

# KITTITAS COUNTY, WASHINGTON

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### EMERGENCY SUPPORT FUNCTION 2

#### \*\* TELECOMMUNICATIONS, INFORMATION SYSTEMS & WARNING \*\*

**PRIMARY AGENCY:** Emergency Management (KCSO)  
Kittitas County Communications Center (KITTCOM)

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

#### I. INTRODUCTION

**A. Purpose**

This support function helps organize, develop, and maintain an adequate communications capability for Kittitas County emergency operations.

**B. Scope**

This support function affects all agencies responding to emergency or disasters that need communications to coordinate their response actions efficiently.

#### II. POLICIES

1. 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.
2. 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.
3. The Kittitas County CEMP, *ESF-2 Telecommunications, Information Systems & Warning* should complement state plans and systems should be interoperable with the state system when and where feasible.

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

### III. SITUATION

#### A. Emergency/Disaster Conditions

Emergency/Disaster conditions that could affect communications vary. The main conditions that may affect communications include:

1. Power outages
2. Lightning 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.

### IV. 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 the Public Safety Building (Sheriff's office), is designated as the primary communications center for Kittitas County, in the event of a major incident.
2. KITTCOM may serve as alternate Emergency Operating Center. KITTCOM 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. 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 is to support two-way radio operations as a major consideration, 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 an 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 FairPoint switch building for temporary 9-1-1 phone placement.
10. The telecommunications staff of the FairPoint Communications Company is responsible for coordinating the restoration of Ellensburg City Govt. telephone capabilities. Organizations that have their own communications systems such as the City of Ellensburg Public Utility District 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 the event of an emergency or disaster, a secondary communications system will be set up, by use of amateur radio operators, between the EOC, the Kittitas

County Chapter of the American Red Cross (KCC-ARC) 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 backup to public safety communications or for communications to support groups such as the KVC-ARC and shelter operations.
2. Primary agencies will:
  - a. Designate a warning/communication coordinator.
  - b. Ensure that all communication staff is 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 alternate method of call-ins if the public phone system is not operational.

- e. Develop and maintain a fax tree to provide information to appropriate agencies, to include alternate method of information dissemination if the public phone system is not operational.

#### **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.

### **V. RESPONSIBILITIES**

#### **A. Primary Agencies**

1. Kittitas County Emergency Management and/or the applicable municipality are responsible for:
  - a. Preparing, revising, and implementing current communications, plans, in accordance with county, state and federal criteria.
  - b. Providing a 24-hour 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, KVC-ARC operations and others, as appropriate according to the local R.A.C.E.S. plan.
  - d. 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. Maintaining an inventory of communications equipment and capabilities and providing the inventory list to Washington Military Department, Emergency Management Division.

## **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 Standard Operating Procedures in place to accomplish their tasks.

## **VI. 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 FairPoint Communications 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.

## APPENDIX A WARNING FUNCTIONS & SYSTEMS

### I. INTRODUCTION

#### A. Purpose

This appendix provides the structure for immediate dissemination of warnings to key officials and the general public.

#### B. Scope

The warning system provides for coordination of warnings or other information released to the news media and the general public in time of crisis. This system is a multi-jurisdictional and multi-agency process and effects all responding organizations.

### II. WARNING POLICIES AND OBJECTIVES

- A. Statewide warning fan-out will be received by the Ellensburg warning point at the Kittitas County 9-1-1 communication center via NAWAS or NLETS. Upon receipt of warning or test information, the Kittitas County Sheriff's Office will fan out all warning information via the state law enforcement teletype system (ACCESS), telephone, and voice radio, as provided in its emergency standard operating procedures (SOPs). (NOTE: Kittitas County Emergency Management also has NAWAS.)
- B. In the event of any national, state, or local incident requiring warning dissemination, the Kittitas County Sheriff's Office or the initial agency contacted will alert the Kittitas County Emergency Management duty officer. The Kittitas County Emergency Management duty officer will activate the warning procedures, as necessary.
- C. Warning to the general public will be accomplished by all means available, including the Emergency Alerting System (EAS), NOAA Weather Radio (NWR), helicopter, door to door, media, sirens, voice radio, or any other workable method.

### III. WARNING EMERGENCY RESPONSIBILITIES

#### A. Warning Officer:

The sheriff or director of emergency management serves as warning officer for Kittitas County. The sheriff or director may designate alternate warning officers, as appropriate. The warning officer is responsible for the rapid dissemination of warnings to key officials and the general public. Designation of alternate warning officers provides 24-hour readiness. The warning officer will use the following facilities:

1. NAWAS (National Warning System). The primary local NAWAS facility is in the Kittitas County emergency operations center (EOC). The alternate NAWAS facility is located in the Kittitas County 9-1-1 center.
  2. EMERGENCY ALERTING SYSTEM (EAS): The EAS uses local outlets to broadcast official information to the public. Each jurisdiction must designate officials who are authorized to activate the EAS.
  3. The Kittitas County elected official who is authorized to activate the EAS is the presiding chair of the Board of County Commissioners.
  4. NOAA WEATHER RADIO: The National Oceanographic and Atmospheric Administration's weather radio (NOAA Weather Radio, or NWR) system can be activated by the warning officer and other locally designated officials.
  5. PUBLIC SAFETY RADIO NETWORKS: Local public safety communication centers and their paging capabilities can be used to disseminate information throughout the public safety community, as appropriate.
- B.** Washington State Emergency Management Division (EMD) is responsible for:
1. Ensuring the receipt and dissemination of significant national and state warning information throughout the state.
  2. Coordinating national, state, and other warnings (including NOAA) via the National Alert Warning System (NAWAS) and the National Law Enforcement Teletype System (NLETS).
- C.** Kittitas County Department of Emergency Management:
1. Prepares and maintains local warning plans, standard operating procedures (SOPs), and call lists.
  2. Coordinates and helps maintain countywide communications capabilities for warning purposes.
  3. Is the primary NAWAS answering point.
  4. Coordinates with the area's primary EAS station (KXLE radio) and ensures that the EAS plan is reviewed and updated, when appropriate.
  5. Coordinates emergency public information.
- D.** The Kittitas County communications center (KITTCOM) is:
1. The 24-hour point of contact for warning information in Kittitas County.
  2. The NAWAS secondary answering point.
  3. Responsible for disseminating warning information, as appropriate, to:
    - a) Kittitas County Emergency Management
    - b) Ellensburg Control (Fire Communications)



- c) Ellensburg Police Department
  - d) Cle Elum/Roslyn Police Department
  - e) Central Washington University Police Department
  - f) Kittitas Police Department
  - g) Washington State Patrol
  - h) Appropriate administrative and field personnel
- E.** KITTCOM (Fire Communications) is responsible for disseminating warning information, as appropriate, to:
- 1. Kittitas County Fire District.
  - 2. Kittitas Valley Fire and Rescue
  - 3. Cle Elum Fire Department
  - 4. Pangborn Airport Fire Services, Douglas County
  - 5. Ambulance Services (Cle Elum EMS, Ellensburg Fire)
- F.** The Central Washington University police communications center is responsible for disseminating warning information received from Kittitas County or any other source to its administrative and field personnel, as appropriate.
- G.** All public safety agency communication centers are responsible for:
- 1. Testing their warning systems and devices (daily or weekly, depending on the system).
  - 2. Development and implementation of their procedures.
  - 3. Training their own personnel.
  - 4. Maintaining warning point records.
  - 5. Recording the status of their communications systems and reporting deficiencies.

#### **IV. WARNING FAN-OUT RESPONSIBILITIES**

Warnings may be received in a number of ways, including via NAWAS, law enforcement teletype, field units, or the public. Notification will be made by the best way possible (phone, radio, or teletype). Fan-out responsibilities of local agencies are as follows:

- 1. Kittitas County Emergency Management will notify:
  - a. Kittitas County Sheriff's Office.
  - b. Board of County Commissioners (BOCC).
  - c. Kittitas County public school districts.
  - d. The media, via EAS/EBS.
  - e. Kittitas County R.A.C.E.S. coordinator.
- 2. The Kittitas County Sheriff's Office will notify:
  - a. Kittitas Valley Fire and Rescue.
  - b. Police departments of Ellensburg, Cle Elum-South Cle Elum-Roslyn, Kittitas, and Central Washington University.
  - c. Washington State Patrol (District 6, Ellensburg).
  - d. Kittitas County P.U.D., Puget Sound Energy.
  - e. Kittitas County Public Works.
  - f. Any others identified in the warning SOPs.

3. Kittitas Valley Fire and Rescue will notify:
  - a. Ellensburg Street Department.
  - b. Kittitas County Fire Districts 1 and 4.
  - c. Any others identified in the warning SOPs.
4. Ellensburg Police Department will notify:
  - a. Central Washington University Police Department.
  - b. Any others identified in the warning SOPs.
5. Cle Elum-South Cle Elum-Roslyn Police Departments will notify:
  - a. Cle Elum Fire Department.
  - b. South Cle Elum Fire Department.
  - c. Roslyn Fire Department.
  - d. Any others identified in the warning SOPs.
6. Kittitas Police Department will notify:
  - a. Kittitas Fire Department and City Hall.
  - b. Any others identified in the warning SOPs.
7. Kittitas County Hospital District #2 will notify:
  - a. Kittitas County Fire Department in HD#2 – 3, 5, 6, 7, and 8

## V. WARNING SYSTEMS

### A. Emergency Alerting System/Emergency Broadcast System

1. The primary EBS/EAS station for the Kittitas County area is KXLE, AM radio. Local activation of the system can be done by:
  - a. The Sheriff or Director of Emergency Management.
  - b. An emergency management specialist.
  - c. Police Chiefs of Ellensburg, Cle Elum/Roslyn, or Kittitas.
  - d. Fire Chiefs.
  - e. Legislative authorities of Kittitas County.
  - f. Legislative authorities of the cities in Kittitas County.
2. To activate EBS/EAS:
  - a. Know what you want to tell the public.
    - 1) Identify yourself.
    - 2) State the problem or emergency clearly.
    - 3) Advise the public what action to take.
    - 4) Explain how you want the public to accomplish this goal. For instance, if you want people to evacuate an area, identify the area, tell them how much time they have, tell them where to go and where they should not go.
  - b. Contact KXLE and report that you want to activate EBS/EAS.
  - c. Specify whether the message should be broadcast live or taped and whether it should be replayed.

**B. NOAA Weather Radio (NWR)**

1. To activate the NOAA weather radio (NWR):
  - a. Coordinate with Emergency Management.
  - b. Contact the National Weather Service.
  - c. Identify yourself to Pendleton NWS and explain what you want the public to know.