

<b>SHELBYVILLE FIRE &amp; RESCUE STANDARD OPERATING PROCEDURES</b>		
	<b>SECTION: Operations</b> <b>SUBJECT: Facilities</b> <b>Contingency Plan</b>	S.O.P: 109.22 <hr/> PAGE: 1 of 2
	<b>Approved By:</b>  	<b>Effective Date:</b> December 1, 2012  <b>Revision Date:</b>

***Purpose:***

The purpose of this plan is to provide a standardized framework to minimize delays in the general operations of the Shelbyville Fire & Rescue in the event of a failure of one or more buildings utilized by the Shelbyville Fire & Rescue Department. Failure may be defined as a building collapse due to a weather event or some other mechanism, or infrastructure failure that may cause a disruption in the communications via telephone, radio, and/or computer.

***Scope:***

The components in this plan pertain to all facilities, equipment, and personnel that are either owned by, or employees of the Shelbyville Fire & Rescue Department under the auspices of the City of Shelbyville.

***Mission:***

It is the mission of the Shelbyville Fire & Rescue to provide an uninterrupted level of service to the citizens of Shelbyville during and after an extraordinary event that may lead to extensive damage in the community including potential damage to Fire Department facilities.

***General:***

***Section I***

In the event that less than all buildings by the Shelbyville Fire & Rescue are rendered “out of service”.

1. In the event of some type of community wide event, all personnel would be called per “all call” until a time is deemed suitable to reduce on duty staffing levels. It is assumed some personnel would have passing family matters in these circumstances
2. A command post would be established at one of the remaining facilities and a representative would be in contact with the Emergency Operations Center.
3. The computer server would be secured at station one and every effort would be made to ensure the department database would be operational. If this is not possible, all reports will be manually recorded using the NFIRS manual and kept in a file until the database is restored. The backed up files stored on the department’s external hard drive would be secured and placed on another available computer.
4. The telephone company would be notified to have the number of the damaged facilities forwarded to the command post.
5. Undamaged apparatus would be moved to the remaining stations in service. Many of the apparatus would “remain mobile” making calls to service and crews would rotate shifts in the mobile apparatus.
6. If there were not sufficient room to completely house the entire fleet, Shelby County Fire Department, Shelby County EMA, and Simpsonville Fire Department would be notified to request utilization of storage space.

## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

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In the event that all facilities utilized by the Shelbyville Fire & Rescue are rendered “out of service”.

1. All applicable items in section one would apply.
2. A command post would be established at an available facility Shelby County EMA would be contacted first, followed by Shelby County Fire Department and Shelbyville City Hall.
3. Region Six Response Team would be contacted and a communications trailer would be requested from Metro Louisville.
4. It would become apparent that local resources would be heavily taxed in this situation. It would be likely that damage would be wide spread. The intrastate mutual aid plan would be activated by contacting EMA duty office and a resource needs list would be submitted.
5. A resource needs list would be compiled by the Command post staff. These items would include, but not limited to: telephone service, computers, apparatus, personnel, apparatus fuel, auxiliary generators, temporary living and sleeping quarters, and personnel rehab supplies.
6. If it becomes necessary to occupy a temporary facility long term, active files and data would be salvaged from the damaged facilities.
7. All inspection programs and prevention programs would be suspended until operations were considered “routine”.
8. The public would be notified of changes in facilities and operations with announcements on the local emergency radio broadcast channel.

### **Initial notification list**

1. Shelbyville City Mayor
2. Shelby County Central Dispatch
3. Shelby County Emergency Management
4. Kentucky EMA Duty Office