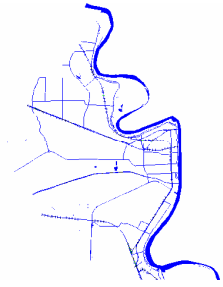


**WEST BATON ROUGE PARISH  
OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS**



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**EMERGENCY SUPPORT FUNCTION 2  
COMMUNICATIONS**

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I. PURPOSE

Services under this ESF consist of the identification, mobilization and coordination of available Parish and local government owned, private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and State and Federal assistance while re-establishing primary communication systems. ESF 2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. West Baton Rouge Parish is susceptible to many incidents, both natural and technological, that could result in an emergency declaration by the Parish President.
2. In most cases, a declaration of an emergency by the Parish President would require emergency communications.

3. The West Baton Rouge Parish Communications Center (911 Center) operates continually and can activate the West Baton Rouge Parish's Emergency Plan, which includes emergency communications, at any time, with authorization from the HSEP Director or as authorized by internal procedures.
4. A continuous on-call status of the Emergency Operation Center staff, including communications personnel, ensures emergency assistance for the communications system.
5. West Baton Rouge Parish's communications system is primarily based upon the 700/800Mhz P-25 compliant system.
6. Secondary radio systems are still operational in Low and High Band frequencies.
7. In addition to this plan West Baton Rouge Parish has developed EOP Implementing Procedures on EOC Activation, EOC Communications, EOC Decision Making and EOC Public Alert Notification.
8. Emergency responders and EOC Staff members are contacted by the Emergency Operations Center through First Call and if necessary through call list, as directed by the HSEP Director, when conditions warrant and/or stipulated by standard operating procedures.
9. The use of broadcast media, both radio and television is considered a warning measure within this plan.
10. West Baton Rouge Parish Officials encourage the use of Weather Alert Radios (Tone Alert) for residents.
11. West Baton Rouge Parish has established through this plan that all incident management entities use common terminology for communications. **(NIMS V-B-1-b.)**

B. Assumptions

1. Due to design and construction, the existing communications system will survive or receive minimal damage from the effects of most disasters.
2. Most declared emergencies would require some limited supplemental communications systems.
3. The Military Department will provide support if necessary.
4. The spontaneous voluntary support of ham radio operators, radio clubs, and private organizations with sophisticated communications equipment.
5. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
6. Special needs groups such as hearing-impaired, sight-impaired, physically disabled, or institutionalized require special attention to ensure a workable warning system is established.
7. Emergency response organizations such as the fire department(s), municipal police department(s) and Sheriff's Office may be called upon to help warn the public, their ability to participate is assumed.
8. Radio and television stations will be willing to issue warning announcements.
9. National Oceanic and Atmospheric Administration Weather Radio stations will disseminate watches and warnings issued by the National Weather Service; tone alert radios are automatically activated when such watches and warnings are issued.
10. The warning and alert systems will be intact and functional, these include First Call, Cable Override and WAFB Channel 9 Scroll.
11. A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard. Proper use of this warning system would save lives, reduce injuries and protect property.

12. At all times of the year, non-English speaking transient employees reside in West Baton Rouge Parish. Notification will be made to the employer, the employer will warn these residents through interrupters.

### III. CONCEPT OF OPERATIONS

#### A. General

Communications plays a critical role in emergency operations. Extensive communication networks between government, volunteer, and private, facilities exist and operate throughout West Baton Rouge Parish. Properly coordinated, this system provides effective and efficient response communications and interaction.

#### B. Phases of Management

##### 1. Mitigation

- a. Through the 911 Center Director maintenance contracts are kept to ensure the communication system is operational.
- b. Auxiliary power is available for all primary communications networks.
- c. Security has been provided for all radio equipment.
- d. Back-up capabilities also exist in the form of Low Band and High Band radio networks.
- e. If the 700/800 Mhz P-25 compliant system is affected by a disaster it enters fail safe mode thereby allowing communications radio to radio. (Talk Around)
- f. 5 International Mutual Aid Channels repeaters are located across Homeland Security Region 2 for use during any disaster situation.

##### 2. Preparedness

- a. The 911 Center Director does training of all radio operators in communication for responsible agencies on an on-going basis.
  - b. Existing procedures are in place to set a standard protocol of communication among response agencies.
  - c. Emergency exercises or drills are conducted on an on-going basis.
  - d. Due to existing maintenance contracts, maintenance is available on a 24hr basis.
3. Response

a. Natural Hazards

The most common warnings are those issued for severe weather. Local hazards that could necessitate warning alerts include flash flooding, tornadoes, and severe thunderstorms. The National Weather Service will issue these warnings to Emergency Alert Stations within the Greater Baton Rouge Area and NOAA Weather radio.

b. Technological Hazards

Warnings may be issued as a result of hazardous materials incidents. These are most likely to occur on the roadway, rail systems and/or fixed facilities.

c. War Related / Terrorism Hazards / Homeland Security

A terrorism attack or attack by a foreign country is possible at any time and could take the form of a nuclear, chemical, biological, explosive or conventional incident. It is likely an attack would be preceded by a period of international tension. This would provide adequate time to prepare the public. It is possible, however, that the warning time may be as little as fifteen

minutes. An accidental weapons launch is also a possibility. Warnings concerning terrorist activity could result from communications, with Federal, State and other Local agencies. The Department of Homeland Security will issue warnings and an overall threat level for the country, region, state or local area. These warnings include five levels, (normal to severe) Green, Blue, Yellow, Orange and Red. (See Terrorism Annex For More Details).

d. West Baton Rouge Parish uses a multi-layer, overlapping system to advise persons living, working, or traveling within its boundaries of an emergency situation.

i. Government Officials

Key government officials and emergency response organizations are notified by:

aa. Commercial telephones

bb. Pager

cc. Radios

dd. Cell phones.

ii. Public

The public is instructed to listen to WJBO 1150 AM / WFMF 102.5 FM radio, after a warning or alert is received. The public is issued alerts and warnings with the use of:

aa. Telephone alerting system  
Telephone number data from AT&T; the commercial telephone service provider is used to send a message to the entire parish, or selected areas.

bb. National Emergency Access System

- cc. Alert teams, equipped with portable sirens and public addressing speakers.
  - dd. Media
  - ee. Cable Override
  - ff. WAFB Channel 9 Scroll
- iii. Special Locations
- These include major industry, schools, hospitals, nursing homes, recreational facilities, institutions, and places of public assembly. Special locations are warned of an emergency with the use of:
- aa. Weather Radios (Tone Alert)
  - bb. Commercial telephone
  - cc. Radios
  - dd. Alert teams, equipped with portable sirens and public addressing speakers.
  - ee. Hearing Impaired Individuals: The TTY/TDD System may be used to warn these citizens.
  - ff. Non-English speaking transient employees: Through their employer.
- e. Communications may be initiated by field units, 911 Center and outside agencies to include federal, state and local neighboring jurisdictions.
  - g. Law Enforcement and Fire Service agencies will primarily use the 700/800 Mhz radio p-25 compliant system for communication during an emergency.
  - h. Acadian Ambulance will be communicated with through the 911 Center via Acadian's private

operation center. Acadian Ambulance Air Units have High Band Communications capabilities.

- i. Other agencies may be communicated with as noted in section D of this annex.
- j. Emergency call-up of communications personnel is activated along with the Emergency Operation Center.
- k. When emergency operations are initiated the HSEP Director will determine the extent to which support personnel will be required and will request assistance from West Baton Rouge Communication Center. Actual support requirements will be dependent on the severity of the incident.

#### 4. Recovery

All activities in this emergency phase will continue until such time as emergency communications are no longer required.

- C. Procedures for handling messages and logging information are located in the West Baton Rouge Emergency Operations Plan and Implementing Procedures.
- D. Methods the Emergency Operation Center uses to communicate by agency:
  1. Field units at a specific scene
    - a. Radios
    - b. Cell Phones
  2. Control centers of emergency response organizations
    - a. Radios
    - b. Commercial telephones
    - c. Cell Phones
    - d. Fax

- e. Internet (E-mail and Instant Messaging)
- f. Satellite Phone
- 3. Mass care facilities
  - a. Commercial telephones
  - b. Cell phones
  - c. Radios
- 4. Media
  - a. Commercial telephones
  - b. Facsimile
  - c. Cell phones
  - d. Internet and E-mail
- 5. Hospitals
  - a. Commercial telephones
  - b. Facsimile
- 6. EMS
  - a. Radios
  - b. Commercial telephones
- 7. Adjacent Jurisdictions
  - a. Radios
  - b. Commercial telephones
  - c. Facsimile
  - d. Satellite phone
  - e. Internet and E-mail

- f. Video Conferencing
- 8. Military Installations
  - a. Radios
  - b. Commercial telephones
- 9. GOHSEP
  - a. WebEOC
  - b. Radios
  - c. Amateur Radio Clubs
  - d. Commercial telephones
  - e. Satellite phones
  - f. Facsimile
  - g. Internet and E-mail
- 10. Private/Industrial Organizations
  - a. Radios
  - b. Facility Hotlines
  - c. Commercial telephones
  - d. Cell phones
  - e. Internet and E-mail
- 11. National Weather Service
  - a. Commercial telephones
  - b. Facsimile
  - c. Internet and E-mail
  - d. Television

- e. Radio via GOHSEP
- f. Amateur Radio

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. All organizations tasked by Emergency Operations Plan
  - 1. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations.
  - 2. All organizations should keep the Emergency Operation Center informed of their operations at all times and maintain a communications link with the Emergency Operation Center. **(NIMS V-B-2-a-3.)**
  - 3. Provide backup communications capabilities for the Emergency Operation Center.
  - 4. Provide backup communications link between the Emergency Operation Center and mass care facilities, as needed, through use of mobile and portable radio units.
  - 5. Activate backup or alternate communications systems, as necessary.
  - 6. Maintain emergency communications systems as long as necessary.
  - 7. When practical, protect equipment against electromagnetic pulse effects by disconnecting them from antennas and power sources.
  - 8. Phase down operations as appropriate.
  - 9. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

- B. Parish President

When notified of an emergency situation, reports to the Emergency Operation Center.

C. HSEP

1. When notified of an emergency situation, reports to the Emergency Operation Center.
2. Directs the parish's overall emergency communication system and primary person responsible for establishment and maintenance thereof.
3. Supports media center communications operations as needed.

D. Military Department

Provides communications support to include personnel and equipment as directed by the governor.

V. DIRECTION AND CONTROL

The HSEP Director, under direction of the West Baton Rouge Parish President, is the principle authority for the Emergency Operation Center and its Emergency Communication Operations.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are made in accordance with standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All communications will be logged throughout any emergency classification.
2. A complete listing of communications system expenditures will be maintained in the Emergency Operation Center.
3. Communication expenditures will be submitted to GOHSEP for reimbursement.
4. The West Baton Rouge Parish 911 Director maintains Standard Operating Procedures that contain phone

lists and radio (Talk Groups) frequencies that should be used to notify emergency personnel during emergency situations.

B. Logistics

1. At&T and Centurytel provide emergency telephone service. The Emergency Operation Center is on the priority service restoration list.
2. Entergy provides emergency power service. The Emergency Operation Center is on both their respected priority restoration list.
3. The Emergency Operation Center has a dedicated emergency power natural gas generator.
4. Radio maintenance is available 24-hours a day.
5. Electromagnetic Pulse, one of the effects of a nuclear detonation that is particularly damaging to radio equipment, had been considered. Plans call for the disconnecting of radios from antennas and power sources when an "Attack Warning" is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until and "All Clear" is announced. Telephones will be used while operable.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The HSEP Director has the responsibility for coordinating revision or this annex and keeping attachments current.
- B. Directors of supporting agencies are responsible for maintaining internal plans, implementing procedures and resource data.
- C. All other agencies given responsibility in this plan are responsible for the maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities  
(See Basic Plan, Section IX)

B. References

Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

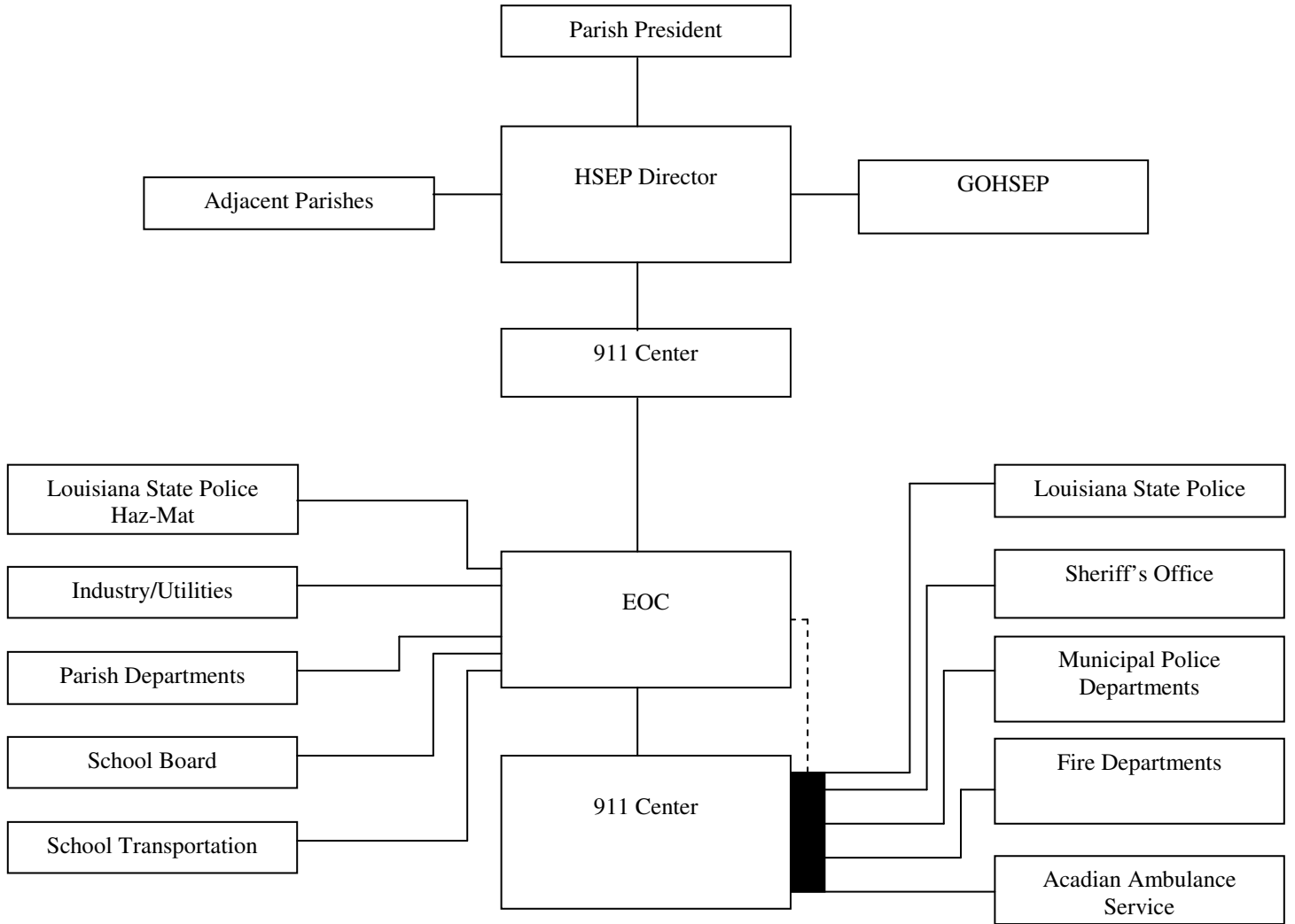
Pelican Parish Planning Guidance And Crosswalk For Parish Multi-Hazard Emergency Operations Plans, Louisiana's Governor's Office of Homeland Security and Emergency Preparedness, Plans Branch, March 2006.

X. APPENDICES

- i. Communications Organizational Chart
- ii. Responsibility Chart
- iii. List of Government Assets:
  - aa. Tab A Personnel, With Call Out List (EOC Notification Database)
  - bb. Equipment: (On File in EOC – CAMEO)
- iv. List of private industry and volunteer assets: (On File in EOC – EOC Notification Database)
- v. Communications nets: (On File in EOC)
- vi. Communications procedures and instructions: EOC IP's Communications

ESF-2 APPENDIX 1

COMMUNICATIONS ORGANIZATIONAL CHART



ESF-2 APPENDIX 2

Responsibility Chart

Agency support to the Governor's Office of Homeland Security and Emergency Preparedness, Louisiana State Police and Louisiana National Guard	Authority / Policy	Coordination	EOC Operations	Analysis	Personnel	Fixed Sites	Mobile Sites
West Baton Rouge HSEP	X	X	X	X	X	X	X
West Baton Rouge 911 Center		X	X	X	X	X	X
West Baton Rouge Parish Sheriff's Office		X	X	X	X	X	X
Municipal Police Departments		X	X	X	X	X	X
West Baton Rouge Parish Fire Departments			X	X	X	X	X
Acadian Ambulance Service			X		X		X
Volunteer Organizations *			X		X	X	X
* To include private relief organizations (i.e. American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.							

ESF-2 APPENDIX 3

List of Government Assets

TAB A – Personnel, Callout List – Refer to the EOC Notifications Database

TAB B – Equipment – On File at EOC and within CAMEO

ESF-2 APPENDIX 4

List of Private Industry and Volunteer Assets

Refer to: EOC Notification Database

ESF-2 APPENDIX 5

Communications Nets

On File 911 Center

ESF-2 APPENDIX 6

Communications Procedures and Instructions

Attached: EOC Implementing Procedures Communications

## COMMUNICATIONS

### I. PURPOSE

To establish procedures for the effective transmission of emergency information to, from and within the Emergency Operations Center (EOC).

### II. DEFINITIONS

The definitions provided in the Emergency Operations Center implementing procedure are applicable to the terms used in this procedure.

### III. SITUATION

In the event of a major emergency event, the EOC / 911 Center will serve as the primary Parish telecommunications center for emergency response organizations.

### IV. RESPONSIBILITIES

A. The EOC Director on duty is responsible for:

1. Activating and operating the EOC communications center during an emergency.
2. Enlisting communications support from local telecommunications groups.
3. Maintaining adequate telecommunications systems and manpower for effective communications.

B. The EOC Message Coordinators are responsible for:

1. Monitoring and operating assigned communications stations.
2. Prompt relay of messages
3. Recording significant events by:
  - a. Entry into the EOC Station Log
  - b. Completion of an EOC Internal Message Form

C. 911 Center Operators will continue to handle dispatch of emergency response units and maintain radio communications with all responding agencies as part of its normal operation.

### V. PROCEDURE

A. Operational

EOC Activation

1. Maintain coverage of all responding agency communication.
2. Monitor weather and inform the incident commander of adverse conditions.
3. Place EOC Station Log, EOC Internal Message Forms and pencils at each radio and telephone station.
4. Brief Message Coordinators and assign to stations upon arrival at the EOC.
5. Test communications systems and report malfunctions.
6. Ensure staffing of the following communications stations:
  - (1) Radio
    - Parish Sheriff
    - State Police
    - Municipal Police
    - Regional/State Homeland Security
    - Area Hospitals
    - Parish Government/Emergency Preparedness
    - Parish Fire Department
    - Parish School Board
    - Regional Homeland Security Parishes
  - (2) Telephone
    - Commercial Telephone Lines
    - Cellular Telecommunications
7. Establish communication with the following agencies if not previously established.
  - Municipal Fire and Police
  - Neighboring Parishes as necessary
  - Louisiana Office of Homeland Security and Emergency Preparedness
  - WJBO 1150AM – EAS Station
8. Provide communications support to EOC Staff as necessary
9. Maintain Alert status until emergency escalation, reduction or close out.