

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 88

August 22, 1990

TO: All Departments, Boards, Agencies, and Commissions

FROM: Leonard D. Simmons, Jr., Chief Administrative Officer

SUBJECT: MOBILE COMMAND POST

1. PURPOSE.

Federal Emergency Management Agency (FEMA) regulation in CPG 1-8A requires that our Emergency Operations Plan (EOP) document the existence of an alternative Emergency Operations Center (EOC).

2. ACTIVATION.

Our alternate EOC is the Mobile Command Post (MCP). The MCP is a van with radio equipment to communicate and coordinate the activities of first responder agencies. Computers, cameras, and recorders will also be utilized by this unit. The MCP will be activated should the primary EOC at City Hall encounter one or more of the following:

- A. Become threatened by the effects of the disaster,
- B. Become environmentally or structurally uninhabitable during a situation requiring activation of the EOC,
- C. Be required (for safety support or technical reasons) to increase or decrease proximity to a disaster site, or
- D. Be involved in an exercise or drill scenario that requires simulation of situations a,b, or c.

The MCP will be considered an annex of the Office of Emergency Management. Because of the support that the MCP was designed to provide, it is not to serve as a secondary command post for any other city agency. Activation of the MCP to support response activities will require the same procedure as activating the primary EOC, i.e., consent of the Chief Administrative Officer as well as the Coordinator of the Office of Emergency Management.

3. MUTUAL ASSISTANCE.

Should there be a disaster related need for the MCP outside the City of New Orleans, the jurisdiction in need should forward that request to the Mayor of New Orleans for approval.

4. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Chief Administrative Office, Office of Emergency Management at 565-7200.

LDSJR/itr