

BUTLER COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

ESF2-Communications

Planning Team

ESF Coordinator	Butler County Emergency Management
Primary Agency	Butler County Emergency Communications
Support Agency	Andover Communications Augusta Department of Public Safety Butler County Computer Services Butler County GIS

Purpose

This ESF describes the systems and procedures for communicating during a disaster. It addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations

ESF #2 also addresses warning and notification, as well as information technology and telecommunications.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

Communications and warning are vital to effective and efficient preparedness, response and recovery activities during emergency operations. This allows quick and timely response since most emergency situations allow a certain amount of lead time.

ESF #2 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

Policies

ESF #2 applies to all agencies and organizations with assigned emergency responsibilities in the CEOP.

REFERENCES:

- Butler County Communications Center Standard Operating Procedures
- Butler County Emergency Operations Center Standard Operating Procedures
- Kansas Emergency Planning and Community Right-to-Know Act, Chapter 23 of the Session Law of 1987
- Title III Federal Emergency Planning and Community Right-to-Know Section of the Superfund Amendments and Reauthorization Act of 1968, Public Law 99-499

Concept of Operations

General

The Director of Emergency Management for Butler County is designated as the coordinator for ESF #2. As ESF coordinator this person coordinates meetings, plans, exercises, training, and other activities with the private sector, and the ESF #2 support agencies.

Butler County has a wide variety of emergency communications equipment including: radios (fixed, mobile and hand-held), pagers, telephones (including mobile and cellular), fax machines, Reverse 9-1-1 system, etc.

Communications in the field will normally be established by radio. Each department or agency having a radio system

will designate personnel to operate their system and maintain communications with the County EOC.

Communications with state and federal government will be through landline telephone links, cellular telephones and/or radio contact.

Numerous county and municipal agencies have communications capabilities and field units can communicate among each other and with the EOC primarily by radio using the 400 Megahertz System.

Butler County Communications maintains a list of the radio frequencies used by response agencies in the area. Through the use of the ACU-1000, Butler County Communications can communicate directly with responding agencies from surrounding counties and state agencies.

The Butler County Computer Services Department provides information management support to county government departments and offices in general, and maintains the county's wide-area network (WAN).

If electronic emergency information systems are not available, paper logs will be used to record events, communications & messages, damage assessments, situation reports, resources utilized, man-hours expended, etc.

Event logs and communications traffic records are vital for documenting emergency actions for possible post-emergency investigation or after-action reports.

Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential disaster declarations.

Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept.

Organization

The Butler County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #2.

Primary dispatching capabilities in the county exist with the Butler County Emergency Communications Center. The 9-1-1 Center provides 24-hour dispatching capability for all county fire districts/departments, the Butler County Sheriff's Department, Leon Police Department, Towanda Police Department, Rose Hill Police Department, El Dorado Police Department, Butler County EMS and Emergency Management.

Although the county does not have a designated backup dispatch center, the cities of Andover and Augusta, who maintain their own dispatch centers, could provide short term assistance if needed.

The ESF #2 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

Butler County Emergency Communications is responsible for planning, installing and maintaining radio communications systems for the county's dispatch center and repeaters. Each response agency is responsible for their own equipment. Equipment outages due to power failures are non-critical to the dispatch center and to most of the county repeater sites due to generators and/or battery backup systems.

Notifications

The Butler County Emergency Management Director will notify the Emergency Communications Center of county EOC activations and may request that a representative report to the county EOC to coordinate emergency

communications activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

The Emergency Communications Director, or designee will rapidly assess the need for communications support and identify, acquire and deploy resources to support critical emergency operations.

The Emergency Communications Director, or designee will establish procedures to ensure field operations can maintain communications links with both each other and the county EOC.

Actions

Preparedness

- Ensure alternate or backup communications systems are available.
- Coordinate common communications procedures.
- Develop and test emergency procedures.
- Develop mutual aid agreements.
- Develop and/or review procedures for the crisis augmentation of resources.
- Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- Participate in Emergency Management training and exercises.

Response

- Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- Implement procedure to inspect and protect communications equipment.
- Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

Recovery

- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Phase down operations, as appropriate.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Participate in after action reports and meetings as requested.

Prevention

- Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

Direction and Control

Communication activities for disaster events will be coordinated through the county EOC serving as the source of all direction and control.

The Butler County Emergency Communications Director, as the primary agency for this ESF provides direction and control for ESF #2 to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities relating to communications.

Warning

The warning process may be activated from any of several points in the system including the Board of County Commissioners, the Emergency Management Director, and the Sheriff. Once the network is activated, the responsibility for its operations belongs to the Emergency Management Director. All warning activities will be coordinated through the EOC staff.

Existing Warning Systems and Uses

1. National Warning System (NAWAS)

NAWAS is a nationwide dedicated telephone warning system. It operates on three levels: local, state and federal. The primary warning point for Butler County is located in El Dorado at the Emergency Communications Center.

2. Automated Statewide Telecommunications Record Access (ASTRA)

Provides backup warning of severe weather conditions to the Butler County Emergency Communications Center, the Augusta Department of Public Safety and the Andover Communications Center.

3. National Weather Service (NWS)

Current weather information and warnings are received over the NWS teletype circuit. Radio broadcasts are received over the NOAA Weather Radio system broadcasting out of Wichita (Sedgwick County) and Beaumont (Butler County). In addition, NWS will issue weather warnings over the NAWAS lines.

4. SKYWARN

Project SKYWARN is a national program designed to place personnel in the field to spot and track tornadoes. These field personnel are trained by the NWS in basic severe weather meteorology and in how and what to report to the proper officials. The local SKYWARN team is made up of government personnel and private citizens whose activities are coordinated by the Butler County Department of Emergency Management. During periods of severe weather, the spotters are dispatched into the field and relay reports back to the EOC. Confirmed tornado sightings are then relayed to the NWS which disseminates the appropriate warning.

5. Flood Warning System

Butler County Emergency Management, in cooperation with the National Weather Service, has established a network of rain and river gauges to collect data for flood warning purposes. If excessive rainfall occurs, the data is forwarded to the NWS in Wichita and the River Forecasting Center in Kansas City where flood predictions are made and, if necessary, flood warnings are issued.

6. Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary basis by the transmitting stations. It supplies emergency information as prescribed by the National Weather Service, law enforcement, Emergency Management and school officials of emergency closings.

The system may be activated at the local, state or federal level. A list of the local broadcast stations which are a part of the system is found in an attachment to this ESF.

The Emergency Management Department can supply pre-recorded tapes containing emergency information to the media to be used as necessary.

7. Cable Systems TV ALERT

The Cable System TV Alert is an override of the audio portion on all Butler County channels, giving them the capability to broadcast an emergency message, such as tornado warnings, snow storms, blizzard conditions and flooding.

8. Warning Sirens

Fixed sirens are located as depicted in an attachment to this ESF. Supplemental siren coverage is provided through fire and law enforcement mobile units. Approximately 95% of the population is covered.

9. School Warning Systems

Most of the schools in Butler County turn to local radios to monitor the weather. All schools have been provided with NOAA Weather Radios. In addition, most schools are located in close proximity to warning sirens.

10. Print Media

When time is sufficient, emergency information is provided to print media, although this particular medium is not a reliable source of immediate information for the public.

Communications

The Butler County Communications Director has overall authority for the Emergency Communications Center in Butler County. Communications within the EOC will be the responsibility of the Emergency Management Director, or designee.

During an emergency situation, and in compliance with NIMS, the various radio codes used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with communications activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency tasks as assigned.

WARNING

Butler County Communications Director

- Activate warning systems
- Provide representative to the EOC when activated
- Maintain all radio systems

Amateur Radio Operators

- Provide communications support to the EOC, the field and other locations as requested.

Fire Departments

- Provide mobile public address units if necessary
- Provide manpower for door-to-door warning if necessary

Law Enforcement

- Provide additional siren-equipped mobile units where necessary to supplement warning coverage
- Alert hospitals, nursing homes, schools, other large institutional groups and private industry
- Provide manpower for door-to-door warnings if necessary
- Maintain a communications link with the Butler County EOC

Emergency Alert System (EAS)

- Provide warning through the State Emergency Alert System to all radio and television stations for transmission to the listening and viewing public

Butler County Emergency Management

- Provide trained spotters in the field to report to the EOC on weather-related incidents
- Pass information on weather events to the National Weather Service - Wichita for potential warning alerts
- Along with NWS and City officials, direct the sounding of the storm siren systems
- Contact the appropriate local, state and federal agencies of hazardous material events

Kansas Highway Patrol

- Assist in early warning for communities and rural areas where no organized storm warning systems are available
- Alert all local law enforcement agencies of emergency situations

COMMUNICATIONS

Emergency Communications Center

- Provide communications necessary for the city and county governments to communicate to all governmental entities as well as higher echelons of government
- Support mutual aid communications to adjacent counties
- Coordinate and maintain the operation of the communication systems as needed to fulfill a total communication capability within the county

Butler County Computer Services Department

- Maintains the countywide WAN service
- Provides for service and integrity of the county's telephone service
- Ensures the operability of the technological aspects of the Butler County EOC

Butler County Emergency Management

- Assigns personnel for proper operation of the communications within the EOC

City of Andover and Augusta Communication Centers

- May provide backup for public safety communications for the County

Kansas Department of Transportation (KDOT)

- Provide support communications through the Communication on Wheels (COW)

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State of Local Emergency by the Board of County Commissioners or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Director of Emergency Management for Butler County or designee will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The Emergency Management Department and Emergency Communications will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from local budget funds such as the General Fund.

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Butler County Emergency Management Director.

Attachments

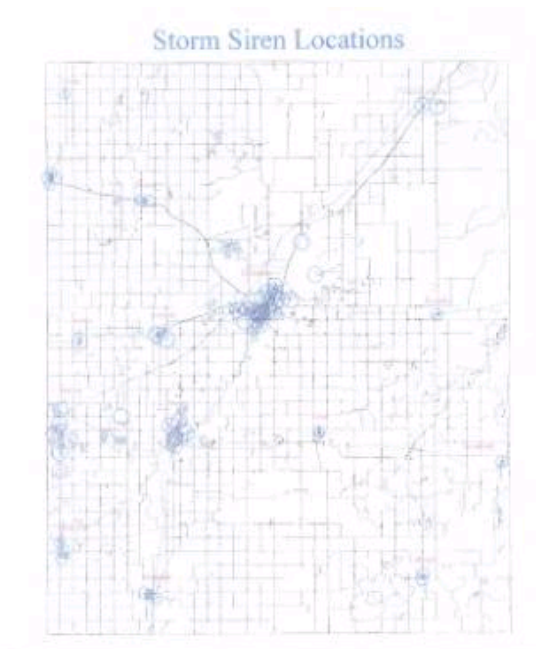
- List of the communication frequencies used by response agencies

FREQUENCIES

- Sirens

WARNING SIRENS

- Siren Coverage map



- List of repeater locations

REPEATER LOCATIONS

- Map of Repeater Locations

[Repeaters](#)

- List of broadcast stations

[Media Broadcasters](#)

- Actions By Timeframe

[LINK TO CHECKLIST](#)