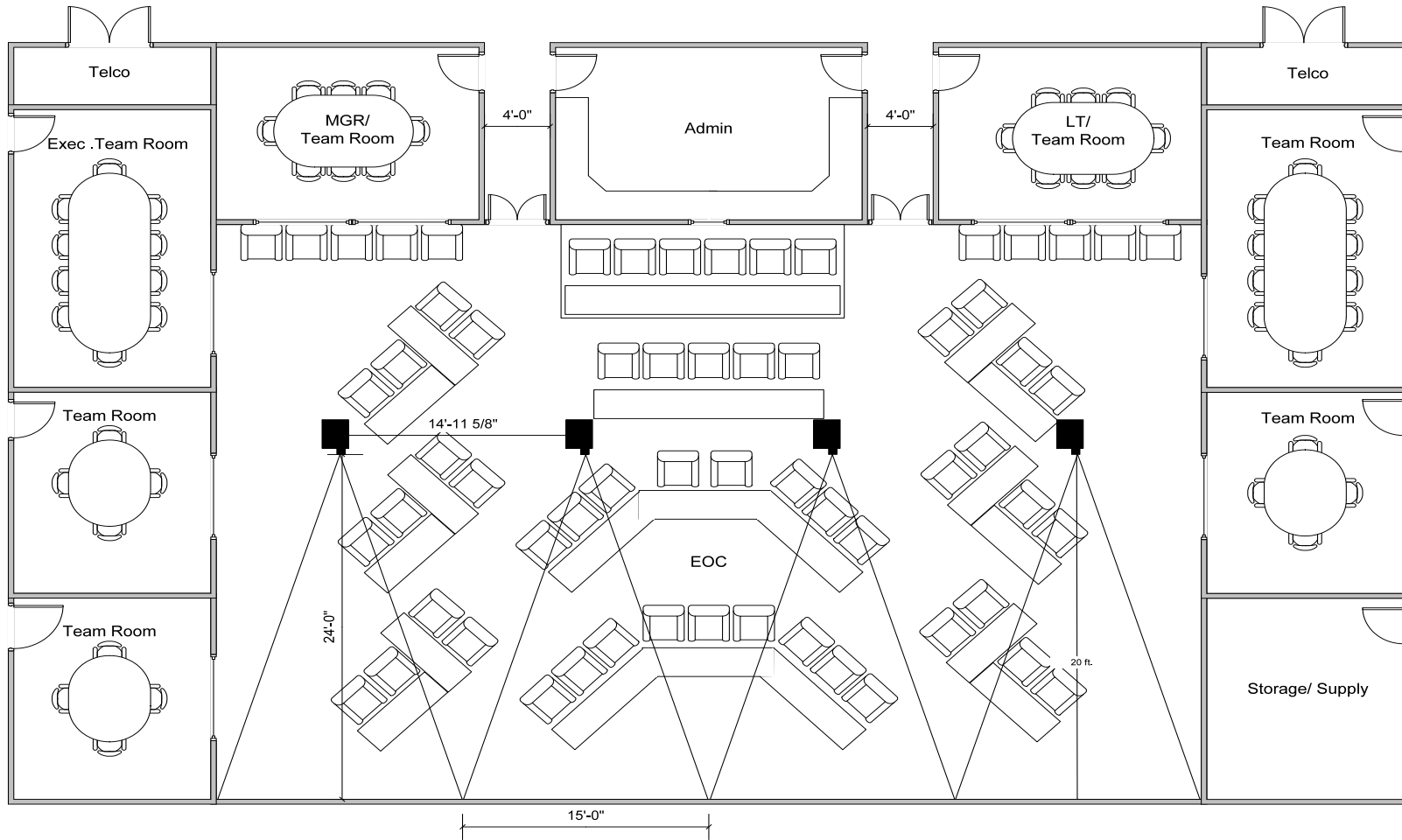




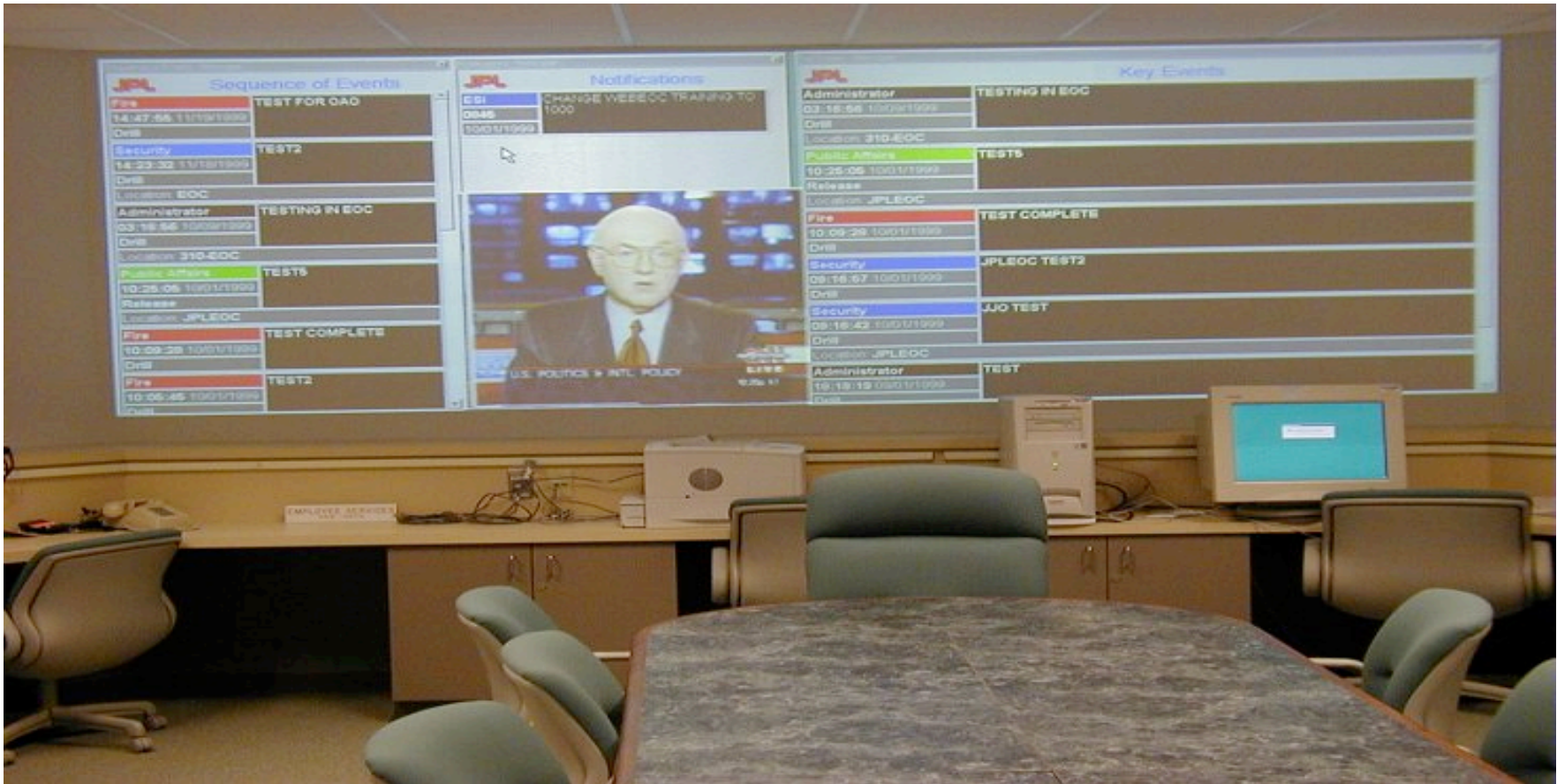
Corporate Command Center Operations

Policies and Procedures

March 31-April 2, 2009



March 31-April 2, 2009



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Why Policies and Procedures?

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Elements of a Corporate Command Center Polity/Procedure

- Activation
- Staffing
- Administration
- Information Management
- Resource Management
- Displays
- Security
- Deactivation
- After Action Review
- Activation of Alternative Command Center

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ACTIVATION

- Identifies when activation will take place
- Describes who will activate the Command Center
- Specifies phases of activation
- Describes notification of key individuals

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STAFFING

- Initial staff requirements
- 24/7 requirements
- Staffing for different phases of activation

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ADMINISTRATION AND EVENT DOCUMENTSTION

- Describes administrative duties
- Describes critical documentation elements such as financial tracking, etc.
- Identifies method of information maintenance

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INFORMATION MANAGEMENT

- Describes message tracking and maintenance
- Describes message routing
- Describes what information will be maintained
 - Common Operating Picture
 - Resource Management
 - Timely Reports
- Maintains historical record

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RESOURCE MANAGEMENT

Describes procedures for requesting, approving, deploying and tracking internal and external requests for resources (personnel and equipment).

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DISPLAY

- Establishes what types of displays are to be used
- Describes how displays are to be maintained (information)

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SECURITY

- Identifies security procedures
- Identifies how security issues will be maintained in different levels of activation

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DEACTIVATION

- Describes who can initiate deactivation of Command Center
- Describes procedures for deactivating Command Center
- Establishes activities to be undertaken immediately, in order to be prepared for the **NEXT** activation

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AFTER ACTION REVIEW

- A Critical Component
- Describes
 - What went right
 - What went wrong
 - What actions need to be taken to improve
 - Who is responsible for completing the action by what date.

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ALTERNATIVE COMMAND CENTER

An organization must continue vital operations when their own facilities are no longer capable of sustaining those operations.

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