

ANNEX B

COMMUNICATIONS

February 2006

**BRAZOS COUNTY INTERJURISDICTIONAL
EMERGENCY MANAGEMENT**

APPROVAL & IMPLEMENTATION

Annex B

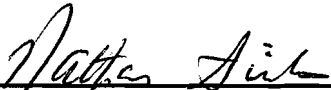
Communications



Brazos County EM Coordinator

2/20/06

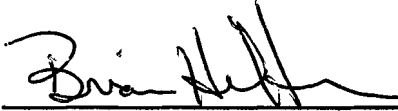
Date



City of Bryan EM Coordinator

2/22/2006

Date



City of College Station EM Coordinator

2/22/2006

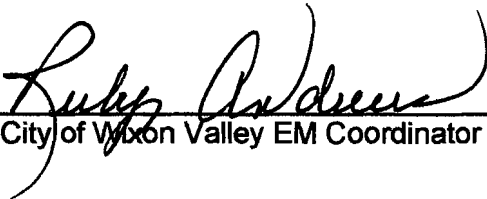
Date



City of Kurten EM Coordinator

2/22/06

Date



City of Wixon Valley EM Coordinator

02-24-06

Date



Texas A&M University EM Coordinator

2/22/2006

Date

ANNEX B

COMMUNICATIONS

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

III. EXPLANATION OF TERMS

A. Acronyms

CATV	Cable TV
DDC	Disaster District Committee
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
SOP/SOG	Standard Operating Procedures/Guidelines
RACES	Radio Amateur Civil Emergency Service
TAMU	Texas A&M University
TLETS	Texas Law Enforcement Telecommunications System

B. Definitions

Local Computer Network	Local, Metropolitan, or Wide Area Networks
Local Area Warning Point	Bryan DPS Communications Office
State Warning Point	State EOC
Local Warning Point	Brazos County Emergency Communications District
Alternate Warning Point	College Station Emergency Communications Center

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety along with personal and government property. A reliable communications system is essential to obtain information on emergency situations, and to direct and control our resources responding to those situations.
2. The Emergency Operating Centers (EOC) will be the emergency communication centers for each respective jurisdiction in the event of an emergency. The centers will be staffed

on a 24-hour basis or any other designated period when activated by designated authority. Equipment is available at each location to provide communications. The EOC for each jurisdiction is located as follows:

- a. Brazos County and City of Bryan (joint EOC) – Adjacent to Brazos County Emergency Communications District, 101 Regent Ave, Ste. 320, Bryan
- b. College Station – Fire Administration Building, 1207 South Texas Avenue
- c. Texas A&M University – University Police Office, 1111 Research Park, Bldg 1602, College Station

B. Assumptions

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Any number of natural or manmade hazards may neutralize communications currently in place for emergency operations.
3. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

V. CONCEPT OF OPERATIONS

A. General

1. Communications play a critical role in emergency operations. Extensive communications networks and facilities are in existence throughout Brazos County. When these capabilities are properly coordinated, response activities become more effective and efficient.
2. Our existing communications network consisting of telephone (cellular and landline), fax, teletype, computer e-mail systems and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with radio as a back up.
3. During emergency operations, all departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the EOC informed of communications difficulties that impact their operations and of their status at all times by the most efficient and quickest means available.
4. To meet the increased communications needs created by an emergency, various state agencies, amateur radio operators and business/industry/volunteer group radio systems will be asked to supplement communications capabilities, through the Disaster District.

B. Activities by Phases of Emergency Management

1. Mitigation

- a. Develop an adequate survivable communications system.
- b. Develop coordinated communications procedures to meet the needs and requirements of our inter-jurisdictional program.
- c. Periodically review the system and formulate plans for improvement as necessary.

2. Preparedness

- a. Review and update this communications annex.
- b. Acquire, test, and maintain communications equipment.
- c. Ensure replacement parts for communications systems are available and make arrangement for rapid re-supply in the event of an emergency.
- d. Train personnel on appropriate equipment and communication procedures as necessary.
- e. Conduct periodic communications drills.
- f. Review assignment of all personnel.
- g. Review emergency notification list of key officials and department heads.
- h. Provide all local telephone companies with a list of circuit restoration priorities for essential governmental systems.

3. Response

- a. Supervisors will determine which communications personnel will be required when emergency operations are initiated. Staff requirements will vary according to the incident.
- b. Arrangements will be made to insure emergency equipment repair on a 24-hour basis.
- c. Warning procedures as outlined in Annex - A, Warning, will be initiated, if required.

4. Recovery

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

VI. ORGANIZATION AND ASSIGNMENT OF REPOSIBILITIES

A. General

1. Our emergency communications system is organized and coordinated within each EOC. Components of the system include groups from the public and private sector as outlined in Section VII.C of this annex.
2. The affected dispatch center will ensure that warning information is disseminated to the appropriate Bryan, College Station, Brazos County, Kurten, Wixon Valley and TAMU personnel. The responsibility for ensuring that the communication systems are operational and incorporate all available resources rests with the communications coordinator of each jurisdiction.

B. Task Assignments

1. Communications Coordinators will:
 - a. Coordinate common communications procedures.
 - b. Develop and maintain a communications resource inventory (See Annex M, Resource Management).
 - c. Ensure a communications capability exists between the Dispatch/Communications Center and the Emergency Operations Centers to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or EOC, if necessary.
 - d. Ensure communication restoration procedures are developed.
 - e. Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
 - f. Ensure procedures are in place for dissemination of message traffic.
 - g. Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
 - h. Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.
2. Radio Operators will be:

Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.

3. Public Information Officers will be:

Responsible for checking commercial radio and television broadcasts for accuracy of public information or delegating that responsibility to assistants/designees.

4. 911 Call Takers will be:

Responsible for proper screening and routing of all incoming telephone calls.

VII. DIRECTION AND CONTROL

A. General

The Emergency Management Director is the overall authority for the EOC and its emergency communications center in each jurisdiction.

The Communications Coordinator is under the supervision of the emergency management director and is directly responsible for all communications activities.

Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment in an EOC, are responsible for knowing and following the procedures outlined in this annex.

During emergency situations involving multiple agencies and/or jurisdictions, 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.

During emergency situations, communications will be maintained between the Disaster District and the affected EOC.

B. Continuity of Government

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

C. Existing Communications Systems

1. Local Networks

- a. Brazos County Emergency Communications District
- b. Brazos County Road Maintenance
- c. Brazos County Sheriff's Department
- d. Cities of Bryan and College Station Police Departments
- e. Cities of Bryan and College Station Fire Departments

- f. Cities of Bryan and College Station Parks Departments
 - g. Cities of Bryan and College Station Utilities Departments
 - h. Cities of Bryan and College Station Public Works Departments
 - i. City of College Station Emergency Communications System
 - j. City of College Station EOC
 - k. Texas A&M University Police Department
 - l. Texas A&M University Emergency Medical Services
 - m. Texas A&M University Parking, Traffic and Transportation Services
 - n. Texas A&M University Physical Plant (radio room)
2. Other Networks

- a. Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network connecting the State Warning Point (State EOC) with approximately 1,292 city, county, state, federal, and military law enforcement agencies in Texas. Emergency communications between state, district, and local governments will be transmitted through this system. The principal terminals are located at Brazos County Communications District, College Station Communications System and the Texas Department of Public Safety area office.
- b. Individual Amateur Radio Operators
- c. Radio Amateur Civil Emergency Service (RACES) is a state sponsored program composed of amateur radio operators. It is used to supplement state and local government communications systems in emergencies or disaster operations. They will provide alternate communications for the emergency operating centers as well as providing alternate communications for hospitals, emergency shelters, American Red Cross, blood centers and other departments of any inter-jurisdictional entity needing assistance to maintain effective communications.
- d. Business/Industry/Volunteer Group Radio Systems

VIII. READINESS LEVELS

A. Level 4 - Normal Conditions

See the mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Level 3 - Increased Readiness

- 1. Alert key personnel.

2. Check readiness of all equipment and facilities and correct any deficiencies.

C. Level 2 – High Readiness

1. Alert personnel for possible emergency duty.
2. Monitor situation of possible issuance of warning or alerts.

D. Level 1 – Maximum Readiness

1. Institute 24-hour operations.
2. Conduct periodic communication checks.

IX. ADMINISTRATION AND SUPPORT

A. Facilities and Equipment

A complete listing of equipment is maintained by the communications coordinator of each jurisdiction and is included in Appendix 4 of Annex M, Resources.

B. Maintenance of Records.

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. 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 source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.

b. Lightning, Wind, and Blast

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

- 2) Damaged antennas can be quickly replaced with spare units kept in the inventory locations of each affected department.
- 3) Mobile repeaters kept in the inventory locations of each department can be quickly positioned at predetermined locations to resume radio communications in the event of damage to radio towers.

2. Telephone (Verizon, Sprint)

a. Overloaded Circuits

To avoid overloaded circuits during emergencies, citizens will be advised to listen to the local cable TV channels or the EAS for information and to use telephones only if they have a genuine emergency. In order to prevent vital telephone circuits from jamming, a line-load protection feature is utilized which cuts non-vital users off the circuit. If overloaded circuits do become a problem, coordinate with the local telephone companies to begin immediate restoration of priority circuits.

b. Emergency Service

During major emergencies, a direct line to the local telephone companies should be considered for activation in the EOC for emergency service calls.

E. Security

Measures will be taken to ensure that only authorized personnel will have access to the Dispatch/Communications Center.

F. Training

1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.
2. Additional training on emergency communications equipment and procedures will be provided as necessary.

G. Support

If requirements exceed the capability of local communications resources, the Mayor/County Judge/TAMU President will request support from nearby jurisdictions or state resources from the Disaster District in Bryan.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Coordinator of each jurisdiction is responsible for maintaining this annex. Each agency and department will develop SOP/SOGs that address assigned tasks.
- B. This annex will be reviewed and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

- A. Federal Emergency Management Agency (FEMA), 1996. Guide For All-Hazard Emergency Operations Planning. (SLG-101)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

- Appendix 1..... Radio Amateur Civil Emergency Service (published under separate cover)
- Appendix 2..... Communications Network Table