

# ANNEX B

## Communications

### I. PURPOSE

This Communications Annex is designed to support the City of Baton Rouge and Parish of East Baton Rouge Emergency Operations Plan. It outlines communications procedures and facilities by which the emergency missions and functions of the operations plan will be carried out in an emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

The Emergency Communications and Warning Center is located in the East Baton Rouge Parish **Mayor's** Office of Homeland Security & Emergency Preparedness (**MOHSEP**) Emergency Operations Center (EOC). During emergencies, it is staffed, on a 24-hour basis, by dispatch personnel assigned to the communications division. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.

B. It is assumed that the communications system will survive and/or withstand the effects of the disaster. This annex provides adequate direction for the proper coordination of all communications systems during an emergency situation, facilitating timely response activities.

### III. CONCEPTS OF OPERATIONS

#### A. General

The Emergency Communications Center provides a protected area with communications facilities over which the City-Parish Government is able to discharge its emergency functions during man-made or natural disasters. The Emergency Communications Center includes all those communications facilities necessary for the City-Parish to communicate to subordinate entities, as well as to echelons of the State Government and to City Governments within the Parish. Communications supporting Mutual Aid to adjacent parishes are also included.

B. Phases of Emergency Management

1. Prevention

Research type of communications equipment required for uninterrupted communications capability.

2. Mitigation

An adequate communications system has been developed and plans for improvement have been formulated. Auxiliary power is available for all communications networks. Security has been provided for all radio equipment. Back-up capabilities are provided for.

3. Preparedness

- a. All radio equipment is maintained under a radio maintenance contract or by a Radio Shop Technician.
- b. Repairs are available on a 24-hour basis.
- c. Repairmen will be available during emergencies.
- d. Training of radio personnel is done on an on-going basis.

4. Response

- a. When emergency operations are initiated, the Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** will determine which communications personnel will be required to report to duty. Staff requirements will vary according to the incident.
- b. Warning procedures, as identified in Annex C, Warning, will be initiated.
- c. Law enforcement personnel will be utilized for alternate shelter communications.

5. Recovery

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

**IV. ORGANIZATION**

A. Organization

1. The organizational structure for the communications system is outlined in Appendix 1.

B. Responsibilities

1. Communications Officer

~~The Communications Officer is responsible for:~~

- \_\_\_\_\_a. Activating and operating the EOC Communications Center during an emergency.
- \_\_\_\_\_b. Enlisting communications support from local telecommunications groups.
- \_\_\_\_\_c. Maintaining adequate telecommunications systems for effective communications support during an emergency.
- \_\_\_\_\_d. Coordinating with Fire Communications regarding warning sirens located throughout the parish.

2. Sheriff's Department

When the EOC is activated, the Sheriff's Department will provide Communications Operators, who in turn will be responsible for:

- \_\_\_\_\_a. Monitoring and operating assigned communications stations.
- \_\_\_\_\_b. ~~Prompt relay of messages.~~ Relaying of messages promptly.
- \_\_\_\_\_c. Recording significant messages by:
  - \_\_\_\_\_ (1) Entry into the EOC Station Log.
  - \_\_\_\_\_ (2) Completion of an EOC Message Form.

**V. DIRECTION AND CONTROL**

- A. The Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~, **MOHSEP**, under direction of the East Baton Rouge Parish Government, is the overall authority for the EOC and its Emergency Communications Center.
- B. The Communications Officer of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** is under the supervision of the Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP**, and is directly responsible for the activities and establishment of facilities in the Emergency Communications Center.
- C. Radio officers and operators from subordinate entities of the City-Parish Government, while under direct control of their own office and operating their equipment in the EOC, will be responsive to:
  - 1. The guidance of the ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** Communications Officer to effect coordinated communications in an emergency.
  - 2. Procedures outlined in the ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** Emergency Operations Plan.
  - 3. Procedures outlined in this Emergency Communications Annex.
- D. During a State-of-Emergency, 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 transmission.

**VI. CONTINUITY OF GOVERNMENT**

Lines of succession to each department head are according to the standard operating guidelines established by each department.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Facilities and Equipment
 

A complete listing of communications and warning system equipment and capabilities is maintained in the EOC. A description of communications equipment is located in Appendix 2. A copy of the trunked and conventional radio station license specifications is maintained in the East Baton Rouge Parish Communications District.
- B. 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 sources when an Attack Warning is issued. A portable radio unit will then be employed as a back up to maintain limited communications with field groups.

This procedure will be used until an “All Clear” is announced. Telephones will also be used while they are operable.

b. Lightning

Standard lightning protection ~~is~~ will be used including lightning arrestors.

c. Wind and Blast

Damaged antennas would be replaced by the local vendor designated for these services.

2. Telephone (Common Carrier)

a. Jammed Circuits

During emergencies, phone usage in a community increases dramatically. In order to prevent vital telephone circuits from jamming, a line-load protection feature is utilized which cuts non-vital users off the circuit.

b. Emergency Service

Provided by Bell South’s priority service restoration list.

c. Priority Service Restoration

The EOC is on Bell South’s priority service restoration list.

C. Security

1. Due to the vital role of communications during emergency operations, particularly for defense purposes, the Director reserves the right to investigate the personal background on any radio operator assigned to the EOC.

D. Training

1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain that those persons are familiar with the agency's unique operating procedures.

E. Identification of Deficient Communications

1. Emergency Alert System (EAS)
2. East Baton Rouge Parish School Board
3. Sheriff's Office Warning Point

## **VIII. PLANS DEVELOPMENT AND MAINTENANCE**

The Communications Officer is responsible for working with the Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** to maintain and improve this annex. He/She is also responsible for Standard Operating Guidelines relating to this annex.

## **IX. AUTHORITIES AND REFERENCES**

References:

FEMA, 1977, Emergency Communications, CPG 1-8, Washington, D.C.

### **APPENDICES TO ANNEX B**

- 1) Organizational Chart
- 2) Description of Communications Equipment in East Baton Rouge Parish