



20-008
3/11/2020

Special Order

ISSUER: DeMarco

1 of 1

PULL DATE: None

Isolation of Facilities and Workgroups

As part of our continuity of operations plan, we are isolating facilities and workgroups.

Much like a wildfire fire line, we are building breaks between the workgroups to prevent the spread of illness and ensure the department can continue to function. Therefore, the following changes to daily operations are effective immediately:

Everett Municipal Building

7th floor interior is off limits to all suppression members.

2801 Oakes

2801 Oakes interior is off limits to all suppression members, unless assigned as light duty. Light duty staff may not visit the fire stations.

Fire Marshal's Staff

Fire stations are off limits to FMO staff. Interactions with suppression members should be limited to incidents only, outdoors, with 6' separations.

Fire Shop

Shop interior is off limits to all suppression staff. Vehicle exchanges will occur outdoors, interactions with shop staff will occur outdoors, with 6' of separation.

Fire Operations Center

We are building plans for a unique, combined FOC at South County headquarters. We are hopeful that any FOC activation will occur there. However, in the event our FOC is needed, we will isolate it from the rest of Fire Station 1.

Fire Stations

Fire stations are off limits to administrative staff, with the exception of Dave Hensen. We will be working with Dave on PPE to protect him while he is working in the fire stations. His work is critical and must continue.

Fire Warehouse Foyer

The foyer area of the warehouse will serve as a common space for exchange of goods and paperwork. Both administrative and field staff may use the warehouse foyer but should not be in the space at the same time. The daily Battalion Chief mail stop will be moved to the warehouse foyer today.

Fire Warehouse Interior

The warehouse interior is off limits to all suppression staff. Admin staff will move requested materials into the foyer as needed. Dave Hensen is the only employee who will operate on both sides of this "fire break."

Incident Responses by Admin Staff

Chief officers responding to incidents should attempt to keep physical separation from suppression staff, as best as possible. Best judgment shall apply under emergency circumstances.

Video Conferencing

We have an emergency order for cameras and microphones for all officer computer workstations in the department. Once they arrive and install, we will be using the Teams videoconferencing tool for routine meetings between suppression and staff.

COOP Draft Plan

There are many things happening at once, and they may seem disjointed. The command team is referencing a Continuity of Operations Plan (COOP) that is still in draft form. Once approved by the Mayor, it will be released to the department so you can see our pandemic response planning.

Pay Stubs

Will be available in the warehouse foyer on paydays only. If you need a stub on off days, please email Val and we will send them to you via departmental mail.