

**JOHNSON COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF2-Communications**

**Planning Team**

## Purpose

This ESF describes the systems and procedures for communicating during a disaster. It addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations

ESF #2 also addresses warning and notification, as well as information technology and telecommunications.

## Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #2 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

## Policies

ESF #2 applies to all agencies and organizations with assigned emergency responsibilities in the CEOP.

## Concept of Operations

### General

The **INSERT AGENCY** is designated as the coordinator for ESF #2. As ESF coordinator, **INSERT AGENCY** coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #2 support agencies.

The county has a wide variety of emergency communications equipment including: radios (fixed, mobile and hand-held), pagers, telephones (including mobile and cellular), fax machines, etc.

Communications in the field will normally be established by radio. Each department or agency having a radio system will designate personnel to operate their system and maintain communications with the County EOC.

Communications with state and federal government will be through landline telephone links, cellular telephones and/or radio contact.

Numerous county and municipal agencies have communications capabilities and field units communicate among each other and with the EOC primarily by radio using the **INSERT PRIMARY COMMUNICATIONS CAPABILITY (e.g., 800 Megahertz System)**.

The **INSERT AGENCY** maintains a list of the radio frequencies used by response agencies in the area.

The **INSERT AGENCY** provides information management support to county government departments and offices in general, and maintains the county's wide-area network (WAN).

If electronic emergency information systems are not available, paper logs will be used to record events, communications & messages, damage assessments, situation reports, resources utilized, man-hours expended, etc.

Event logs and communications traffic records are vital for documenting emergency actions for possible post-emergency investigation or after-action reports.

Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential disaster declarations.

Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept.

### **Organization**

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #2.

Primary dispatching capabilities in the County exist with the **INSERT PRIMARY DISPATCH CENTER**. The 9-1-1 Center provides 24-hour dispatching capability for **INSERT APPROPRIATE AGENCIES**.

The **INSERT BACKUP DISPATCH CENTER** serves as the back up dispatch center.

The ESF #2 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

The **INSERT AGENCY** is responsible for planning, installing and maintaining radio communications systems for all county-operated public safety communications centers. Redundancies in equipment, as well as alternate methods to maintain communications links render most equipment outages non-critical.

### **Notifications**

The Emergency Management Director (**OR OTHER LOCAL AGENCY**) will notify the **INSERT PRIMARY AGENCY AND/OR ESF COORDINATOR** of CountyEOC activations and request that a representative report to the CountyEOC to coordinate emergency communications activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

The **INSERT AGENCY** will rapidly assess the need for communications support and identify, acquire and deploy resources to support critical emergency operations.

The **INSERT AGENCY** will establish procedures to ensure field operations can maintain communications links with both each other and the CountyEOC.

### Actions

#### **Preparedness**

- Ensure alternate or backup communications systems are available.
- Coordinate common communications procedures.
- Develop and test emergency procedures.
- Develop mutual aid agreements.
- Develop and/or review procedures for the crisis augmentation of resources.
- Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- Participate in Emergency Management training and exercises.

#### **Response**

- Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- Implement procedure to inspect and protect communications equipment.
- Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

#### **Recovery**

- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Phase down operations, as appropriate.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Participate in after action reports and meetings as requested.

#### **Prevention**

- Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

#### **Direction and Control**

Communication activities will be coordinated through the CountyEOC that will serve as the source of all direction and control.

The **INSERT PRIMARY AGENCY / ESF COORDINATOR** provides direction and control for ESF #2 to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities.

## Responsibilities

### All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with communications activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency tasks as assigned.

**INSERT SPECIFIC LOCAL RESPONSIBILITIES IN SUPPORT OF ESF #2 BELOW -- SEE STANDARD TEXT FOR SUGGESTIONS**

## Administration and Support

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect

support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds **INSERT LOCAL FUNDING SOURCE**.

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## Attachments

- List of the communication frequencies used by response agencies

[INSERT DOCUMENT](#)

- Identify volunteer and private sector communications available to augment emergency requirements

[INSERT DOCUMENT](#)

- Coverage maps

[INSERT DOCUMENT](#)

- List of repeater locations

[INSERT DOCUMENT](#)

- List of the communication equipment utilized

[INSERT DOCUMENT](#)

- List of broadcast stations

[INSERT DOCUMENT](#)

- Actions By Timeframe

[LINK TO CHECKLIST](#)