

	POLICY & PROCEDURE	SERIES # 1510	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	MOBILE COMMAND CENTER		03/19/2019
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1510 dated 09/14/06.		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the operation and deployment of the City's Mobile Command Center (MCC).

II. POLICY:

The City of Hampton's Mobile Command Center (MCC) is under the command of the Office of Emergency Management. The MCC may be deployed during any incident demanding the establishment of a command post in proximity to the occurrence of such an event. It is designed to supplement emergency operations in high service demand locations during critical incidents. Overall objectives are to increase public safety authority visibility, provide a centralized location to conduct incident related activities while remaining in the field, and serve as a command center during such occurrences.

The MCC may also be deployed to other non-critical events as authorized.

III. PROCEDURE:

A. AUTHORIZATION:

1. Authorization to activate the MCC will be granted by the Chief of Police, Fire Chief, Emergency Manager, or incident commander.
2. Scheduled operation (e.g., maintenance, repair, training operations, special events) will be coordinated through the City of Hampton Office of Emergency Management.
3. Deployment for support to jurisdictions other than the City of Hampton will be determined by mutual aid agreements and memos of understanding currently in place.

B. DEPLOYMENT

1. Upon activation in response to a critical incident, available MCC personnel will be notified by the Public Safety Communications Center

APPROVED:
CHIEF OF POLICE



(PSC, E911 Center). A current operators list will be maintained at the PSC.

2. Notification to activate the Mobile Command Center will include the following information:
 - a. nature of incident
 - b. location of incident
 - c. location to stage the command center
 - d. communications channel assigned to the incident
 - e. designation of the on-scene commander

C. OPERATION:

1. Only those persons designated as Mobile Command Center operators will operate the MCC.
2. During operation, the MCC will be manned by a minimum of two designated operators (driver and spotter).
3. The E911 Center will be notified when, and for what reason, the unit is taken out of service and when it is returned for operation.
4. The MCC will mark into service through the E911 Center in accordance with agency protocol (e.g., operator CAD number and unit designation number).
5. The MCC will not be operated in an emergency mode (i.e., no lights and siren) and all rules of the road will be observed (i.e., speed limits, traffic signals, road markings, vehicle signals, etc.).

D. OPERATOR TRAINING:

1. Mobile Command Center operators will be certified upon completion of an equipment driving course and a command center familiarization course.
2. Periodic training for personnel assigned as command center operators will be provided through the Training Unit in coordination with the City Office of Emergency Management.

E. MAINTENANCE:

1. The City of Hampton Office of Emergency Management is responsible for the coordination of scheduled maintenance, repair, and inspection of the MCC.

2. All maintenance will be coordinated by the Office of Emergency Management through the Hampton City Fire Garage.

F. ONBOARD SYSTEMS

The MCC is a self contained unit capable of providing a climate controlled environment for incident management operations. Information regarding operation of onboard systems will be maintained on the MCC and be promulgated via training bulletins as equipment is added or deleted.

G. COMMAND CENTER INVENTORY:

1. The City's Office of Emergency Management will be accountable for all equipment stored on the vehicle.
2. A list of expendable supplies on the Mobile Command Center will be maintained by the Office of Emergency Management.

H. VEHICLE SECURITY:

A vehicle key will be kept at Hampton Fire Station 10 with the Mobile Command Center. Additional keys will be maintained in the custody of the Office of Emergency Management and the Police Special Projects Unit.

-