

Appendix 1 – Emergency Operations Center Activation Procedures

1. The following personnel are authorized to activate the City of Tucson EOC.
 - a. Mayor of Tucson
 - b. City Manager
 - c. Deputy City Manager
 - d. Assistant City Manager
 - e. Police Chief
 - f. Deputy Police Chief
 - g. Assistant Police Chiefs
 - h. Police Commanders
 - i. Fire Chief
 - j. Assistant Fire Chiefs
 - k. Deputy Fire Chiefs
 - l. Fire Battalion Chiefs
 - m. Any other City Emergency Management Team member (see ESF #5, Tab C for listing)
 - n. Any Tucson Office of Emergency Management and Homeland Security Commander
2. Activation Process:
 - a. When sufficient information from the field or from the above list of positions requires the EOC to open, they will notify a Public Safety Telecommunications Supervisor who will notify any commander of the Tucson Office of Emergency Management and Homeland Security (TOEM). The TOEM Commander is responsible for activating the EOC. A brief description of the type of incident will also be provided.
 - b. The Tucson Office of Emergency Management & Homeland Security Commander will use the EOC Activation Checklist to notify or call out all necessary personnel to properly staff the center.
 - c. Tucson Office of Emergency Management & Homeland Security staff will aid in initiating and implementing the City of Tucson Emergency Operations Plan at the appropriate level for the emergency.