

	JEFFERSON COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD OPERATING PROCEDURES	Initial: 03-01-2006 Revised:
	SOP#: FIRE 3-22	
	Subject: Pre-Planned Drills	

PRE-PLANNED DRILLS

A. PURPOSE

This policy presents the procedure for pre-planned drills for which the communications center may be involved.

B. PROCEDURE

1. Any time that a pre-planned drill is going to be conducted where the Communications Center will be involved for dispatches, patches, radio traffic control, etc., the Director of Emergency Services must be notified of the particulars of the drill by the O.I.C. of the exercise at least (3) three (weekday) days in advance. This will be strictly enforced.
2. Information is to include the location, time, duration, companies involved, and the method by which each company is to be alerted to respond to the drill (alert tone, pager tone, normal dispatch, etc.). When participating in a pre-planned drill, **"THIS IS A DRILL"** will be included on all dispatches conducted by the Department of Emergency Services.
3. Communications will be conducted on a fire ground or an operations channel. Use of the channel will still have to be cleared through the Communications Center before the drill begins.
4. In the event that an emergency call needs processed during the drill information, a message will be broadcasted that *"Emergency Dispatch in Progress"* and all units involved in the drill shall observe radio silence. The communications center will not participate during the drill if circumstances exist where emergency calls are being processed.