

## 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 3.17.4</b>	Date: 1/25/2012
Procedure Title:	<b>Event &amp; Exercise Communications Planning</b>	
Date Established:	<b>12/5/2011</b>	MESB Approval - Signature:
Replaces Document	<b>1/25/2012</b>	
Dated:		
Date Revised:	<b>10/8/2014</b>	Date: 3/14/2012

#### **1. Purpose and Objective:**

The intent of this standard is to establish protocols and procedures to be used for planning communication for large planned events or exercises that effect multiple agencies or jurisdictions.

#### **2. Operational Background:**

During large scale events, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To ensure this gap is covered, an All-Hazards Type III COML should be used to establish a communication plan.

COML responsibilities include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

#### **3. Operational Context:**

Planned events and exercises can include complex communications issues. In addition, there is also a potential for the event to grow quickly into a large scale incident. It is imperative that all disciplines are aware and prepared to communicate effectively.

A COML can also ensure that the event does not inadvertently affect normal daily operational needs by over-utilization and/or over-loading of ARMER system resources.

#### **4. Recommended Procedure:**

During large scale events, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. An individual that has completed official COML training and is a recognized COML(t) or Minnesota Certified COML should be utilized to complete an ICS 205 Communication Plan.

**5. Recommended Procedure:**

When it becomes apparent that interagency coordination of personnel from different agencies or disciplines will be needed, a COML or COML(t) should be requested by the event or exercise planner or planning team to coordinate and document communications for the event.

The event or exercise planner or planning team may utilize COML(t) or COML personnel from an agency that is participating in the event/exercise. It is recommended that the lead agency COML be utilized and work in conjunction with other agency COML's as appropriate and necessary.

If the event or exercise COML is a COML(t), the communications plan should be reviewed by a COML.

If the event or exercise planner does not have access to a COML, they will contact the MESB Radio Coordinator, who will utilize CRTF resources to assist.

**6. Management:**

The system managers, administrators and users will be responsible to see that this policy is implemented as defined.

The Metro Region Communications Response Taskforce (CRTF) Steering Workgroup will review all metro region ICS205 documents for adherence to both state and metro standards, policies and best practice, and provide feedback to the COML that created or approved the document. This review and feedback is to be done after the fact and is not considered an approval, rather, it is a mechanism to ensure shared resources and regional communications operations are used and impacted appropriately, applied uniformly, and issues can be addressed in a timely and efficient manner to mitigate problems.

The CRTF Steering Workgroup will create a report of its reviews and will submit it to the Interoperability Subcommittee.