ANNEX A

COMMUNICATIONS

Petrolia CISD

Revised:
October 26, 2020

APPROVAL & IMPLEMENTATION

Annex A

COMMUNICATIONS

This annex is hereby approved for implementation and supersedes all previous editions.

Approved: David Hedges, Superintendent_____Date: October 26, 2020___

RECORD OF CHANGES

Annex A

COMMUNICATIONS

Change #	Date of Change	Entered By	Date Entered

ANNEX A

COMMUNICATION ANNEX

I. AUTHORITY

See District Basic Plan

II. PURPOSE

The purpose of this annex is to provide information about the district's communications equipment and capabilities available during emergency operations. The district's communication systems are listed and procedures for use are outlined.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in the District's Basic Plan, we are at risk from hazards that could threaten public health and safety and personal and district property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our responding to those situations.

    a. Landline phones

    b. Cellular Phones Service

    c. Overhead Paging/Public Address System

    d. www.petroliacisd.org

    e. E-Notes Messaging System through Gabbart Communications

B. Assumptions

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Natural or manmade hazards may neutralize communications currently in place for emergency operations.

3. Additional communications equipment required for emergency operations may be made available from residents, business, volunteer organizations, and/or other response agencies.

IV. CONCEPT OF OPERATIONS

A. General

1. Communications play a critical role in emergency operations. Extensive communications networks and facilities are in existence throughout the State of Texas. Texas maintains a statewide Interoperability Plan.

2. The existing district's communications network consists of telephones, cellular, computers, facsimile, voice, data, and video equipment to perform the initial and basic communications effort for emergency operations.
3. During emergency operations, all district campuses will maintain their existing equipment and procedures for communications during emergency operations. In addition, procedures are in place for all campuses to stay in contact with all district command staff.
4. When day-to-day operations are insufficient to meet the increased communications needs created by an emergency, various stakeholders and response partners may be asked to assist or expand the communication capabilities.

B. Actions by Phases of Emergency Management

1. Mitigation:
   a. Maintain a current technology based reliable, interoperable, and sustainable communications system.
   b. Ensure warning communications systems meet district needs.
   c. Ensure vital information networks are operational.
   d. Ensure integrated communication procedures are in place to meet the needs and requirements of the district.

2. Prevention:
   a. Each campus shall develop communications procedures that are documented and implemented through communications operating instructions (including connectivity with response partners, private-sector and non-governmental organizations).
   b. Ensure all equipment has a regular schedule of testing, maintenance, and repair.

3. Preparedness:
   a. Review and update this communications annex.

b. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
c. Ensure plans and actions are integrated into all phases of emergency management.
d. Ensure personnel, including substitute teachers, are trained on appropriate equipment and communication procedures.
e. Review emergency notification list of key stakeholders and response agencies.

4. Response:
   a. Emergency communications will follow the Incident Command Structure (ICS) and will be managed by the Incident Commander (IC) using a common communications plan and an incident-based communications center.
      1) A communication plan can be created using ICS Form 205A Communications List
      2) Incident Radio Communications Plan (ICS 205)
   b. All individuals responding should use common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved.
   c. Initiate warning procedures.

5. Recovery:
   a. All activities in the emergency operations phase will continue until such time that they are no longer needed.
   b. Inventory all equipment.
   c. Test all equipment.
   d. Replace/repair equipment.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

All district's telecommunication systems and data mainframe computer equipment are purchased, installed, and maintained by the Petrolia Information Technology Department in cooperation with the ESC 9 Technology Department for the district. The emergency communications system is organized and coordinated by the superintendent. It is the responsibility of the Clay County Sheriff Office to ensure the 9-1-1 systems and Dispatch Center are staffed and operational.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures and protocols.

Agency or Position	**Functions/Responsibilities**	**Phase(s)** (Mitigation, Prevention, Preparedness, Response, Recovery)
Technology Department		
Communication Department		

I. DIRECTION AND CONTROL

A. General

Each department with communications responsibilities is responsible for establishing a line of succession for their communications personnel. The line of succession should include primary, secondary, and tertiary contacts.

1. Technology Department
   a. The district's technology coordinator is directly responsible for the activities related to technology including purchase, installation, and maintenance services.
   b. Line of Succession
      1) Technology Director
      2) High School Technology Teacher

2. Communications Department
   a. The district's communication coordinator is directly responsible for the activities related to communications including purchase, installation, and maintenance services.
   b. Line of Succession
      1) Superintendent
      2) Technology Directory

B. Incident Command System and EOC Interface

If the district activates an Emergency Operations Center (EOP) and an Incident Command Post are operating, the Incident Commander at the command post and the manager of the district's EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The district's EOC and the command post must maintain a regular two-way information flow.

II. READINESS LEVELS

Readiness levels are defined and explained in the Basic Plan.

A. Readiness Level IV – Normal Conditions

1. Conduct personnel training programs, including substitute teachers.
2. Test existing systems for serviceability.
3. Brief facility administrators, campuses, and departments on procedures.
4. Review and update this annex.

B. Readiness Level III – Increased Readiness

1. Alert key personnel.
2. Check the readiness of all equipment.
3. Review lists of key stakeholders and response agencies.

C. Readiness Level II – High Readiness

1. Alert district personnel of possible emergency duties and activation.
2. Mobilize all district personnel.
3. Check the readiness of all equipment.
4. Pre-deploy equipment and key district personnel.
5. Review plans with support personnel.

D. Readiness Level I – Maximum Readiness

1. Recall all district personnel with roles and responsibilities related to the incident.
2. Review situation and current status with district management.
3. Prepare staffing requirements.
4. Issue assignments to district personnel.
5. Implement plans as described in procedure manuals.

III. ADMINISTRATION AND SUPPORT

A. Reporting

The District does not possess radio assets. It relies on city and county emergency responders for radio communications within their departments.

B. Maintenance and Preservation of Records

1. All records generated during an emergency will be collected and filled 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.
2. Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency, professional assistance in preserving and restoring the records should be obtained as soon as possible.

C. Training

All support personnel, including substitute teachers, will be trained over this annex and trained on communication equipment.

D. Exercises

The district will conduct exercises over this annex and communication equipment. All support personnel, including substitute teachers, should be included in these exercises.

IV. ANNEX DEVELOPMENT AND MAINTENANCE

The superintendent will be responsible for the development and maintenance of this annex. Annual reviews and updates will be conducted as needed. All departments included in this annex will develop and maintain separate guidelines, procedures, and manuals for the communication assets available to the district.

V. REFERENCES

A. FEMA, Comprehensive Preparedness Guide (CPG) 101 Version 2.0 November 2010
B. Texas Division of Emergency Management Plan Template

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:

3. Basic Local Communications Information:

Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 205A | **IAP Page** _____ Date/Time: _____

ICS 205A
Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Basic Local Communications Information**	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____

ICS 205	IAP Page _____	Date/Time: _____

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).