

ANNEX B

COMMUNICATIONS

FOR

**Brazoria County
And
Joint Resolution Cities**

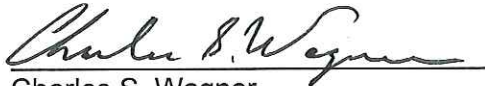
Revision Two

APPROVAL & IMPLEMENTATION

Annex B

Communications

Revision Two



Charles S. Wagner
Brazoria County Sheriff

07-24-2017

Date



L. M. "Matt" Sebesta, Jr.
Brazoria County Judge

07-24-2017

Date

ANNEX B
COMMUNICATIONS
Revision Two

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

III. EXPLANATION OF TERMS

A. Acronyms

ARES	Amateur Radio Emergency Service
CATV	Cable TV
COG	Council of Government
DDC	Disaster District Committee
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
JIC	Joint Information Center
MACC	Multi-Agency Coordination Center
NIMS	National Incident Management System
NRP	National Response Plan
SOC	State Operations Center
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TRCIP	Texas Radio Communications Interoperability Plan

B. Definitions

Local Computer Network	Local, Metropolitan, or Wide-Area Networks.
State Warning Point	Warning Point for the state operated by the SOC.
WebEOC	A web-based communications and log keeping tool

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety and personal and government property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our resources responding to those situations.
2. The Dispatch/Communications Center is located at the Brazoria County Sheriff's Office. It is staffed on a 24-hour basis by the Sheriff Department Telecommunications Operator. Equipment is available to provide communications necessary for emergency operations.

B. Assumptions

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
3. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

V. CONCEPT OF OPERATIONS

A. General

1. A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence throughout Brazoria County to provide coordinated capabilities for the most effective and efficient response and recovery activities. A diagram of the communications network is in Appendix 1.
2. Our existing communications network consisting of telephone, computer, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with other communication systems as back up.
3. During emergency operations, all county departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the MACC informed of their operations and status at all times.
4. To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators, and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual-aid agreements and/or

the Disaster District, as required. All supplemental resources will work for Brazoria County.

B. Activities by Phases of Emergency Management

1. Prevention

- a. Maintain a current technology-based, reliable, interoperable, and sustainable communications system.
- b. Ensure warning communications systems meet jurisdictional needs.
- c. Ensure intelligence and other vital information networks are operational.
- d. Ensure integrated communications procedures are in place to meet the needs and requirements of Brazoria County.

2. Preparedness

- a. Review and update this communications annex.
- b. Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and nongovernmental organizations).
- c. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- d. Ensure communications requirements for Multi-Agency Coordination Center and potential Joint Information Center (JIC) are regularly reviewed.
- e. Review After Action Reports of actual occurrences and exercises and other sources of information for lessons learned.
- f. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- g. Acquire, test, and maintain communications equipment.
- h. Ensure replacement parts for County communications systems are available and make arrangement for rapid re-supply in the event of an emergency.
- i. Train personnel on appropriate equipment and communication procedures as necessary.
- j. Conduct periodic communications drills and make communications a major element during all exercises.
- k. Review assignment of all personnel.

- l. Review emergency notification list of key officials and department heads.
- m. Provide the appropriate Telephone Companies (AT&T, and Southwestern Bell) with a list of circuit restoration priorities for essential governmental systems.

3. Response

- a. Select communications personnel required for emergency operations according to the incident.
- b. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.
- c. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d. Ensure emergency equipment repair on a 24-hour basis.
- e. Initiate warning procedures as outlined in Annex A, Warning, as required.

4. Recovery

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

VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. General

- 1. Our emergency communications system is operated by the Sheriff's Office and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The departments, agencies, and groups that are part of our communications system are listed in Section VII.C.
- 2. The Sheriff will ensure that warning information received at our warning point, Dispatch, is disseminated to county officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the Sheriff, who may appoint a Communications Coordinator to carry out this task.

B. Task Assignments

- 1. Sheriff's Office will:
 - a. Be responsible for all activities enumerated in this annex in Section V.B,
 - b. Supervise the Communications Coordinator.

2. Communications Coordinator will:

- a. Coordinate common communications procedures.
- b. Develop and maintain a communications resource inventory, available in Dispatch.
- c. Ensure a communications capability exists between the Dispatch/Communications Center of the Sheriff's Office and the Emergency Operations Center to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or MACC.
- d. Ensure communication restoration procedures are developed.
- e. Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
- f. Ensure procedures are in place for dissemination of message traffic.
- g. Coordinate the inclusion of industry and amateur radio operators into the communications network.
- h. Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.

3. Telecommunications Operators will be:

Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.

4. Public Information Officer will be:

Responsible for monitoring commercial radio and television broadcasts for accuracy of public information.

5. Switchboard Operators will be:

Responsible for proper screening and routing of all incoming telephone calls.

VII. DIRECTION AND CONTROL

A. General

1. The County Judge establishes general policies for emergency communications.
2. The Communications Coordinator is under the supervision of the Sheriff and is directly responsible for facilities, equipment, and operation of Dispatch.

3. Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
4. During emergency situations involving multiple agencies and/or jurisdictions, 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 transmissions.
5. During emergency situations, communications will be maintained between the Disaster District Chair and the County MACC, using WebEOC as often as possible.

B. Continuity of Government

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

C. Existing Communications Systems

1. Local Networks

- a. Brazoria County Sheriff's Office
- b. Brazoria County Service Centers
- c. Municipal Police Departments
- d. Municipal or Volunteer Fire Departments
- e. County Parks Department
- f. County Airport
- g. County Mosquito Control
- h. Municipal Utilities Departments
- i. Municipal Public Works Departments
- j. Brazoria County MACC

2. Other Networks

- a. Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network connecting the State Warning Point (the SOC), with approximately 1,292 cities, county, state, federal, and military law enforcement agencies in Texas. Emergency communications between state, district, and local governments will be transmitted through this system. The County principal terminal is located at Brazoria County Sheriff's Office.
- b. Joint Information Center (JIC), Joint Operations Center (JOC), and SOC.

- c. Individual Amateur Radio Operators
- d. Amateur Radio Emergency Service (ARES) is a state sponsored program composed of amateur radio operators. It is used to supplement state and local government communications systems in emergencies or disaster operations.
- e. Business/Industry/Volunteer Group Radio Systems

VIII. READINESS LEVELS

A. Readiness Level IV - Normal Conditions

See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III - Increased Readiness

1. Alert key personnel.
2. Check readiness of all equipment and facilities and correct any deficiencies.

C. Readiness Level II – High Readiness

1. Alert personnel for possible emergency duty.
2. Monitor situation of possible issuance of warning or alerts.

D. Readiness Level I – Maximum Readiness

1. Institute 24-hour operations.
2. Conduct periodic communication checks.

IX. ADMINISTRATION AND SUPPORT

A. Facilities and Equipment

A complete listing of equipment is available at Dispatch, but not available to the general public for security reasons.

B. Maintenance of Records.

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional

assistance in preserving and restoring those records should be obtained as soon as possible.

D. 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 source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.

b. Lightning, Wind, and Blast

- 1) Standard lightning protection is used including arrestors and the use of emergency power during severe weather.
- 2) Damaged antennas can be replaced with spare units kept in the Brazoria County Sheriff's Office.

2. Telephone (Common Carrier)

a. Overloaded Circuits

To avoid overloaded circuits during emergencies, citizens are advised to listen to EAS, or follow Brazoria County via Social Media (Facebook, Twitter...etc.) for information and to use telephones only if they have a genuine emergency. If overloaded circuits do become a problem, coordinate with the appropriate telephone providers to begin immediate restoration of priority circuits.

b. Emergency Service

During major emergencies, direct lines to the appropriate Telephone Companies (AT&T, Southwestern Bell, and Brazoria Telephone) are activated in the MACC for emergency service calls.

3. Computer Equipment and Facilities

The physical protection of computer equipment and facilities will be maintained under normal and emergency operations to help ensure continuity of communications.

E. Security

1. Measures have been taken to ensure that only authorized personnel have access to Dispatch and the MACC.
2. Communications security will be maintained in accordance with state and local requirements.

F. Training

1. Each organization assigning personnel to the MACC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.
2. The Sheriff will provide additional training on emergency communications equipment and procedures as necessary.

G. Support

If requirements exceed the capability of local communications resources, the Brazoria County Judge or Sheriff may request support from nearby jurisdictions or state resources from the Disaster District Chair in Texas City.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Brazoria County Sheriff's Office will be responsible for maintaining this annex. Each agency will develop SOPs that address assigned tasks.
- B. This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

- A. Federal Emergency Management Agency (FEMA), 1996. Guide For All-Hazard Emergency Operations Planning. (SLG-101)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

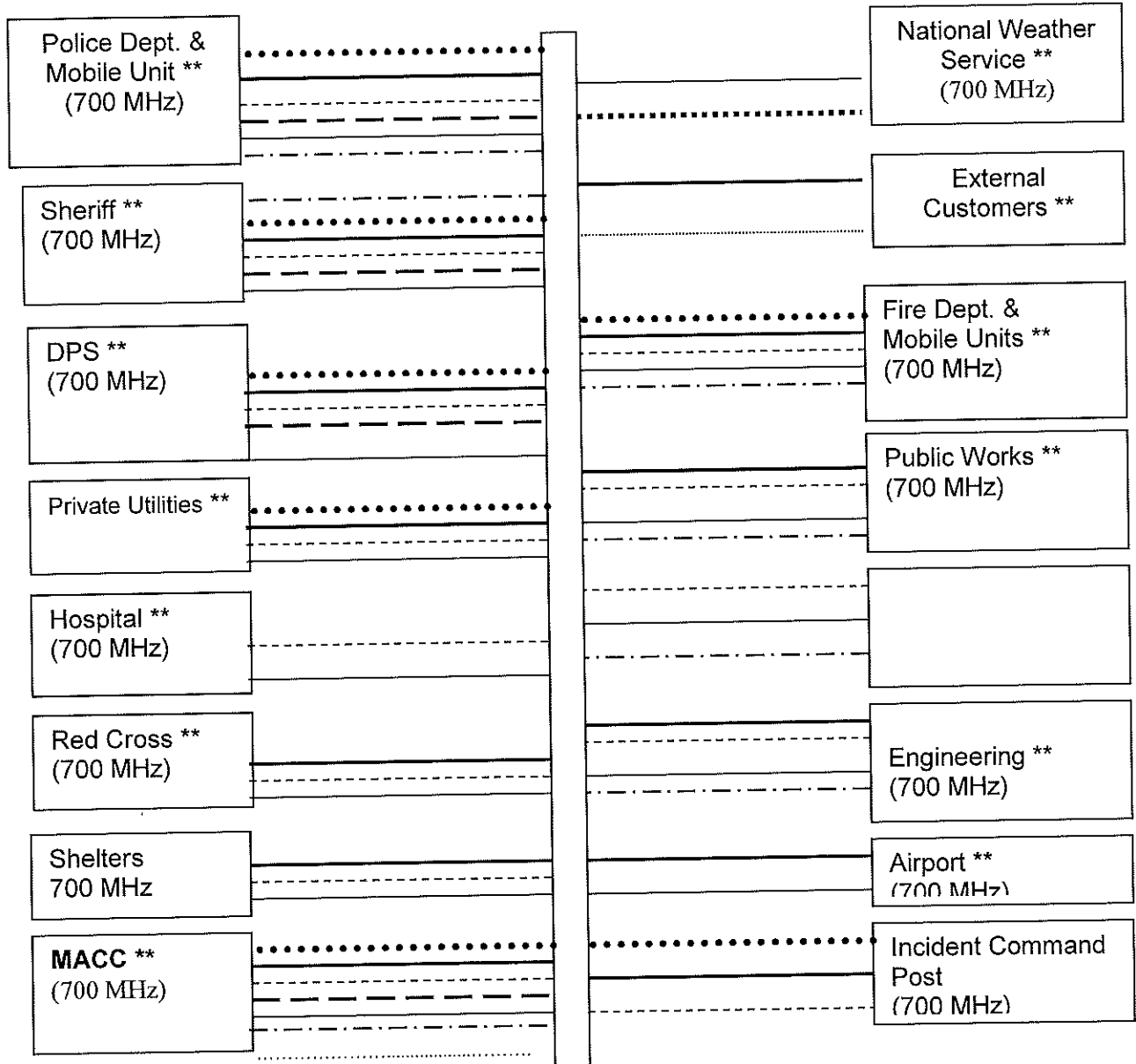
C. SUPPORTING DOCUMENTS

1. Telecommunications Operator Policies and Procedures
2. Communications Restoration Guide
3. Amateur Radio Support Agreement

APPENDICES

Appendix 1..... Communications Diagram & Table

COMMUNICATIONS DIAGRAM



LEGEND:

- | | | | |
|-----------|------------------------|-------|--------------------------|
| ----- | Radio | | Satellite Phones |
| | CATV or Satellite | ———— | Cell Phones |
| ———— | Telephone and/or Fax | ** | Internet Access & E-mail |
| — — — — | TLETS | | |
| | ARES | | |
| - - - - - | Local Computer Network | | |

Appendix 1 to Annex B

FACILITY	Cable TV Or Satellite	Phone/Fax	TLETS	ARES	Cell Phones	Satellite Phones	Local Computer Network	Internet E-mail	Web EOC
Airport		X			X			X	X
Department of Public Safety	X	X	X		X	X		X	X
Engineering		X			X		X	X	X
MACC	X	X		X	X	X	X	X	X
External Customers (Citizens, Private Industry)	X	X		X	X			X	
Fire Department & Mobile Units		X			X	X	X		
Hospital		X		X	X			X	X
Municipal Utilities		X			X		X	X	
National Weather Service	X	X			X			X	
Police Department & Mobile Units	X	X	X	X	X	X	X	X	
Private Utilities		X			X	X		X	
Public Works		X			X		X	X	X
Red Cross		X			X			X	X
Shelters		X			X				X
Sheriff's Office	X	X	X		X	X	X	X	X