

**METRO REGION**  
**800 MHz Trunked Regional Public Safety Radio System**  
**Standards, Protocols, Procedures**

Document Section:	<b>3 Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.21.0</b>	Date: 5/28/08
Procedure Title:	<b>Recommended Initial Communications Plan for Large Scale and Disaster Level Mutual Aid Incidents</b>	
Date Established:	<b>5/28/08</b>	MESB Approval - Signature:
Replaces Document Dated:		
Date Revised:		

**1. Purpose or Objective:**

To recommend an initial “default” incident communications plan utilizing the statewide 800 MHz interoperability talk groups to facilitate effective command, control, situational awareness, coordination and staging for the initial response to a large scale and/or disaster level incident.

**2. Technical Background:**

- **Capabilities**

The Statewide Radio Board has established a standard for use of the statewide incident response talkgroups in ARMER Standard 3.2f (3.16.0). This standard encourages communications interoperability among first responders and establishes common statewide talkgroups to facilitate interoperability. The statewide talkgroups authorized for communication between service branches are S-TAC1, 2, 3 and 4. Each public safety service branch has an additional four statewide tactical talk groups.

- **Constraints**

Experience has shown that all agencies have used many different processes in the past. This standard strives for consistency among all metro agencies.

**3. Operational Context:**

These recommendations are based on core principles of NIMS including establishment of an Incident Communications Plan to support the Incident Command System as it is established for a large-scale mutual aid incident. Lessons learned from the Twin Cities UASI TIC Plan validation exercise evaluated by the Department of Homeland Security and after action reports I-35W bridge collapse also provide a basis for this standard.

**4. Recommended Protocol:**

This standard changes the STAC talk group requirements for 9-1-1 PSAPs and secondary EMS PSAPS from recommended to required.

**5. Recommended Procedure:**

When an emergent large scale or disaster level incident requires an immediate and massive mutual aid response, the following initial Incident Communications Plan should be implemented by the dispatch center with primary control of the incident:

- A. The Incident Commander (IC) should be identified. A Command Net should be immediately established utilizing the first available STAC talk group. The Command Net should be used for communications between the IC, the controlling dispatch center, other dispatch centers providing resources and the Emergency Operations Center if established.
- B. A Staging Net should be established utilizing the next available STAC talk group. The Staging Net STAC should be patched to conventional interoperability resources as necessary depending on the response, e.g. MINSEF/VLAW31. During initial response this talk group would be used to notify responders of situation updates. The use of this talk group will transition to a Staging Net talk group.
- C. A Staging Officer should be assigned by discipline (Police, Fire, EMS) and a physical location for the incident staging area(s) designated.
- D. In the absence of an ICS structure and Staging Officer, during the initial phase of the response, the controlling dispatch center may designate a staging area as a collection point for responding mutual aid agencies from all branches. Once the ICS structure and Staging Officer are in place, units will be moved to the designated discipline staging by that specific Staging Officer.
- E. Operations Section Tactical Nets should be established for each major service branch on their respective statewide TACS using the first available ETAC, FTAC and LTAC. Units will be assigned to the designated Tactical Net upon receiving their assignment at staging.
- F. The attached ICS-205 should be utilized as the initial recommended Incident Communications Plan until the incident Communications Unit Leader (COML) prepares the ICS-205 for the next operational period.

Upon initial response the dispatch center with primary control of the incident is responsible for the following:

- Assigning the proper STACs for the Command Net and the Staging Net
- Assigning the proper service branch TACs for Operations Section Tactical Nets
- Establishing the necessary patches to conventional channels as required
- Updating the status of the incident to effected PSAPs using the METCOM talkgroup
- Announcing the mutual aid staging collection point if there is no ICS structure to designate
- Announcing the location of the incident staging area(s) to incoming units
- Announcing the need for personnel and resources
- Updating the Status Board application to designate which interoperability resources have been assigned for use
- Advising when responding units can be cancelled

This communications plan deals with the gap between the initial dispatch of the incident and the establishment of an ICS Communications Unit to prepare the Incident Communications Plan for the next operational period.

**6. Management:**

Dispatch center managers and supervisors for agencies on the metro wide 800 MHz radio system shall insure that this procedure for usage and assignment of the STAC talk groups be adhered to, as well as the setting up of soft patches for which they are responsible.

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b> <b>(Hand Print or Type &amp; Print as MS Word Doc)</b>		1. Incident Name/ Location <b>LARGE SCALE AND DISASTER LEVEL INCIDENT</b>		2. Date/ Time Prepared/ Updated	3. Operational Period Date/ Time <b>INITIAL COMM PLAN TEMPLATE</b>
<b>4. Basic Radio Channel &amp; Talk Group Utilization</b>					
Radio Type/Cache/ Band - VHF/ 800, etc.	Channel and/or Talk Group Name	Function - LE/ Fire/ EMS/ Pub Wks, Transit, etc.	Frequency/ Tone/ Talk Group ID	Operational Assignment Division, Group, Unit	Remarks Gateway/ Patches/ Portable Repeaters, etc.
REGIONAL 800 MHZ DIGITAL	STAC-1	INCIDENT COMMAND		COMMAND NET	AREA COMMAND, INCIDENT COMMAND, COMMAND STAFF, GENERAL STAFF (SECTION CHIEFS), INCIDENT DISPATCH CENTER, EOC, ETC.
REGIONAL 800 MHZ DIGITAL	STAC-2	ALL RESPONDING UNITS W/O ASSIGNMENTS		TACTICAL NET OPERATIONS SECTION – ALL BRANCHES STAGING	ALL INCOMING UNITS – CHECK IN AND INITIAL ASSIGNMENT – PATCHED AS NECESSARY TO VHF CONVENTIONAL RESOURCES
REGIONAL 800 MHZ DIGITAL	LTAC-1	LAW ENFORCEMENT		TACTICAL NET OPERATIONS SECTION – LAW ENFORCEMENT BRANCH	INITIAL ASSIGNMENT FOR LAW ENFORCEMENT TACTICAL OPERATIONS – EXPAND AS NECESSARY
REGIONAL 800 MHZ DIGITAL	ETAC-1	EMS		TACTICAL NET OPERATIONS SECTION – EMS BRANCH	INITIAL ASSIGNMENT FOR EMS TACTICAL OPERATIONS – EXPAND AS NECESSARY
REGIONAL 800 MHZ DIGITAL	FTAC-1	FIRE		TACTICAL NET OPERATIONS SECTION – FIRE BRANCH	INITIAL ASSIGNMENT FOR FIRE TACTICAL OPERATIONS – EXPAND AS NECESSARY
5. Prepared By _____					
Agency: _____				Approved By: _____	
Primary PSAP for detail is: _____					