

ROCKDALE COUNTY 9-1-1 COMMUNICATIONS
GENERAL ORDERS

NUMBER: 4.41

NUMBER OF PAGES 6

DATE: September 1, 2000

REVISED DATE:

SUBJECT: EVACUATION AND DISASTER RECOVERY KIT UPDATES

PURPOSE:

To establish and maintain a source of essential documents and supplies needed to continue operations in an alternate location in the event of an evacuation of the communications facility.

SCOPE:

This policy applies to all employees of Rockdale County Communications.

POLICY:

Regular inspections of the items included in the kit are necessary to ensure documents are kept current and batteries are charged properly. The Lead Supervisors will be responsible for following the inspection schedule outlined below and documenting updates of printed materials and charging of the cell phone batteries.

1. Weekly Inspection – Each Sunday
 - a. Remove all cellular bag phones and plug into a power outlet for battery charging. Charge batteries for 12 hours.
 - b. Check to ensure all antennas are securely screwed down.
 - c. Power on phones and make a test call to ensure proper functioning.

2. Monthly Inspection – First day of each month
 - a. Have CAD rol file printed and replace previous month's copy in the disaster kit.
 - b. Review Personnel listing for any changes, replace with updated copy as indicated.
 - c. Replace previous month's schedule with current month's schedule.
 - d. Review contact list for equipment repair and maintenance for any changes, replace with updated copy as indicated.
 - e. Replace previous month's MSAG with updated copy. **NOTE:** MSAG updates are received mid-month; check network drive for date of latest update.

3. Semi-annual Inspection –June 1 and December 1 each year
 - a. Check portable radio chargers by plugging into an outlet and inserting a battery for charging.
 - b. Check the batteries in the flashlight, replace with new batteries as needed.

4. Annual Inspection – December 1 each year
 - a. Check that power strip is still in working order.
 - b. Check Aero Atlas and replace with latest edition available
 - c. Review SO zone map for any changes, replace with updated copy as indicated.
 - d. Review Fire/EMS zone map for any changes, replace with updated copy as indicated.
 - e. Replace outdated telephone directories with latest editions available.
 - f. Review BellSouth Disaster Recovery Plan for any changes, replace with updated copy as indicated.
 - g. Review S.O.P. 4.40 for any changes, replace with updated copy as indicated.
 - h. Review EMD protocol cards for any changes, replace with updated copy as indicated.
 - i. Check to ensure the following items are included in the kit:
 - i. Pads of paper
 - ii. Dispatch cards and blank card stock for unit status
 - iii. Black ink pens
 - iv. Push pins
 - v. Paper clips
 - vi. DOT Emergency Response Guide Book
 - vii. Copies of S.O.P. 4.40 and 4.41

2. Unscheduled Inspections may be conducted on an as needed basis to ensure that all personnel are familiar with the contents and intended purpose of the Evacuation and Disaster Recovery Kit.

3. The lead supervisors will document inspection results and replacement of items on the attached Inspection Logs.

Evacuation and Disaster Recovery Kit Inventory

6	CELLULAR BAG PHONES with SLA batteries, A/C and cigarette adapters for charging
3	PORTABLE RADIO CHARGERS (2 MTX800, 1 MTS2000)
1	6 POSITION POWER STRIP
1	AERO ATLAS
1	SO ZONE MAP
1	FIRE & EMS ZONE MAP
1 SET	PHONE BOOKS including Greater Atlanta Business/Residential, Conyers local white and yellow pages
1	CAD ROLO FILE PRINT OUT
1	COPY BELLSOUTH DISASTER RECOVERY PLAN
1	COPY S.O.P. 4.40 & 4.41 EMERGENCY EVACUATION PLAN
1	COPY PERSONNEL LISTING WITH HOME TELEPHONE NUMBERS
1	COPY CURRENT MONTH'S SCHEDULE
1	COPY CONTACT NUMBER LIST FOR EQUIPMENT REPAIR AND MAINTENANCE
1 PACK	PADS WHITE LINED PAPER
	DISPATCH CARDS AND BLANK CARD STOCK FOR UNIT STATUS
1 BOX	BLACK INK PENS
1 BOX	PUSH PINS
1 BOX	PAPER CLIPS
1 SET	EMD PROTOCOL CARDS
1	COPY CURRENT MSAG
1	FLASH LIGHT WITH BATTERIES
1	DOT EMERGENCY RESPONSE GUIDE BOOK

**Evacuation and Disaster Recovery Kit
Weekly Inspection Log**

Item	Inspection results / status of Item
Cell Phone Batteries	
Cell Phone Antennas	
Test Calls using Cell Phones	

Supervisor Signature

Date

Evacuation and Disaster Recovery Kit
Monthly Inspection Log

Item	Inspection results / status of item
CAD Rolo File	
Personnel Listing	
Monthly Schedule	
Equipment Repair Contact List	
MSAG	

Supervisor Signature

Date

Evacuation and Disaster Recovery Kit
Semi-Annual Inspection Log

Item	Inspection results / status of item
Portable Radio Chargers	
Flashlight and batteries	

Supervisor Signature

Date

Evacuation and Disaster Recovery Kit
Annual Inspection Log

Item	Inspection results / status of item
Power strip	
Aero Atlas	
SO/Fire/EMS Zone maps	
Telephone books	
BellSouth Disaster Recovery Plan	
S.O.P. 4.40	
EMD Card set	
Office Supplies Pads of paper Dispatch and blank cards Black ink pens Push pins Paper clips DOT Emergency Response Guide Book Copy S.O.P. 4.40 & 4.41	

Supervisor Signature

Date