

**Riverside Operational Area Command Center  
And  
Riverside Operational Area CICCIS Committee  
Emergency Resource Directory Procedures**

**Objectives:**

1. Provide an accurate, up-to-date emergency resource directory (ERD) for use within the operational area.
2. Enable fire service agencies to easily add qualified personnel to the ERD, and remove personnel when appropriate.
3. Enable the Riverside Operational Area ERD manager to easily maintain the ERD, ensure its accuracy, and ensure that personnel are properly listed.
4. Enable the Operational Area Command Center to easily cooperate with allied agencies within the operational area.

**ERD Listing Procedure:**

1. The Riverside Operational Area ERD manager maintains the ERD for all fire service agencies within the Operational Area. The directory is maintained in the local system. Additionally, the OA Command Center maintains the qualifications in ROSS.
2. The CICCIS Committee regularly certifies local government personnel in ICS qualifications. **The application for certification shall contain a statement from the Fire Chief that the individual meets the physical fitness requirements for the position.** When this occurs, the committee will forward the information to the designated ERD manager for inclusion in the ERD. The ERD manager will update the ERD and forward the information to the command center for updating ROSS.
3. The CICCIS Committee will maintain contact with the Region 6 CICCIS Committee, and capture the qualifications information for forwarding to the Operational Area Command Center.
4. The ERD Manager will send out to all Departments in the County a copy of the current ERD on the first day of the following months: February, May, August, and November. The Departments will review the list for accuracy and respond back within two weeks the following information: additions to the ERD for 100-200 level positions, and deletions from the ERD due to retirements, loss of certification, etc. Verification of 300 level positions will come from the Operational Area CICCIS committee list of certified individuals. The CICCIS Committee can work with the Region and State CICCIS committees to verify 400 and 500 level positions.

5. Any fire service agency can request additions to the ERD by submitting their information in writing. The request shall include a letter signed by the Fire Chief. The ERD Manager can use the CICCS Committee to verify the qualifications.
6. Any agency Fire Chief can request removal of their personnel from the ERD by submitting their information in writing to the ERD Manager.