

KETTERING COMMUNICATIONS CENTER

EVACUATION/COOP PLAN

POSSIBLE REASONS FOR EVAC/COOP PLAN TO BE INITIATED:

- FIRE
- EXPLOSION
- STRUCTURAL DAMAGE
- NATURAL GAS LEAK
- TOTAL LOSS OF POWER INVOLVING GENERATOR FAILURE
- THREAT OF HOSTILE TAKEOVER OF THE PSAP

FIRE DISPATCHER RESPONSIBILITIES

- CONTACT BATTALION 30. ADVISE THEM CREWS WILL HAVE TO MONITOR RADIOS AS WE MAY NOT HAVE THE ABILITY TO DROP TONES AT MORAINÉ PD
- TAKE FIRE PORTABLE RADIO AND CHARGER
- IF SAFE TO DO SO, IMMEDIATELY PROCEED TO MORAINÉ PD

POLICE POSITION 1 RESPONSIBILITIES

- CONTACT ON-DUTY ROAD SUPERVISOR OF THE NEED FOR EVACUATION
- PLACE BOTH CELL PHONES AND CHARGERS IN THE EMERGENCY GO BOX.
- TAKE THE DISPATCH EMERGENCY GO BOX WITH YOU. (BOX WILL INCLUDE DISPATCH CARDS, UNUSUAL OCCURENCES MANUAL, AND OTHER MISCELLANEOUS THINGS ALONG WITH A COPY OF THIS SHEET WITH THE BELOW IMPORTANT NUMBERS)
- TAKE THE POLICE PORTABLE RADIO AND CHARGER
- IF SAFE TO DO SO, IMMEDIATELY PROCEED TO MORAINÉ PD

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POLICE POSITION 2 RESPONSIBILITIES

- CALL Moraine PD AND HAVE THEM LOGIN WITH YOUR CREDENTIALS
 - THIS WILL ALLOW PHONE CALLS TO BE ANSWERED AT MPD.
- **TAKE THIS SHEET WITH YOU -- IMPORTANT PHONE NUMBERS BELOW:**

AT&T 911 RESOLUTION CENTER: 888-424-3911 / 888-243-1911 (CONTRACT #76169063)

P&R COMMUNICATIONS (RADIO SYSTEM) 937-222-2840

MSCO REGIONAL DISPATCH CENTER 937-225-4357

LEADS CONTROL 800-589-2077

CPT. DANIEL GANGWER 513-256-0252 -- CPT. MARK BURIAN 937-269-2788

TCSU COMMAND POST 513-377-1500

- MEET WITH PATROL SUPERVISOR NEAR THE SWAT VAN THEN RESPOND TO MORaine PD.

ALL DISPATCHERS

- TAKE THE SAFEST EXIT FROM THE BUILDING.
- POLICE POSITION #2 GO TO THE REAR PARKING LOT BY SWAT VAN TO MEET WITH SUPERVISION, IF SAFE TO DO SO.
- FIRE AND POLICE POSITION 1 PROCEED TO MORaine PD ASAP, IF SAFE TO DO SO.
- ONCE AT MORaine PD WE SHOULD BE ABLE TO OCCUPY ONE STATION THAT WILL BE ABLE TO TAKE KPD PHONE CALLS AND ALLOW US ACCESS TO A RADIO CONSOLE.

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MISCELLANEOUS INFORMATION:

- **YOUR SAFETY IS TOP PRIORITY.** IF ANY OF THE RESPONSIBILITIES PLACE YOU IN DANGER THEN IMMEDIATELY EVACUATE.
- NON-EMERGENCY PHONES LINES AND 9-1-1 LINES MAY BE TEMPORARILY ROUTED TO CELLPHONES OR OTHER LINES BY CALLING THE AT&T RESOLUTION CENTER. THERE WILL BE THE 2 KPD CELL PHONES AND OTHER LINES AVAILABLE AT MPD IN WHICH TO ROUTE CALLS.
- MORaine PD WILL BE ANSWERING CALLS AND DISPATCHING PRIORITY CALLS UNTIL OUR DISPATCHERS ARRIVE AT MPD SO GET THERE AS QUICKLY AS POSSIBLE.
- TAKE ATTACHED KEYS FOR TCSU MOBILE COMMAND UNIT. THE KEYS WILL BE ATTACHED TO THE EVACUATION PLAN. THIS WAY WE WILL HAVE THE KEYS IN CASE THAT UNIT IS NEEDED AFTER WE HAVE EVACUATED TO MPD.
- SWITCH 9-1-1 PHONE SYSTEM TO THE RDC IN CASES WHERE BOTH OUR 911 AND MPD'S 911 SYSTEMS HAS GONE OFF LINE. (SWITCH IN DISPATCH MAIL ROOM)
- KEEP IN MIND THERE MAY ALSO BE SITUATIONS WHERE A PARTIAL EVAUCATION MAY OCCUR. AN EXAMPLE MAY INCLUDE FALURE OF KPD'S 911 SYSTEM WITH ALL OTHER DISPATCH SYSTEMS INTACT. THIS COULD MEAN 1 DISPATCHER REPSONDS TO MPD TO ANSWER 911 CALLS WHILE THE OTHER 2 REMAIN AT KPD.
- MORaine PD IS COMPLIANT WITH STATE PSAP STANDARDS. ALTHOUGH SPACE WILL BE LIMITED WE CAN OPERATE OUT OF THAT LOCATION FOR EXTENDED PERIODS OF TIME.
- IF WE ARE UNABLE TO IMMEDIATELY MOVE BACK TO THE KETTERING COUMMUNICATIONS CENTER WE WILL OPERATE OUT OF MORIANE PD. DISPATCHERS WILL REPORT TO MPD AT THE START OF THEIR SHIFTS AND CONTINUE TO DO THIS UNTIL THE KETTERING COMMUNICATIONS CENTER IS BACK ONLINE. SUPPLIES CAN BE BROUGHT TO MPD WHEN NEEDED.
- SEE CITY OF KETTERING EMERGENCY OPERATIONS PLAN AND UNUSUAL OCCURENCES MANUAL FOR ADDITIONAL DETAILS.

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