

EMERGENCY SUPPORT FUNCTION 2 TELECOMMUNICATION

PRIMARY AGENCIES:

Emergency Management
PENCOM

SUPPORT AGENCIES:

KONP - AM radio (Primary EAS Station)
KVAC-KLLM radio (Forks EAS Station)
Sequim Police Department
Fire District #3
Clallam County Amateur Radio (R.A.C.E.S.)

I. INTRODUCTION

- A. Purpose:** To organize, develop and maintain an adequate communications capability for support of emergency operations.
- B. Scope:** This Emergency Support Function affects all agencies responding to emergency or disasters that will need to communicate in order to efficiently coordinate the response actions.

II. POLICIES

- A.** The Comprehensive Emergency Management Plan (CEMP), as described in this ESF, will govern all local telecommunications and warning activities related to emergency/disaster response.
- B.** Communications-support requirements which cannot be met at the local level will be forwarded to the State EMD for assistance. If needed, federal assistance may be requested.
- C.** The City of Sequim CEMP (communications) should complement Clallam County and state plans, and systems should be interoperable with the state system when and where feasible.
- D.** The Clallam County R.A.C.E.S. Officer shall coordinate all amateur radio activities.

III. SITUATION

- A. Emergency/Disaster Conditions:** Emergency/Disaster conditions that could affect communications vary. The following is not an inclusive list, but does address the main conditions that may affect communications:
1. Power outages

2. Lighting strikes / Electro-Magnetic Pulse (EMP)
3. Equipment failures/losses due to natural or technologic disasters

B. Planning Assumptions

1. Responding agencies have their own communications equipment.
2. PENCOM (dispatch center) has back-up power sources that are capable of approximately two weeks of operation.
3. There is communication coverage city-wide.
4. There are identified frequencies that will be used for primary direction and control.

IV. CONCEPTS OF OPERATIONS

A. General

1. In a major disaster situation, the EM Director and assigned local fire and law enforcement supervisors have access to a 24-hour emergency alert and communications capability at the PENCOM office for contacting response personnel at the various local, state and federal levels of government. The PENCOM dispatch center capabilities include two way public agency radio networks with paging ability, ACCESS, National Warning Alert System and Emergency Alert System encoder/decoder.
2. During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the Emergency Operations Center.
3. In the event of a major emergency or disaster occurring in the city, effective use of the existing public safety and other government agencies communications resources is the first priority for support of emergency operations.
4. The development and upgrading of the area-wide emergency communications centers and overall systems will be conducted to the greatest extent possible to support two-way radio operations, in addition to the testing and maintenance of those systems presently in place.
5. The local Emergency Alert System (EAS) primary station is KONP AM (1450 am). Activation will follow the Emergency Alert System (EAS) plan.
6. In times of emergency, Amateur Radio Emergency Services volunteers may provide an additional local or state-wide communications network from their individual base and /or mobile stations. This local capability provides an extra backup communication system at the Emergency Operations Center if required.
7. Wireless telephone communications (cellular) systems can supply additional communications needs, as appropriate.

B. Organization

1. The primary agencies provide communications coverage. They act as the central receiving point for warning information and have the ability to disseminate information out to support agencies.
2. In the event of an emergency or disaster, a secondary communications system will be set up, by use of amateur radio operators, between the EOC, Red Cross command post and shelters. The local amateur radio operators also have the ability to set up field communications to support these public safety operations, as appropriate.

C. Procedures

1. Upon receipt of warning information, the receiving agency will ensure that the information is disseminated to the necessary support agencies and that all affected agencies are alerted to the information.
2. All warnings and emergency information and actions taken will be documented. This includes the text of the message, where the message originated from, agencies messages sent to, and the appropriate times and dates.
3. In the event the amateur radio operators are needed, the EM Director will activate them by contact with the R.A.C.E.S. officer or designee. The R.A.C.E.S. officer can be contacted through Clallam County EMD.

D. Mitigation Activities

1. All agencies will:
 - a. Test all communications and warning equipment to ensure workability of the equipment.
 - b. Develop and maintain back-up systems, including back-up power ability.
 - c. Attempt to construct / place new equipment away from possible hazards.
 - d. Protect communications and warning equipment from Electro- Magnetic Pulse (EMP) to the extent practical.

E. Preparedness Activities

1. The EM Director will:
 - a. Be responsible for emergency and warning communications system.
 - b. Develop and maintain procedure for coordinating information flow between agencies through the EOC.
 - c. Will work with the R.A.C.E.S. officer and the amateur radio operators to provide a secondary communications system to be used as a back up to public safety communications or for communications to support groups such as the American Red Cross and shelter operations.
2. Primary agencies will:

- a. Designate a warning/communication coordinator.
 - b. Ensure that all communication staff are trained in emergency communications / warning functions.
3. All agencies will:
- a. Develop and maintain Suggested Procedures (SPs) dealing with warning and communications.
 - b. Provide training to all appropriate staff.
 - c. Work with primary agencies to develop warning fan outs.
 - d. Develop and maintain call-in procedures of staff, to include call- ins in the event that the public phone system is not operational.
 - e. Develop and maintain a fax tree to provide information to appropriate agencies.

F. Response Activities

1. The EM Director will
 - a. Activate the EOC or other command location.
 - b. Provide a central point of contact for communications and warning information.
2. All agencies will
 - a. Activate their disaster communications suggested procedures.
 - b. Coordinate information between agencies by use of the EOC or other established point of contact.
 - c. If necessary, cause EAS to be activated through established procedures in the Emergency Alert System plan.
 - d. Go to back up power, if needed.

G. Recovery Activities

1. All agencies will:
 - a. Continue to coordinate information between agencies regarding recovery activities.
 - b. Provide information about damages that field units observe to the EOC or other established point of contact with the EM Director.
 - c. Check communication equipment and make necessary repairs.

V. RESPONSIBILITIES

A. Primary Agencies

1. The EM Director is responsible for:
 - a. Preparing, revising, and implementing current communications plans in accordance with county, state and federal criteria.
 - b. Providing a 24 hours a day, two way radio communications center (Emergency Operations Center when needed) from which communications personnel can effectively operate.
 - c. Coordinating with local amateur radio operators, who will establish a secondary communications network to support communications needs between shelters, American Red Cross operations and others, as appropriate according to the local R.A.C.E.S. plan.
 - d. Periodically testing the communications system by test and exercises.
2. PENCOT is responsible for:
 - a. Maintaining an inventory of existing radio frequencies and other communications resources available for local emergencies.
 - b. Maintaining liaison with other agencies to ensure upgraded communications capabilities are compatible with county-wide communications systems.
3. Sequim Police Department is responsible for:
 - a. Ensuring that all personnel within their jurisdiction, including regulars, reserves or auxiliaries, are trained in radio operation and procedures.
 - b. Ensuring that their agency will support emergency operations, as appropriate.
 - c. Keeping their Suggested Procedures regarding communications operations current and their personnel trained.
 - d. Inventorying their communications equipment and capabilities and providing the inventory list to the EM Director.

B. Support Agencies

1. KONP Radio responsibilities:
 - a. As primary EAS station, will coordinate with other participating stations on EAS matters and planning.
 - b. Assure that staff is trained in EAS procedures.
2. In an actual emergency, city governmental agencies, public safety agencies and amateur radio services are responsible for the following:
 - a. Establishing liaison with the EM Director and staff upon their notification for an

emergency response.

- b. Controlling their own communications systems during major emergencies or disasters from either their normal work site, the mobile Command Post or the Emergency Operations Center, as the situation demands.
- c. Having Suggested Procedures in place to accomplish their tasks.

VI. RESOURCE REQUIREMENTS: Resource requirements are addressed in both the Clallam County R.A.C.E.S. plan and communications inventory section of our local inventory resources.