

**COWLEY COUNTY, KANSAS
EMERGENCY OPERATIONS PLAN**

ESF2-Communications

Planning Team

ESF Coordinator	Cowley County Emergency Management
Primary Agency	Arkansas City E-911 Center Winfield E-911 Center
Support Agency	Cowley County MIS
State Agency	Kansas Department of Transportation

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 Cowley County Emergency Operations Plan (CCEOP).

ESF #2 is a functional annex to the CCEOP 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 CCEOP.

References:

- Arkansas City E-911 Standard Operating Procedures
- Winfield E-911 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

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

The county has a wide variety of emergency communications equipment including: radios (fixed, mobile and hand-held), pagers, telephones (including mobile and cellular), fax machines, 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 Cowley 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 communicate among each other and with the EOC primarily by radio using the 400 Mhz system.

Cowley County Emergency Management, the Cowley County Sheriff's Department, along with the Arkansas City and Winfield Police Departments maintain a list of the radio frequencies used by response agencies in the area. Each E-911 Center has an Incident Command Radio Interface (ICRI) System which will allow all agencies to communicate with agencies from outside the county and the State.

Cowley County Management Information Systems (MIS) 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 Cowley 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.

Dispatching capabilities in the County shared by the E-911 centers in Arkansas City and Winfield. Both E-911 Centers provide 24-hour dispatching capability for:

Law Enforcement: Arkansas City PD, Burden PD, Cowley County Sheriff, Dexter PD, Udall PD and Winfield PD.

Fire/EMS: Arkansas City Fire/EMS, Atlanta FD, Burden FD, Cambridge FD, Dexter FD, Udall FD, Winfield Area EMS and Winfield FD.

State: Kansas Highway Patrol, Kansas Fish and Game and Kansas Bureau of Investigation.

Others: Cowley County Emergency Management

The Cowley County EOC serves as the back up dispatch center for the Winfield E-911 Center and the Arkansas City EOC serves as the back up dispatch center for the Arkansas City E-911 Center.

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.

The Arkansas City and Winfield Police Departments are responsible for planning, installing and maintaining radio communications systems for each respective public safety communications centers. Each response agency within the county is responsible for maintaining their own equipment. Equipment outages due to power failures are non-

critical to both dispatch centers and repeaters sites since all have generators and/or battery backup systems.

Notifications

The Emergency Management Agency will notify both E-911 centers 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, pager or telephone contact.

Depending on the location of the disaster and the area affected, the primary dispatch center for that area will rapidly assess the need for communications support and identify, acquire and deploy resources to support critical emergency operations.

The same agency as mentioned above will establish procedures to ensure field operations can maintain communications links with 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 will be coordinated through the County EOC that will serve as the source of all direction and control.

The Arkansas City and Winfield E-911 Centers, as Primary Agencies for this ESF, provide direction and control for ESF #2 to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities.

Warning

The warning process may be activated from any of several points in the system including the Board of County Commissioners, Emergency Management and the Sheriff. Once the network is activated, the responsibility for its operations belongs to Emergency Management. 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 that operates on three levels: local, state and federal. The primary warning point for Cowley County is located at the Emergency Operations Center in Winfield.

2. Automated Statewide Telecommunications Record Access (ASTRA)

Provides backup warning of severe weather conditions to the Arkansas City and Winfield E-911 Centers.

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), Beaumont (Butler County), and Ponca City (Kay County, OK). 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, volunteers and private citizens whose activities are coordinated by Cowley County Emergency Management. During periods of severe weather, the spotters are dispatched into the field to relay reports back to the EOC. Confirmed severe weather and tornado sightings are then relayed to the NWS which disseminates the appropriate warning.

5. Flood Warning System

Cowley 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 for 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 can be found in an attachment to this ESF.

7. Cable Systems TV Alert

The Cable System TV Alert is an override of the audio portion of all channels in Cowley County, 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 this map. Supplemental coverage is provided through fire and law enforcement mobile units. Approximately 94% of the population is covered. Maps showing warning siren coverage can be found in the attachment section.

9. School Warning Systems

Most of the schools in Cowley County either turn to local radio stations or scanners to monitor severe weather conditions. All schools have been provided with NOAA All-Hazard Weather Radios.

10. Print Media

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

Communications

The Arkansas City and Winfield Police Chiefs have overall authority for their respective E-911 Centers. 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 will be discontinued and plain language will be used to ensure comprehension.

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.

Warnings

Arkansas City/Winfield E-911 Centers

- Activate warning systems (if needed as a backup to EOC)
- Maintain communications link with the Cowley County EOC
- Maintain all radio systems

Fire Departments

- Provide mobile public address units if necessary
- Provide manpower for door-to-door warning if necessary
- Maintain a communications link with the Cowley County EOC

Law Enforcement

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

Cowley County Emergency Management

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

Kansas Highway Patrol

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

Communications

Arkansas City/Winfield E-911 Centers

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

Cowley County Management Information Services Department

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

Cowley County Emergency Management

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

Kansas Department of Transportation

- Provide support communications through the Communications 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 primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

Cowley County Emergency Management and each E-911 Center 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 the local jurisdiction in which the disaster occurs.

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 County Emergency Management Director.

Attachments

- **List of the communication frequencies used by response agencies**

[Communication Frequencies](#)

- **Outdoor Warning Sirens**

[Arkansas City](#)

[Atlanta](#)

[Burden](#)

[Cambridge](#)

[Dexter](#)

[IXL](#)

[Rock](#)

[Strother Field](#)

[Udall](#)

[Winfield](#)

[Winfield Lake](#)

- **Repeaters**

[Cowley Repeaters](#)

- **List of broadcast stations**

[Media Broadcasters](#)

- **Actions By Timeframe**

[LINK TO CHECKLIST](#)