South Dakota Communications Field Operations Guide (SD-CFOG)

Version 1.0 June 2012

Letter of Introduction

The South Dakota Communications Field Operations Guide (SD-CFOG) is a collection of technical reference material to aid Communications Unit personnel in establishing solutions to support communications during emergency incidents and planned events. The SD-CFOG includes information from several South Dakota communications documents.

The SD-CFOG contains regional, state, and national interoperability channels. These channels should be programmed into Public Safety radios in the appropriate frequency band. If geographic restrictions on some channels preclude their use within the state of South Dakota, they may offer an interoperability option when responding out of territory where the restrictions do not apply. The document focus is on regional, state and federal interoperable systems and assets.

Please send updates, corrections, or comments about the SD-CFOG or requests for additional copies to Jeff Pierce.

Thank you,

Jeff Pierce

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Record of Change

Change Number	Date	Pages Changed	Change Date	Change Made By

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About this Guide

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The purpose of the South Dakota Communications Field Operations Guide (SD-CFOG) is to increase efficiency in establishing interoperable communications during incidents, create a consistent knowledge base of interoperable communications channels and networks, and provide a helpful tool for pre-planning and interoperable communications training and exercises. This document is intended to help alleviate many of the problems or short comings during normal and/or emergency communications globally:

1. Incident using radio channels in more than one band (VHF, UHF, and/or 700/800 MHz, etc.)
2. Responding to an emergency outside of your area
3. Requesting emergency talkgroups
4. Communications when network fails

The focus of this document is on regional, state and federal interoperable and mutual aid systems, and assets.

Please send updates, corrections, or comments about the SD-CFOG to Jeff Pierce.

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1 Interoperable Communications Commonalities

1.1 Agency Responsibilities and Rights

Agencies will retain the following responsibilities and rights:

- Authorized representatives of agencies participating in this plan have the authority to request the use of equipment, including systems and mobile assets, in accordance with Standard Operating Procedures (SOPs).
- Where applicable, agencies will be responsible for consistently maintaining, testing, and exercising connectivity to interoperable communications.
- Incident Commanders retain the right to decide how to utilize interoperable communications.

1.2 Prioritization and Shared Use of Regional Interoperability Assets

The Incident Commander, or designee, in conjunction/cooperation with their counterparts in other involved agencies, will have the authority to request the use of interoperable assets. Once Incident Command has been established, Command Staff or the Communications Unit Leader (when designated) direct the further coordination and delegation of the interoperable communications assets assigned to the event or incident in question.

When the same resources are requested for two or more incidents, resource assignments should be based on the priority levels in accordance with the National Incident Management System (NIMS).

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In the event of multiple simultaneous incidents within the same priority, the resources should be allocated according to NIMS.

In response to events or incidents which cross over jurisdictional boundaries, there potentially could be competing demands and priorities for interoperable communications assets.

Agencies should activate needed interoperable assets to respond effectively and to minimize any negative impact on surrounding agencies or jurisdictions. Specifically, interoperable communications should be established with the following techniques, listed in increasing order of complexity:

1. Utilize ***face-to-face*** communications wherever appropriate. For example, the co-location of all Command and General Staff at the Incident Command Post (ICP) provides the best direct communications and reduces the demand on interoperability resources
2. Employ **local communications** assets until such time as either those assets become taxed or inadequate based on the nature and/or scope of the incident
3. If response agencies are users of the **statewide digital trunked network**, utilize that shared system to establish interoperable communications
4. If response agencies operate on disparate systems, utilize **shared or mutual aid channels** to establish interoperable communications.
5. If response agencies do not share systems or channels, it may be possible to request and utilize a **gateway** solution to establish interoperable communications
6. Where interoperable communications cannot otherwise be established between response agencies, utilize **swap or cache radios** to establish operable communications for responders

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7. If no other method of interoperability can be established, relay communications through **staff members**

When the same resources are requested for two or more incidents, resource assignments should be based on the priority levels listed below:

1. Disasters, large scale incidents, or extreme emergencies requiring mutual aid or interagency communications
2. Incidents where imminent danger exists to life or property
3. Incidents requiring the response of multiple agencies
4. Pre-planned events requiring mutual aid or interagency communications
5. Incidents involving a single agency where supplemental communications are needed for agency use
6. Drills, tests and exercises

In the event of multiple simultaneous incidents within the same priority level, the Incident Commander or Unified Command (if formed) shall have allocation authority and shall allocate resources with the following priorities in mind:

1. Incidents with the greatest level of exigency (e.g., greater threat to life or property, more immediate need, etc.) have priority over less exigent incidents
2. Agencies with single/limited interoperable options have priority use of those options over agencies with multiple interoperable options

When at all possible, agencies already using an interoperable asset during an event should not be redirected to another resource.

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1.3 Communications Unit Leader (COML) Position Checklist

NOTE: Can be also used by the Incident Commander, Logistics Section Chief, or designee in the absence of a COML.

1. Obtain briefing from the Logistics Section Chief or Service Branch Director
2. Organize and staff unit as appropriate
   a. Assign Communications Center Manager and Lead Incident Dispatcher
   b. Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend to fax machines
3. Assess communications systems/channels in use; advise on communications capabilities/limitations
4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.
5. Assess Incident Command Post phone load and request additional lines as needed
6. Obtain copy of Communications Resource Availability Worksheet (ICS Form 217A) which provides RF information for the applicable area. If ICS Form 217A has not been completed or is unavailable, it should be prepared).
7. Prepare and Implement Incident Communications Plan (ICS Form 205):
   a. Obtain current organizational chart
   b. Determine most hazardous tactical activity; ensure adequate communications
   c. Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid

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   d. Determine command communications needs
   e. Establish and post any specific procedures for use of Incident Command Post communications equipment
8. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205T) if appropriate:
   a. Determine specific organizational elements to be assigned to telephones
   b. Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Center [EOCs], etc.), and identify and document phone numbers
   c. Determine which phones and what numbers should be used by specific personnel and their purpose. Assign specific telephone numbers for incoming calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State, and federal agencies
   d. Do not publicize OUTGOING call lines
9. Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system
10. Ensure radio and telephone logs are available and being used
11. Determine need and research availability of additional nets and systems:
   a. Order through Supply Unit after approval by Section Chief or appropriate official
   b. Federal systems
   c. Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the National Interagency Fire Center (NIFC)
12. Document malfunctioning communications equipment, facilitate repair

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13. Establish and maintain communications equipment accountability system
14. As required, provide technical information regarding:
    a. Adequacy of communications system currently in use
    b. Geographic limitations of communications equipment
    c. Equipment capabilities
    d. Amount and types of equipment available
    e. Anticipated problems in the use of communications equipment
15. Estimate Unit needs for expected operations
16. As required, request relief personnel
17. Provide briefing to relief personnel on current activities and unusual situations
18. Document all activity on Unit/Activity Log (ICS Form 214)

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2 Interoperability Assets

Refer to regional Standard Operating Procedures (SOPs) for policies and procedures on asset usage.

2.1 General Rules of Use

- **National Incident Management System** – Implement an Incident Command System (ICS) compliant with the National Incident Management System (NIMS) when using any regional interoperability resource.
- **National Response Framework** – Use the appropriate ICS forms needed to document a given incident, in accordance with the National Response Framework (NRF).
- **Plain Language** –Avoid using radio codes, acronyms, and abbreviations as they may cause confusion between agencies. Ensure that all verbal requests for assistance or backup specify the reason for the request.
- **Unit Identification** – Announce your home agency prior to announcing your unit identifier during interoperable communication situations. (e.g., "Command, this is Monson Ambulance A1")

Applies to Radio Caches

- **Charging –** Cache radios must be fully charged and ready for immediate deployment when requested. Deployed equipment includes extra batteries and/or battery chargers to support extended deployments
- **Radio Identification -** Each radio in a radio cache will have a unique identification number (e.g. serial number, etc.) for inventory tracking
- **Technical Support –** Qualified radio cache THSPs or COMTs should be available for on-scene support during

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the deployment, if the requesting agency cannot act in this capacity

- **Equipment Return** – The requesting agency is responsible for the return of any cache radios/MCUs/equipment in the condition that they were issued/received. Responsibilities for lost or damaged equipment lie with the appropriate agency

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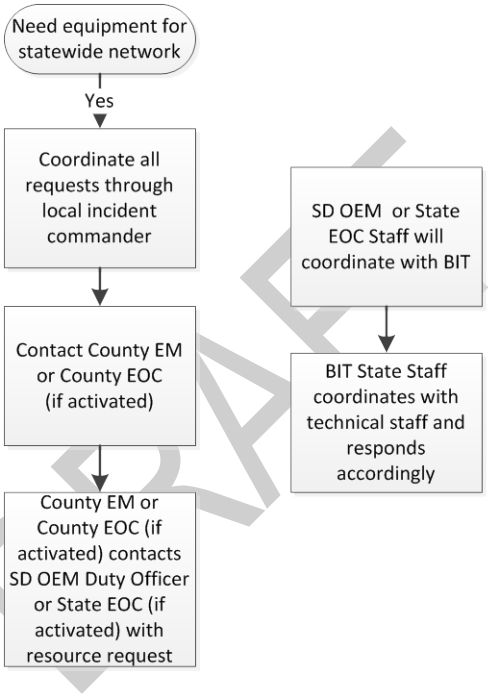
2.2 Requests for Communications Assets



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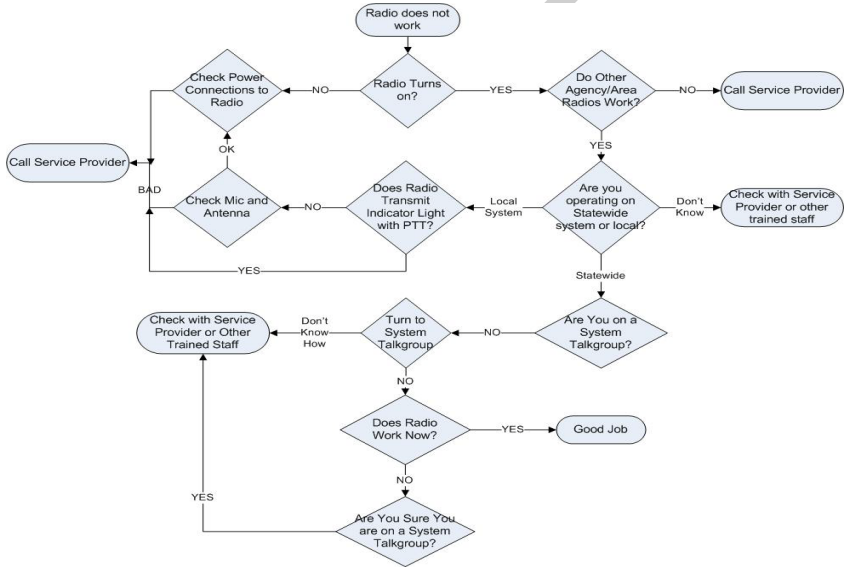
2.3 Radio Problems/Resolution



2.4 Agency Talkgroups

Each agency is considered as "owner" of the private talkgroup assigned to them. Agencies are expected to use the talkgroups assigned to the department for all interdepartmental traffic. Policies and procedures for the use of the agency talkgroup are at the discretion of the department, within the technical limitations set forth in previous information regarding use outside of your home area

2.4.1 Requests for Additional Talkgroups

Requests for new talkgroups will be submitted to the System Administrator using the below contact information.

Authorization of private talkgroups for operations and monitoring of other agencies will be processed through the System Administrator. Application form can be obtained through the below contact information. The System Administrator and both the requesting and approving agencies need to maintain the authorization form:

State Radio Communications
Attn: System Administrator
1302 E. Highway 14, Suite 8
Pierre, SD 57501
Or Faxed To: 605-773-7979
todd.dravland@state.sd.us

2.4.2 Authorization/Revocation for Sharing of Talkgroups

To access non-agency talkgroups, written authorization from the "owner" of that talkgroup must be obtained and also supplied to the system administrator. Authorization of private talkgroup to operate/monitor on that talkgroup may be rescinded by the talkgroup "owner" by written notice.

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2.5 Operational Protocol Summary

2.5.1 Routine Traffic

1. All radio communication should be brief and to the point. Radio system traffic shall be limited to official business only. Agency heads are responsible for the appropriate use of the system in accordance with adopted standard protocols. Proper radio etiquette is expected on any communications system. Agency protocols will dictate operation locally.
2. Radio messages will be made and received in the following manner:
   - Caller waits for clear air time on selected talkgroup
   - When initiating communication on the statewide radio system, the following format will be used
     "Receiving agency/unit—sending unit— on talkgroup used".
     i.e. "Metro-HP20 on SF Interagency"
   - Receiver acknowledges by stating their state assigned/approved call sign
   - When utilizing private agency talkgroups, call sign protocol is at agency discretion
   - All radio traffic must be conducted in a professional manner
   - State-recognized 10 codes or clear speech will be used on system
3. Local Operation:
   - Normal operations will be conducted on assigned agency talkgroups
   - Interagency traffic will be conducted on the State Interagency Talkgroup for that geographic area
   - <u>Interagency talk groups are not to be used for normal dispatch</u>

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- Special Operations and State Fire 2 & 3 talkgroups must be requested and authorized by State Radio dispatch for events or incidents

4. Operation outside of local area.
   - Users traveling outside their normal operating area will switch from their local talkgroup to the appropriate Interagency talkgroup for the geographic area you are currently in. This is needed to prevent radios from unnecessarily tying up system resources
   - The digital trunked radio system is not currently set up to limit talkgroups to particular sites. This configuration allows necessary communications outside of the normal service area of an agency, often made necessary by prisoner transports, EMS & fire support outside of area
   - The drawback to this wide area operation is that when a talkgroup is transported to another area of the state, all traffic associated with that talkgroup is then repeated over the local tower that the user is affiliated on. This can cause an overload situation for the local tower, especially if a large number of users are affiliated on their home talkgroups on a single tower. This may result in a busy condition for not only the local users where the outside talkgroups are brought into, but a potential talkgroup busy back in the home area of the user
   - The system is designed for this purpose, but within capacity limitations. Use home talkgroups outside of normal service area only when necessary

2.5.2 Emergencies

An emergency is defined as a non-scheduled significant incident that requires the coordinated response and interoperability of multiple

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agencies or jurisdictions. To include incidents that move between jurisdictions.

1. When situation dictates coordinated resources from agencies without common talkgroups, communications will be on the State Interagency Talkgroup for that geographic area
2. All responding units will monitor the Interagency talkgroup designated by the requesting agency for additional information and the initial report on conditions
3. Special Operations talkgroup(s) will be assigned for the duration of the emergency upon request
    - For fire operations, the Incident Commander may request additional State Fire talkgroup(s)
4. State Radio dispatch will be notified by requesting agency or Incident Commander when the talkgroup will no longer be needed
5. If the emergency "travels" from one Interagency talkgroup area to another (i.e. a law enforcement pursuit or other events), it is recommended that the radio traffic be routed through the State Radio Dispatch Center in that area for coordinated communications

2.5.3 Planned/Scheduled Events

Any event, known in advance, that requires additional communications resources.

1. Special Operations talkgroup(s) will be assigned as available for the duration of the event upon request. Talkgroup assignment is subject to pre-emption if required for reassignment to an emergency incident
    - Special Operations talkgroups should be scheduled as far in advance as possible

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2. State Radio dispatch will be notified by requesting agency or Incident Commander when the talkgroup will no longer be needed

2.5.4 Heavy Radio Traffic Conditions

1. If a Communications Center or an Incident Commander feels that excessive non-essential radio traffic is impacting dispatch operations or incident operations, the Incident Commander or Communications Center will make a radio traffic restriction announcement. This announcement will be made on appropriate talkgroup(s). The radio traffic restriction announcement will normally be, "All Units and Stations with non-essential radio traffic stay off the air"
   - An alternate agency talkgroup can be assigned by Communications Center for non-incident related communications
2. When the condition is over, the Communications Center or an Incident Commander will broadcast a message announcing resumption of normal radio traffic conditions

2.5.5 Failure Modes

Trunking system failures may occur due to software problems or equipment failures. Additionally, storms, vandalism, and other events can damage system equipment and support. Radio operations under the most significant Failure Mode are described below.

All system failures create significantly increased demand for radio airtime on the available channels as well as limitations in power and coverage. Radio discipline must be maintained at a high level. Radio use will be limited to emergency related and resource management traffic <u>only</u> during Failsoft and System Failure conditions.

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2.5.6 Site Trunking Failure

Event: Failure of the communications link to a trunked site. Radio displays "SITE TRUNKING". Limited to coverage of the tower where affiliated.

Action:	Remain on current assigned channel. Follow local Communications Center direction.

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Appendix A Regional Interoperability Information

This SD-CFOG is intended to apply to South Dakota. Specifically, this is a communications field operations guide intended to be used by public safety personnel during day-to-day and emergency response situations. Public safety personnel are located in jurisdictions geographically identified in the following sections.

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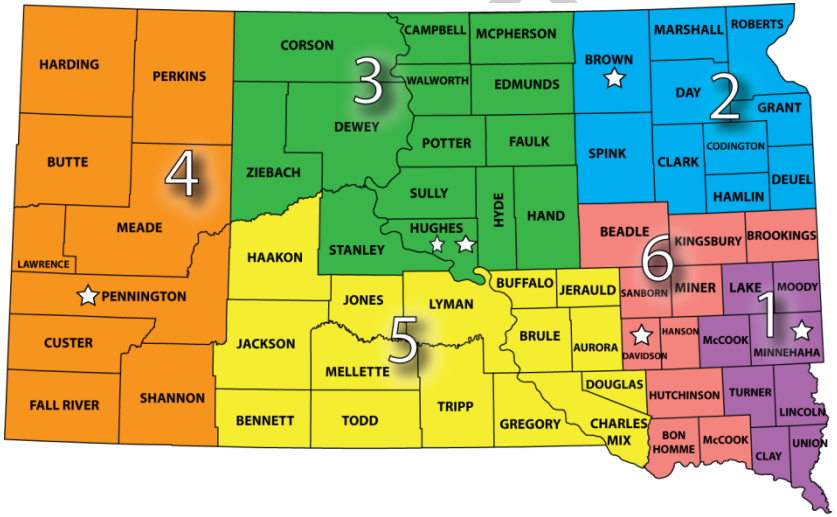
A.1 South Dakota OEM Regions

A.1.1 SD OEM Region Map



A.1.2 Regional Points of Contact (POCs)

REGION 1	REGION 2	REGION 3
Tom Welch P.O. Box 84238 Sioux Falls, SD 57118-0238 Office Phone: 605-367-5240 Cell Phone: 605-941-3894 Fax: 605-367-5241 Email: tom.welch@state.sd.us	Jason Forrest P.O. Box 633 Aberdeen, SD 57501 Office Phone: 605-626-2236 Cell Phone: 605-380-8938 Fax: 605-626-2562 Email: jason.forrests@state.sd.us	Kendall Aldinger 1302 East Highway 14 Pierre, SD 57501-8505 Office Phone: 605-773-3231 Cell Phone: 605-280-4482 Fax: 605-773-3580 Email: kendall.aldinger@state.sd.us
REGION 4	**REGION 5**	**REGION 6**
Brent Kolstad 4250 Fire Station Rd., Ste 2 Rapid City, SD 57703 Office Phone: 605-393-8051 Cell Phone: 605-391-6137 Fax: 605-393-8052 Email: brent.kolstad@state.sd.us	Tyler Spomer 306 East Capitol Ave., Ste 310 Pierre, SD 57501 Office Phone: 605-773-8137 Cell Phone: 605-220-3620 Fax: 605-773-3580 Email: tyler.spomer@state.sd.us	Allan Miller 1300 S. Ohlman Mitchell, SD 57301 Office Phone: 605-995-8990 Cell Phone: 605-299-6451 Fax: 605-995-8991 Email: allan.miller@state.sd.us

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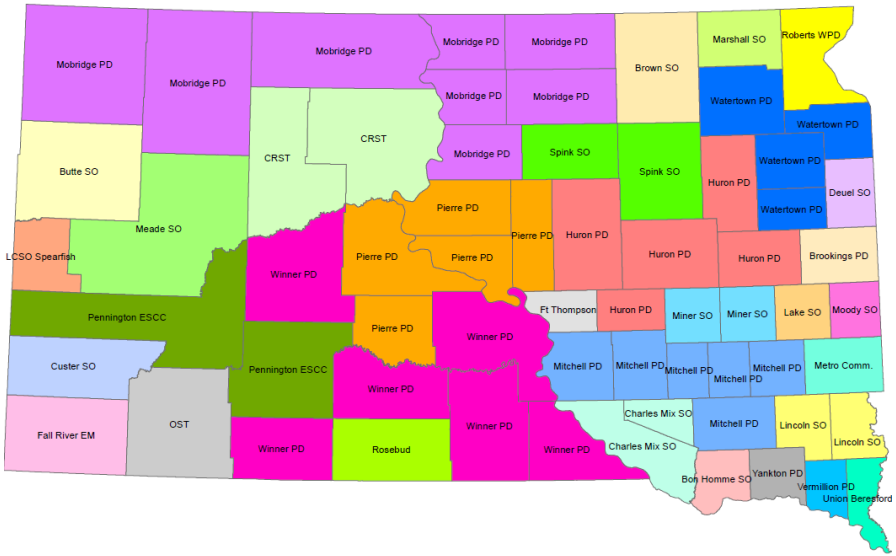
A.1.3 PSAP Map


Mobridge PD
Mobridge PD
Mobridge PD
Mobridge PD
Mobridge PD
Mobridge PD
Mobridge PD
Brown SO
Marshall SO
Roberts WPD
Watertown PD
Watertown PD
Watertown PD
Watertown PD
Deuel SO
Butte SO
CRST
CRST
Mobridge PD
Spink SO
Spink SO
Huron PD
Meade SO
LCSO Spearfish
Pierre PD
Pierre PD
Pierre PD
Pierre PD
Huron PD
Huron PD
Huron PD
Brookings PD
Winner PD
Pennington ESCC
Ft Thompson
Huron PD
Miner SO
Miner SO
Lake SO
Moody SO
Pierre PD
Winner PD
Custer SO
Pennington ESCC
Mitchell PD
Mitchell PD
Mitchell PD
Mitchell PD
Mitchell PD
Metro Comm.
Winner PD
Charles Mix SO
Mitchell PD
Lincoln SO
Lincoln SO
Fall River EM
OST
Winner PD
Winner PD
Winner PD
Rosebud
Charles Mix SO
Bon Homme SO
Yankton PD
Vermillion PD
Union Beresford

A.1.4 PSAP POC

LABEL	ENTITY	CONTACT #
Beresford	Beresford PD	605-356-2679
Bon Homme SO	Bon Homme County SO	605-589-4242
Brookings	Brookings PD	605-692-2113
Butte SO	Butte County SO	605-723-0900
Brown	Brown County 911	605-626-4000
Charles Mix SO	Charles Mix County SO	605-487-7625
CRST	Cheyenne River Tribal Police Dept	605-964-4571
Custer SO	Custer County SO	605-673-8141
Deuel SO	Deuel County SO	605-874-8189
Fall River EM	Fall River County SO	605-745-5155
Ft Thompson	BIA Law Enforcement, Crow Creek	605-245-2351
Huron PD	Huron PD	605-353-8550
Lake SO	Lake County SO	605-256-7620
LCSO	Lawrence County SO	605-578-2230
Lincoln SO	Lincoln County SO	605-764-2664
Marshall SO	Marshall County SO	605-448-5181
Meade SO	Meade County SO	605-347-2681

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LABEL	ENTITY	CONTACT #
Metro Comm	Sioux Falls PD/Minnehaha Co SO	605-367-7218
Miner SO	Miner County SO	605-772-4501
Mitchell PD	Mitchell PD	605-995-8400
Mobridge PD	Mobridge PD	605-845-5000
Moody SO	Moody County SO	605-997-3251
OST	Pine Ridge Tribal Police	605-867-1392
Pennington ESCC	Pennington County SO	605-394-2662
Pierre PD	Pierre PD	605-773-7410
Roberts WPD	Roberts County SO	605-698-7667
Rosebud	Rosebud Tribal PD	605-747-2266
Spearfish	Spearfish PD	605-642-1300
Spink SO	Spink County SO	605-472-4595
Union	Union County SO	605-356-2679
Vermillion PD	Vermillion PD	605-677-7100
Watertown PD	Watertown PD	605-882-6210
Winner PD	Winner PD	605-842-3324
Yankton PD	Yankton PD	605-668-5210

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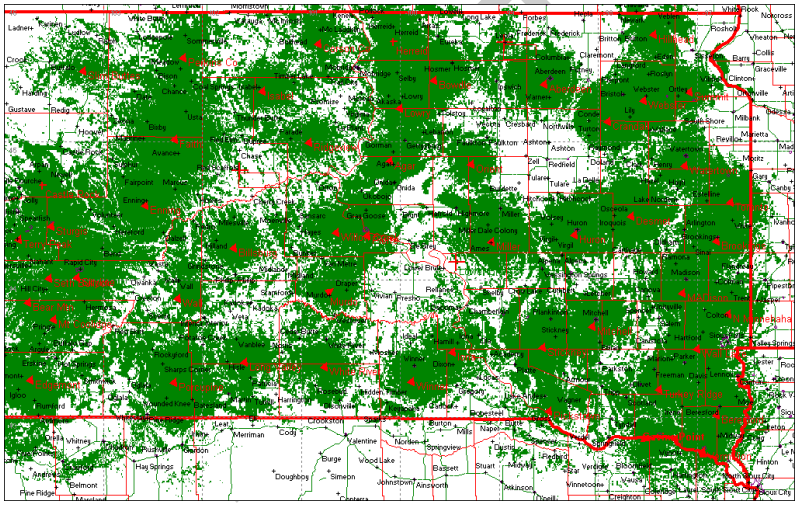
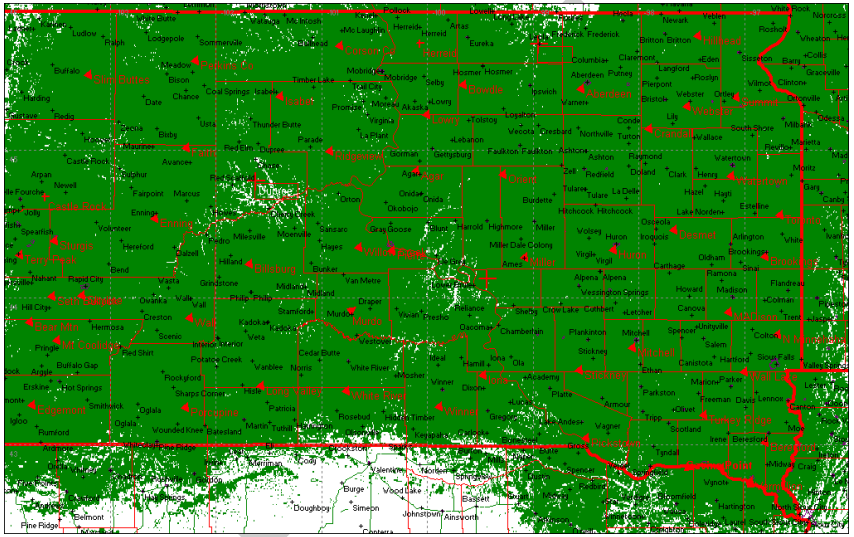
Appendix B Statewide System –Coverage

B.1 Statewide System – Portable Coverage



B.2 Statewide System – Mobile Coverage



Appendix C National Analog Interoperability Channels

The programming of these channels in radios is encouraged. Most of these channels are nationally designated for emergency use for first responders and can provide a common channel for operations such as fire ground and other emergency situations. Keep in mind that these channels are also licensed public safety frequencies and as such are also used in some cases on the statewide system. Some known areas of frequency conflicts are listed below, but the potential may exist for other areas as well. If you are causing interference on one of these channels with the statewide system, you will need to move operations to another channel.

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the RX and TX reversed. Unless stated otherwise, all frequencies are MHz except CTCSS tones, which are in Hz.

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C.1 National Analog Interoperability Frequencies

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A	Frequency Band	Description **National Analog Interoperable Channels**

Channel Configuration	Channel Name / Trunked Radio System Talk Group	Eligible Users	Mobile RX Freq	N / W	RX Tone / NAC	Mobile TX Freq	N / W	TX Tone / NAC	Mode A, D, or M	Notes (Limitation) NO in RED areas
Off-net mutual aid repeater	M/A RPTR		156.0150		100	149.8375		100	A	Where Available
Car to Car	M/A DIR		156.0150		100	156.0150		100	A	
National Emergency Car to Car	VCALL10		155.7525		none	155.7525		156.7	A	
National Emergency Car to Car	VTAC11		151.1375		none	151.1375		156.7	A	Pickstown, Rapid City, Summit
National Emergency Car to Car	VTAC12		154.4525		none	154.4525		156.7	A	Summit
National Emergency Car to Car	VTAC13		158.7375		none	158.7375		156.7	A	
National Emergency Car to Car	VTAC14		159.4725		none	159.4725		156.7	A	Edgemont, White River, Huron, Aberdeen, Bear Mtn, Rapid City, Summit *
National Emergency Repeater	VTAC17		161.8500		none	157.2500		156.7	A	Toronto, Vermillion *
National Emergency Car to Car	VTAC17D		161.8500		none	161.8500		156.7	A	Toronto, Vermillion *
National Tactical Repeater	VTAC33		159.4725		none	151.1375		136.5	A	Pickstown, Rapid City, Summit

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COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A	Frequency Band	Description **National Analog Interoperable Channels**

Channel Configuration	Channel Name / Trunked Radio System Talk Group	Eligible Users	Mobile RX Freq	N / W	RX Tone / NAC	Mobile TX Freq	N / W	TX Tone / NAC	Mode A, D, or M	Notes (Limitation) NO in RED areas
National Tactical Repeater	VTAC34		158.7375		none	154.4525		136.5	A	Summit *
National Tactical Repeater	VTAC35		159.4725		none	158.7375		136.5	A	Beresford, Long Valley, Miller *
National Tactical Repeater	VTAC36		151.1375		none	159.4725		136.5	A	Pickstown, Rapid City, Summit, Beresford, Long Valley, Miller *
National Tactical Repeater	VTAC37		154.4525		none	158.7375		136.5	A	Summit *
National Tactical Repeater	VTAC38		158.7375		none	159.4725		136.5	A	Pickstown, Rapid City, Summit, Beresford, Long Valley, Miller *
National Fire Mutual Aid	VFIRE21	Fire	154.2800		none	154.2800		156.7	A	
National Fire Mutual Aid	VFIRE22	Fire	154.2650		none	154.2650		156.7	A	
National Fire Mutual Aid	VFIRE23	Fire	154.2950		none	154.2950		156.7	A	
National Fire Mutual Aid	VFIRE24	Fire	154.2725		none	154.2725		156.7	A	
National Fire Mutual Aid	VFIRE25	Fire	154.2875		none	154.2875		156.7	A	
National Fire Mutual Aid	VFIRE26	Fire	154.3025		none	154.3025		156.7	A	
National EMS Mutual Aid	VMED28	EMS	155.3400		none	155.3400		156.7	A	

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COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET
ICS 217A

Frequency Band

Description
National Analog Interoperable Channels

Channel Configuration	Channel Name / Trunked Radio System Talk Group	Eligible Users	Mobile RX Freq	N / W	RX Tone / NAC	Mobile TX Freq	N / W	TX Tone / NAC	Mode A, D, or M	Notes (Limitation) NO in RED areas
National EMS Mutual Aid	VMED29	EMS	155.3475		none	155.3475		156.7	A	
National Law Mutual Aid	VLAW31	LE	155.4750		none	155.4750		156.7	A	
National Law Mutual Aid	VLAW32	LE	155.4825		none	155.4825		156.7	A	
Search & Rescue Channel	SAR1 or SARNFM		155.1600		none	155.1600		156.7	A	Not a national channel

*** Only where set up**

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Appendix D South Dakota Interoperable Communication System

D.1 SD Interoperable Communication System POC

Agency:	**BIT/State Radio**
Phone:	**605-773-4635**

D.2 SD Interoperable Communication System Overview

On October 23, 2002, the South Dakota Interagency Communications System was made available for use by any governmental agency in South Dakota with public safety ties. This communications system replaced several state systems and allowed access to local agencies that had migrated to systems and spectrum outside of that used by state agencies. As part of the process over 3,000 radios for state users and over 7,000 radios were distributed to local first responders, allowing every first responders in the state access to a single unified communications system. In the period after the statewide system was made available, another nearly 9,000+ radios have been added by state, local, federal, and tribal users providing access to nearly every first responder in the state.

The current system consists of 54 tower sites across the state networked to a controller located in Pierre. "Roaming" is allowed between sites with the use of intelligent radios and networking. Roaming allows the user to traverse the state without losing communications, and the system allows individual agencies to maintain private communications with agency "talkgroups". The digital aspects of the system allow for clear communications over 98%+ of the geographic area of the state.

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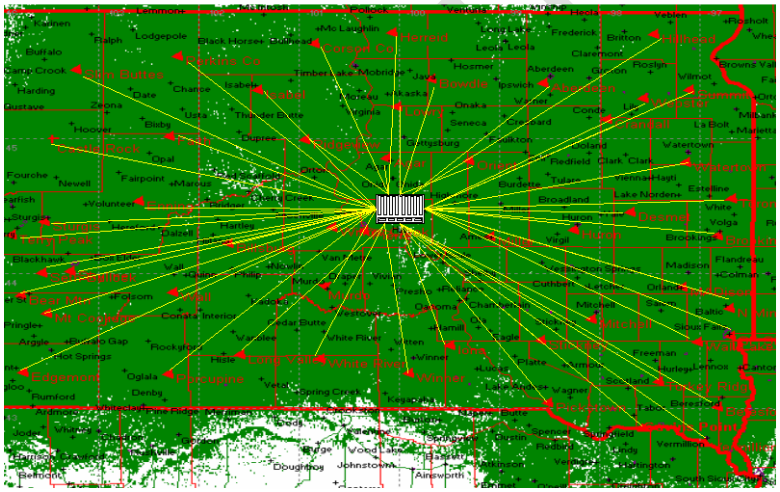
D.3 SD Dakota Interoperable Communication System Map

Master Site in Pierre
T-1 Circuits Delivered to Each Site Over the
SDN Fiber network



D.4 Statewide Talkgroups

The following is a list of Statewide Talkgroups. It is recommended that these talkgroups be programmed as a Standardized Block within the appropriate radios to assure uniformity and interoperability across the State.

D.4.1 SRC (State Radio Communications)

SRC talkgroups are intended for any law enforcement communications between mobile and State Radio dispatch. All law enforcement field units will be programmed with these talkgroups. These talkgroups shall be labeled as follows:

Talkgroup	Radio Display	Local Agency Programming **
SRC SIOUX FALLS	SRC SF	
SRC TURKEY RIDGE	SRC TKR	
SRC VERMILLION	SRC VERM	
SRC TRIPP	SRC TRIP	
SRC MITCHELL	SRV MIT	
SRC BROOKINGS	SRC BRK	
SRC WATERTOWN	SRC WTN	
SRC WEBSTER	SRC WEB	
SRC ISABEL	SRV ISAB	
SRC ABERDEEN	SRC ARB	
SRC REDFIELD	SRC RED	
SRC HURON	SRC HUR	

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Talkgroup	Radio Display	Local Agency Programming **
SRC MILLER	SRC MIL	
SRC CHAMBERLAIN	SRC CHAM	
SRC WINNER	SRC WIN	
SRC PIERRE	SRC PIER	
SRC MOBRIDGE	SRC MOB	
SRC PHILLIP	SRC PHIL	
SRC MARTIN	SRC MAR	
SRC BISON	SRC BSN	
SRC RAPID CITY	SRC RC	
SRC S. HILLS	SRC SH	
SRC N. HILLS	SRC NH	
SRC FAITH	SRC FATH	

** Enter local programming to help locate zone and channel in your radio

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D.4.2 INT (Interagency)

INT talkgroups are intended for any inter-department radio communications. Due to the potential for high volume usage of these talkgroups, they are not intended as primary day-to-day routine dispatch operations. All multi-jurisdictional/multi-agency incidents should be initiated on the interagency talkgroups then moved to an operations or user-specific talkgroup. Every radio on the system will be programmed with the 24 Regional Interagency Talkgroups. These talkgroups shall be labeled as follows:

Talkgroup	Radio Display	Intended Use	Local Agency Programming **
Sioux Falls Interagency	SF INT	Interagency Traffic	
Turkey Ridge Interagency	TKR INT	Interagency Traffic	
Vermillion Interagency	VERM INT	Interagency Traffic	
Tripp Interagency	TRIPP INT	Interagency Traffic	
Mitchell Interagency	MIT INT	Interagency Traffic	
Brookings Interagency	BRK INT	Interagency Traffic	
Watertown Interagency	WTN INT	Interagency Traffic	
Webster Interagency	WEB INT	Interagency Traffic	
Isabel Interagency	ISAB INT	Interagency Traffic	
Aberdeen Interagency	ARB INT	Interagency Traffic	
Redfield Interagency	RED INT	Interagency Traffic	
Huron Interagency	HUR INT	Interagency Traffic	

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Talkgroup	Radio Display	Intended Use	Local Agency Programming **
Miller Interagency	MIL INT	Interagency Traffic	
Chamberlain Interagency	CHAM INT	Interagency Traffic	
Winner Interagency	WIN INT	Interagency Traffic	
Pierre Interagency	PIER INT	Interagency Traffic	
Mobridge Interagency	MOB INT	Interagency Traffic	
Phillip Interagency	PHIL INT	Interagency Traffic	
Martin Interagency	MAR INT	Interagency Traffic	
Bison Interagency	BIS INT	Interagency Traffic	
Rapid City Interagency	RC INT	Interagency Traffic	
Southern Hills Interagency	SH INT	Interagency Traffic	
Northern Hills Interagency	NH INT	Interagency Traffic	
Faith Interagency	FATH INT	Interagency Traffic	

** Enter local programming to help locate zone and channel in your radio

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Interagency talkgroups are the only talkgroups on the system configured to automatically be transmitted on multiple towers. This allows radios to drive out of the coverage area of one tower, and still be able to scan these talkgroups. Because the interagency talkgroups are for mutual aid, the system was designed to make these talkgroups "broadcast over additional towers to ensure that a call for help would be answered. The automatic operations follows the table below:

Name	Site
Pierre Int Reqs	Pierre/Willow Creek
Aberdeen Int Reqs	Aberdeen/Webster/Crandall
RC Int Reqs	Skyline/Mt. Coolidge/Seth Bullock
SH Int Reqs	Mt. Coolidge/Edgemont/Bear Mtn
NH Int Reqs	Terry Peak/Enning/Seth Bullock/Sly Hill/Castle Rock
Phil Int Reqs	Billsburg/White River/Murdo/Long Valley/Wall
Bis Int Reqs	Slim Buttes/Shadehill
Faith Int Reqs	Billsburg/Faith Enning
Martin Int Reqs	Murdo/Long Valley/Wall
Cham Int Reqs	Iona Billsburg/Willow Creek/Murdo/Stickney/Winner
Isab Int Reqs	Billsburg/Isabel/Faith/Ridgeview/Corson
Mob Int Reqs	Bowdle/Lowry/Corson/Agar/Herreid
Brks Int Reqs	Brookings/Toronto;/Madison/Minnehaha/Desmet
Huron Int Reqs	Desmet/Miller/Crandall/Huron
Miller Int Reqs	Miller/Huron/Orient Hills
Mitchell Int Reqs	Mitchell/Wall Lake/Madison/Stickney/Turkey Ridge/Radar Hill
Red Int Reqs	Crandall/Orient Hills
SF Int Reqs	Wall Lake/Turkey Ridge/Madison/Sioux Falls/Beresford
Tkr Int Reqs	Turkey Ridge/Wall Lake/Vermillion/Yankton/Beresford
Tripp Int Reqs	Turkey Ridge/Stickney/Radar Hill
Verm Int Reqs	Vermillion/Yankton/Turkey Ridge/Beresford
Web Int Reqs	Webster/Crandall/Summit/Hillhead
Winner Int Reqs	Iona/White River/Long Valley/Winner/Wall
Wtn Int Reqs	Toronto/Watertown/Desmet
NWS W Reqs	Skyline
SF SRC Reqs	Minnehaha
SRC Mob Reqs	Bowdle/Lowry/Herreid
SRC Verm Reqs	Beresford
SRC SF Reqs	None
SRC Isabel Reqs	Faith/Slim Buttes/Shadehill
NWS C/NE Reqs	Desmet

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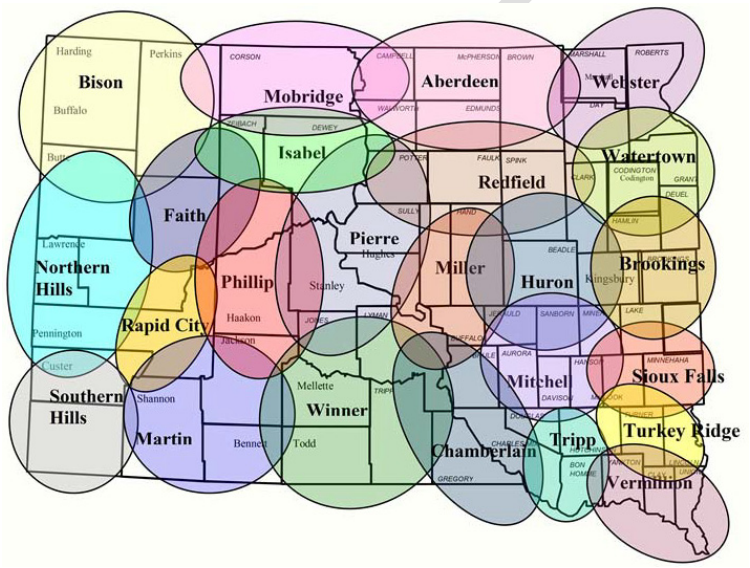
D.4.3 SRC/INT Talkgroups Mapping



D.4.4 SP OPS (Special Operations)

SP OPS talkgroups are requested talkgroups for non-routine operations. Requests for these talkgroups will be directed towards one of the three State radio dispatch centers. All radios on the system will be programmed with these talkgroups. These talkgroups shall be labeled as follows:

Talkgroup	Radio Display	Intended Use	Local Agency Programming***
Special Operations 1	SP OP 1	Communications During Disasters and Special Events	
Special Operations 2	SP OP 2	Communications During Disasters and Special Events	
Special Operations 3	SP OP 3	Communications During Disasters and Special Events	
Special Operations 4	SP OP 4	Communications During Disasters and Special Events	
Special Operations 5	SP OP 5	Communications During Disasters and Special Events	
Special Operations 6	SP OP 6	Communications During Disasters and Special Events	
Special Operations 7	SP OP 7	Communications During Disasters and Special Events	
Special Operations 8	SP OP 8	Communications During Disasters and Special Events	
Special Operations 9	SP OP 9*	Communications During Disasters and Special Events	
Special Operations 10	SP OP 10**	Communications During Disasters and Special Events	

* Some radios labeled HP
** Some radios labeled SRC
*** Enter local programming to help locate zone and channel in your radio

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* The Special Operations talkgroups were designed to allow for incident management communications off of the normal operating talkgroups, freeing up those talkgroups for normal operations. These are designated to be operated on in either a proactive manner, or a reactive manner, depending upon the situation.

* Special Operations talkgroups can be used for either scheduled events or emergencies, but must be reserved. Scheduled events assignments may be pre-empted by emergency situations. Special Operations talkgroups are request-only talkgroups, with request made to State radio dispatch via Radio over any Interagency talkgroup, or by telephone to one of the following dispatch centers:

    Pierre - 605-773-3536
    Huron - 605-353-7132
    Rapid City - 605-393-8121

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D.4.5 ST Fire 2 and 3 Only (State Fire)

State Fire talkgroups are intended for use as a request mutual aid fire talkgroup All radios will be programmed with these talkgroups. These talkgroups shall be labeled as follows:

Talkgroup	Radio Display	Intended Use	Local Agency Programming **
State Fire 1	STFIRE-1	Interagency fire related contact with Great Plains Dispatch Center in Rapid City*	
State Fire 2	STFIRE-2	State Mutual Aid Fire - Special Operations Channel	
State Fire 3	STFIRE-3	State Mutual Aid Fire - Special Operations Channel	

State Fire 1 is intended for interagency fire-related communications with Great Plains Dispatch Center in Rapid City and IS NOT intended for Special Operations Request Mutual Aid from resources other than Great Plains.

The State Fire 2 and 3 talkgroups are request-only talkgroups, with requests being made to State radio dispatch via radio over any interagency talkgroup, or by telephone to one of the following dispatch centers:

Pierre - 605-773-3536
Huron - 605-353-7132
Rapid City - 605-393-8121

** Enter local programming to help locate zone and channel in your radio

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D.4.6 NWS (National Weather Service) Talkgroups

The NWS talkgroups are a direct link to the National Weather Service Offices in Rapid City, Aberdeen, and Sioux Falls. These talkgroups are to be used for communications with NWS when relaying weather spotter, fire conditions, and other weather related information from the field. All radios on the system will be programmed with these talkgroups. These talkgroups shall be labeled as follows

Talkgroup	Radio Display	Intended Use	Local Agency Programming **
National Weather Service	NWS-W	Weather Related Reporting to NWS - Western, South Dakota	
National Weather Service	NWS-C/NE	Weather Related Reporting to NWS - Central /Northeastern, South Dakota	
National Weather Service	NWS-SE	Weather Related Reporting to NWS - Southeastern, South Dakota	

** Enter local programming to help locate zone and channel in your radio

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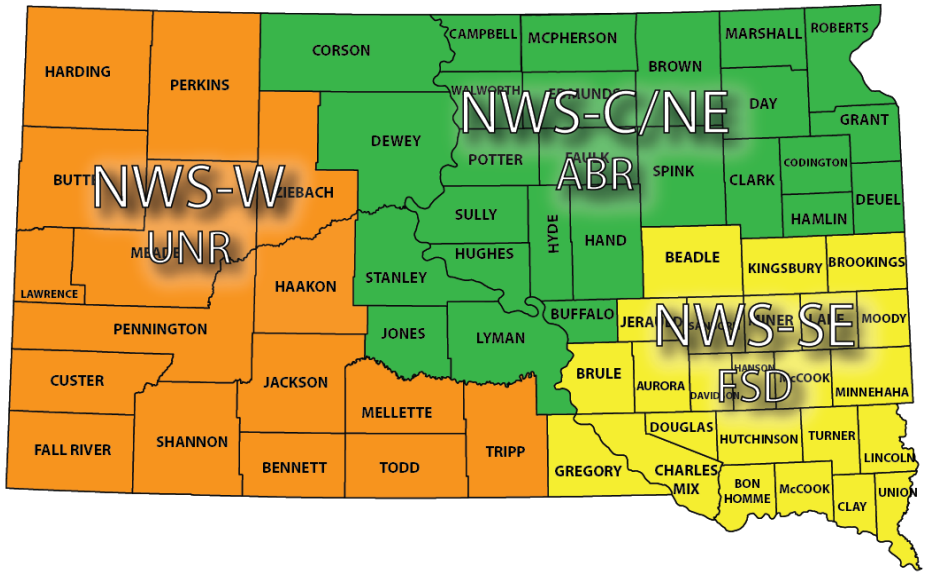
D.4.7 NWS (National Weather Service) Map



D.4.8 EMS (Hospital) Talkgroups

This public safety radio system is in place to support the day-to-day operations of South Dakota's various public safety agencies. Law Enforcement, Fire Departments, Ambulance Services, and Department of Transportation are but a few of the many different agencies that will be using this technology to complete their tasks.

South Dakota's facilities are included in this plan for these primary reasons.

- Ambulance services throughout the state will be using this technology to communicate with hospitals to obtain online medical control, and relay pertinent patient information
- Provide air to ground communications during emergencies
- Provide communications to referring facilities during inter-facility transport
- Provide contact for dispatch/communications centers during flight following procedures when traditional duplex communication is not possible
- Hospital laboratories that are designated by the State as surge laboratories must have access to the system during bio-terror threats or other mass casualty events for surveillance purposes

Procedure:

Radios provided by the South Dakota Department of Health to facilities in the state have been pre-programmed with various local and regional talkgroups. These Talkgroups are in place so public safety agencies (primarily ambulance services) would be able to predict the talkgroup the receiving facility would be operating when transporting a patient. This principle will apply to all hospitals in the state that have obtained the state public safety

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radio talkgroups. Hospitals should monitor the talkgroup of which they are a member according to the following map entitled "SOUTH DAKOTA HOSPITAL TALKGROUPS".

Example:

According to the following map, hospitals in Madison, Flandreau, and Dell Rapids are connected on the MAD EMS talkgroup. This must be the talkgroup monitored by these facilities since ambulances coming from other areas will expect to contact them here. Hospitals in Spearfish, Deadwood, and Sturgis are connected on the NHILLS EMS talkgroup. Public safety agencies need to be able to contact these facilities in emergencies, and a statewide plan that can be predicted by all agencies will be the most effective. Hospitals in Parkston, Freeman, and Armour are connected via the PARK EMS talkgroup; a helicopter responding to a call to transport needs to be able to contact these facilities, and when the plan is followed, can predict which talkgroup the facility will be monitoring. If the hospital in Faulkton has a patient to be transferred, a helicopter called to transport would be able to select the REDF EMS talkgroup in order to make landing arrangements, and so on. If an ambulance is called to transport a patient from Phillip to a hospital in Rapid City, that ambulance would be able to select the RC EMS talkgroup to relay pertinent information to the receiving facility in Rapid City.

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Talkgroup	Radio Shows	Local Agency Programming **
SOUTH CENTRAL EMS	SCENTEMS	
CHAMBERLAIN	CHAMBEMS	
WAGNER EMS	WAG EMS	
PARKSTON EMS	PARKEMS	
YANKTON EMS	YANK EMS	
SOUTH EAST EMS	SE EMS	
SIOUX FALLS EMS	SF EMS	
MADISON EMS	MAD EMS	
MITCHELL EMS	MIT EMS	
HURON EMS	HURNEMS	
BROOKINGS EMS	BRK EMS	
WATERTOWN EMS	WTN EMS	
NORTH EAST EMS	NE EMS	
ABERDEEN EMS	ABDN EMS	
REDFIELD EMS	REDF EMS	
NORTH CENTRAL EMS	NCENTEMS	
CENTRAL EMS	CNT EMS	
ROSEBUD EMS	RSBDEMS	

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Talkgroup	Radio Shows	Local Agency Programming **
MARTIN EMS	MARTNEMS	
PINERIDGE EMS	PNRDGEMS	
SOUTHERN HILLS EMS	SHILLSEMS	
RAPID CITY EMS	RC EMS	
NORTHERN HILLS EMS	NHILLSEMS	
LEMMON EMS	LEMMEMS	
EAGLE BUTTE EMS	EGLBTEMS	

** Enter local programming to help locate zone and channel in your radio

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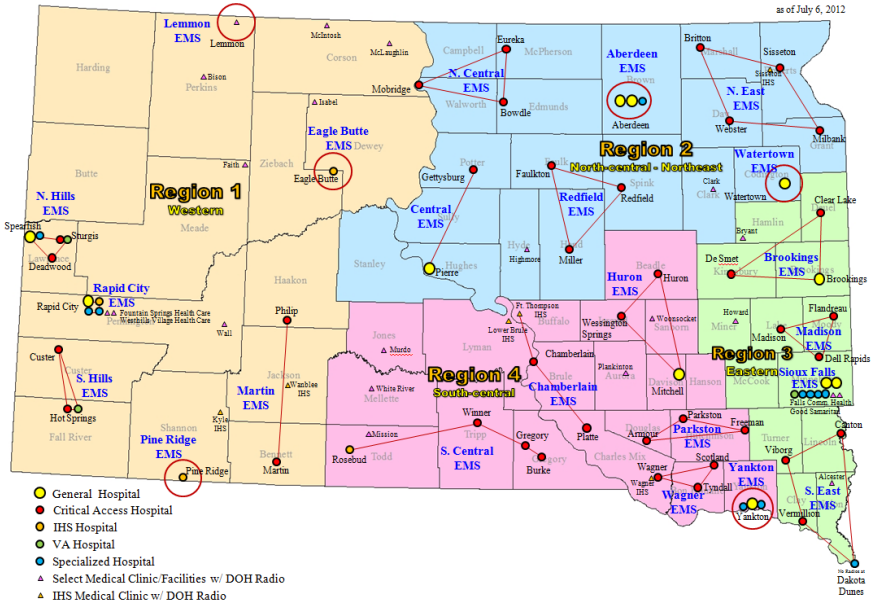
So. Dakota Hospital EMS Talk Groups & Medical Facilities with DOH Digital Radios

as of July 6, 2012



Appendix E 10-Codes/10-Signals

10-1	RECEIVING POORLY	10-20	LOCATION
10-2	RECEIVING WELL	10-21	CALL THIS STATION BY TELEPHONE
10-3	ETA LANDLINE RESIDENCE	10-22	TAKE NO FURTHER ACTION LAST INFO
10-4	OK, AFFIRMATIVE	10-23	STATUS CHECK
10-5	RELAY/J1 PERSON/J2 PROPERTY	10-24	MAKE PERSONAL CONTACT TIME/PLACE
10-6	BUSY/STAND BY	10-25	DO YOU HAVE CONTACT WITH
10-7	OUT OF SERVICE	10-28	CHECK FULL REGISTRATION
10-8	IN SERVICE	10-29	CHECK FOR RECORD OR WANTED
10-9	REPEAT	10-29H	LOCAL WANTS WARRANT HIT
10-10	OUT OF SERVICE SUBJECT TO CALL	10-29W	WANTED CHECK ONLY
10-12F	FEMALE VISITOR OR OFFICIAL PRESENT	10-30	DOES NOT CONFORM TO RULES AND REGS
10-12M	MALE VISITOR OR OFFICIAL PRESENT	10-31	SEND WRECKER TO
10-13	WEATHER AND ROAD CONDITIONS	10-32	SEND AMBULANCE TO
10-14	CONVOY OR ESCORT	10-33	EMERGENCY TRAFFIC, ALL STAND BY
10-15F	FEMALE PRISONER IN CUSTODY	10-34	CLEAR TO COPY
10-15M	MALE PRISONER IN CUSTODY	10-35	CONFIDENTIAL INFORMATION
10-16	NCIC CHECK	10-36	CORRECT TIME
10-16H	HIT ON NCIC	10-37	WHO IS OPERATOR ON DUTY
10-19	RETURN TO YOUR STATION	10-39	YOUR MESSAGE DELIVERED

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10-40	CLEAR FOR LOCAL DISPATCH	10-60	NEXT CASE NUMBER
10-41	PERMISSION GRANTED FOR 10-40	10-70	IS THERE TRAFFIC FOR THIS UNIT/STATION
10-42	OFFICER NOW AT HIS RESIDENCE	10-71	SEND CORONER
10-44	STOPPING (DESCR & LICENSE OF VEHICLE)	10-78	FOR YOUR INFORMATION, INFO ITEM
10-45	PATROL WITH 2 OFFICERS	10-78P	PROTECTION ORDER
10-50	USE CAUTION	10-78S	SEX OFFENDER
10-50M	MEDICAL PROBLEMS	10-80	ANY NARCOTICS INFORMATION
10-53	REQUEST BACKUP - NON EMERGENCY	10-82	REQUEST ROOM RESERVATIONS, ETA
10-54	REQUESTING BACKUP - EMERGENCY	10-88	WHAT NUMBER SHALL I CALL TO MAKE STATION TO STATION CONTACT WITH
10-57A	GENERAL HUNTING LICENSE CHECK	10-89	UNIT IS OFF THE AIR NEEDS SERVICE
10-57B	BIG GAME LICENSE CHECK	10-90	CIVIL DISTURBANCE
10-57C	CITATIONS/VIOLATIONS CHECK	10-97	ARRIVED AT THE SCENE
10-58	CHECK FOR DRIVER LICENSE AND RECORD	10-98	ASSIGNMENT COMPLETE
10-59	DRIVER LICENSE STATUS ONLY	10-99	EMERGENCY, ALL UNITS & STATIONS COPY

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RADIO SIGNALS FOR LAW ENFORCEMENT	
1	ACCIDENT AT.... PERSONAL INJURY
2	ACCIDENT AT.... PROPERTY DAMAGE
6	DROWNING AT ....
7	DRUNK AT ....
8	DRUNK DRIVER ....
11	FIRE AT ....
15	MURDER AT ....
16	DEATH AT .... UNKNOWN CAUSE
20	SUICIED AT ....

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Appendix F Standard Phonetic Alphabet

Character	International Phonetic	Law Enforcement Phonetic	Morse Code	Nautical	Sign
A	Alpha	Adam	• —		
B	Bravo	Boy	— • • •		
C	Charlie	Charles	— • — •		
D	Delta	David	— • •		
E	Echo	Edward	•		
F	Foxtrot	Frank	• • — •		
G	Golf	George	— — •		
H	Hotel	Henry	• • • •		
I	India	Ida	• •		
J	Juliet	John	• — — —		
K	Kilo	King	— • —		
L	Lima	Lincoln	• — • •		
M	Mike	Mary	— —		
N	November	Nora	— •		
O	Oscar	Ocean	— — —		

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Character	International Phonetic	Law Enforcement Phonetic	Morse Code	Nautical	Sign
P	Papa	Paul	• — — •		
Q	Quebec	Queen	— — • —		
R	Romeo	Robert	• — •		
S	Sierra	Sam	• • •		
T	Tango	Tom	—		
U	Uniform	Union	• • —		
V	Victor	Victor	• • • —		
W	Whiskey	William	• — —		
X	X-ray	X-ray	— • • —		
Y	Yankee	Young	— • — —		
Z	Zulu	Zebra	— — • •		

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Appendix G Incident Command System (ICS) Communication Forms

This appendix contains forms for incident command system (ICS) planning. Due to the size of this document, these forms are not functional as is. If you don't have these forms available for your use, they can be found at the following website: http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

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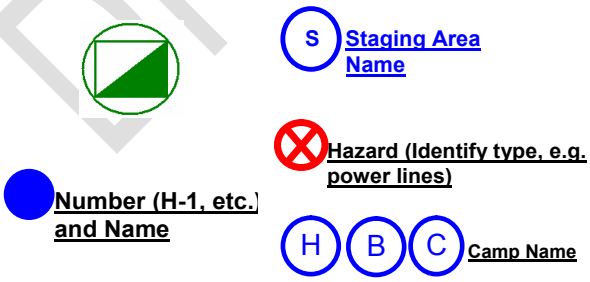
G.1 ICS 201 (TICP)

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE	3. TIME PREPARED

4. MAP SKETCH (NTS)

Function	Frequency or Talk Group Name	Assignment	Function	Frequency or Talk Group Name	Assignment
Command			Tactical		
			Tactical		
Tactical			Tactical		
Tactical					
Tactical			Staging		



5. PREPARED BY (NAME AND POSITION)

ICS 201 (7/2006)

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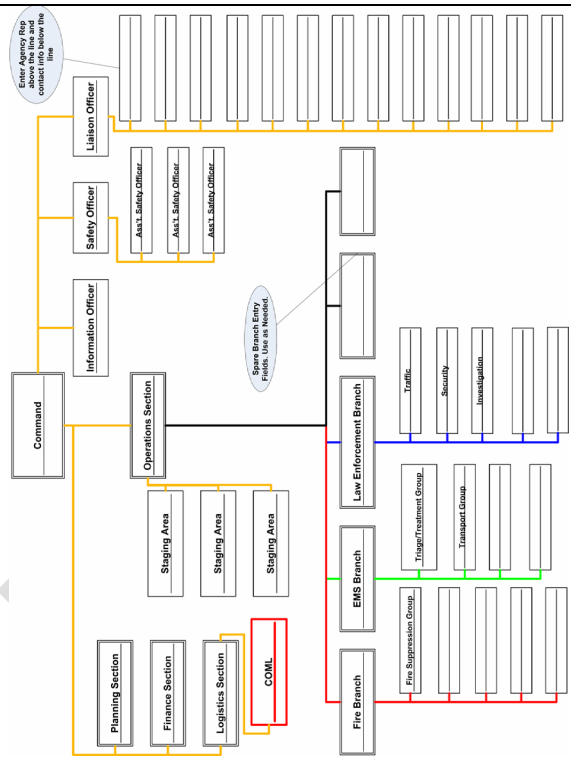
6. SUMMARY OF CURRENT ACTIONS	
Time	Summary of Action

1. **CURRENT ORGANIZATION –** Place name and contact information (talk group/channel name, numbers, etc.) below the dividing line.



ICS 201 (7/2006)

This form is not intended to be used in this context. The appropriate ICS 201 form size is 8 ½ x 11.

8. RESOURCES SUMMARY

RESOURCES ORDERED	RESOURCES IDENTIFICATION	ETA	ON SCENE ✓	LOCATION / ASSIGNMENT

G.2 ICS 201 (FEMA)

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Map Sketch			
ICS 201 Page 1 of 4	**5. Prepared by (Name and Position)**		

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6. Summary of Current Actions	
ICS 201	Page 2 of 4

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7. CURRENT ORGANIZATION – Place name and contact information (talk group/channel name, numbers, etc.) below the dividing line.

201 ICS

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8. Resources Summary				
Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment
ICS 201	Page 4			

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Instructions for Completing the Incident Briefing (ICS 201 Form)

ITEM #	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Map Sketch	Show perimeter and control lines, resources assignments, incident facilities, and other special; information on a sketch map or attached to the topographic or orthophoto map.
5.	Resources Summary	Enter the following information about the resources allocated to the incident. Enter the number and type of resource ordered.
	Resources Ordered	Enter the number and type of resource ordered.
	Resource Identification	Enter the agency three letter designator, S/T, Kind/Type and resource designator.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the “on scene” column upon arrival.
	Location/Assignment	Enter the assigned location of the resource and/or the actual assignment.

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6.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
7.	Summary of Current Actions	Enter the name and position of the person completing the form.
8.	Prepared By	Enter name and position of the person completing the form.
*Note		Additional pages may be added to ICS Form 201 if needed.

Purpose: The Incident Briefing Form provides the Incident Commander (and the Command and General Staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The Incident Briefing Form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Proper symbology should be used when preparing a map of the incident.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing Form is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistic Section Unit Leaders. The sketch map and summary of current action Resources Summary portion are given to the Resources Unit.

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G.3 ICS 205

INCIDENT RADIO COMMUNICATIONS PLAN	1. Incident Name	2. Date / Time Prepared	3. Date / Time Prepared

4. Basic Radio Channel Utilization

Ch #	Function	Channel Name / Trunked Radio System Talk Group	Assignment	Rx Freq N or W	Rx Tone / NAC	Tx Freq N or W	Tx Tone / NAC	Mode	Remarks
1									
2									
3									
4									
5									
6									

5. Prepared by (Communications Unit)	Incident Location County/Commonwealth	Lat/Long

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (Project 25)

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Instructions for Completing the Incident Radio Communications Plan (ICS 205 Form)

ITEM #	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Operational Period Date/Time	Enter the date and time. Interval for which the Radio Communications Plan applies. Record the start time and end time and include date(s).
4.	Basic Radio Channel Utilization System/Cache	Enter the radio cache system(s) assigned and used on the incident (e.g., Boise Cache, FIREARMS, Region 5 Emergency Cache, etc).
	Channel Number	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (i.e., command, support, division tactical, and ground-to-air).
	Frequency	Enter the radio frequency tone number assigned to each specified function (e.g., 153.4000).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations
5.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.

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Purpose: The Incident Radio Communications Plan provides in one location information on all radio frequencies assignments for each operational period. The plan is a summary of information obtained from the Radio Requirement Worksheet (ICS Form 216) and the Radio Frequency Assignment Worksheet (ICS Form 217). Information from the Radio Communications Plan on frequency assignment is normally placed on the appropriate Assignment List (ICS Form 204).

Preparation: The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief.

Distribution: The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is placed on Assignment List.

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G.4 ICS 205A

Communications List (ICS 205A)

1. INCIDENT Name:		**2. Operational Period:**	Date From: Time From:	Date To: Time To:	
3. Basic Local Communications Information					
Incident Assigned Position		Name (Alphabetized)		Method(s) of Contact (phone, pager, cell, etc)	
4. Prepared by: Name:_____ Position/Title:_____ Signature_____					
ICS 205A	IA Page____	Date/Time:			

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Instructions for Completing the Communications List

(ICS 205A Form)

ITEM #	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3.	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment
	• Name	Enter the name of the assigned person
	• Method(s) of Contact (phone, pager, cell, etc)	For each assignment, enter the radio frequency and contact number(s) to include the area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT1, etc).
4.	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
	Assignment	Enter the ICS organization assigned to

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		each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations
5.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.

Purpose: The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation: The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution: The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP)
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

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G.5 ICS Form 217A

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET ICS 217A	Frequency Band	Description

	Channel Configuration	Channel Name / Trunked Radio System Talk Group	Eligible Users / Assignments	Rx Freq	N or W	Mobile Rx Tone / NAC	Tx Freq	N or W	Mobile Tx Tone / NAC	Mode A, D, or M	Notes
1											
2											
3											
4											
5											

A=Analog, D=Digital, M=Mixed Mode; N=Narrowband, W=Wideband

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

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Instructions for Completing the Radio Frequency Assignment Worksheet (ICS 217 Form)

ITEM #	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date	Enter date (month, day, year) prepared.
3.	Operational Period	Enter the time interval for which the assignment applies. Record the start date/time and end date/time (e.g., 9/17/96-0600 to 9/18/96-0600).
4.	Incident Organization	List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency.
5.	Radio Data	For each radio cache and frequency assigned, record the associated function. Functional assignment for: Command Support Division tactical Ground-to-air
6.	Agency	List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned.
7.	Total Radios Required	Total each column. This provides the number of radios required by each organizational unit. Also total each row which provides the number of radios using each available frequency.
8.	Prepared By	Enter the name and position of the person completing the worksheet.

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Purpose: The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation.

Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution: The worksheet, prepared by the Communications Unit, is for internal use.

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Reference Materials

Reference Sources

- SAFECOM. http://www.safecomprogram.gov

  The *National Emergency Communications Plan* (NECP) is a strategic plan that sets goals and identifies key national priorities to enhance governance, planning, technology, training and exercises, and disaster communications capabilities. The NECP provides recommendations, including milestones, to help emergency response providers and relevant government officials make measurable improvements in emergency communications over the next three years.

- Public Safety Technical Assistance Tools. http://www.publicsafetytools.info/start_index.php

  In addition to on-site TA support, OEC makes available online tools and products that focus on technical assistance. These complement many of the 2012 TA Catalog offerings. The Public Safety Tools site is a dynamic, interactive site which is regularly updated

- Federal Emergency Management Agency (FEMA). http://www.fema.gov

  The Department of Homeland Security *Target Capability List* (TCL describes the capabilities related to the four homeland security mission areas: Prevent, Protect, Respond, and Recover. It defines and provides the basis for assessing preparedness. It also establishes national guidance for preparing the Nation for major all-hazards events, such as those defined by the National Planning Scenarios.

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- NIMS Integration Center.

  http://www.fema.gov/emergency/nims/

  The *National Incident Management System* (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

- South Dakota. www.sdpscc.sd.gov

  Interoperable communications in South Dakota have become increasingly more critical as joint response to emergencies has become more commonplace. In 2002, a statewide communications network was turned up to serve the communications needs among all first responders in the state. South Dakota was one of the first statewide systems to employ a trunked digital VHF network, and is now providing service to over 14,000 first responders with coverage to 97% of the 77,000 square miles of the state over 54 tower sites.

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Appendix H Glossary and Terms

ARC	American Red Cross
CASM	Communications Asset Survey and Mapping
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Communications Technician
CP	Command Post
CTCSS	Continuous Tone-Coded Squelch System
DHS	Department of Homeland Security
DTMF	Dual Tone Multi Frequency
EOC	Emergency Operations Center
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communication Commission
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
IC	Incident Commander
ICC	Incident Communications Center
ICP	Incident Command Post
ICS	Incident Command System
INCM	Incident Communications Center Manager
ISU	Incident Support Unit
MCST	Mobile Communications Support Trailer
MCU	Mobile Communications Unit
SD-CFOG	South Dakota Communications Field Operations Guide
MOA	Memorandum of Agreement
MOUs	Memoranda of Understanding
MWRA	Massachusetts Water Resource Authority
NAC	Network Access Code
NECP	National Emergency Communications Plan
NIFOG	National Interoperability Field Operations Guide
NIMS	National Incident Management System

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NPSPAC	National Public Safety Planning Advisory Committee
NRF	National Response Framework
PSAP	Public Safety Answering Point
RADO	Radio Operator
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedure
TCL	Target Capabilities List
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plan
UASI	Urban Area Security Initiative

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Appendix I Web Site Links

APCO International: www.apcointl.org
CASM: https://franz.spawar.navy.mil
DHS OEC: www.dhs.gov/xabout/structure/gc_1189774174005.shtm
EMAC: www.emacweb.org
FCC Enforcement Bureau: www.fcc.gov/eb
FCC Public Safety & Homeland Security Bureau: www.fcc.gov/pshs
FCC Special Temporary Authority (STA):
www.fcc.gov/pshs/services/sta.html
FCC ULS: wireless.fcc.gov/uls
FEMA: www.fema.gov
Government Emergency Telecommunications Service (GETS):
gets.ncs.gov
Homeland Security Information Network: www.hsin.gov
Lessons Learned Information Sharing: www.llis.gov
National Emergency Communications Plan:
http://www.dhs.gov/xlibrary/assets/national_emergency_communications_plan.pdf
National Interagency Fire Center (NIFC): www.nifc.gov
National Interagency Incident Communications: www.fs.fed.us/fire/niicd
National Interoperability Information Exchange (NIIX): www.niix.org
National Regional Planning Council (NRPC) www.nrpc.us
National Response Framework Resource Center
http://www.fema.gov/emergency/nrf/
National Telecommunications & Information Admin (NTIA):
http://www.ntia.doc.gov
National Wildfire Coordinating Group (NWCG): www.nwcg.gov
NIFOG: www.safecomprogram.gov/SAFECOM/nifog
NIMS Information: www.fema.gov/emergency/nims
NPSTC: www.npstc.org
Radio Reference: www.radioreference.com
SAFECOM: www.safecomprogram.gov
Wild Land Fire Communications: www.fireradios.net
Wireless Priority Service (WPS): wps.ncs.gov

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Appendix J Notes

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Appendix K Phone Numbers

Agency / Department	Phone Number
Regional	

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Agency / Department	Phone Number
FEDERAL	

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Agency / Department	Phone Number
STATE	

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South Dakota Communications Field Operations Guide

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