

# ANNEX B COMMUNICATIONS

## I. PURPOSE.

This Annex provides information concerning the Oklahoma County emergency communications systems. The procedures outlined in this Annex will be used by Emergency Management officials to manage communications in the event of an emergency.

## II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

## III. CONCEPT OF OPERATIONS.

### General.

The Oklahoma County Emergency Management communications network is based on using those networks already used in the course of daily operation in the cities, augmented with the Emergency Management network, the County Sheriffs Office and the Highway District network. Emergency Management officials have the capability and may operate on radio networks throughout the county during an emergency in carrying out operations. Oklahoma County Emergency Operations Center and field operations vehicles are all capable of communications on UHF and VHF and Amateur Radio UHF and VHF frequencies. In addition the Oklahoma County EOC has 800 MHz communications capability with the Oklahoma Department of Emergency Management. The mobile command post has an 800 MHz radio for communicating with City of Edmond agencies.

Emergency Management maintains its own radio tower in Eastern Oklahoma County which is capable of reaching radios in Oklahoma County and much of the surrounding area.

## IV. TASK ORGANIZATION AND RESPONSIBILITIES.

### Task Assignments.

#### 1. Emergency Management Director will:

During non-emergency time, be responsible for developing the emergency communications system required to support EOC communications. He is also responsible for developing a communications system to support crisis operations to include internal operations and external communications with adjacent jurisdictions and the Oklahoma State EOC.

B. Operations Officer will:

1. During emergency operations, supervise all EOC communications activities.
2. Establish procedures to manage, record and distribute incoming and outgoing information.

C. Radio Operators will:

1. Be responsible for proper use of communications equipment and procedures at designated stations.
2. Be responsible for proper handling of messages.

D. EOC Telephone Operator will:

Be responsible for screening and routing of all incoming telephone calls. Those pertaining to emergency operations will be directed to the EOC.

**V. DIRECTION AND CONTROL.**

A. The Emergency Management Director, under the direction of the Policy Group, at the county level has overall responsibility for the EOC and the communication systems needed to operate in an emergency.

B. The Operations Officer, under the supervision of the Emergency Management Director, is responsible for the activation and operation of all communications systems in the EOC.

C. Radio officers and operators from other departments, while under the control of their own office and operating their equipment, will be responsible for implementing the procedures outlined in this Annex as well as their department SOP.

D. During an emergency, normal speech will be used to ensure comprehension during transmission. In addition, local time will be used during transmission and recording of messages.

**VI. CONTINUITY OF GOVERNMENT.**

See Section VI, Basic Plan.

## VII. ADMINISTRATION AND LOGISTICS.

### A. Communications Protection.

#### 1. Radio.

##### a. Electromagnetic Pulse (EMP).

(1) One of the effects of a nuclear detonation that is damaging to communications equipment over a wide area is EMP. To avoid EMP, radios will be disconnected from antennas and power sources when an attack warning is received.

(2) Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.

(3) Telephones will be utilized as the primary means of communications until they become inoperable.

(4) The above procedures will be followed until an ALL CLEAR message is received.

#### 2. Telephone

a. All EOC communications equipment including telephones should be operational at all times.

b. The MIS Department will ensure that all EOC telephones have been placed on the telephone company priority restoration list and arrange for additional lines if necessary.

### B. Security.

Due to the vital role of communications during emergency operations, the Emergency Management Director may investigate the personal background of any communications personnel assigned to the EOC. Due to the stress and urgency of this work, only stable, reliable people should be assigned communications duties.

### C. Training.

1. Each department assigning personnel to the EOC for communications purposes is responsible for assuring that these individuals are familiar with all department communications operating procedures.

2. Additional training for inexperienced and Amateur Radio operators on EOC communications equipment and procedures will be provided by the Operations Officer, as required.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE.**

The Emergency Manager is responsible for maintaining and updating this Annex annually.

## **IX. AUTHORITY AND REFERENCES.**

- A. Authority. See Section IX, Basic Plan.
- B. Reference.
  1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington D.C.
  2. FEMA, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.
  4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.
  5. OK Dept. of Emergency Management, Oklahoma RACES Plan.