

EMERGENCY SUPPORT FUNCTION - TWO
TELECOMMUNICATION

PRIMARY AGENCIES: Emergency Management (KCSO)
Kittitas County Sheriff's Office (Kittcom
Communications)

SUPPORT AGENCIES: Central Washington University Police Department
(Communications)
KXLE - AM radio (Primary EAS Station)
Ellensburg Police Department
Cle Elum Police Department
Kittitas Police department
Local radio stations
Kittitas Valley Amateur Radio Club (R.A.C.E.S.)
Ellensburg Telephone (EITel) U.S.West Telephone
Wireless Telephone Services

INTRODUCTION

A. Purpose

To organize, develop and maintain an adequate communications capability for support of Kittitas County emergency operations.

B. Scope

This Emergency Support Function affects all agencies responding to emergency or disasters that will need to communicate in order to efficiently coordinate the response actions.

POLICIES

A. The Kittitas County Comprehensive Emergency Management Plan (CEMP), as described in this ESF, will govern all local telecommunications and warning activities related to emergency/disaster response.

B. Communications support requirements which cannot be met at the local level, will be forwarded to the State EOC for assistance. If needed, federal assistance may be requested.

C. The Kittitas County CEMP (communications) should complement state plans and systems should be interoperable with the state system when and where feasible.

D. The Kittitas County R.A.C.E.S. officer shall coordinate all amateur radio activities.

SITUATION**A. Emergency/Disaster Conditions**

Emergency/Disaster conditions that could affect communications vary. The following is not an inclusive list, but does address the main conditions that may affect communications:

1. Power outages
2. Lighting strikes / Electro Magnetic Pulse (EMP)
3. Equipment failures/losses due to natural or technologic disasters

B. Planning Assumptions

1. Responding agencies have their own communications equipment.
2. The public safety answering points (dispatch centers) have back up power sources that are capable of approximately two weeks of operation.
3. There is communication coverage for the entire county through a system of repeaters and base stations.
4. There are identified frequencies that will be used for primary direction and control.

CONCEPTS OF OPERATIONS**A. General**

1. In a major disaster situation, the Kittitas County Emergency Operations Center has a 24 hours emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources and their backup capabilities include two way public agency radio networks with public safety agency paging ability, ACCESS, National Warning Alert System and commercial telephone services. The Emergency Operations Center which is located in Kittcom Facility, is designated as the primary communications center for Kittitas County, in the event of a major incident.
2. Public Safety Answering Points (PSAP) may serve as alternate Emergency Operating Centers. Each contains two-way radio equipment which can duplicate capabilities within the county Emergency Operations Center, either directly or by a telephone / radio patch and cellular phone. These PSAP's are also backed up by emergency power generation with a 14 day capability. The

- Kittitas County 9-1-1 Center is backed up by one generator. This generator is tested monthly and tested under load every quarter.
3. During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the Emergency Operations Center.
 4. In the event of a major emergency or disaster occurring in the Kittitas County area, effective use of the existing public safety and other government agencies communications resources is the first priority for support of emergency operations.
 5. The development and upgrading of the area-wide primary and alternate emergency communications centers and overall systems will be conducted to the greatest extent possible. This to support two-way radio operations as a major considerations, in addition to the testing and maintenance of those systems presently in place.
 6. The local Emergency Alerting System (EAS) primary station is KXLE AM (1240 am). KXLE coordinates with all other local radio stations to keep the EAS up to date and workable. Activation will follow the Emergency Alerting System (EAS) plan.
 7. In times of emergency Amateur Radio Services volunteer may provide an additional local or state-wide communications network from their individual base and /or mobile stations. This local capability provides and extra backup communication system at the Kittitas County Emergency Operations Center if required.
 8. Wireless telephone communications (cellular) systems can supply additional communications needs, as appropriate.
 9. In the event a situation causes an outage of the 9-1-1 communications center. Back-up communications and 9-1-1 center activities can be accomplished by use of a mobile PSAP. This will be done by having the mobile PSAP respond to the ELLTEL switch building for temporary 9-1-1 phone placement.
 10. The telecommunications staff of the Ellensburg telephone Company are responsible for coordinating the restoration of Ellensburg City Govt. telephone capabilities. Organizations that have their own communications systems such as the Ellensburg energy dept. may assist in supporting the emergency communications needs of the EOC and general government

B. Organization

The primary agencies provide communications coverage over the entire Kittitas county area. They act as the central receiving point for warning information and have the ability to disseminate information out to support agencies.

In addition to the communications ability by the primary agencies, support agencies provide immediate communications capabilities with all law and fire agencies within county area.

In the event of an emergency or disaster, a secondary communications system will be set up, by use of amateurs radio operators, between the EOC, Red Cross command post and shelters. The local amateur radio operators also have the ability to set up field communications to support public safety operations, as appropriate.

C. Procedures

Upon receipt of warning information the receiving agency will ensure that the information is disseminated to the necessary support agencies and that all primary agencies are alerted to the information.

All warnings and emergency information and actions taken will be documented. This includes the text of the message; where the message originated from; agencies messages sent to; and the appropriate times and dates

In the event the amateur radio operators are needed, the Department of Emergency Management will activate them by contact with the R.A.C.E.S. officer or designee.

D. Mitigation Activities

1. All agencies will:
 - a. Test all communications and warning equipment to ensure workability of the equipment.
 - b. Develop and maintain back-up systems, including back-up power ability.
 - c. Attempt to construct / place new equipment away from possible hazards.
 - d. Will protect communications and warning equipment from Electro Magnetic Pulse (EMP) to the extent practical.

E. Preparedness Activities

1. Emergency Management will:

- a. Be responsible for emergency and warning communications system. This will be the responsibility of the Director.
 - b. Develop and maintain procedure for coordinating information flow between agencies through the EOC.
 - c. Will work with their R.A.C.E.S. officer and the amateur radio operators to provide a secondary communications system to be used as a back up to public safety communications or for communications to support groups such as the Red Cross and shelter operations.
2. Primary agencies will:
 - a. Designate a warning/communication coordinator.
 - b. Ensure that all communication staff are trained in their emergency communications / warning functions.
 3. All agencies will:
 - a. Develop and maintain Suggested Operating Procedures dealing with warning and communications.
 - b. Provide training to all appropriate staff.
 - c. Work with primary agencies to develop warning fan outs.
 - d. Develop and maintain call in procedures of staff, to include call ins in the event the public phone system is not operational.
 - e. Develop and maintain a fax tree to provide information to appropriate agencies.

F. Response Activities

1. Emergency Management will:
 - a. Activate the EOC or other command location.
 - b. Will provide a central point of contact for communications and warning information.
 - c. Provide mobile communications support by use of the mobile command post and/or command vehicles.
2. All agencies will:
 - a. Activate their disaster communications SOP's.
 - b. Coordinate information between agencies by use of the EOC or other established point of contact.
 - c. If necessary, cause EAS to be activated through established procedures in the Emergency Alerting System plan.
 - d. Go to back up power, if needed.

G. Recovery Activities

1. All agencies will:

- a. Continue to coordinate information between agencies regarding recovery activities.
- b. Check communication equipment and make necessary repairs.
- c. Provide information about damages field units observe to the EOC or other established point of contact with Emergency Management.

RESPONSIBILITIES

A. Primary Agencies

1. Kittitas County Emergency Management and or applicable municipality is responsible for;
 - a. Preparing, revising, and implementing current communications, plans, in accordance with county, state and federal criteria.
 - b. Providing a 24 hours a day, two way radio communications center (Kittitas County Emergency Operations Center and mobile communications van) from which communications personnel can effectively operate.
 - c. Coordinating with local amateur radio operators, who will establish a secondary communications network to support communications needs between shelters, Red Cross operations and others, as appropriate according to the local R.A.C.E.S. plan.
 - e. Periodically testing the communications system by test and exercises.
2. Kittitas County Sheriff's Office is responsible for:
 - a. Maintaining an inventory of existing radio frequencies and other communications resources available for local emergencies.
 - b. Maintaining liaison with other agencies to insure upgraded communications capabilities are compatible with county-wide communications systems.
 - c. Ensuring that all personnel within their jurisdiction / agency, including regulars, reserves or auxiliaries, are trained in radio operation and procedures.
 - d. Ensuring that their agency will support emergency operations, as appropriate.
 - e. Keeping their Suggested Operator Procedures regarding communications operations current and their personnel trained.

- f. Inventorying their communications equipment and capabilities and providing the inventory list to Emergency Management.

B. Support Agencies

1. KXLE Radio responsibilities:
 - a. Is the primary EAS station and will coordinate with other participating stations on EAS / EBS matters and planning.
 - b. Will assure that staff is trained in EAS / EBS procedures.
2. In an actual emergency, local Kittitas County governmental agencies, public safety agencies and amateur radio services are responsible for the following:
 - a. Establishing liaison with the Emergency Management Staff upon their notification for an emergency response.
 - b. Controlling their own communications systems during major emergencies or disasters from their normal work site, the mobile Command Post or the Kittitas County Emergency Operations Center, as the situation demands.
 - c. Having Suggested Operating Procedures in place to accomplish their tasks.

RESOURCE REQUIREMENTS

Resource requirements are addressed in both the Kittitas County R.A.C.E.S. plan and communications inventory section of our local inventory resources.

GENERAL INFORMATION .

The Ellensburg Telephone Company serves most of Ellensburg and Kittitas County . The company has plans for restoring service. The first priority is restoration of company capability then emergency services. All Departments can expect a delay in telephone communications due to a major outage during a disaster.