

# Metro Region ARMER Standards

## Section 3 – Metro 3.17.4 Event & Exercise Communications Planning

**Date Established**

**12-05-11**

**Date Revised/Reviewed**

**4-18-18**

### 1. Purpose or 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 affect 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 Protocol/Standard

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.

When more than one regional interoperability talkgroup is used, the ICS 205 must be sent to the MESB Radio Coordinator for distribution to the region.

An agency desiring to implement a patch for a pre-planned event where an ICS 205 is required, the resources to be patched shall be included on the ICS 205.

The StatusBoard calendar schedule feature must be utilized. When the exercise or event is planned farther out than seven days, the requested resource will be reserved on the StatusBoard at least one week in advance.

Exercise or event planners will include the local city or county radio system manager in the exercise development process from the beginning so local system resources are properly utilized.

## **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 or COML(t) 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 agencies 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 Communications Response Task Force (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 CRTF Steering Workgroup will review all metro region ICS 205 documents for adherence to both state and metro standards, policies and best practices, and provide feedback as needed 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 summary of its reviews and will report it to the Radio Technical Operations Committee.