



Central Zone Operations

Alpine - Barona - El Cajon - Lakeside - La Mesa - Lemon Grove
San Miguel - Santee - Sycuan - Viejas
Bonita - Heartland Dispatch

A-11 Zone Coordinator, Assistant Zone Coordinator & Zone Duty Chief

PURPOSE:

This policy identifies the duties of and establishes procedures for the notification of the Zone Coordinator.

ZONE COORDINATOR:

Shall be responsible for the coordination of Suppression and Rescue Resources within the Central Zone during multiple or large incidents which require Automatic and/or Mutual Aid resources. Basic duties will include, but not be limited to:

1. Shall be the liaison as well as Alternate to the Operational Area Fire and Rescue Coordinator.
2. Shall be the Chair of the Zone Fire Chief's meeting.
3. Shall be the liaison for all Central Zone resources working outside of Central Zone.
4. Shall be the liaison to other Zones within San Diego County.
5. The Zone Coordinator shall be **notified** by HCFA Communications Center as follows:
 - All third or greater alarms
 - Working High Wildland incidents
 - Any request for Strike Teams
 - Dispatch of resources out of Zone
 - Any requests for Mutual Aid (multi-unit working incidents)
 - Any large or unusual incidents within Central Zone, which may have a potential impact in the Central Zone
 - Severe weather warnings
 - Any incidents occurring in the State or County or which could impact the Central Zone
 - Shall be responsible to make relief for Strike Teams or strike team members on a regular or emergency basis.
 - Any earthquake or natural disaster
 - Strike Team updates from Zone Strike Team Leaders



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- Release of Central Zone Strike Teams
6. The Zone Coordinator shall be elected for a 3-year term at the first regular Central Zone Fire Chiefs meeting after the beginning of the calendar year.
 7. The Zone coordinator shall be the Fire Chief from one of the Central Zone Fire Agencies.
 8. The Zone Coordinator shall notify the Assistant Zone Coordinator and Zone Duty Chief when they will out of town.

ASSISTANT ZONE COORDINATOR:

PURPOSE:

This policy identifies the duties of and establishes procedures for the notification of the Assistant Zone Coordinator in the absence of the Zone Coordinator.

ASSISTANT ZONE COORDINATOR:

Shall assist the Zone Coordinator as needed and serve as the Zone Coordinator in his or her absence.

1. Shall be the liaison to the Zone Operations committee.

ZONE DUTY CHIEF:

PURPOSE:

This policy identifies the duties of and establishes procedures for the notification of the Zone Duty Chief.

ZONE DUTY CHIEF:



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Shall assist the Zone Coordinator as needed, shall act as the Zone Coordinator in the absence of both the Zone Coordinator and Assistant Zone Coordinator. **Shall acknowledge notifications page.**

1. The Zone Duty Chief shall be **advised** by HCFA Communications Center as follows:
 - All second or greater alarms – ZDC shall respond to dispatch
 - Any working wildland incident that requires additional resources – ZDC shall respond to dispatch
 - Any large or unusual incidents within Central Zone, which may have a potential impact on the Central Zone
 - Any equipment failure in the HCFA Communications Center
 - Any specialized equipment out of service
 - Any earthquake or natural disaster
 - Any other unusual circumstance or prolonged activities, which may require his/her attention
 - Move-up of engine companies
 - As requested
2. The Zone Duty Chief duties shall include, but not be limited to:
 - Coordination of all in Zone resources and cover companies
 - Prioritization and dispatching of non-life threatening and public service incidents
3. The Zone Duty Chief shall be rotated weekly among Central Zone Fire Chiefs. The Zone Coordinator and the Assistant Zone Coordinator shall not be included in this rotation.
4. The rotation of the Zone Duty Chief shall occur at 0800 A.M. on each Monday. Should that Monday be a recognized Holiday by the Heartland Communication Facility Authority the rotation shall occur on Tuesday at 0800 A.M.

NOTIFICATION PROCEDURES HCFA:



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The following procedures shall be utilized to notify the Zone Duty Chief.

1. CAD page
2. Telephone

If a response is not received within five minutes, an attempt will be made to contact the individual by telephone at their cell or home. If they are not available, contact the Zone Coordinator, or in their absence the Assistant Zone Coordinator.

When receiving notification the Zone Duty Chief shall immediately contact the Communications Center via telephone or radio, advising them they have received the notification.

SUMMARY:

This policy can no way cover all of the instances or situations that may require the attention the Zone Duty Chief. If a doubt exists in your mind whether a notification should occur, notify the Zone Duty Chief and ask.

Emergency Operations – Organization Chart

1. Zone Coordinator
2. Assistant Zone Coordinator
3. Zone Duty Chief
4. HCFA Director (CM40)
5. HCFA Communications Manager (CM41)
6. HCFA Communications Supervisors
7. HCFA Fire Dispatchers