

Annex G. ASRC Dispatch Supervisor ~~Functions~~

G.1 ~~Conference Dispatch~~

The ASRC Dispatch function is ~~fulfilled~~ managed via by the Dispatch Supervisor (DS) and the Dispatch Officers (DOs) during ~~actual or simulated~~ missions. ~~During non-incident times the ASRC Dispatch Coordinator provides overall coordination of the dispatch function.~~

G.2 ~~The Dispatch Supervisor Activation~~

The Dispatch Supervisor (DS) shall be activated by the AO. The DS shall receive and record all pertinent information from the AO.

G.3 ~~Initiating Conference Dispatch~~

The Dispatch Supervisor (DS) shall identify or designate a Dispatch Officer (DO) for the Conference Dispatch, or assume that function.

G.4 ~~Identifying the IC~~

If the initial AO has not selected the incident AR, the DS is then responsible for choosing the AR.

G.5 ~~Initial Response~~

G.5.1 ~~Use of Pegasus or Park Police Helicopters~~

For information pertaining to a decision regarding the use of the UVA medical helicopter, Pegasus, see the supplemental annex 10 titled "Pegasus Response Guidelines". For decisions regarding the use of the Park Police's helicopter contact ~~VADES~~ VDEM for coordination.

G.6 ~~Chain of Command~~

If the ACA function is not activated, the DS shall report directly to the AR for all operational decisions during an incident. The DS shall report directly to an ACA if the ACA function has been activated.

G.7 ~~Activation of the ACA~~

The DS may activate ACA as needed.

G.8 ~~Manning Staffing Dispatch~~

During periods of low activity, the DS may authorize the DO(s) to physically leave the dispatch office unstaffed provided an answering machine is set up and working properly. The answering machine shall have a message describing the current mission status and detailing how to contact the DS if needed.

G.9 ~~Conference Dispatch Continuity~~

During any ASRC incident, the DS is responsible for: maintaining conference dispatch, supporting the DOs as necessary, providing ~~Quality quality Assurance~~ assurance over

all of the ASRC Dispatch functions, ensuring continuity between dispatch locations and shifts, and finding a replacement DS as needed.

G.10 Conference Dispatch Closure ~~—~~

The DS is responsible for ensuring Dispatch closes properly.