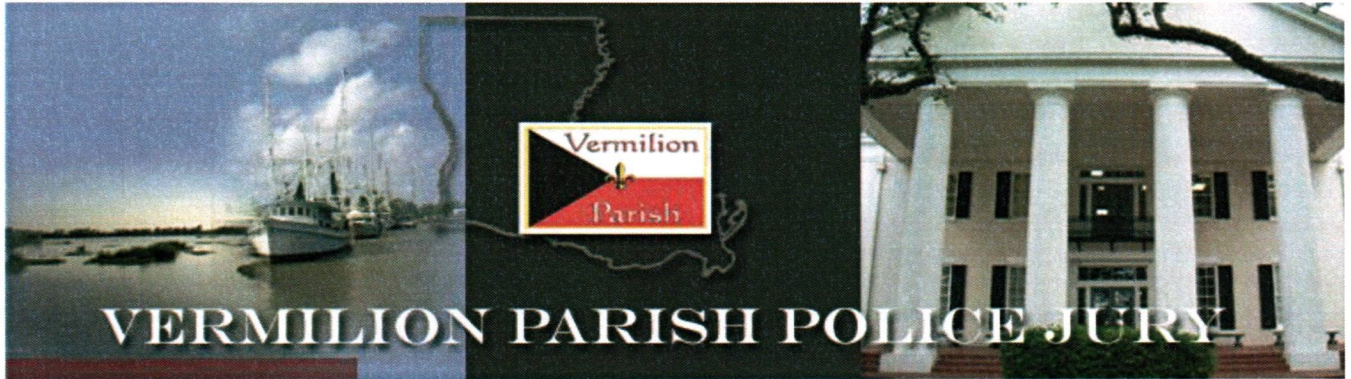


*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



MULTI-HAZARD
EMERGENCY OPERATIONS PLAN

ANNEX B
COMMUNICATION

June 2019

I. PURPOSE	1
II. Scope	1
III. SITUATION AND ASSUMPTIONS	1
A. Situation	1
B. Assumptions	1
IV. CONCEPT OF OPERATIONS	1
A. General	1
B. Phases of Management	2
V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	3
A. Assignments	3
VI. DIRECTION AND CONTROL	4
VII. CONTINUITY OF GOVERNMENT	4
VIII. ADMINISTRATION AND LOGISTICS	4
A. Administration	4
B. Facilities and Equipment	5
C. Communications Protection	5
D. Security	6
E. Training	6
IX. PLANS DEVELOPMENT AND MAINTENANCE	6
X. AUTHORITIES AND REFERENCES	6
References:	6
XI. APPENDICES TO ANNEX	6

ANNEX B – COMMUNICATIONS

I. PURPOSE

This annex is developed to provide information and guidance concerning the available or potentially available emergency operations and communications systems and capabilities of Vermilion Parish. The total communications system is discussed in detail and procedures for its use are outlined below.

II. SCOPE

Parish services under this annex consist of the identification, mobilization and coordination of Parish owned, private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and Federal assistance while re-established primary communication system.

III. SITUATION AND ASSUMPTIONS

General Communications play a critical role in emergency operations. Extensive communications networks and facilities exist and operate throughout Vermilion Parish. Properly coordinated, these facilities provide for effective and efficient response activities.

A. SITUATION

The emergency communications center is located in the Vermilion Parish EOC. It is staffed on an as-needed basis by dispatch personnel assigned to the communications division. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.

B. ASSUMPTIONS

It is assumed that the communications system will survive and/or withstand the effects of the disaster. This annex will provide adequate direction for the proper coordination of all communications systems during an emergency situation, facilitating timely response activities.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Communications plays an instrumental role in emergency operations. Extensive communication networks between government (local, state and federal), volunteer, and private facilities exist and operate throughout Vermilion Parish. Properly coordinated, this system provides an effective and efficient communications response and interaction.

B. PHASES OF MANAGEMENT

1. Prevention

- a. Research type of communications equipment required for uninterrupted communications capability.
- b. Perform necessary interoperable communication assessments for Vermilion Parish network sustainability.

2. Mitigation

The Director of Vermilion Parish Communications District will organize and coordinate communications. The coordinator will assure adequate communication systems have been developed and plans for improvement have been formulated. Auxiliary power is available for all communications

3. Preparedness

- a. The Director of the Vermilion Parish Communications District will develop plans and procedures to mobilize communications to support operations of the Parish Agencies. The Director will provide planning and technical assistance to local municipal officials, agencies and organizations to assure interoperability.
- b. He/she will also maintain the parish-wide communications and warning network which integrates the equipment and resources of the Parish and local warning networks. He/she shall also initiate agreements and contracts to ensure equipment and system maintenance during times of emergency on a 24 hour basis.
- c. He/she shall provide training for communications personnel and periodically test the communications and warning systems, including alternate communication systems.

4. Response

- a. In the event of an imminent or actual disaster, the Director will activate the Parish wide communications, and warning network.
- b. The Parish will operate and maintain necessary equipment in the parish Emergency Operations Center to provide 24 hour a day, 7 day a week operational communications on appropriate radio networks.
- c. Advisories will be made as necessary to local governments as to conditions. Warning systems will be utilized.
- d. Contact will be maintained with State GOHSEP and local agencies thru the local OHSEP.

5. Recovery

- a. The Communications Director will survey all communications media to assure that all communications and information processing media have been restored to normal operations. All leased and borrowed equipment and personnel are returned to owners.
- b. The Communications Director will compile an after action report on the operation, with recommendations for future operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ASSIGNMENTS

1. Parish Communications District (911) have Primary Responsibility for initiating, organizing and coordinating all aspects of communications.
 2. The Support Agencies for this annex are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator.
 3. Support Agencies include, but are not limited to:
 - a. 911Dispatch
 - b. All City Police
 - c. All Fire Departments
 - d. VP Sheriff Department
 - e. VPOHSEP
 - f. VP Mosquito Control
 - g. VP Rabies Control
 4. The organizational structure for the communications system is outlined in Appendix 1 All organizations assigned as tasked under the Emergency Operations Plan:
 - a. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations.
 - b. All organizations should keep the Emergency Operations Center informed of their operations at all times and maintain a communications link with the Emergency Operations Center.
 - c. Provide backup communications capabilities for the Emergency Operations Center.
 - d. Provide backup communications link between the Emergency Operations Center and mass care facilities, as needed, through use of mobile and portable radio units.
 - e. Activate backup or alternate communications systems, as necessary.
 - f. Maintain emergency communications systems as long as necessary.
 - g. When practical, protect equipment against electromagnetic pulse effects by disconnecting them from antennas and power sources.
 - h. Phase down operations as appropriate.
 - i. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.
 5. Police Jury President
When notified of an emergency situation, report to the Emergency Operations Center.
 6. Office of Homeland Security and Emergency Preparedness
 - a) When notified of an emergency situation, report to the Emergency Operations Center.
 - a) Directs the parish's overall emergency communication system and primary person responsible for establishment and maintenance thereof.
 - b) Supports media center communications operations as needed.
-

7. Communications Officer – 911 Director
 - a. Activating and operating the EOC Communications Center during an emergency.
 - b. Enlisting communications support from local telecommunications groups.
 - c. Maintaining adequate telecommunications systems and manpower for effective communications support during an emergency.
 - d. Assuring Parish Department Operators man their radio systems.
8. Sheriff's Department
 - a. When the EOC is activated, the Sheriff's Department will provide communications operators, who in turn will be responsible for:
 - b. Monitoring and operating assigned communications stations.
 - c. Prompt relay of messages.
 - d. Recording significant messages by:
 - entry into the EOC Station Log.
 - completion of an EOC Message form.
9. Governor's Office of Homeland Security and Emergency Preparedness

Provides communications support to include personnel and equipment as directed by the Governor.

VI. DIRECTION AND CONTROL

1. The Homeland Security/Emergency Preparedness Director, under direction of the Vermilion Parish Police Jury, is the overall authority for the EOC and its Emergency Communications Center.
2. The Communications Officer for Emergency Operations is under the supervision of the Parish Homeland Security/Emergency Preparedness Director, and is directly responsible for activities and establishment of facilities in the Emergency Communications Center.
3. Radio Officers and operators from support agencies, while under control of their own office and operating their own equipment in the EOC, will be responsible for knowing and following the procedures outlined in this annex.
4. During a state-of-emergency, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.

VII. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating guidelines established by each department.

VIII. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

1. All communications will be logged throughout any emergency classification.

2. A complete listing of communications system expenditures will be maintained in the Emergency Operations Center.
3. Communication expenditures will be submitted to the Governor's Office of Homeland Security and Emergency Preparedness for reimbursement.
4. The Vermilion Parish OHSEP Director maintains Standard Operating Procedures that contain phone lists and radio frequencies that should be used to notify emergency personnel during emergency situations.

B. FACILITIES AND EQUIPMENT

A complete listing of communications and warning system equipment and capabilities will be maintained in the EOC. A network diagram is found in Appendix 2. Radio frequencies and repeater locations are listed in the SOP manual in the EOC.

C. COMMUNICATIONS PROTECTION

1. Radio

a. Electromagnetic Pulse (EMP)

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power sources when an Attack Warning is issued. A portable radio unit will then be employed as a back-up to maintain limited communications with field groups. This procedure will be used until an All Clear is announced. Telephones will also be used while they are operable.

b. Lightning

Standard lightning protection is used including lightning arrestors and the use of emergency power during severe weather.

c. Wind and Blast

Damaged antennas can be quickly replaced with spare units kept in EOC or by contractor.

2. Telephone (Common Carrier)

a. Jammed Circuits

During emergencies phone usage in a community increases dramatically. In order to prevent vital telephone circuits from jamming, a line-load protection feature is utilized which cuts non-vital users off the circuit.

b. Emergency Service - Provided by Kaplan Telephone Service. Priority Service Restoration - The EOC is on Kaplan Telephone Service's priority service restoration list.

D. SECURITY

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Director reserves the right to investigate the personal background of any radio operator assigned to the EOC.

E. TRAINING

1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain that those persons are familiar with the agency's unique operating procedures.
2. Additional training on Emergency Preparedness equipment and procedures will be provided by the Director or Communications Officer as necessary.

IX. PLANS DEVELOPMENT AND MAINTENANCE

The Vermilion Parish Communications District Director will be responsible for working with the Emergency Preparedness Director to maintain and improve this annex.

X. AUTHORITIES AND REFERENCES

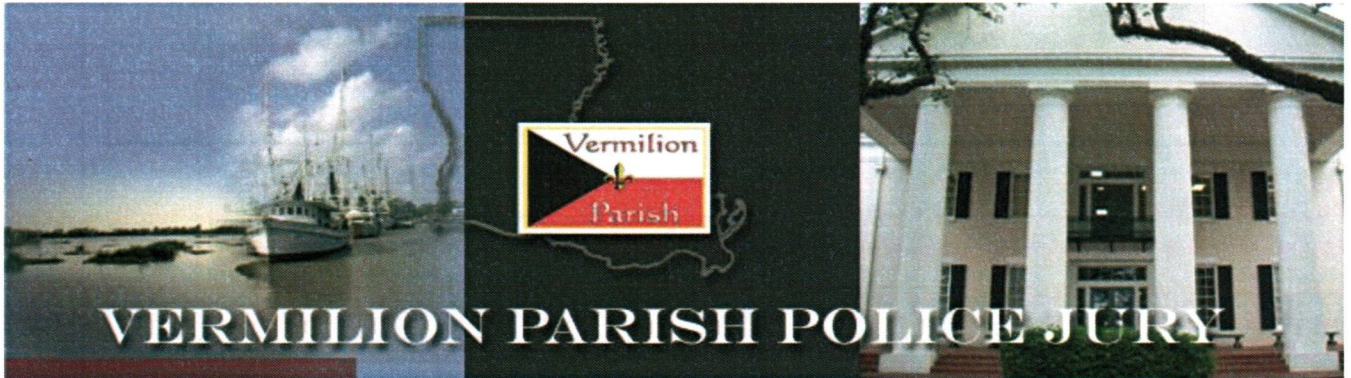
REFERENCES:

1. FEMA, Emergency Communications, CPG 1-8, Washington, D.C.
2. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

XI. APPENDICES TO ANNEX

1. All Hazards Radio Communications Plan
2. Organizational Chart
3. Network Diagrams
4. Communications Reference Information

***Vermilion Parish
Office of Homeland Security &
Emergency Preparedness***



**ANNEX B COMMUNICATIONS
APPENDIX 1 – COMMUNICATIONS
INTEROPERABILITY PLAN**

“Interoperability means an essential communications link within public safety and public service wireless communications systems which permit units from two or more different entities to interact with one another and to exchange information according to a prescribed method in order to achieve results”.

**VERMILION PARISH
INTEROPERABILITY OPERATIONS PLAN
TABLE OF CONTENTS**

- I. AUTHORITY**
- II. BACKGROUND**
- III. PURPOSE**
- CONCEPT OF OPERATIONS**
- IV. A. Frequency Allocation and Assignment
B. Operational Scenarios**
- V. PLAN DEVELOPMENT AND MAINTENANCE**
- ANNEX A. INCIDENT COMMAND COMMUNICATIONS**



I. AUTHORITY	<p>Louisiana Revised Statutes 29:721-751 THE LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE AND DISASTER ACT</p> <p>Vermilion Parish Police Jury Ordinance creating CIVIL DEFENSE AND EMERGENCY PRPAREDNESS</p>
II. BACKGROUND	
Background:	<p>Hurricane Katrina underscored the need for comprehensive all-hazards planning.¹ Communications is a key element for any such planning. Accordingly, the Vermilion Parish Office of Homeland Security and Emergency Preparedness (OHSEP) continues to update and refine the parish plans. This document presents and describes the planning steps taken by the OHSEP to identify, organize, and enhance the ability of the parish agencies to adequately and successfully communicate.</p> <p>Due to the diversity of local government missions, two different radio communication systems are currently being utilized, 700 MHz and VHF Highband.</p> <p>The parish recognizes the potential for natural and man-made occurrences to affect the lives and property of the citizens of Vermilion Parish. These occurrences can be in the form of weather, accidents, or aggression by other nations' forces. In any case, local governments' ability to respond is based in a large part on the availability of adequate communications. The radio communications system should provide connectivity between command personnel and secondary personnel from two or more public safety and/or public service agencies at the local, state, tribal, and federal levels. The Vermilion Emergency Communications Advisory Group (ECAG) identified the need for interoperable radio communications in four operational scenarios:</p> <ol style="list-style-type: none"> 1. Day-to-Day: radio communications during routine public safety operations 2. Mutual Aid: radio communications supporting a joint immediate response to a catastrophic or large-scale incident or natural disaster. (This would also include tactical and logistical communications supporting the operational communications.) 3. 3Disaster: Assumes that all communications infrastructure is lost.
III. PURPOSE:	
Purpose:	The primary purpose of this plan is to facilitate and promote interoperable communications between public safety entities

¹ Hurricane Katrina, 29 Aug 2005, devastated several SE Louisiana parish communications systems.

operating in Vermilion Parish at a minimal cost. This plan is designed around VHF, and 700MHz radio systems that are utilized or [proposed to be used by most agencies in Vermilion Parish. The Vermilion Parish ECAG() has identified specific talk groups to be utilized by emergency services for interagency communications that make up this plan. The following core talk group areas are identified as critical agency groups utilizing interoperable communications. This plan is not intended to preclude the use of these frequencies for other uses, but only to coordinate their usage when necessary.

1. Law Enforcement
2. Fire Rescue Services
3. Emergency Medical Services
4. Public Works
5. Hospitals
6. Public Health
7. Other Governmental Services

Designated Talk Groups: VHF
 OHSEP has determined that all users of these talk groups do not reference the designated channels by the same terminology. As a first, and practical, step toward achieving interoperable communications, this plan assigns new identifiers to these talk groups to assure consistency in terminology throughout the area. The following talk groups are below with their current and new interoperable names.

Current Talk Group:	Interoperable Name :
Fire Dispatch (Parish)	Fire Dispatch
Fire Talk 1	Fire Talk1
Fire Talk 2	Fire Talk 2
All Talk(fire)	Fire Talk 3
OEP(fire)	Fire Talk 4
Abbeville Fire	Abbeville Fire
Kaplan Fire	Kaplan Fire
Medical (Hear)	Medical (Hear) 1

OHSEP has strongly recommended that all participating agencies change their current channel names in their radios to those listed in the Interoperability Plan if their equipment is able to support the modification.

700 MHz Talk Groups:
 OHSEP has determined that all users of these talk groups do not reference the designated channels by the same terminology. As a first, and practical, step toward achieving interoperable communications, this plan assigns new identifiers to these talk groups to assure consistency in terminology throughout the area. The following talk groups are below with their current and new interoperable names.

Current Talk Group:	Interoperable Name :
VPSO Law Enf	VPSO Law Enf
VPSO Tact 1	VPSO Tact 1
VPSO Tact 2 VPSO Tact 3 VPSO Tact 4 VPSO Tact 5 Abbeville PD Delcambre PD Erath PD Gueydan PD Kaplan PD Maurice PD	VPSO Tact 2 VPSO Tact 3 VPSO Tact 4 VPSO Tact 5 Abbeville PD Delcambre PD Erath PD Gueydan PD Kaplan PD Maurice PD
Fire Dispatch (Parish)	Fire Dispatch
Fire Talk 1 Fire Talk 2 Fire Talk 3(FG 7) Fire Talk 4(FG 6)	Fire 1 Fire 2 Fire3 Fire 4
Abbeville Fire Kaplan Fire	Abbeville Fire Kaplan Fire
VPOHSEP	VERM-1
Parish All Talk Law Enforcement	VERM-2
Parish All Talk Fire Departments	VERM-3
Parish All Talk Public Works	VERM-4
OEP 1	VPOEP-1
OEP 2	VPOEP-2
Medical All Talk 5	VPOEP-3
Medical All Talk 6	VPOEP-4
OHSEP has strongly recommended that all participating agencies change their current channel names in their radios to those listed in the Interoperability Plan if their equipment is able to support the modification.	

IV. CONCEPT OF OPERATIONS:	
This section establishes the OHSEP concept of operations for achieving radio communications interoperability among and between parish agencies using existing communications infrastructure. It proposes priority levels for radio frequency channel allocation and assignment to be used during the operational scenarios presented above.	
Concept of Operations:	<ol style="list-style-type: none"> 1. Personnel involved in a multiple agency event should use plain language in all communications. 2. Mobile units should contact their agency first to determine the assigned frequency for an event. 3. If a unit does not have contact with their agency, they should

	<p>contact the event agency on any available channel.</p> <ol style="list-style-type: none"> 4. It is imperative that law enforcement/public safety base stations continually monitor the channel. 5. Telecommunications operator will direct, coordinate and/or control communications unless an incident commander is identified 6. The incident commander will designate the channel to be used, subject to availability. 7. The following priority levels will determine channel selection, <ol style="list-style-type: none"> a. Level 1. Disaster where all communications infrastructure is lost or extreme emergency operation for mutual aid and inter-agency communications b. Level 2. Emergency or urgent operation involving imminent danger to life or property c. Level 3. Interagency communications during events. 8. The radio system is licensed for public safety use only and every effort should be made to eliminate all unnecessary traffic from the air. 9. OHSEP anticipates that at some point, the sheriff or other chief officers (or their designees) may need to broadcast an emergency message to all system users simultaneously. Technical provisions to facilitate this broadcast will be provided under separate cover.
--	--

A. FREQUENCY ALLOCATION AND ASSIGNMENTS

Mobile and Base Radios: VHF

1. All agencies are encouraged to add their necessary talk groups to all mobile and portable radios.

Alphanumeric Radio Displays

1. Alphanumeric radio displays should be consistent with the examples listed below per your radios capability.

Any reference to old identifiers should be removed from the radio display.

Mobile and Base Radios: Proposed 700 MHz

1. All agencies are encouraged to add their necessary talk groups to all mobile and portable radios.
2. Alphanumeric radio displays should be consistent with the examples listed below per your radios capability.

Any reference to old identifiers should be removed from the radio display.

B. OPERATIONAL SCENARIOS

1) DAY-TO-DAY OPERATIONAL PLAN

2) MUTUAL AID RADIO NETWORK OPERATIONAL PLAN FOR PROPOSED 700 MHz

Purpose:	The purpose of the Mutual Aid Radio Network is to provide multi-agency communications during times of emergencies.
-----------------	--

Policy:	<ol style="list-style-type: none"> 1. Provide and maintain an updated Mutual Aid Communications plan to deal with multi-agency responses for all agencies linked to the system. 2. Coordinate with other contributing agencies and license holders to ensure that all repeaters are maintained and in good working order. 3. Procedures are in place to coordinate with other license holders that in the event repeaters need to be disabled or enabled that a procedure is in place to provide the most efficient use of the network. 4. Comply with all Federal, State, Local Laws; rules, regulations and standards that relate to this plan.
Definitions:	<ol style="list-style-type: none"> 1. Requesting Agency: The agency of record for an incident. The agency that is requesting assistance in their jurisdiction.
Guidelines:	<ol style="list-style-type: none"> 1. Channel Assignment: Channel Assignment shall be made on basis of location of the incident and need. Tactical Channels may be either Enabled/Disabled on an as needed basis. 2. Unauthorized use: Any unauthorized use of the radio network can result in the reassignment of tactical Channels or the disabling of a repeater. Unauthorized use is any use that violates state of federal law, rules or regulations. 3. Non-Emergency Use: Tactical Channels can be assigned to Public Safety agencies for the coordination of multiple agencies during such events as fairs, festivals, parades, drills, etc.
<u>PROCEDURES:</u>	
A. Channel Assignments: Channels will be assigned only for use in multi-agency responses based on need, location and availability.	
Person(s) Responsible	Action
Requesting Agency:	<ol style="list-style-type: none"> 1. Requesting agency will contact VPSO for Law Enforcement or 911 for Fire to request a tactical channel for a multi-agency response. 2. Will inform VPSO/911 the type of emergency, location, and any other available information. 3. Once a TAC channel has been assigned as primary operating channel the requesting agency assumes control over the channel. 4. The Incident Commander may request additional channels, if available, from VPSO/911 to better organize the incident. 5. The Incident Commander will report to VPSO/911 any interference problems while using these channels. 6. Plain language will be used at all times while operating on this network. 7. The Incident Commander will inform VPSO/911 when the incident is over and when the IC has released the tactical channels.
VPSO/911:	<ol style="list-style-type: none"> 1. Will continuously monitor I-Call for traffic. 2. Will assign Tactical Channels based on location and need.

	<ol style="list-style-type: none"> 3. Will announce emergency traffic over I-Call and repeat the assigned channel over the air. 4. Will act as Mutual Aid Headquarters and will assist in communications as requested by the Incident Commander. 5. Will only communicate with the incident Commander or his designee once a tactical channel has been assigned. 6. After the Incident Commander has surrendered the assigned channels VPSO/911 will announce that the channel is back in service.
<p>B. Unauthorized Use: Any use of the radio network that does not comply with the FCC guidelines or local/state rules and regulation can result in the suspension of activity on the affected repeater.</p>	
Person(s) Responsible:	Action: Unauthorized
All Users:	<ol style="list-style-type: none"> 1. Follow all FCC guidelines regarding approved methods of communication. 2. Report any abuse of the radio network to VPSO/911.
VPSO/911:	<ol style="list-style-type: none"> 1. Upon verifying objectionable radio traffic the supervisor will try to establish contact with the offending party and request that they cease transmissions immediately.
Person(s) Responsible:	Action: Special Events
Requesting Agency:	<ol style="list-style-type: none"> 1. Contact the VPSO/911 office by phone at least one week before the event to request communications needs. Inform VPSO/911 of the list of agencies involved and a schedule of events. 2. Contact the VPSO/911 office before the event and request the assignment of reserved channels. 3. Contact VPSO/911 following the event to release the channels for normal use.
VPSO/911	<ol style="list-style-type: none"> 1. Will evaluate the request and assign channels based on need. 2. Will make any needed changes in SOPs during the event.
VPSO/911:	<ol style="list-style-type: none"> 1. Will assign prearranged channels unless they are currently in use for an actual emergency. 2. If assigned channels are being used VPSO/911 will reassign channels where possible. 3. VPSO/911 will announce over I-CALL which channels will be used and for what purpose. 4. Will give the all clear when the channel(s) have been surrendered.
<p>D. Planning and Maintenance:</p>	

License Holders:	<ol style="list-style-type: none"> 1. Will ensure that repeaters for which they are responsible for are properly maintained and are in good operating condition. 2. Will announce when a repeater will be taken out of service for repair. 3. Will maintain FCC licenses for all repeaters. 4. Coordinate with other license holders on procedures or handle any interference of repeaters.
ECAG:	<ol style="list-style-type: none"> 1. Will cooperate to develop and maintain a set of operating procedures and communications plan for the use of this network. 2. Will plan and coordinate any future expansion.

6. VHF

VHF NATIONAL MUTAL AID

ID	CHANNELS	PL
1. VCALL	155.7525	5A
2. VTAC1	151.1375	5A
3. VTAC2	154.4525	5A
4. VTAC3	158.7375	5A

V. PLAN DEVELOPMENT AND MAINTENANCE:

A. The Vermilion Parish OHSEP is responsible for the development, maintenance, review, and distribution of the respective plan.

B. Changes to this plan may be recommended in writing to:

Vermilion Parish Office of Homeland Security and Emergency Preparedness 100 N. State St, Suite 211
Abbeville, LA. 70510

ANNEX A. INCIDENT COMMAND COMMUNICATIONS	
Incident Command System Communications Protocol	
Overview:	OHSEP complies with the Federal Emergency Management Agency's (FEMA) National Incident management System (NIMS). The ICS, also increasingly known as the Incident Management System (IMS) is an overall incident management program designed for universal application by any public safety entity or group of entities. The objective is to provide an overview of the basic ICS structure with a focus on communications operations specifically, and to provide recommendations for the implementation of ICS to manage priority access to the public safety interoperability spectrum. More specific

	<p>guidelines will need to be addressed as part of the Regional Planning Process.</p>
<p>ICS Communications Infrastructure :</p>	<p>Centrally managed, interoperable communications are essential for virtually every aspect of the ICS structure to function. Communications to be used at the incident site require advance planning, to include the development of frequency inventories, frequency sharing agreements. The use of synthesized mobile / portable radio equipment, and the use of available local, state and federal communications equipment, all of which will be combined as part of the available ICS infrastructure will be pivotal in addressing these areas as part of an overall ICS communications plan. Communications during ICS incidents of any size are managed through the use of an incident communications center and a communications plan established for the use of command as well as tactical and support resources assigned to the incident. Local governments, whether participating in NIMS plans or not, have established Emergency Operations Centers (EOCs), which can be activated quickly to facilitate centralized command and control during incident response. When a local government EOC is activated, the establishment of communication and coordination between the IC and the department operations center of the EOC, or the EOC itself, and also between the EOC and state or local jurisdiction(s) having authority within the incident’s boundaries. ICS field response organizations will normally communicate with the local government level (either department operating centers or EOCs) through dispatch centers.</p> <p>Dispatch centers will not have command authority over incidents, but will act as directed by the IC or other designated authority in accordance with agency or jurisdiction policy, or as specifically delineated within the applicable ICS plan. Because of the potential number and diversity of communications systems involved, agency dispatch centers will often function in an intermediate role between IC, personnel in the field and department operations centers or EOCs. Also, in some cases under heavy load conditions, agencies may elect to move into an “expanded dispatch” mode, which may involve the delegation of a higher level of authority at the agency dispatch facility. Dispatch centers may be departmental or may be centralized within the jurisdiction. Some jurisdictions have the capability to go from departmental to centralized dispatching when the local government EOC is activated. The jurisdiction’s dispatching arrangements and communication capability along with local policy will affect how operations are linked to the local government level.</p> <p>In many jurisdictions, the ICS field response organizations will be primarily linked via to the dispatch center(s) to the department operations center (DOC) of the agency that has jurisdiction over the incident. In these cases, DOCs have agency level authority over the</p>

	<p>assigned IC. The DOC is responsible for coordinating with the local government EOC. Alternatively, in some jurisdictions, ICS field response organizations may have direct communications with and/or receive policy direction from the local government EOC when it is activated.</p> <p>Whether this occurs, along with other possible operational variations consistent with the overall ICS management scheme, will depend on the size and policy of the jurisdiction, and the lines of communications that are available.</p>
Plain Language Usage:	Under NIMS communications guidelines, plain language is to be used at all times.
ICS Communications Management	<p>ICS Communications are organized as a component of the Logistics branch.</p> <p>The ESF2 Communication Unit is therefore under the direction of the Service Branch Director or Logistics Section Chief, who in turn reports directly to the IC.</p> <p>The Communication Unit is responsible for:</p> <ul style="list-style-type: none"> ▪ Developing plans for the effective use of incident Communications equipment and facilities; ▪ Installing and testing of communications equipment; ▪ Supervision of the incident communications center; ▪ Distribution of communications equipment to incident personnel; ▪ Maintenance and repair of communications equipment.
Communication Unit:	The Communication Unit is allowed a considerable amount of discretion regarding the set- up and utilization of the specific communications network and individual elements within it. However, on some basis, the Communication Unit Leader, either directly or through the Head Dispatcher (if multiple dispatchers are used), or Incident Dispatcher (if a single dispatcher is used), will directly manage the use and prioritization of communications channels
ESF2 Communication Unit Responsibilities:	<ul style="list-style-type: none"> ▪ Determine Communication Unit personnel needs. ▪ Advise on communication capabilities and limitations. ▪ Prepare and implement the Incident Radio Communications Plan. ▪ Ensure that the Incident Communications Center and Message Center are established as necessary. ▪ Set up telephone and public address systems as necessary. ▪ Establish appropriate communications distribution and maintenance locations within or adjacent to the ICP, at the base(s) or in remote locations (e.g. camps, heliports, etc.). ▪ Ensure communications systems are installed, tested, and repaired as necessary.

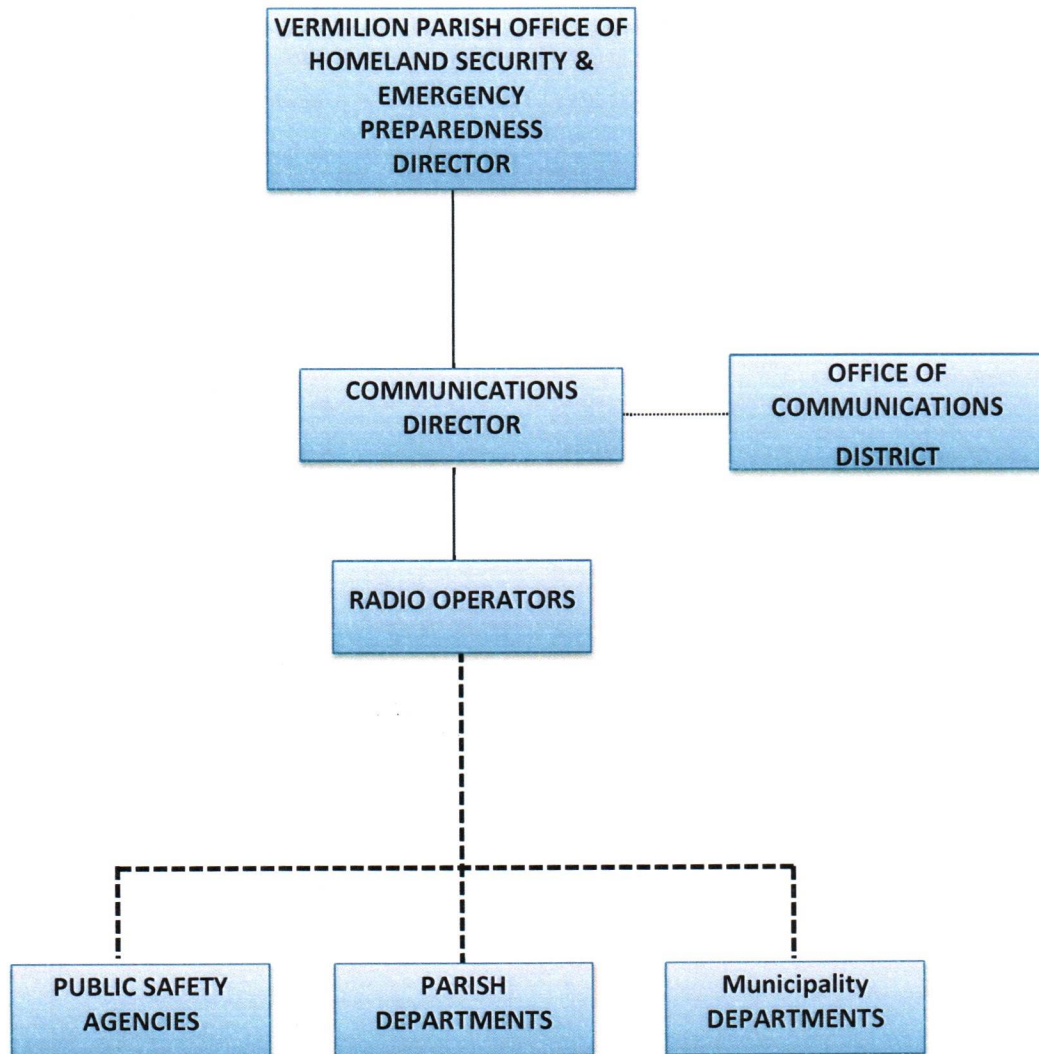
	<ul style="list-style-type: none"> ▪ Ensure an equipment accountability system is established and maintained. ▪ Ensure personal portable radio equipment is distributed, per the Incident. ▪ Provide technical information as required concerning. <ul style="list-style-type: none"> - Adequacy of communications systems currently in operation. - Geographic limitation on communications systems. - Equipment capabilities - Amount and type of equipment available. - Anticipated problems and shortfalls concerning the use of communications equipment. ▪ Supervise all Communication Unit activities. ▪ Maintain records relating to the communications equipment as appropriate, to include channel settings on programmable radios. ▪ Receive equipment from relieved or released units and reassign as necessary. ▪ Maintain the ESF2 Communication Unit Log.
<p>Communication Unit Duties:</p>	<ul style="list-style-type: none"> ▪ Determine: <ul style="list-style-type: none"> - Location of assignment. - Communications procedures. - Frequencies in use. - Equipment status. - Capabilities, limitation and restrictions. - Location of repeaters. - Message center problems. ▪ Ensure adequate communications center staffing levels as appropriate. ▪ Obtain and review the Incident Action Plan to determine the incident organization and Communications Plan. ▪ Set up the Communications Center, check out and test equipment. ▪ Request servicing or replacement of any inoperative or marginal equipment. ▪ Set up message center location as required. ▪ Receive and transmit messages within and external to the incident. ▪ Maintain files or Status Changes and General Messages. ▪ Maintain a record of unusual incident occurrences. affecting or potentially affecting communications. ▪ Provide a briefing to relief on: <ul style="list-style-type: none"> - Current activities. - Equipment status. - Any unusual communications situations.

	<ul style="list-style-type: none"> ▪ Turn in appropriate documents to ESF2 Communication Unit Leader. ▪ Stand down / demobilize the Communications Center in accordance with the ICS. ▪ Incident Demobilization Plan. ▪ Maintain radio traffic logs. ▪ Activating the on-site warning and instructional systems as directed by the IC. ▪ Establishing communication links between the ICP and public news and information agencies. ▪ Establishing a message control system for logging messages received by and dispatched from the IC and/or the ICP. ▪ Maintaining primary and Comm communications systems between the IC, the ICP, various responding personnel, departments on site and the local emergency management agencies, as directed by the IC or appropriate authority. ▪ Receiving and disseminating information to appropriate individuals.
<p>The ICS Communications Plan:</p>	<p>The ICS Incident Radio Communications Plan is intended to provide documentation of all pertinent information concerning all radio frequency assignment, in one centralized and accessible location for each operational period.</p> <p>The plan is a summary of information obtained from the Radio Requirements Worksheet and the Radio Frequency Assignment Worksheet. Information from the Radio Communications Plan on Frequency Assignment is normally placed on the appropriate Assignment List (ICS Form 204).</p> <p>At a minimum, the Incident Radio Communications Plan must delineate the Basic Radio Channel Utilization System/Cache, Channel(s) utilized, function, frequency and assignment.</p>
<p>Priority Access Levels:</p>	<p>Where Priority Access has been initiated channels through the calling channel based on priority. The following priorities from highest to lowest:</p> <p>Level 1—Disaster and extreme emergency operations for mutual aid and interagency communications.</p> <p>Level 2—Emergency or urgent operations involving imminent danger to life or property.</p> <p>Level 3—Special event control, generally preplanned (including task force operations).</p> <p>Level 4—Single agency secondary communications (default priority).</p>

Recommendations:	<ol style="list-style-type: none">1. Use of standard ICS nomenclature (e.g. as adopted by FEMA and others) in the use of the ICS System.2. Use of the standard ICS structure (e.g. as adopted by FEMA and others) in the use of the ICS System.3. Plain language be used at all times for ICS communications.4. The ESF2 Communication Unit Leader position be required when an incident is multi-jurisdictional or requires more than one working channel (i.e. in addition to the calling channel).5. Priority access protocols be required for all ICS communications plans.
-------------------------	---

ANNEX B – APPENDIX 2

COMMUNICATIONS ORGANIZATIONAL CHART

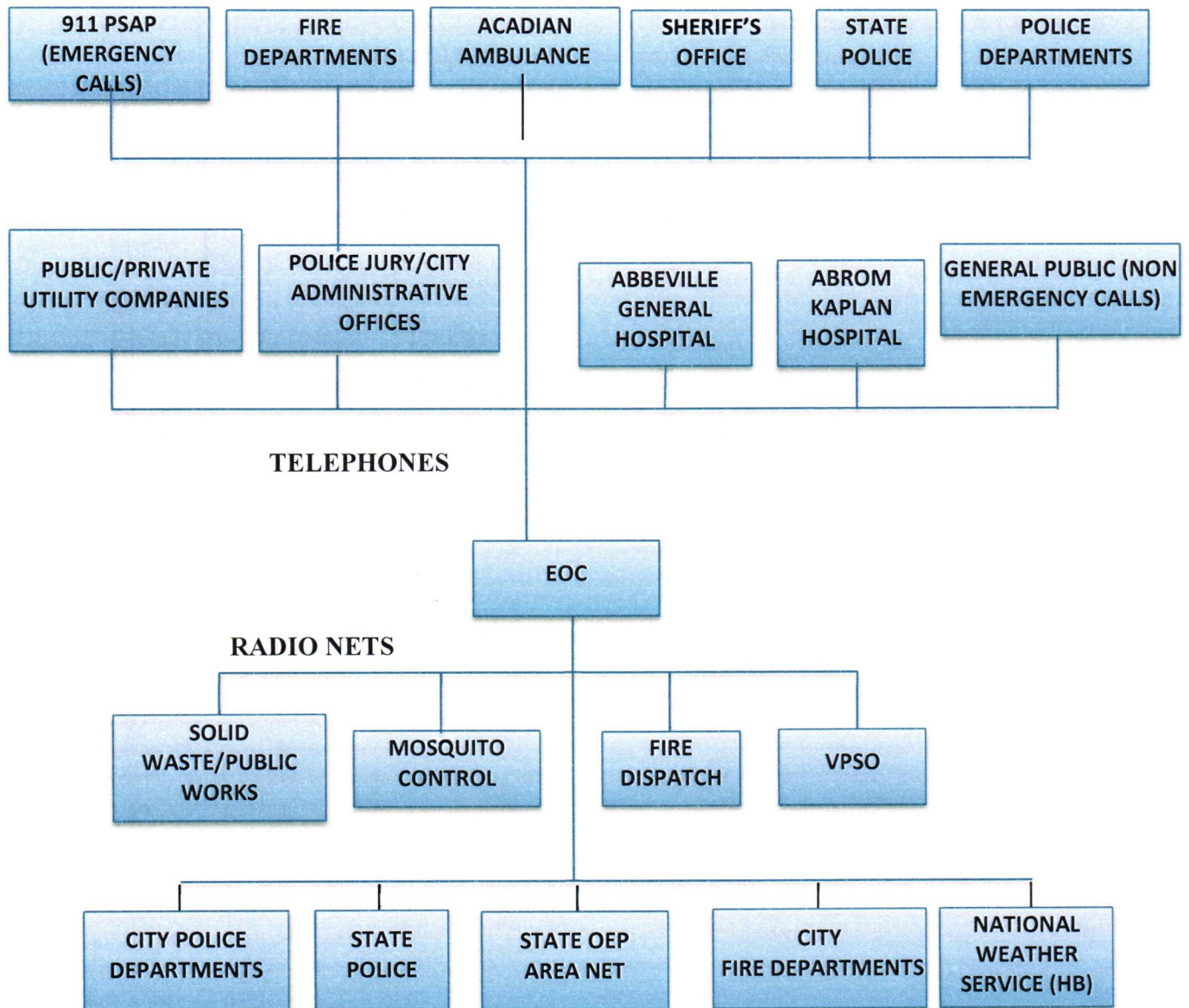


———— DIRECT

- - - - - COORDINATION/SUPPORT

ANNEX B – APPENDIX 3

NETWORK DIAGRAM



ANNEX B – APPENDIX 4 COMMUNICATIONS REFERENCE INFORMATION

- Message Priority Code
- Official Ten Signal List
- Radio Amateur Q Code
- Radio Amateur CW Code
- Transmitting Numbers
- Phonetic Alphabet
- Time Conversion Table

MESSAGE PRIORITY CODE

Priority 1- Lives endangered - immediate response required

Priority 2- Lives endangered-fast response required

Priority 3- Timely operational response required

Priority 4- Routine Data and logistics message

RADIO AMATEUR Q CODE*

QRG	Will you tell me my exact frequency for that of...)? Your exact frequency for that of ...is...kHz	QSN	Did you hear me (or...) on ... KHZ' I did hear you (or...) on kHz
QRH	Does my frequency vary? Your frequency varies.	QSO	Can you communicate with...direct or by relay? I can communicate with...direct (or by relay through...).
QRI	How is the tone of my transmission? The tone of your transmission is... (1. Good; 2. Variable; 3. Bad).	QSP	Will you relay to...? I will relay to...
QRK	What is the intelligibility of my signals (or those of ...)? The intelligibility of your signals (or those of...) is.... (1. Bad; 2. Poor; 3. Fair; 4. Good; 5. Excellent).	QSU	Shall I send or reply on this frequency (or on ... kHz)? Send or reply on this
QRL	Are you busy? I am busy for I am busy with...). Please do not interfere	QSV	Shall I send a series of Vs on the frequency(or...kHz)? Send a series of Vs on this frequency (or.kHz).
QRM	Is my transmission being interfered with? Your transmission is being interfered with...(1. Nil; 2. Slightly; 3. Moderately 4. Severely; 5. Extremely.)	QWS	Will you send on this frequency (or on ...kHz)? I am going to send on this frequency (or on KHz).
QRN	Are you troubled by static? I am troubled by static...(1.5 as under QRM).	QSX	Will you listen to...on...kHz? I am listening to...on...kHz
QRO	Shall I increase power? Increase power	QSY	Shall I change to transmission on another frequency? Change to transmission on another frequency (or on ...kHz).
QRP	Shall I decrease power? Decrease power.	QSZ	Shall I send each word or group more than once? Send each word or group twice(or...times).
QRQ	Shall I send faster? Send faster (...wpm).	QTA	Shall I cancel message number...? Cancel message number...

QRS	Shall I send more slowly? Send more slowly (...wpm).	QTB	Do you agree with my counting of words? I do not agree with your counting of words? I will repeat the first letter or digit of each word or group.
QRT	Shall I stop sending? stop sending	QTC	How many messages have you to send?
QRU	Have you anything for me? I have nothing for you.	QTC	How many messages have you send? I have...messages for you (or for....).
QRV	Are you ready? I am ready	QTH	What is your location? My location is...
QRW	Shall I inform... that you are calling him on...kHz? Please inform... that I am calling on kHz.	QTR	What is the correct time? The time is...
QRX	When will you call me again? I will call you again at... hours (on...kHz).	The RST System READABILITY	
QRY	What is my turn? Your turn is number...	<ol style="list-style-type: none"> 1- Unreadable. 2- Barely readable, occasional words distinguish able 3- Readable with considerable difficulty 4- Readable with practically no difficulty. 5- Perfectly readable. 	
QRZ	Who is calling me? You are being called by...(on....kHz).		
QSA	What is the strength of my signals (or those of...)? The strength of your signals (or those of...) is... (1. Scarcely perceptible; 2. Weak; 3. Fairly good; 4. Good; 5. Very good).		
QSB	Are my signals fading? Your signals are fading	. SIGNAL STRENGTH	
QSD	Are my signals mutilated? Your signals are mutilated.	<ol style="list-style-type: none"> 1- Faint signals barely perceptible. 2- Weak signals. 3- Weak signals 4- Fair signals. 5- Fairly good signals. 6- Good signals 7- Moderately strong signals. 8- Strong signals. 9- Extremely strong signals. 	
QSG	Shall I send...messages at a time? Send...messages at a time.		
QSK	Can you hear me between you signals and if so, can I break in on your transmission -- I can hear you between my signals; break in on transmission.		
QSL	Can you acknowledge receipt? I am acknowledging receipt.		
QSM	Sent you, or some previous message? Repeat the last message which you sent me (or message (s) number (s)...).		
*Reprinted with permission of the American Radio Relay League.			

RADIO AMATEUR CONTINUOUS WAVE (CW) CODE*					
AA	All after	GN	Good Night	SASE	Self-address, stamp envelop
AB	All before	GND	Ground	SED	Said
ABT	About	GUD	Good	SIG	Signature; signal
ADR	Address	HI	Telegraphic laugh; high	SINE	Operator's initials or nickname
AGN	Again	HR	Here	SKED	Schedule
ANT	Antenna	HV	Have	SRI	Sorry
BCI	Broadcast interference	HW	How	SSB	Single sideband
BCL	Broadcast listener	LID	A poor operator	SVC	Service; to service
BK	Break; break me; break in	MA, MILS	Milliampares	T	Zero
BN	All between; been	MSG	Message; prefix to radiogram	TFC	Traffic
BUG	Semi-automatic key	N	No	TMW	Tomorrow
B4	Before	NCS	Net control station	TNX-TKS	Thanks
C	Yes	ND	Nothing doing	TT	That
CFM	Confirm; I confirm	NIL	Nothing; I have nothing for you	TU	Thank You
CK	Check	NM	No more	TVI	Television interference
CL	I am closing my station; call	NR	Number	TX	Transmitter
CLD-CLG	Called; calling	NW	Now; I resume transmission	TXT	Text
CO	Calling any station	OB	Old boy	UR-URS	Your; you're, yours
CUD	Could	OC	Old chap	VFO	Variable-frequency oscillator
CUL	See you later	OM	Old man	VY	Very
CUM	Come	OP-OPR	Operator	WA	Word after
CW	Continuous wave (i.e., radio telegraph)	OT	Old timer; old top	WB	Word before
DLD-DLVD	Delivered	PBL	Preamble	WD-WDS	Word; words
DR	Dear	PSE	Please	WKD-WKG	Worked; working
DX	Distance, foreign countries	PWR	Power	WL	Well; will
ES	And, &	PX	Press	WUD	Would
FB	Fine business, excellent	R	Received as transmitted	WX	Weather
FM	Frequency modulation	RCD	Received	XCVR	Transceiver

GA	Go ahead (or resume sending)	RCVR (RX)	Receiver	XMTR	(TX) Transmitter
GB	Good-by	REF	Refer to; referring to; reference	XTAL	Crystal
GBA	Give better address	RFI	Radio frequency interference	XYL (YF)	Wife
GE	Good evening	RIG	Station equipment	YL	Young lady
GG	Going	RPT	Repeat; I repeat	73	Best regards
GM	Good morning	RTTY	Radio teletype	88	Love and kisses
		RX	Receiver		

*Reprinted with permission of the American Radio Relay League

TRANSMITTING NUMBERS

Numbers should first be spoken individually, and then the entire number read as a whole. The number 1,2,3,4 should be transmitted "one, two, three, four; one thousand two hundred thirty four."

Numbers should be pronounced as follows:

1-Wun	6-Silks
2-Too	7-Sev-ven
3-Th-r-ee	8-Ate
4-Fo-wer	9-Nie-yen
5-Fie-yev	10-Wun zee-row

PHONETIC ALPHABET

A-	Alfa	H-	Hotel	O-	Oscar	V-	Victor
B-	Bravo	I-	India	P-	Papa	W-	Whiskey
C-	Charlie	J-	Juliet	Q-	Quebec	X-	X-ray
D-	Delta	K-	Kilo	R-	Romeo	Y-	Yankee
E-	Echo	L-	Lima	S-	Sierra	Z-	Zulu
F-	Foxtrot	M	Mike	T-	Tango		
G-	Golf	N-	November	U-	Uniform		