ANNEX B
COMMUNICATIONS

Brackett ISD

APPROVAL AND IMPLEMENTATION

Annex B
COMMUNICATIONS

Signature _____ Date _____

Signature _____ Date _____

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Superintendent. Alternatively, each person assigned tasks within the annex may sign the annex.

RECORD OF CHANGES

Annex B
COMMUNICATIONS

Change #	Date of Change	Entered By	Date Entered

ANNEX B
COMMUNICATIONS

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex provides information about the communications equipment and capabilities available during emergency operations. The 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	Standard Operating Procedures
RACES	Radio Amateur Civil Emergency Service
TLETS	Texas Law Enforcement Telecommunications System

B. Definitions

Local Computer Network	Local, Metropolitan, or Wide Area Networks
State Warning Point	State (Emergency Operations Center) EOC

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in the basic plan, this district is at risk from a number of hazards that could threaten staff and student health and safety and personal and government property. A reliable communications system is essential to obtain information on emergency situations, and to direct and control the resources responding to those situations.

2. The Dispatch/Communications Center is located at Central Office; 400 N Ann St. Equipment is available to provide communications necessary for emergency operations.

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. When these capabilities are properly coordinated, response activities become more effective and efficient.

2. The existing communications network consisting of telephone 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 cell phones and radio as a back up.

3. During emergency operations, all district departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the EOC informed of their operations and status at all times.

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 the district.

   c. Periodically review the system and formulate plans for improvement as necessary.

2. Preparedness

   a. Review and update communications annex.

b. Acquire, test, and maintain communications equipment.

c. Ensure replacement parts for communications systems are available and make arrangement for rapid resupply 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 the SBC/CTI Telephone Company 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 REPONSIBILITIES

A. General

1. The emergency communications system is operated by the district and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups.

2. The superintendent will ensure that warning information received at the warning point, the Dispatch/Communications Center, is disseminated to district officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the superintendent, who may appoint a Communications Coordinator to carry out this task.

B. Task Assignments

1. Communications Coordinator 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 of the district and the Emergency Operations Center to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or EOC.

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 Standard Operating Procedures (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. Monitors will be:

   Responsible for checking commercial radio and telephone broadcasts for accuracy of public information.

4. Switchboard Operators will be:

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

VII. DIRECTION AND CONTROL

A. General

The superintendent establishes general policies for emergency communications.

The Communications Coordinator is under the supervision of the superintendent and is directly responsible for facilities, equipment, and operation of the Dispatch/Communications Center.

Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, 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 Kinney County EOC.

B. Existing Communications Systems

1. Local Networks

    a. District Office

    b. School Office

    c. County Sheriff's Office

    d. County Road Maintenance

    e. City Police Department

    f. City/Volunteer Fire Department

    g. City Parks Department

    h. City Utilities Department

    i. City Public Works Department

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.

    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.

    d. Business/Industry/Volunteer Group Radio Systems

C. Continuity of Government

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

VIII. READINESS LEVELS

A. Green—Low

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

B. Blue—Increased

1. Alert key personnel.
2. Check readiness of all equipment and facilities and correct any deficiencies.

C. Yellow—Elevated

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

D. Orange—High

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

E. Red-Severe

1. Staff communications center
2. Conduct communication checks

IX. ADMINISTRATION AND SUPPORT

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of Annex M.

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. Telephone (Common Carrier)

   a. Overloaded Circuits

      To avoid overloaded circuits during emergencies, citizens will be advised to listen to Emergency Alert System (EAS) for information and to use telephones only if they have a genuine emergency. If overloaded circuits do become a problem, coordinate with the SBC/CTI Telephone Company to begin immediate restoration of priority circuits.

E. 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. The superintendent will provide additional training on emergency communications equipment and procedures as necessary.

F. Support

If requirements exceed the capability of local communications resources, the Superintendent will request support from local emergency responders or state resources from the Disaster District in _____.

X. ANNEX DEVELOPMENT AND MAINTENANCE

A. The Superintendnet will be responsible for maintaining this annex. Each agency will develop SOPs that address assigned tasks.

B. This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

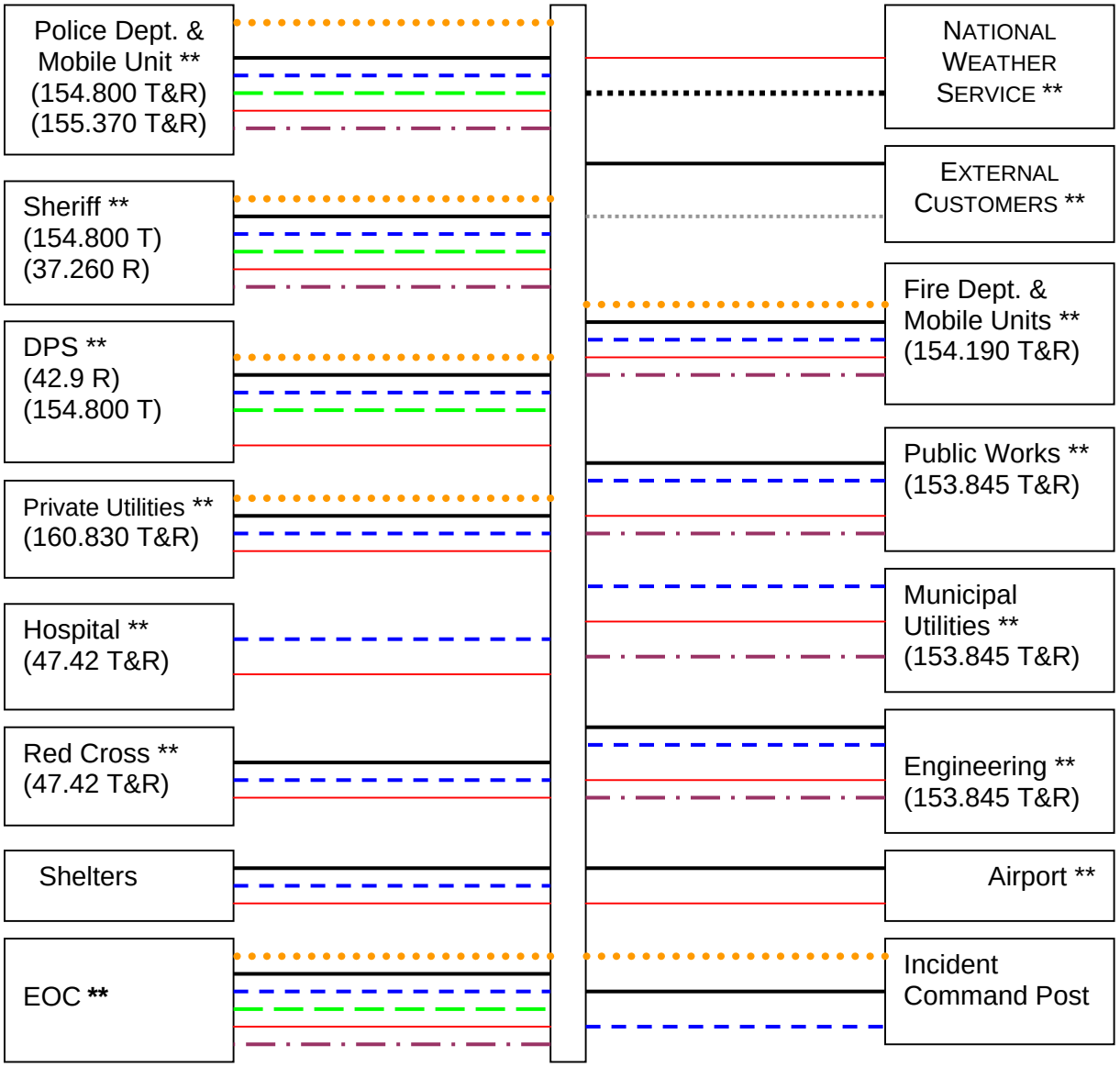
1. Federal Emergency Management Agency (FEMA), 1996. Guide For All-Hazard Emergency Operations Planning. (SLG-101)

2. Division Of Emergency Management Local Emergency Management Planning Guide. (DEM-10)

XII. APPENDICES

Appendix 1 Communications Diagram & Table

APPENDIX 1
COMMUNICATIONS DIAGRAM



LEGEND:

RADIO		SATELLITE PHONES	
CATV OR SATELLITE		CELL PHONES	
TELEPHONE AND/OR FAX	R	RECEIVE ONLY	
TLETS	T	TRANSMIT ONLY	
RACES	T&R	TRANSMIT AND RECEIVE	
LOCAL COMPUTER NETWORK	**	INTERNET ACCESS & E-MAIL	

APPENDIX 1
COMMUNICATIONS TABLE

FACILITY	COMMUNICATIONS									
	Cable TV Or Satellite	Phone/ Fax	SLETS	RACES	Radio (Freq. Band)	Radio HF	Cell Phones	Satellite Phones	Local Computer Network	Internet E-mail
Airport		X					X			X
State Law Enforcement	X	X	X		X	X	X	X		X
Engineering		X			X		X		X	X
EOC	X	X	X	X	X	X	X	X	X	X
External Customers (Citizens, Private Industry)		X		X	X	X	X			X
Fire Department & Mobile Units		X			X		X	X	X	X
Hospital		X			X					X
Municipal Utilities		X			X				X	X
National Weather Service	X	X	X							X
Police Department & Mobile Units	X	X	X		X		X	X	X	X
Private Utilities		X			X		X	X		X
Public Works		X			X		X		X	X
Red Cross		X			X		X			X
Shelters		X			X					
Sheriff's Office	X	X	X		X		X	X	X	X