

**GREENE COUNTY
DEPARTMENT OF EMERGENCY SERVICES
25 Volunteer Drive
Cairo, New York 12413
(518) 622-3643
Fax (518) 622-0572**



Revised 2011

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I. PURPOSE:

The mobile command post may be utilized by any emergency service or county agency in Greene County. It may also be sent to areas outside the county with approval from either the GCES Director, the County Administrator or when requested under state or federal disaster declarations. It is designed to be used at large scale and extended incidents. Some examples are mass casualty incidents, hazmat scenes, standby at mass gathering events, large scale and extended fire scenes, extended rescue scenes, extended police operations, etc...

II. DEFINITIONS:

ICS - Incident Command System.

MCV- Mobile Command Vehicle

GCES - Greene County Emergency Services

NYS – New York State

IC – Incident Commander

III. PROCEDURE:

- When the MCV is utilized, standard ICS procedures will be used.
- For all incidents, the command post will be staffed with a representative from GCES and any other personnel that the incident commander requests.
- A monthly preventive maintenance form will be done by the personnel in charge of over seeing the MCV. (see the attached form 1-1)
- The designated vehicle identifier of 68-1 will be utilized only for calling out of service, on scene, in service, etc on 46.14. On the scene of an incident, it will assume the identifier assigned by the incident commander (command, operations, base, etc...)
- The radio system should be operated by a:
 - a. Dispatcher
 - b. Coordinator/Deputy Coordinator
 - c. Deputy Sheriff
 - d. Line or District Officer
 - e. EMS Officers

- At all times, proper ICS terminology and adherence to Greene County Radio Procedures will be used.
- When responding to an incident you must obey all NYS vehicle and traffic laws. Also the number of personnel responding should not exceed two as there are only two approved seats with seatbelts.
- The following equipment will be maintained in the mobile communications/command vehicles:
 - I. Portable Radio's
 - II. Laptop Computers
 - III. Printer

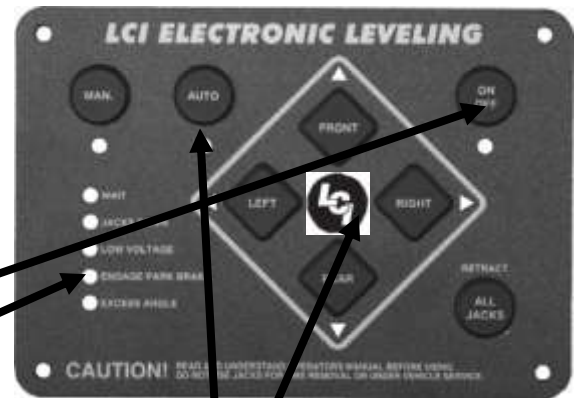
IV. BEFORE LEAVING GARAGE:

- Disconnect shoreline from wall and plug in to outlet inside the compartment and close door.
- Turn battery storage to connect.
- Start generator – Hold to left toggle switch till solid green.
- Turn radio master switch.
- Turn on internet/router power strip switch located in back cabinet.
- Turn on printer in back.



V. ON SCENE:

- Engage parking brake
- Set leveling jacks
 - Push ON/OFF button on Control Panel. The system is now operational and the electronic level lights will become active.
 - Check to see that the Control Pad ENGAGE PARK BRAKE light is not flashing. (NOTE - Engage Parking Brake if ENGAGE PARK BRAKE light is flashing.)
 - Push the AUTO button to begin the automatic leveling cycle.
 - Wait for LCI (in center) to flash green.
- Turn off engine



VI. OPERATIONS WHEN DEPLOYING THE SATELLITE:

- Make sure there are no obstructions near or under this vehicle.
- Make sure the stabilizing jacks are deployed when using the mobile satellite system.
- Park the vehicle in as flat of a location as possible where you have a clear view of the Southern sky.
- This unit uses a compass to find the satellite. The compass can not get an accurate bearing if it is near large iron or steel objects, for example nearby steel bodied vehicle, tanks, bridges, etc.
- Double check modem top and bottom lights are lit.
- Top of cabinet- Turn satellite remote panel on.
- Push find satellite.



- Wait for both Find Satellite and TX Enabled to light solid green.

*Contact information for Ground Control which is the manufacture for the Satellite is in the top draw of the filing cabinet with the account number and 24/7 hotline phone number.

VII. SET UP LAPTOP:

- Turn laptop on.
- Go to Internet Explorer. (Home page is set for the Satellite Main page which shows signal strength).
- Passed test system online shows when the Satellite is connected to the internet.
- If system fails (red) call assistant. (Contact information for Ground Control which is the manufacture for the Satellite is in the top draw of the filing cabinet with the account number and 24/7 hotline phone number).

VIII. REAR RADIO SYSTEM:

- Turn radio breaker on (grey box on back wall of the bathroom).
- Tone Encoder (Low band only).
 - Turn switch on only when needed (left side of Tone Encoder).
 - Make sure radio next to Tone Encoder is set to Frequency 46.14 MHz
 - Pick Dept. or Co. to dispatch and the hit red send button on bottom.



- Repeater – Back UHF radio.
 - Turn repeater on (under counter to the left of UHF radio) button to the left on the repeater.
 - UHF radio needs to be set to channel 4 R.I.C.K.
 - Set Low band to which ever frequency you want transmit and receive on. (Example 46.14 MHz).

IX. BASIC COMMAND POST OPERATIONS:

- 1) The command post shall be the location from which all incident operations are directed. The planning function for an incident should be carried out at the command post or in very close proximity to the command post.
- 2) Establishing the Command Post
 - a) In addition to the identification of command personnel, a visible command post is vital for managing complex incidents. Under most circumstances, the location of the IC shall generally be placed in an area near the incident that will effect the safe operation of the incident or the command post. The MCV must be placed in a secure, safe area with ability to manage the incident scene keeping in mind the possibility of any hazardous materials incidents and the safety of personnel is of the highest priority. Remember to keep clear of incoming apparatus.
 - b) Providing oversight of the incident and to the agencies involved is an integral part of the IC's responsibility. Position the command vehicle where it is visible and where it gives the best position to manage the incident.
 - c) Communicate the command post location to the Emergency Communications Center. (e.g., "Command is located on Side Adam").

X. BEFORE YOU RESPOND :

- Set parking brake, start engine and turn on all lights and check all gauges.
- Walk around MCV checking lights, tires and visual check the MCV.
- Make sure all components are secured.

XI. BEFORE YOU START MCV WHEN RETURNING:

("DO NOT START THIS VEHICLE UNTIL THE FOLLOWING ITEMS HAVE BEEN CHECKED)

- Make sure no obstructions are near or under this vehicle.
- Ensure that all of the antennas and or satellites are down & stowed properly.
- Canopy is stowed away.
- External power lead cord is stowed away properly
- All external doors, chairs, internal door, refrigerator door, microwave door etc. are properly closed and stowed away.

XII. RETURN OF THE VEHICLE:

The qualified personnel using the vehicle will be responsible for returning the vehicle and restoring it to a clean and response ready condition including:

- Empty trash
- Clean all white boards
- Empty waste water tanks
- Replace any supplies used
- Refuel the vehicle

Please report any mishaps, problems, broken items, accidents, etc to the GCES officer as soon as possible. If the MCV is involved in a motor vehicle accident please acquire the proper accident reports. Fill out the attached equipment/apparatus accident/repair form 1-2.

XIII. TRAINING:

- A list of authorized operators will be maintained in the dispatch center and a copy will be in the command vehicle. Only those persons authorized to operate the vehicle will do so. The vehicle operator will be charged with driving the unit to the scene, setting up all necessary accessories, and acting as a general liaison to the incident commander.
- In order to become an authorized operator, an individual must have a valid class D NYS driver's license and a complete a training session given by the Department of Emergency Services. This training will include a classroom and driving component.
- Training will be scheduled annually as some individuals may become unfamiliar with the operation of the vehicle due to extended periods of inactivity and will forget the setup, etc. This training should not only include the driving, but the actual use of components of equipment, radio, etc.

**Greene County Emergency Services
25 Volunteer Drive
Cairo, NY
PREVENTIVE MAINTENANCE AND SPECIAL PROBLEMS FORM 1-1**

Needs Repair Not Required on this Equip. Meets Required Standards (2 pages)

Check or Do	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Day/Year												
Mileage:												
Engine Oil Level												
Air, Pre-cleaners, Filters												
Coolant Level												
Belts, hoses												
Lights, Reflectors, Mirrors												
Glass, Wipers												
Tires, Lugs, Wheels												
Cracks, Leaks, Loose Parts												
Engine Warm Up (7 Min. Max.)												
Brakes												
Horn, Back up Alarm												
Clean out Cab												
Coupling Devices												
Transmission Oil Level (auto.)												
Battery												
Hydraulic Oil Level												
Power Steering Oil Level												
Exhaust System												
Differentials												
Generator Warm Up (7 Min. Max.)												
Refrigerator												
Satellite and Wireless internet connection												
Microwave												
Report done by												

Special Problems

Date:	Problems (Repairs, Needs, Etc.)	Action taken:

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EQUIPMENT/APPARATUS ACCIDENT/REPAIR FORM1-2

DATE_____

DATE REPORTED_____

REPORTED BY_____

EQUIPMENT/APPARATUS: _____

PERSONNEL INJURED (IF ANY): _____

DESCRIPTION OF PROBLEM: _____
