Civic Center Complex Response - Fuel Pump/Overhead Paging

336.1   CIVIC CENTER FUEL PUMP ALARM
In the event of a fuel pump alarm, notification should be made following the following guidelines:
1. Notify Dispatch.
2. Call the Fleet Services Superintendent at Ext. 7762 during business hours. After hours, contact personnel listed in the "Fuel Pump Alarm Procedures for Civic Center" located in the Info File on the Intranet.
3. If Public Works' personnel are unavailable, call the Senior Vehicle Installation Tech at 949-337-5058.

336.2   CIVIC CENTER OVERHEAD PAGING
The purpose of this policy is to provide clear guidelines for the appropriate use of the Civic Center overhead paging system, commonly known as "The God Page." The paging system disrupts conversations, phone calls, and meetings and should only be used in the event of emergency matters involving facilities or personnel, evacuation drills and earthquake drills.

This procedure does not affect the use of the internal overhead paging system located within the Public Safety facility. Use of the internal overhead paging system within the Public Safety facility will be determined by the Chief of Police, or his designee.

• All communications equipment and other related technologies are provided as tools to conduct City related business.
• All City communications are to be courteous and professional.
• All references to users in the context of this policy are assumed to include employees, contractors, volunteers, or others using it with permission from an authorized employee, contractor, or volunteer.

Guidelines for Use:
• The Civic Center overhead paging system will be used ONLY in the event of emergency matters involving facilities or personnel, evacuation drills and earthquake drills.
• After the user has determined a need for an overhead page, a manager or director must approve the request for paging.
• The user will then call 724-7200.
• The user will give the Dispatch Operator the request for the page and the name of the manager or director authorizing the page.
• The Dispatch Operator will perform the overhead page with the information requested by the user.
Conduct which involves misuse of the overhead paging system includes:

• Misrepresenting one's identity in order to have an overhead page initiated
• Misrepresenting the manager or director authorizing the page.