure building and vehicle security <input type="checkbox"/> 3. Escort all visitors and unauthorized personnel in stations or other SDFD facilities <input type="checkbox"/> 4. Exercise heightened caution during emergency responses <input type="checkbox"/> 5. Review Pre-fire plans of potential targets in likely response areas <input type="checkbox"/> 6. Implement physical security measures for facilities and emergency vehicles <input type="checkbox"/> 7. Limit public access to sites <input type="checkbox"/> 8. Exercise extreme caution during emergency responses <input type="checkbox"/> 9. SDPD will provide regular patrols of operations support facilities <input type="checkbox"/> 10. Ensure callback lists are current	<input type="checkbox"/> Limited outside activities <input type="checkbox"/> Senior Staff briefed on details of the threat or significant activity <input type="checkbox"/> All Officers notified of potential problem/threat <input type="checkbox"/> Establish liaison with Federal, State and local agencies to evaluate threat <input type="checkbox"/> Personnel remain on duty until released by the Duty Deputy Chief

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CHARLIE
HIGH

An imminent likelihood of terrorist activity, violent protests, or other significant event

Protective Measures Activated	Actions
<ul style="list-style-type: none"> <input type="checkbox"/> 1. Note and report suspicious circumstances and activity <input type="checkbox"/> 2. Ensure building and vehicle security <input type="checkbox"/> 3. Escort all visitors and unauthorized personnel in stations or other SDFD facilities <input type="checkbox"/> 4. Exercise heightened caution during emergency responds <input type="checkbox"/> 5. Review Pre-fire plans of potential targets in likely response areas <input type="checkbox"/> 6. Implement physical security measures for facilities and emergency vehicles <input type="checkbox"/> 7. Limit public access to sites <input type="checkbox"/> 8. Exercise extreme caution during emergency responses <input type="checkbox"/> 9. SDPD will provide regular patrols of operations support facilities <input type="checkbox"/> 10. Ensure callback lists are current <input type="checkbox"/> 11. Restrict vehicle access and parking near department facilities <input type="checkbox"/> 12. Operations unit to monitor dispatch and response channels <input type="checkbox"/> 13. Units respond in task force configuration <input type="checkbox"/> 14. Implement callback of Hazmat and EDT personnel <input type="checkbox"/> 15. Request PD security for FCC, Training, HQ <input type="checkbox"/> 16. Release non-uniformed personnel from duty when approved by the Duty Deputy Chief <input type="checkbox"/> 17. Uniformed personnel will have PPE accessible 	<ul style="list-style-type: none"> <input type="checkbox"/> Cancel outside activities <input type="checkbox"/> Senior Staff briefed on details of the threat or significant activity <input type="checkbox"/> All Officers notified of potential problem/threat <input type="checkbox"/> Notification to all pager groups <input type="checkbox"/> Personnel remain on duty until released by the Duty Deputy Chief <input type="checkbox"/> Institute callback procedures as needed <input type="checkbox"/> Fleet Manager insures readiness of reserve fleet <input type="checkbox"/> DOC activated <input type="checkbox"/> Mutual Aid Coordinator placed on alert <input type="checkbox"/> EOC activated Level I <input type="checkbox"/> Establish liaison with Federal, State and local agencies to evaluate threat

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DELTA
SEVERE

A terrorist attack, violent protest, or other significant event has or is occurring

Protective Measures Activated	Actions
<input type="checkbox"/> 1. Note and report suspicious circumstances and activity <input type="checkbox"/> 2. Ensure building and vehicle security <input type="checkbox"/> 3. Escort all visitors and unauthorized personnel in stations or other SDFD facilities <input type="checkbox"/> 4. Exercise heightened caution during emergency responds <input type="checkbox"/> 5. Review Pre-fire plans of potential targets in likely response areas <input type="checkbox"/> 6. Implement physical security measures for facilities and emergency vehicles <input type="checkbox"/> 7. Limit public access to sites <input type="checkbox"/> 8. Exercise extreme caution during emergency responses <input type="checkbox"/> 9. SDPD will provide regular patrols of operations support facilities <input type="checkbox"/> 10. Ensure callback lists are current <input type="checkbox"/> 11. Restrict vehicle access and parking near department facilities <input type="checkbox"/> 12. Operations unit to monitor dispatch and response channels <input type="checkbox"/> 13. Units respond in task force configuration <input type="checkbox"/> 14. Implement callback of Hazmat and EDT personnel <input type="checkbox"/> 15. Request PD security for FCC, Training , HQ <input type="checkbox"/> 16. Release non-uniformed personnel from duty when approved by the Duty Deputy Chief <input type="checkbox"/> 17. Uniformed personnel will have PPE accessible <input type="checkbox"/> 18. Operations units pre-stage and respond in task force configuration with PD escort <input type="checkbox"/> 19. Gate and door codes changed on facilities <input type="checkbox"/> 20. Restrict/Deny parking in controlled areas <input type="checkbox"/> 21. Respond to emergency calls only <input type="checkbox"/> 22. Consider street closures surrounding support facilities	<input type="checkbox"/> Cancel outside activities <input type="checkbox"/> Senior Staff briefed on details of the threat or significant activity <input type="checkbox"/> All Officers notified of potential problem/threat <input type="checkbox"/> Notification to all pager groups <input type="checkbox"/> Personnel remain on duty until released by the Duty Deputy Chief <input type="checkbox"/> Emergency callback of operations personnel <input type="checkbox"/> Fleet Manager insures readiness of reserve fleet <input type="checkbox"/> DOC activated <input type="checkbox"/> Mutual Aid activated as needed <input type="checkbox"/> EOC activated to Level II/III <input type="checkbox"/> Establish liaison with Federal, State and local agencies to evaluate threat <input type="checkbox"/> Consider special resource activation (i.e. US&R,MMST)