

# Lincoln County Auxiliary Communications Plan



This is an administrative plan to organize volunteer communicators under the Lincoln County Sheriff's Office Emergency Services for the purpose of providing communications support to the citizens of Lincoln County.

## Lincoln County Auxiliary Communications Service

**OVERVIEW:** The Lincoln County Auxiliary Communications Services (ACS) provides for coordination and management of specialists from multiple resources to support communications needs. ACS is a structure that allows Lincoln County Emergency Services to manage emergency communications resources from various groups including Radio Amateur Communications Emergency Service (RACES), Amateur Radio Emergency Services (ARES), Military Auxiliary Radio Services (MARS), the Lincoln County Amateur Radio Club (LCARC), Community Emergency Response Teams (CERT), and other organizations in the best interest of the County.

**MISSION:** The mission of the ACS program is to provide communications support to the County in the event of a declared disaster or community need.

**AUTHORITY:** The ACS program operates under the authority granted by the Auxiliary Communications Annex as adopted by the Lincoln County Commissioners and included as Exhibit A. Within the ACS program, RACES is an organization created by federal law and is governed by CFR Part 97, Subpart E, Section 97.407. See also the FEMA Civil Preparedness Guide (CPG) 1-15, Guidance for Radio Amateur Civil Emergency Service.

**ADMINISTRATION:** Administration of the program is provided by Lincoln County Emergency Services as indicated on the organizational chart. The following positions are staffed at the discretion of the Emergency Manager; not all positions are required for operations:

1. County ACS Chief – RACES Radio Officer, appointed by Emergency Manager.
  - a. Oversees all auxiliary communications resources.
  - b. Interfaces with Liaison positions to provide information to and from Emergency Management.
  - c. Recommends members for appointment to Liaison and Division Supervisor positions.
2. Governmental Liaison – appointed by Emergency Manager and ACS Chief.
  - a. Interfaces with ACS Chief and Division Supervisors to provide information to and from Emergency Management with respect to governmental served agencies.
  - b. Maintains communications with local, county, municipal, state and federal governmental agencies with respect to communications.

3. Non-Governmental Liaison – LCARC Community Support Committee Chairperson, appointed by LCARC and confirmed by Emergency Manager and ACS Chief.
  - a. Interfaces with LCARC to provide information to and from Emergency Management with respect to non-governmental served agencies.
  - b. Maintains communications with local, county and state non-governmental groups.
4. ARES Liaison – ARES Emergency Coordinator, appointed by Oregon Section ARES and confirmed by Emergency Manager and ACS Chief.
  - a. Maintains county ARES recordkeeping.
  - b. Interfaces with Oregon Section ARES to provide information to and from Emergency Manager.
  - c. Maintains communications with Oregon Section ARES and neighboring ARES units.
5. CERT Liaison – CERT member with amateur radio license, appointed by Emergency Manager and ACS Chief, confirmed by the Lincoln County Citizen Corps Coordinating Council (LC5) Chairperson.
  - a. Interfaces with CERT agencies to provide information to and from Emergency Management with respect to communications.
  - b. Maintains communications with local CERT groups.
6. Division Supervisors – Appointed by ACS Chief and Liaisons to manage geographical divisions.
  - a. Point of contact for local amateurs for information
  - b. Manages local resources including fixed stations and assets

**MEMBERSHIP:** Two levels of membership are defined based on a participant's completed training and ability to participate:

1. Members - members who have successfully completed a criminal background check but who do not complete or maintain the required training or participation requirements for active deployment. New members will have an experienced mentor assigned to them.

2. Responders - members have completed the required minimum training, successfully passed the criminal background check, and meet the participation requirements for regular deployment.

**QUALIFICATIONS:** Minimum qualifications are defined for participation in some of the programs:

1. Criminal background check – conducted by the Sheriff's Office using drivers license number, social security number and other information as required applicants are checked via the Law Enforcement Data System (LEDS), the National Crime Information Center (NCIC) databases, and any other law

enforcement databases. The Emergency Manager will determine a standard pass/fail criterion to be used for background checks.

2. Amateur Radio Operators License – amateur radio technician or higher class for minimum participation. Higher classes of license may be required for some appointments due to the operation of High Frequency (HF) equipment.

**CREDENTIALS:** Lincoln County Emergency Services will manage issuing of the following credentials for qualified applicants:

1. RACES Card – a photo identification card issued by the Sheriff's Office upon a successful background check.
2. Oregon State Yellow Card – a photo identification card issued by the Oregon State Office of Emergency Management upon request of the Emergency Manager. Yellow cards require a successful background check and completion of ICS courses 100, 200 and 700.

**PARTICIPATION:** Participation requirements are established for members as follows, minimum participation levels may be defined in the operations manual:

1. Participation in weekly nets
2. Attendance at regularly scheduled meetings
3. Participation in scheduled training events
4. Participation in scheduled exercises and tests

**TRAINING PROGRAMS:** Specific courses are identified for various levels of participation:

1. Incident Command Training – Meeting state and federal requirements, the following Federal Emergency Management Agency (FEMA) courses are identified:
  - a. IS-100 – Introduction to Incident Command
  - b. IS-200 – ICS for Single Resources and Initial Action Incidents
  - c. IS-700 – National Incident Management System an Introduction
  - d. IS-800 – National Response Framework, An Introduction
  - e. IS-802 – Emergency Support Functions #2 - Communications
2. ACES Basic emergency communications training – a 24 hour amateur radio training course.
3. ACES Advanced emergency communications training – a 24 hour amateur radio training course.
4. Other training programs as reviewed and approved by the Emergency Manager.

<b>CREDENTIAL</b>	Member	Responder	Station Manager	Division Supervisor	Staff Liaison	ACS Chief
OEM Yellow Card ID		X	X	X	X	X
LCSO RACES ID	X	X	X	X	X	X
CERT ID			X	X	X	X

<b>QUALIFICATION</b>						
Background Check	X	X	X	X	X	X
Technician License	X	X	X	X	X	X
General or Higher License			X	X	X	X

<b>TRAINING</b>						
IS-100	X	X	X	X	X	X
IS-200	X	X	X	X	X	X
IS-700	X	X	X	X	X	X
IS-800			X	X	X	X
IS-802				X	X	X
ACES Basic (or equiv)		X	X	X	X	X
ACES Advanced			X	X	X	X

**COMMUNICATIONS PLAN:** A communications plan will be developed, published and updated:

1. A frequency list containing up to date frequencies for amateur and public safety as well as interoperability frequencies will be published for members
2. Frequency and call sign information for all county operations will be published for members and included in the Oregon State Communications Plan.
3. Communications plans will be developed for typical anticipated responses and published for members on ICS-205 forms.

**ACTIVATION:** ACS operators may be activated by the Emergency Manager or his designee, or by any of the ACS staff positions. In case of extreme communications system failure, team members may self activate for the purpose of establishing communications with other team members and staff. Any activation by anyone other than the emergency manager will require notification to the emergency manager as soon as practical. Activation methods will include Reverse 911, SMS text message, Email, Voice call out on repeaters, and any other method determined by Emergency Services. Activation levels and prepared responses will be:

Level 1 – Deployment: Immediate response is expected, responding members will confirm their departure, en route status, and arrival at assigned stations or other locations as identified. All communications will take place on assigned repeater frequencies, backup on assigned simplex frequencies if repeaters are unavailable. Operators are expected to monitor the assigned channel at all times while deployed and confirm with Emergency Services before demobilizing and securing their station.

Level 2 – Standby: Deployment is likely imminent, all operators are expected to confirm availability and response time by checking in to a Resource Net operated on assigned local repeaters.

Level 3 – Notification: This level is anticipated with any localized event noticed by operators including extreme weather, earthquake, communications infrastructure failure, etc. Operators are encouraged to establish an informal net on assigned repeaters and determine availability of resources.

**ASSOCIATED DOCUMENTS:** This administrative document is supported by the Lincoln County Board of Commissioners by adoption of the Communications Annex. An Operations Manual explains the implementation of these administrative guidelines for the organization.

