

ANNEX B

COMMUNICATIONS AND WARNING

I. PURPOSE

This annex provides information and guidance on communications and warning capabilities in the City of Rolla.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The primary communications and warning capabilities for the City of Rolla are through the Central Dispatch Center, which is located in and staffed by the Rolla Police Department. Central Dispatch provides 911 dispatching throughout the county for law enforcement, fire, and ambulance services. See Appendix 2 for additional communications information.
2. The City of Rolla receives its initial warning information from the Missouri State Highway Patrol (MSHP), Troop I in Rolla. This information is received through the NAWAS terminal located in the Central Dispatch Center. The warning information, in turn, is dispersed throughout the county and the other municipalities. See Appendix 2 for additional warning information.
3. Severe weather watches and warnings come from the National Weather Service Office and are relayed to the MSHP, Troop I. The MSHP broadcasts this information through MULES. Both the Central Dispatch Center and the Phelps County Sheriff's Office have MULES terminals.
4. The Central Dispatch Center is staffed on a 24-hour basis by communications personnel. Central Dispatch has the necessary communications equipment to communicate with county, city and state departments or agencies. Central Dispatch also has the capability to communicate with the EOC's of the U.S. Army at Fort Leonard Wood, SEMA, and the counties of Laclede, Pulaski and Texas by means of the Civilian-Military Emergency Radio Communication System (C-MERCS), a special low band emergency radio system (see Appendix 2 to this Annex). Other capabilities include an emergency generator. The facility provides all the dispatching/communications capabilities for the City of Rolla and also serves as Rolla's primary EOC.
5. The Phelps County Sheriff's Department provides limited dispatching for their department through a radio base station. The community of St. James also provides limited dispatching for their city services during business hours through a radio base station located in their city hall.
6. Rolla has seven outdoor warning sirens available (see Appendix 2 to this annex

for further information). Radio and television stations will also broadcast warnings.

7. Although there is no formal weather spotting organization, trained weather spotters are available through the fire department and law enforcement personnel to monitor severe weather situations. Training is provided through the National Weather Service.
8. The City of Rolla participates in the Emergency Alert System (EAS) Operational Area. There are several radio stations as well as television stations that provide coverage for this area. The local primary (LP-1) EAS radio station is KZNN-FM, 105.3, in Rolla. See Appendix 2 to this Annex for additional information.
9. There are several special facilities in the City of Rolla that would require special warning consideration (i.e., schools, nursing homes, etc.). A list of these facilities is found in Appendix 2 to Annex J.
10. Other communications systems exist in the city including NOAA weather radios, amateur radio, etc. These systems and their capabilities are identified in Appendix 2 to this Annex.

B. Assumptions

1. It is assumed that the existing communications and warning system in the City of Rolla will survive and remain functional regardless of which type of disaster strikes the area.
2. If the situation is such that the local systems are overtaxed, the state will be able to augment local resources during the response and recovery phases.
3. Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over radio or television, or sounded by local siren systems. Mobile public address and even door-to-door operations may be required in some disaster situations.

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

- A. Communications and warning operations for the City of Rolla will be coordinated by the Communications and Warning Coordinator. Support will be provided by the Central Dispatch Center and the police department. Work shifts will be established to provide 24-hour staffing of the communications center during emergencies. (PREPAREDNESS, RESPONSE, and RECOVERY)

- B. The City of Rolla will support communications and warning operations within its jurisdiction through the police and fire departments. (PREPAREDNESS or RESPONSE)
- C. The communications center personnel in conjunction with the public safety officer on the scene, will make the initial determination that a "classified" emergency has occurred or is developing (See Appendix 3 to the Basic Plan). (PREPAREDNESS, RESPONSE, and RECOVERY)
- D. During emergency operations, all departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times and will maintain communications liaison with the EOC. (PREPAREDNESS, RESPONSE, and RECOVERY)
- E. Communications between the state and local EOC will be primarily through land line telephone links. (PREPAREDNESS, RESPONSE, and RECOVERY)
- F. Messages and reports into the EOC will be logged and recorded according to the procedures identified in Appendix 3 to Annex A. (PREPAREDNESS, RESPONSE, and RECOVERY)
- G. Communication systems may become overloaded during emergency situations. Communications will be expanded by augmenting telephone services (implement line-load control, prioritize service restoration, etc.) and utilizing amateur radio communication networks (i.e., HAM radio operators). (PREPAREDNESS and RESPONSE)
- H. Measures must be taken to secure and protect communication equipment from the possible destruction from various hazards (i.e., lightning, wind, etc.). (MITIGATION and PREPAREDNESS)
- I. Although most warning alerts come from outside sources (i.e., Missouri State Highway Patrol, National Weather Service, etc.), the City of Rolla will develop and maintain the capability to identify potential problems and insure a timely warning on their own (i.e., activate weather spotters, sound outdoor warning sirens, activate EAS). (PREPAREDNESS and RESPONSE)
- J. When emergency situations requiring public warning occur at industrial sites that have hazardous materials, or at water impoundments, the procedures for alerting government officials will follow the procedures contained in Appendix 3 to the Basic Plan (also see Annex H and Appendix 8 to Annex J). (PREPAREDNESS or RESPONSE)
- K. When an emergency situation occurs, all available systems will be used to alert and warn the public (private residences, businesses, schools, hospital, nursing homes, etc.) Methods of warning include: tone activated receivers, outdoor warning sirens, and broadcast over radio/television stations. Tests and educational programs will be conducted regularly to insure the public understands the various warnings.

(PREPAREDNESS or RESPONSE)

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

A diagram of the Communications and Warning function is provided in Appendix 1 to this Annex.

B. Responsibilities

1. The responsibility of Communications and Warning Coordinator for the City of Rolla will be shared by the Communications Chief of the Central Dispatch Center and the Police Chief. The Communications and Warning Coordinator is responsible for the following:
 - a. Maintain and expand communication and warning capability.
 - b. Develop/maintain warning plans and procedures.
 - c. Support/augment communication needs of other emergency functions/services.
 - d. Maintain current notification lists for all departments (see Appendix 2 to Annex A).
 - e. Conduct training for all personnel (i.e., activation of warning systems, conduct exercises, etc.).
 - f. Inspect and maintain all communications equipment on a regular basis. Identify alternate means to provide coverage should any equipment become disabled.
 - g. Identify private sector resources (i.e., HAM radio operators, telephone companies, etc.) to augment local capabilities to include repair and supply.
 - h. Analyze equipment locations with regard to possible destruction from hazards (i.e., lightning, wind, etc.).
 - i. Coordinate communications and warning capabilities with neighboring jurisdictions.
 - j. Identify methods to warn and/or communicate information to special needs groups (i.e., hearing impaired, etc.).
2. The law enforcement and fire department/district personnel will support

communications and warning activities within their jurisdiction. Activities will include: provide radio communication, perform weather spotting operations, sound sirens on vehicles, utilize mobile public address systems, etc.

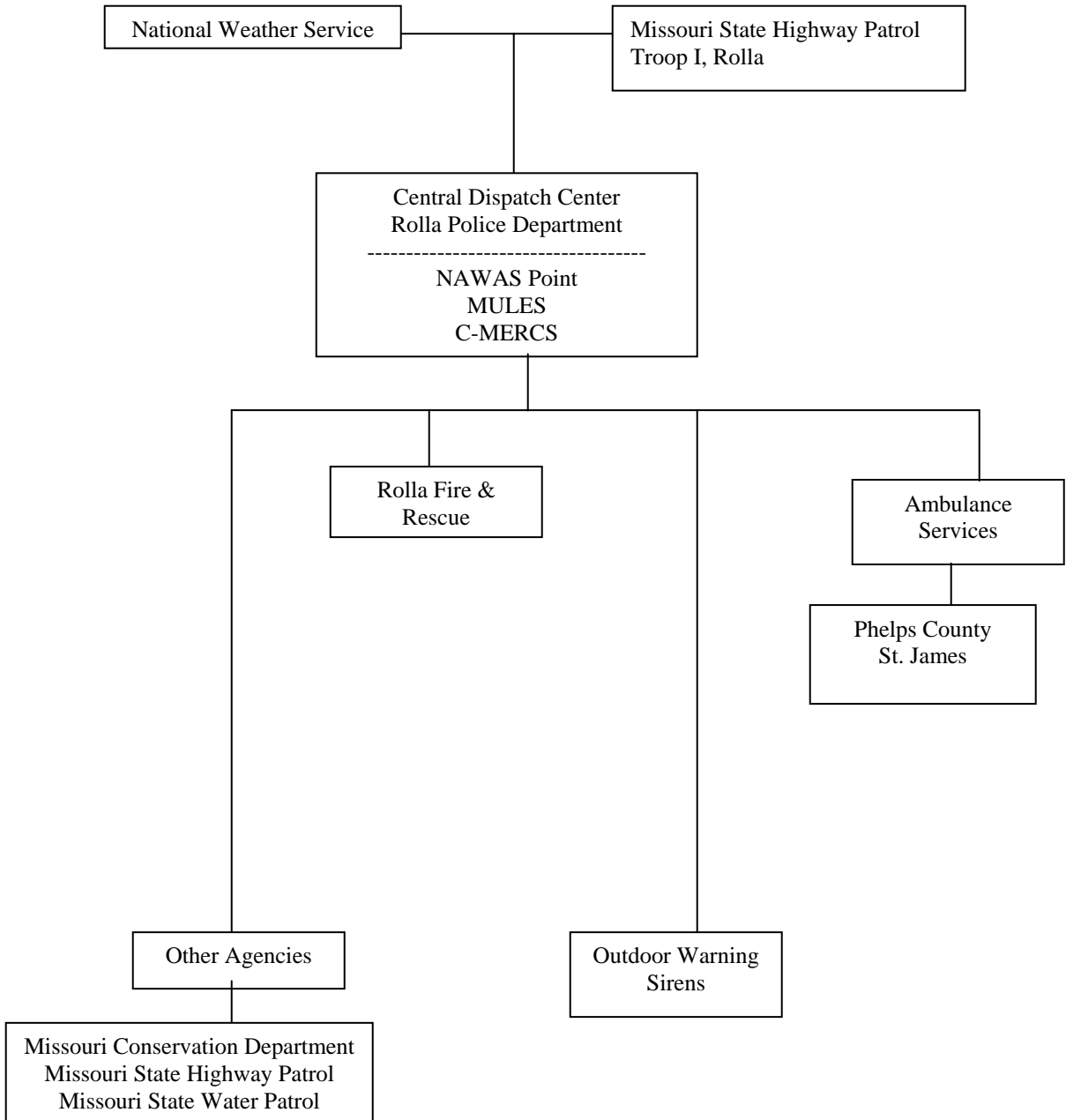
3. The Public Information Officer will assist with the dissemination of warning information to the public by preparing news releases for distribution to the media (i.e., newspaper, television, radio, etc.).
4. The Emergency Management Director will assist with communications and warning operations (i.e., notify officials and departments to staff the EOC if activated, alert surrounding communities and state/federal agencies of the situation, activate EAS, etc.).
5. Communications and warning capabilities exist in other departments and organizations. Included is public works agencies, ambulance services, amateur radio operators, etc. These organizations can provide additional support.

V. **DIRECTION AND CONTROL**

- A. Emergency communications and warning in the City of Rolla is under the direction and control of the police chief; emergency communications and warning activities in unincorporated areas of Phelps County are under the direction and control of the County Sheriff.
- B. For incidents that have reached an emergency classification (See Appendix 3 to the Basic Plan), overall direction and control will be from the designated EOC within the affected area or subdivision.
- C. Specific department heads may be designated to maintain operational control of their own communications system, but will coordinate with the EOC during emergency operations.
- D. It is the responsibility of each agency to insure that their personnel are adequately trained and familiar with communications and warning procedures as outlined in this Plan and the agency's own SOG.
- E. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organization, but will be assigned by the EOC to respond as necessary.
- F. Notification/recall lists for all departments to include each individual in the chain of command will be updated regularly and provided to the Emergency Management Director as well as the Central Dispatch Center. This list should include telephone numbers and radio frequencies of neighboring jurisdictions and state agencies. A communication system to implement call-down rosters for personnel assigned to the EOC, etc., must also be maintained (see Appendix 3 to the Basic Plan).

Appendix 1 to Annex B

COMMUNICATIONS AND WARNING DIAGRAM



COMMUNICATIONS AND WARNING CAPABILITIES

A. Communications Frequencies - All emergency services have the capability to monitor the following channels. Individual departments maintain updated lists of area wide frequencies. The Central Dispatch Center maintains these radio frequencies.

1.	Statewide Sheriff.....	155.730
2.	Phelps County Sheriff (private)	155.775
3.	Rolla Fire Department	154.415
4.	Police Mutual Aid.....	155.475
5.	Fire Mutual Aid	154.280
6.	Point to Point	155.370
7.	Ambulance	155.175
8.	Hospital Mutual Aid	155.340
9.	Rolla Police Department.....	155.250
10.	City of St. James	155.820
11.	St. James Fire Department (private)	154.205

B. Outdoor Warning Sirens

Rolla has seven sirens that are activated through the Central Dispatch Center.

C. Missouri Uniform Law Enforcement System (MULES)

MULES is a law enforcement computer data network used by the Missouri Highway Patrol primarily for law enforcement operations. It is also used to disseminate other emergency information such as weather conditions, flood stages, road condition, etc. A MULES terminal is located in the Central Dispatch Center.

D. Civilian-Military Emergency Radio Communication System (C-MERCS)

The Central Dispatch Center has the capability to communicate with the EOC's of the U.S. Army at Fort Leonard Wood, SEMA, and the counties of Laclede, Pulaski and Texas through C-MERCS, which is a special low band emergency radio system. The base station operates on frequency: 45.16.

E. National Warning System (NAWAS)

NAWAS provides the framework for the Missouri Warning System. The NAWAS connects the National Warning Center (located in the North American Air Defense Command Combat Center, Colorado Springs, Colorado) with approximately 2,000 warning points across the United States. The system is used for receiving national attack warnings and for communications to other warning points in the state for natural and man-made disasters.

The Missouri State Warning Point is Troop F Headquarters of the Missouri State Highway Patrol (MSHP) in Jefferson City. The Alternate State Warning Point is the State Emergency Operations Center (SEOC) at SEMA. A NAWAS terminal is located at MSHP Troop I in Rolla and at the Central Dispatch Center.

F. Emergency Alert System (EAS)

1. Rolla is in an Emergency Alert System Operational Area. Radio stations that provide coverage for this area are as follows:
 - a. KZNN-FM, 105.3 / KTTR-AM, 1460, Rolla (local primary source - LP-1)
 - b. KDAA-FM, 97.5, Rolla (local primary source - LP-2)

The station(s) will interrupt local programming for the following:

- a. National Emergency Alert
- b. Tornado warnings and severe thunderstorm warnings
- c. Flash flood warnings
- d. Hazardous material event warnings at the request of the local EOC
- e. Other events at the discretion of the EOC and radio station management

2. Activation of EAS

Standard operating procedures for activating EAS in the City of Rolla will be maintained by the Emergency Management Director. These procedures will be coordinated with the local radio station that has EAS responsibility.

G. HAM Radio Operators - HAM radio operators are available in the city to assist with communications and warning operations as necessary. A roster of radio operators is available from the Central Dispatch Center.

H. Weather Spotters - Weather spotters are available to monitor severe weather situations. Participating in this program are law enforcement agencies and fire services. Training is provided through the National Weather Service

I. NOAA Weather Radio

NOAA Weather Radio (NWR) is a service of the National Weather Service (NWS). It provides continuous broadcasts of the latest weather information direct from NWS offices. Information available includes local and regional weather forecasts and conditions, hourly temperatures, climatological data, river reports and most important, severe weather watches and warnings. The broadcasts are tailored to weather information needs of the people within the service range of the transmitting station. Special radios are needed to receive the broadcast, which are on the VHF Public Service Band. Rolla should monitor NOAA weather radio stations: 162.525 Mhz (Bourbon) or 162.475 Mhz (Summersville). These

stations are controlled by the Springfield Weather Office which is responsible for the forecasts for Phelps County.

J. Facilities Requiring Special Warning

Depending on the nature, location and severity of the emergency, warning will be issued to special facilities by the appropriate departments (i.e., the County Sheriff's Office in the unincorporated areas of the county and the municipal police chiefs within their respective jurisdictions). During "routine" emergencies, the special facilities receive warning through local radio stations. See Appendix 2 to Annex J for a complete listing, including: nursing homes, day care centers and other special facilities.

MANAGEMENT NOTIFICATION GUIDELINES

I. PURPOSE

To ensure that information concerning disasters within the City will be relayed to the Mayor and other appropriate officials in accordance with the notification procedure outlined herein.

II. ORGANIZATION

Refer to Annex B.

III. MISSION

Department heads, or their alternates, and other personnel notified in accordance with the procedures outlined within this plan will alert essential personnel in their respective departments on an "Emergency Standby" condition. All emergency personnel will insure their availability for deployment to respective emergency work areas pending notification of condition "Emergency Deployment".

IV. CONCEPT OF OPERATIONS

A. Emergency Standby

1. General planning or preparatory activities may be occurring during this "Emergency Standby" condition, but unless specifically designated by the Mayor or an individual Department Head, city operations will be carried out as usual.
2. Departments listed within this document should arrange to provide staff to the Emergency Management Agency on a 24-hour basis upon notification of "Emergency Deployment" with one departmental representative who can make emergency operational decisions.
3. It is anticipated that communications for coordinating emergency resources will be handled primarily by Communications Center personnel. Department heads are encouraged to periodically counsel all their employees whom they are to communicate during an emergency. Particular attention should be given to the roles and responsibilities of involved personnel.
4. Unless specifically requested by the Emergency Management Agency, Department Heads will not be mandated to be in the Communications Center. However, their personal presence is highly encouraged.
5. If the Department Head feels that his/her presence is necessary at another site for an emergency basis, he may select a designate to represent his department at EOC in his

absence. The designate will have equal decision-making authority.

6. Departments listed herein will be informed of various emergency status phases, but need not report to emergency functions or work areas. These departmental resources will be called upon or directed as needed.

V. EXECUTION

Based on the available information, the Mayor or his designee may declare the following emergency conditions are in effect and the following related emergency actions will be taken:

A. Emergency Deployment

1. The Mayor or his designee will instruct the Emergency Management Director to notify the appropriate personnel of a condition requiring “Emergency Deployment.”
2. Under “Emergency Deployment” condition, the Mayor may limit the departments place under this procedure as the situation may warrant. In this case, the EMD will notify only those personnel as directed by the Mayor.
3. Department Heads, their alternates or other personnel indicated will instruct their personnel to man emergency work areas and positions. Department heads might have to instruct their subordinates to man emergency work areas without the benefit of the “Emergency Standby” condition. The EMD will be very explicit in specifying which conditions prevail.

VI. TASK

A. Emergency Action and Alert Recall

1. Emergency actions will be dictated as damage assessment and loss of life estimates develop within the guidelines of departmental emergency procedures as contained in this plan.
2. When warranted, the Mayor will instruct the EMD to inform all or part of the personnel listed herein that the emergency has lessened and that they can revert to an “Emergency Standby” status or resume normal operations.
3. At any stage of emergency, the Communications Center Supervisor should be advised of the transfer of operational responsibility from one person to another by the person relinquishing control.
 - a. Every effort should be made to avoid the occurrence of duplicate or contradictory instructions.