

Snoqualmie Emergency Communications and Support Team (SECAST)

Revised – March 25, 2010

Standard Operating Policy

Chapter 1 - Mission & Capabilities

Mission Statement

The Snoqualmie Emergency Communications and Support Team is a highly mobile and motivated team of volunteers with diverse skills and capabilities. It provides timely and quality support services to the command structure of Snoqualmie EOC or mobile incident operations support. The mission of this team is to protect property and lives, and serve the people of Snoqualmie by making those operations as efficient and effective as possible.

Team Capabilities

I. EOC Operations

Assist Local Authorities With:

- Preplanning Assessments/surveys
- Communications
- Event Logs
- Personnel Resources & Scheduling
- Event Briefings
- Internal Situation Reports
- Team Debriefings
- Command Structures -ICS
- Command Center Layout and Setup
- Logistics
- Documentation
- Planning
- Technical Research and Support
- Status Boards/tracking
- Other Duties as Required to carry out mission

III. Liaison to Other Agencies

- Law Enforcement
- Fire
- Public Works
- Emergency Services

VI. Unit Supplies/Equipment

- Unit Inventory
- Basic Forms
- Communications Capabilities

V. Training and Education Activities

- Assist Other Units as Appropriate
- Technical Equipment Research and Consulting
- Community Presentations-Disaster preparedness

Chapter 2, Code of Ethics

SECAST Code of Ethics

As a member of the SECAST, it is my duty to insure the public safety of the citizens of Snoqualmie and to serve the Snoqualmie office of Emergency Management in the protection of life and property.

I will abide by the statues governing emergency workers and the Operating Policies of the Snoqualmie Emergency Communications and Support Team. I recognize that my position is a symbol of public trust and will perform my duties to the best of my abilities and conduct myself with uncompromising integrity.

Team Membership Criteria

Membership is open to any individual with an interest in providing vital emergency operations center support for the community during a disaster situation, and in training the community in disaster awareness. Because of the seriousness of the team mission, members should be mature, experienced, and able to respond quickly to unpredictable situations. Members are expected to participate in training and exercises on a regular basis, and to be available to respond to actual disasters when needed.

Members must be registered as State Emergency Workers, accomplished by completing and submitting a Registration Card to the Snoqualmie Department of Emergency Management. A photo-ID will be provided by the City of Snoqualmie. These will be necessary for identification. *Refer to WAC 118-04, Emergency Worker Program for specific requirements.*

Members are recruited on a completely non-discriminatory basis.

Membership Applications and Acceptance

Application for SECAST membership requires:

- Emergency Worker Registration Card
- Criminal background check.

Requirements for membership include:

- Leave a 24- hour contact number with the Snoqualmie Emergency Operations Center.
- 18 years or older
- Background check completed by Snoqualmie Police Department.
- Complete required training
- Ability to work in high stress and under high demand conditions
- Degree of availability for mission assignments
- Positive attitude to provide services to the citizens of Snoqualmie and beyond Snoqualmie if needed
- Approval of the Unit Coordinator and/or City of Snoqualmie Representative.
- Membership can be denied or revoked at any time for any reason.

Ongoing Membership Requirements:

- Attendance at team monthly meetings
- Ongoing training requirements maintained as required
- Participation in a representative number of training exercises
- Members will within one year of membership obtain a valid Amateur Radio License

Chapter 3 Training

Training Activities

Team members participate in training activities throughout the year. Topics cover a variety of subjects pertaining to emergency management and emergency communications.

In addition, team members maintain a high level of personal emergency preparedness and readiness to respond. Disaster Planning begins at home with family preparedness. Participants must have their families prepared for disaster. It would be unreasonable of us to expect volunteers to leave their families in a time of extreme need. Being prepared will lessen the need.

Training Requirements

The purpose for training is to improve and enhance our abilities to deal with emergency situations that we may come across during any disaster, and to handle situations correctly and efficiently. We are consummate "professionals" in time of need, able to assist when required. Being prepared is the minimum we expect of ourselves.

Within and for the team, cohesion is necessary, and through training we achieve this. Throughout the year, all members attend various training classes associated with our function. The SECAST presents many of these classes at our regular meetings.

Team members participate in training activities throughout the year. Topics cover a variety of subjects pertaining to emergency management. Included are Emergency Worker Program orientation, law enforcement procedures, public works emergency procedures, department liaison, etc.

Exercises

The Team will participate in practices exercises and simulated events. The exercises will demonstrate the Team's ability to perform effectively with the Snoqualmie EOC and local authorities.

Mandatory Training Courses

The following courses are part of the Team curriculum. These courses are considered mandatory for Team membership. While other courses may be recommended they are not considered mandatory.

- Emergency Worker Orientation
- CPR, First Aid and Blood borne Pathogens
- Emergency Communications 1
- ICS 100, IS700, IS800, IS802
- Accountability 100
- Team Leaders add ICS200 and TL Training
- Operations Leaders add ICS300 and OL training

Drivers add Vehicle Operations (see Apendix "D")

Equipment Specific Training as required

Optional (recommended) courses

Offered by Various sources and other state and local agencies:

- Reporting, Procedures, and Accountability
- Basic Disaster Preparedness
- Introduction to Incident Command System (ICS)
- Introduction to Critical Incident Stress Management (CISM)
- Introduction to Urban Search and Rescue (USAR)
- IS-242 Effective Communication

Chapter 4 Operational Policies

Activation and Response

The Team will be activated by one of three persons; The Director of Emergency Management, Police Chief, or the Mayor or his designee.

Activation is generally performed by EOC or Police personnel. Snoqualmie Emergency Management activates the unit by calling/paging the on-duty Coordinator, who then pages the remainder of the team as necessary. The Activation Officer generally gives the estimated opening time of the EOC if possible.

The first team member to arrive checks in and begins working down the EOC checklist.

A general or limited call-out of SECAST Team members will be accomplished via page when possible. In the absence of telephones, or in the event of a large-scale disaster when communications services are likely to be damaged or disrupted, team members will check-in and report availability status to SECAST personnel on a pre-determined frequency.

Should the Coordinators not be available, any member in good standing may assume the responsibility for activation and call-out of the SECAST Team. In the event that no contact is made members should periodically attempt check-in on the coordinating frequency

See Frequency list in appendix B.

Any team member under the age of 18 attending a mission must be accompanied by a Parent or Guardian member.

Snoqualmie Emergency Communications Support Team Paging System

The SECAST organization utilizes a internet based paging system for call-outs in addition to a standard telephone list. The system enables contact by cell phone, email and paging.

SECAST has a policy for escalating call outs. Initial warning of approaching bad weather, for example, might lead to the Team being placed in the 'Standby' mode by the director. The team may be activated with a one person response and increased or decreased based on need.

Deactivation / Stand down

At the conclusion of a disaster, activation or mission, team members will stand down upon notification from Director of Emergency Management, or from the Team Leader or designee. Before leaving an assignment, team members will secure any equipment used, complete necessary operating logs and other paperwork, and check out. A debriefing meeting will be conducted following any exercise or other activation.

EOC Support Activities

- Sign in and/or establish sign in
- Tour area
- Get current weather forecast
- Establish and update status boards
- Keep mission and activity logs
- Identify chain-of-command
- Participate in and/or document and/or facilitate briefings as requested
- Complete forms as needed
- Flow of information management
- Phone and/or contact resources
- Relief crew scheduling
- Define operational periods
- Plan for extended operations

Chapter 5 SECAST Member Equipment

Individual Equipment

Members of the Team should be equipped with personal amateur radio equipment and personal emergency supplies appropriate for emergency response. In responding to a disaster situation, members and their families should be prepared to be self-sufficient for 72 hours.

Basic Team Member Equipment consists of:

- Current ID Badge
- Deployment Kit - File box with Team activation supplies & procedures, phone numbers, etc.
- Team Shirt
- Team Jacket
- Food/Water
- Extra clothing & footwear appropriate for unexpected conditions
- 10 essentials
- Extra batteries
- Cell phone or pager
- Computer as appropriate
- Thomas Brothers Street Guide

note: lack of personal radio equipment does not preclude membership on the team.

APPENDIX A

Glossary of Terms:

- ARES** Amateur Radio Emergency Service - a subsidiary organization of the A.R.R.L., which provides emergency communication capabilities to public and private agencies, governments, and other organizations when needed.
- E.O.C.** Emergency Operations Center - a coordinating center for civilian governments or private organizations, activated to provide direction and control for disaster response.
- F.E.M.A.** Federal Emergency Management Agency - an agency of the federal government charged with providing disaster assistance to local governments and individuals, following large scale destruction and damage, activated upon request of the local government.
- I.C.S.** Incident Command System - a system of command and control of disaster or emergency situations employed by many fire departments and other public safety agencies
- KCP** King County Police
- KCSARA** King County Search and Rescue Association
- M.C.I.** Mass Casualty Incident - a large scale emergency or disaster with multiple casualties which usually involves mobilization of multiple agencies or jurisdictions, and which often activates an I.C.S. response.
- O.E.M., O.E.S., D.E.M.** An Office or Department of Emergency Management or Services, charged with providing training and coordination for emergency management of a specific jurisdiction. Usually the agency which operates an E.O.C. during a disaster.
- R.A.C.E.S.** Radio Amateur Civil Emergency Service - an organization of amateur radio operators, under the jurisdiction of local government, and sponsored by F.E.M.A., charged with providing emergency communication capabilities to civilian governments and other agencies.
- R.C.W.** Regulatory Code of Washington - the published regulations of legislation of the State of Washington.
- SAR** Search and Rescue
- USAR** Urban Search and Rescue
- W.A.C.** Washington Administrative Code - published guidelines for the administration of law in the State of Washington.

Appendix B

Frequency plan

Simplex or cross-banded communications will be used whenever possible to preclude dependence on repeater stations which may or may not be operational during periods of natural disaster or other emergencies. Efforts will be made to avoid frequency conflict with neighboring teams.

The following table outlines initial coordination frequencies for VHF-FM 2m, and 440MHz.

VHF	UHF	Amateur	Remarks
155.835 T.118.8 EOC OPS	445.825	144.370	Primary Simplex
155.9475N T141.3 PD SIMP	444.925 T85.4	147.540	Secondary Simplex
		147.560	Tertiary Simplex
rx155.9475 tx154.7175 t141.3 RPTR	444.925 T85.4 +5.0	146.980 T. 100.0 -.600	Repeater system for coordination purposes.

Other Frequencies:

See Appendix "H" ICS-217

APPENDIX C

EOC Communications SOP

Table of Contents

1. Introduction
2. Purpose
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5. Communications Protocols
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Introduction

Communications systems used by emergency managers must be reliable, redundant, and effective in accomplishing their intended purpose. The Snoqualmie Department of Emergency Management (DEM) utilizes various communications systems to send and receive voice and digital data during emergencies. This procedure identifies the various systems used by DEM for communication of voice and digital information, the protocols under which each system is used, an appendix of technical communications information, and operational checklists for use by Communications Section staff in the EOC and in the field during emergencies.

Purpose

This procedure identifies and prioritizes the various systems DEM uses to communicate information. It is intended to establish certainty and consistency among emergency management partners in King County regarding specific contact information and the circumstances for using given communications systems. It also defines the responsibilities of staff in the EOC during emergencies.

Scope

This procedure identifies systems used daily and during emergencies by DEM to send and receive data and voice communications. It references systems that are commercial, governmental, and amateur; data and voice; terrestrial and satellite based; hard wired and radio; publicly disseminated and restricted to emergency management agencies. It also describes which systems will be utilized for communications based on the type of information involved, the capabilities of the receiving parties, and the operability of all EOC systems.

Communications Systems Overview

Commercial Telephone

The primary means for communicating within and outside the Snoqualmie EOC during normal and emergency operations is through the public switch telephone network (PSTN). The EOC utilizes commercial cellular telephone service as a secondary voice system.

During emergencies, EOC staff can utilize the Government Emergency Telecommunications Service (GETS) to prioritize outgoing landline or cellular telephone calls or faxes over private and federal networks.

Facsimile

Facsimile through analog and cellular systems serves as a secondary data communications system during day-to-day and emergency operations.

Internet / Email Communications

The EOC includes multiple network data ports allowing computer access to the Local Area Network within EOC, City, and the internet for authorized users. Email serves as the primary means of text and graphics communication for all staff on a day-to-day basis and for the EOC during emergencies.

A Central Computerized Enforcement Service System (ACCESS)

ACCESS is a Washington State Patrol (WSP) owned and operated landline data system that supports all law enforcement agencies within the state. Through this system, criminal investigation information, vehicle license information, and other essential law enforcement information is exchanged. For emergency management purposes, WSP has authorized and supports the use of ACCESS for dissemination of warning and notification information to local jurisdictions. Such information can include NWS warnings, watches and statements, and information regarding any threat to a jurisdiction. ACCESS is a secondary notification system for law enforcement agencies and communication answering points. The ACCESS terminal for Snoqualmie City Government is located in the Police Department Records Office.

Public Switch Answering Point (PSAP) Data Network

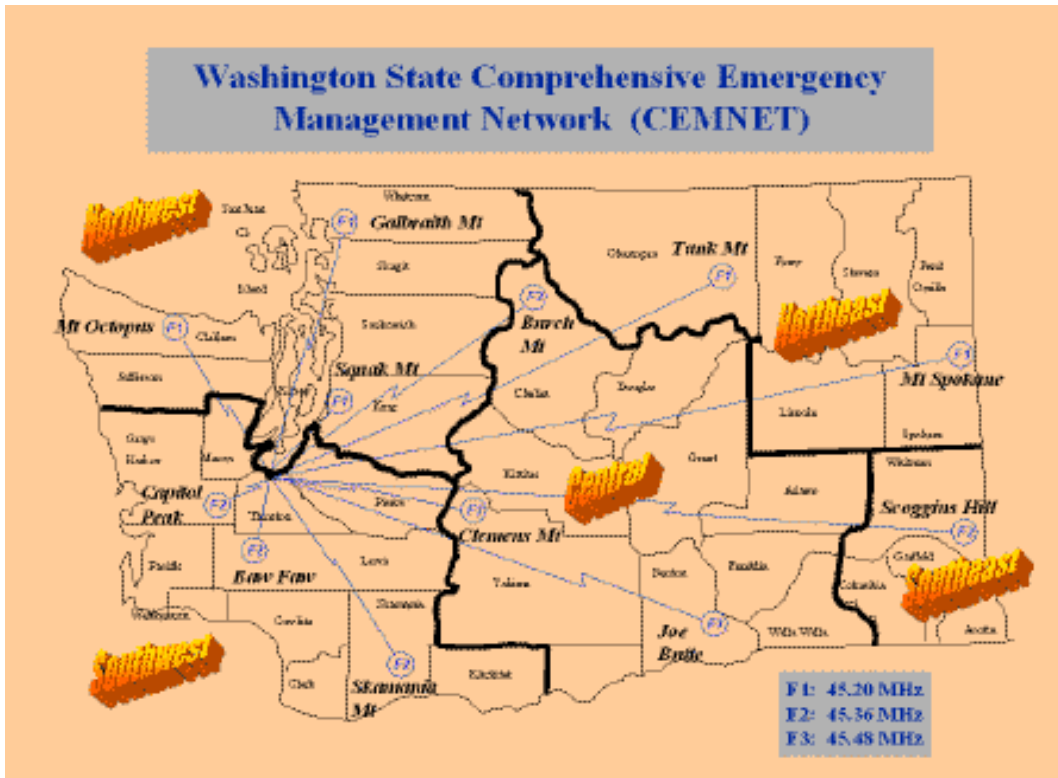
King County is developing a dedicated, computer network link between the 17 PSAPs in the county (listed below) and the Office of Emergency Management, 911 Program Office. The network is connected via the county-wide 800 MHz system, yet is not impacted by congestion experienced by 800 MHz radio users. The primary day-to-day function of this network is to track and display real time radio activity, by user, to PSAP dispatchers. A secondary function for this system, both day-to-day and during emergencies is a back up email system, capable of exchanging digital data in the form of ASCII text files between any or all system users.

Radio Communications Systems

The Snoqualmie EOC maintains radio communications capability on several established frequencies/systems including Amateur Radio, Snoqualmie VHF, and King County 800 MHz. Other established radio systems accessible in the EOC include:

Comprehensive Emergency Management Network (CEMNET)

CEMNET is a very high frequency (VHF) low-band radio system operated by the Washington State Emergency Management Division. CEMNET serves as a secondary communication link between the state and local EOC throughout Washington. It also serves as a link to the State Department of Ecology, State Department of Health, University of Washington Seismology Lab, National Weather Service (Seattle), and Harborview Medical Center. The following map depicts the location of the 12 mountaintop base stations that comprise the backbone of the network. The CEMNET base stations are controlled from the state EOC through the Washington State Patrol microwave system.



The Snoqualmie EOC utilizes the CEMNET F1 channel as a secondary communications system with the State EOC and with jurisdictions throughout the county and the Puget Sound Region. The Snoqualmie EOC can access CEMNET F2 and F3 for inter-regional communications. The state EOC monitors all three CEMNET channels on a 24-hour basis. During emergencies or periods of heavy radio traffic, the State EOC serves as Net Control for CEMNET.

800 MHz TRUNKED RADIO SYSTEM

The 800 MHz radio system serves as the primary day-to-day means of emergency voice communications between PSAPs, police and fire departments, emergency medical services, public school districts and public hospitals within King County. The system is also utilized day-to-day and during emergencies by several other County and City departments. During emergencies, the system serves as a secondary voice communications system between the King County EOC and city EOCs.

The county-wide 800 MHz network is configured as three subsystems that work through common network controller equipment. Subsystems include the City of Seattle subsystem, the EPSCA subsystem (Bellevue, Kirkland, Mercer Island, Issaquah, Redmond), and the subsystem that was jointly developed by King County and Valley Communications Center. By connecting all sites within the subsystems to common network controller equipment, it is possible to implement talk groups on the system that have seamless coverage over the entire county. Using analog audio technology, the system has been designed for portable grade

coverage wherever possible and the system loading is patterned so that all areas of the county experience relatively similar system capacity access.

150 MHz VHF STAR RADIO SYSTEM

Snoqualmie operates a VHF radio system to co-exist with the 800 system for local EOC radio traffic consisting of a repeater on Rattlesnake with county wide coverage. The system can be utilized in simplex mode for local area communications.

The Police, Fire and Public Works department has VHF mobiles in their vehicles and portable radios will be checked out through the EOC comm. staff for personnel of other city departments and volunteers.

Amateur Radio

The Snoqualmie EOC maintains amateur radio equipment capable of communicating over frequencies in the HF, VHF and UHF bands. During emergencies, amateur HF voice bands from 3.85 MHz to 29.7 MHz (80 meters - 10 meters) serve as a secondary communication system between the County EOC and the State EOC or EOCs in other counties. Amateur VHF voice bands from 52.05 to 54 MHz (6 Meters), 144 MHz to 148 MHz (2 meters) and the 440 Band (UHF) serve as secondary communications systems between the King County EOC and city EOCs or field operations staff.

Emergency Alert System

The city of Snoqualmie and North Bend operate an AM emergency broadcast system consisting of two transmitters on 1650 linked to a common control station located at the Snoqualmie EOC. Messages are written by the PIO and recorded onto the system and then played. This system reaches the city limits of both cities and beyond.

NWS Weather Radio Network

The NWS Weather Radio Network is comprised of several Very High Frequency (VHF) transmitters located throughout the state. The National Weather Service forecast offices in Seattle, Spokane, Portland, Oregon and Pendleton, Oregon broadcast current weather information, statements, watches, warnings, and advisories on a 24-hour basis. Commercially available weather radio receivers are located in the EOC, many public buildings throughout the county, and in many homes. For warnings, watches, or any severe weather situations, the network alerts receiving stations prior to disseminating the information. The NWS Weather Radio Network is also linked to the Emergency Alert system to rebroadcast all emergency management EAS warnings over weather radios. Transmitters listed below in bold service King County.

Snoqualmie EOC Communications Protocols

The following protocols define primary and secondary voice and data communications systems used by OEM during normal and emergency operations. Systems are prioritized based on type of information communicated, the sending and receiving parties involved, and the functionality of primary systems.

Normal Operations	
VOICE	DATA
<p>Primary Landline telephone for communications to and from the OEM office</p>	<p>Primary Email for electronic communication of files, graphics, and messages from the OEM office</p>
<p>Secondary Cellular telephone for communications to and from field personnel</p>	<p>Secondary</p> <ol style="list-style-type: none"> 1. Alpha Text Pager for brief data communications to DEM staff, EOC Support Team members and EOC Representatives <i>[Note: Email is accessible to all OEM staff from any internet connection and thus, can serve as a secondary mode of data communications for files, graphics and other information.</i> 2. Facsimile for all hardcopy data that can not be transmitted via email. 3. PSAP Data Network for exchanging ASCII data between PSAPs and the 911 Program Office.

Emergency Operations	
VOICE	DATA
<p>Primary</p> <ol style="list-style-type: none"> 1. Landline telephone for voice communications from the EOC <i>[Note: Can be supplemented by use of GETS cards for increased reliability]</i> 	<p>Primary</p> <ol style="list-style-type: none"> 1. Email for all electronic communication of files, graphics, and other information between the EOC, county departments, and other jurisdictions 2. Alpha Text Pager for brief data communications to EOC staff located outside the EOC
<p>Secondary</p> <ol style="list-style-type: none"> 1. Cellular telephone when landlines are unusable; also for communications to and from field personnel 2. 150 Mhz VHF STAR systems for communications between field and the EOC. 3. 800 MHz radio network for communicating between the EOC, city departments, cities, districts, and the County and State EOC 4. Amateur Radio (2 meters VHF 6m VHF, 440 UHF) 5. CEMNET for communicating with the state EOC and other zone users 6. Amateur Radio (HF) for communicating with the State EOC and jurisdictions outside area. 	<p>Secondary</p> <ol style="list-style-type: none"> 1. Facsimile for all hardcopy data that can not be transmitted via email or web posting 2. PSAP Data Network for exchanging ASCII data between PSAPs and the 911 Program Office. 3. Amateur Radio (Packet) for exchanging ASCII data files between the County EOC and other jurisdictions with packet radio capabilities.

Warning Communications	
Systems for receiving warnings in the EOC and communications center	Systems for transmitting warnings from the EOC and communications center
<ol style="list-style-type: none"> 1. NWS All Hazard Radio 2. EAS 3. Internet 4. ACCESS 	<ol style="list-style-type: none"> 1. EAS 2. Emergency Email Notification 3. AM Radio 1650 4. Reverse 911 system

Radio Communications Protocols

Emergency Operations

1. The Snoqualmie EOC will serve as net control for the City, 800, VHF and Amateur Radio communications between EOC and field responders. The EOC will assist with directing radio traffic during emergency events when available talk groups and frequencies are scarce. Users will hail each other on a common talk group or frequency and then switch to a working talk group or frequency.
2. The EOC will monitor various 800 MHz talk groups, If requested by radio users, the Dispatch can patch talk groups together when a talk group common to both parties is unavailable.
3. The STAR VHF system will serve as the primary radio communications system from the EOC when the 800 MHz system becomes overloaded or inoperable. STAR will primarily be used for communications with city field staff.
4. Amateur radio frequencies will be utilized by the Snoqualmie EOC for coordinating logistical issues with other EOCs and maintaining contact with field responders and emergency shelters. The Snoqualmie EOC will monitor and transmit over the N7SNO repeater (444.925) as a hailing frequency. Other available frequencies will be utilized for working discussions.
5. During emergency operations, the Snoqualmie EOC will monitor voice and data communications systems, particularly radio systems, in the order identified in this procedure, and as staffing resources are available (primary systems first, then secondary (800 MHz – STAR -2 meter amateur - 6 meter amateur - 440 MHz amateur - CEMNET - 10 meter / 80 meter amateur)
6. The EOC may monitor various VHF frequencies including CEMNET F2, Marine Radio Channel 16, as staffing resources allow.

APPENDIX

800 MHz Radio Talk Groups

SNOQ PD- Used for communications with 911 center and officers in the field.

SNOQ PD TAC 1/2-Used for field operations and communications with the EOC.

FIRE TAC –Used for communications with fire dispatch and units in the field.

SNOQ CITY- Used for communications between city departments and operations For public works and parks.

SNOQ-ADMIN-Used for coordination of city wide administrative resources.

ALLGOV - Used as an alternate talk group for coordinating life and safety issues such as evacuations.

LOC GOV N - Used for coordinating operational issues between jurisdictions in EM Zone 1.

STATE OPS 1-4- field operations

Amateur Radio Frequencies and Capabilities

80 METERS: 3.987 MHz - Snoqualmie EOC will monitor the State EOC HF frequency based on available staff.

6 METERS frequencies are accessible in the EOC. 6 METERS will be utilized by the Snoqualmie EOC as a secondary system to 800 MHz and 2 METERS for coordination between EOCs within the county.

2M - 145.11 MHz - King County Search and Rescue repeater frequency monitored and utilized for hailing King County EOC.

2M-147.540-simplex

VHF Frequencies *(A complete listing of programmed VHF frequencies is maintained in the EOC)*

MARINE RADIO - The EOC will monitor Marine Radio channel 16 based on available staff.

CEMNET - Operates primarily on three frequencies (channels): F1 – 45.200 MHz; F2 – 45.360 MHz; F3 – 45.480 MHz. For operational purposes, the state has been divided into five regions (see table below), with a channel designated for use within each region. Snoqualmie EOC monitors CEMNET F1.

Landline Telephone and Facsimile

Emergency Operations Center
425-888-5911 (When EOC is in operation)
911 (*24-hours*)
EOC FAX 425-888-5913

Email Address

Emergency Operations Center
EOC1@ci.Snoqualmie.wa.us

Communications Unit leader (COML)

Mission

The Communications Unit leader carries out the operational objectives established by the EOC Coordinator by establishing and maintaining voice and data communications capabilities between the EOC and all county departments, special purpose districts, cities, other counties, the State EOC and private industries.

Responsibilities

- Serves as the Communications Section operations leader for the EOC
- Develops a communications strategy for each event addressing section staffing needs, specific use of communications equipment and priorities for assessing communications systems
- Monitors the status of regional communications systems and implements operational changes, as necessary, to maintain accessibility between parties
- Assists the Information and Planning Section with collecting and disseminating information to emergency management partners within and outside the county
- Maintains close coordination with Information and Planning, Logistics, Coordination and Administration Section Chiefs
- Informs the EOC Coordinator of Section activities and the status of communications capabilities

Direct Supervisor

- EOC Coordinator

Supervisory Responsibilities

- Radio Operators
- Telephone Operators

Duties

Beginning Shift

- Obtain a situational briefing from the current Communications Operations Leader and EOC Coordinator. Become aware of the following:
 1. The nature and scope of the incident
 2. The Area(s) of Operation
 3. The estimated type and extent of damages to homes and infrastructure
 4. Immediate and forecasted risks to life and property
 5. Department response actions currently underway and planned
 6. Relevant information regarding weather, Intel forecasts, hazard analyses
 7. Status of county-wide radio, telephone, cellular, pager and internet systems
 8. Status of City and State Emergency Proclamations
 9. Status of Federal Disaster Declarations
 10. EOC activation level, hours of operation, briefing schedule
 11. Contact with Are EOC's NB, ISS, KC, Zone 1, Schools, Hospitals

- Read the current Operational Objectives, Incident Action Plan, and Situation Report
- Develop a communications strategy for the EOC that identifies Section staffing levels to meet the needs of the event, assesses the number of telephone operators needed based on current and future EOC activity, and identifies the types of radio equipment that will be utilized and the number of qualified operators needed
- Ensure all other jurisdictions and departments are notified of the EOC communications status regarding monitoring of frequencies and talk groups
- Ensure a staffing schedule is developed for the Section for at least a 3-day period covering the hours of operation
- Inform the EOC Supervisor of the Section's current staffing pattern
- Inform the Coordination and Information and Planning Section Chiefs of the EOC's current communications capabilities
- Review the Section's currently open and filled missions

During Shift

- Carry out the EOC operational objectives by assisting all EOC sections with communications issues
- Ensure all telephone and radio operators have appropriate contact lists including telephone numbers and radio frequencies for all involved jurisdictions
- Follow EOC communication system protocols to facilitate coordination among other jurisdictions and support EOC operations
- Monitor levels of telephone traffic to the main EOC number and expand staffing and telephone capacity as needed
- Inform the EOC Coordinator of significant actions or impacts communicated by county responders or other jurisdictions
- Follow appropriate incident checklists and SOPs
- Ensure the Section Chief station is continually staffed or that the responsibilities for the Section are passed to the EOC Coordinator
- Continually assess the staffing needs of the Section and ensure the staffing schedule is revised as needed
- Maintain a written log of all significant actions and decisions
- Assist and provide recommendations to the EOC Coordinator and Incident Manager

End Shift

- Brief the in-coming Communications Unit Leader and EOC Coordinator (follow criteria stated under **Beginning Shift**)
- Identify communications priorities and limitations within the EOC and with other jurisdictions and relay to the incoming Communications Operations Leader

Stand Down

- Coordinate with the EOC Coordinator and regarding an EOC deactivation plan
- Inform Communications Section staff of the level of deactivation, changes to the operational hours and staffing patterns, and necessary representation in the EOC
- Inform all monitoring jurisdictions prior to deactivation of radio systems

- Request Communications Section staff develop after action items for future discussion

Telephone Operator

Responsibilities

- Staff the main EOC telephone line and coordinate the transfer of calls to appropriate parties

Direct Supervisor

- Communications Operations Leader

Duties

Beginning Shift

- Obtain a situational briefing from the current Communications Operations Leader and telephone operators. Become aware of the following:
 1. The nature and scope of the incident
 2. The Area(s) of Operation
 3. The estimated type and extent of damages to homes and infrastructure
 4. Immediate and forecasted risks to life and property
 5. Status of telephone, cellular, and pager systems
 6. Status of City and State Emergency Proclamations
 7. Status of Federal Disaster Declarations
 8. EOC activation level, hours of operation, briefing schedule
- Read the current Operational Objectives, Incident Action Plan, and Situation Report

During Shift

- Receive incoming calls to the main EOC number and transfer them within the EOC as appropriate
- Provide information to callers, if possible, or document requests for information on EOC message forms and relay to appropriate parties
- Coordinate all time sensitive or critical information to the Communications Operations Leader
- Maintain a sufficient number of telephones for incoming calls
- Coordinate telephone operator staffing issues with the Communications Operations Leader
- Maintain a personal log of telephone calls and critical actions and decisions

End Shift

- Brief in-coming telephone operators on relevant issues

Radio Operator

Responsibilities

- Operate EOC radio equipment, as assigned and according to skills and license, to facilitate communications between the EOC and outside parties

Direct Supervisor

- Communications Operations Leader

Duties

Beginning Shift

- Obtain a situational briefing from the current Communications Operations Leader and radio operators. Become aware of the following:
 1. The nature and scope of the incident
 2. The Area(s) of Operation
 3. The estimated type and extent of damages to homes and infrastructure
 4. Immediate and forecasted risks to life and property
 5. Status of radio systems
 6. Status of City and State Emergency Proclamations
 7. Status of Federal Disaster Declarations
 8. EOC activation level, hours of operation, briefing schedule
- Read the current Operational Objectives, Incident Action Plan, and Situation Report

During Shift

- Receive incoming radio communications and document information and resource requests on message forms
- Facilitate radio communications between outside parties by identifying available frequencies and talk groups and coordinating soft net control functions where appropriate
- Coordinate all time sensitive or critical information to the Communications Operations Leader
- Monitor various radio systems as directed by the Communications Operations Leader and provide assistance to outside parties as necessary
- Maintain a personal log of radio communications and critical actions and decisions

End Shift

- Brief in-coming radio operators on the status of radio systems and equipment currently being monitored

APPENDIX “D”

FIELD-MOBILE OPERATING GUIDELINES

MOBILE COMMAND POST

Background

The City of Snoqualmie has assigned a vehicle for the purpose of a Mobile Command Post (MCP) The vehicle will be licensed and insured by the City of Snoqualmie as a Department of Emergency Management vehicle. The vehicle will be classified as a type II mobile communications unit under FEMA/HS/NIMS guidelines. Every effort will be made to maintain this classification. The vehicle will be stocked with a myriad of rehabilitation, communications, support and command equipment that may be beneficial on various incident scenes. The vehicle will be requested to respond by the incident command or public safety staff as needed.

USES

1. Mobile Command post for Law Enforcement, Fire, and Public Works incidents
2. Assist with prolonged Crime Scene or Fire investigations
3. Command post for pre-planned events
4. To respond to other local jurisdictions through mutual aid requests.

Vehicle Designation

The vehicle will be assigned a call sign of “COM281” which should be used when referring to the vehicle and or when communicating to or from the vehicle. This is not to be confused with the vehicle number assigned by Fleet.

Vehicle Maintenance

The inspection and vehicle checks will be the responsibility of the SECAST personnel trained to operate the MCP. Inspections shall take place monthly. All mechanical and electrical repair or maintenance will be handled by the City of Snoqualmie Fleet Department. The request for maintenance will be completed by any SECAST member that identifies a particular issue and forwarded through the coordinators to the DEM.

Vehicle Storage

The MCP will be stored at the designated location and will remain at that location with the exception of official use. Official uses will be, response to incidents, mutual aid requests, training, maintenance and community events.

REQUESTING THE MCP

When the vehicle is requested, one of the SECAST coordinators or operations leaders (OL) who will in turn page out the SECAST staff. If no SECAST staff responds to the page out, public safety staff on duty will work with the coordinators to respond the vehicle to the scene.

OPERATORS

All personnel operating the MCP will be SECAST members in good standing, be up to date on their EM worker requirements and certified by the unit coordinators to operate the MCP. All operators will be trained in the use and operation of the MCP. Training will include driving safety, driving skills training, laws and regulations and policy related to the operation of the MCP. Certified drivers will have a driver designator on their ID badge.

EQUIPMENT

All equipment installed on the MCP will become property of the City of Snoqualmie. No personal equipment may be fixed to the vehicle or stored in compartments.

RESPONSE

When the MCP is staffed to respond the operator shall inform the requesting agency that they are responding and the destination. If the incident is local request the operating tac channel and switch to that channel before leaving the station.

Personnel responding the MCP should always respond in a non-emergency mode following all traffic laws. Emergency Lighting is primarily for on-scene use. Once close to the scene the operator should attempt to contact the IC and request incoming instructions. Standard staffing for the MCP will be 2 operators; at least one must be qualified as MCP operator. The MCP may be responded with one operator when approved by the unit coordinators.

Once on scene the operator shall notify the IC and operate as directed.

PROCEDURES

The operational procedures for the MCP are documented in the checklists in the vehicle. These checklists are located in books inside the MCP and are to be closely adhered to ensure proper functioning and maintenance of the vehicle. The following areas are separated into sections in the checklists.

- a. Pre-start
- b. Storage
- c. Backing
- d. On scene operations
- e. Demobilization
- f. Inspections

A. PRE START INSPECTION

Cab, check for lockout, or DNO tags obtain checklist
Per DOT rules, check Lights, Tires, inflated un-chocked
Compartment doors, vehicle doors
Shore power disconnected
Check for clearance, and foreign objects in path or in contact with vehicle
Check and secure exterior equipment, masts, and antennas.

B. STORAGE

Set parking brake
Stop engine
Turn off vehicle and aux power switches
Re-connect shore power
Open rear doors
Replace any used supplies
Return checklist and complete use log

C. BACKING

Whenever possible, drivers will avoid backing the vehicle. When backing is unavoidable spotter shall be used. When vehicle is backed passengers will dismount and act as spotters. Spotter should be positioned starting with the left rear corner. The Left rear spotter will give the driver signals to start, stop and turn the vehicle.

D. ON SCENE

Vehicle should be positioned to provide protection to the personnel on scene and moving around the vehicle. Visual warning devices will be utilized to assist with the safety of personnel.

E. DEMOBILIZATION

After a thorough walk around, operators shall ensure that all equipment is stowed and returned to its proper location. Damaged equipment will be noted and secured for later repair. Fuel will be filled if gauge indicates $\frac{3}{4}$ tank or less.

F. INSPECTIONS

Vehicle Inspections will be accomplished monthly by the MCP operators. The inspection will include the chassis, module, tires/wheels, engine fluids, equipment and cleanliness. Any issues will be noted in the inspection log.

Appendix E

Washington State Emergency Worker WAC and Forms

**Chapter 118-04 WAC
EMERGENCY WORKER PROGRAM**

Last Update: 12/28/00

WAC SECTIONS

- [118-04-020](#) Purpose and intent.
- [118-04-040](#) Scope.
- [118-04-060](#) Definitions.
- [118-04-080](#) Registration.
- [118-04-100](#) Classes of emergency workers.
- [118-04-120](#) Classes and qualifications of search and rescue emergency workers.
- [118-04-160](#) Establishment of state standards.
- [118-04-180](#) Responsibilities of authorized officials registering and using emergency workers.
- [118-04-200](#) Personal responsibilities of emergency workers.
- [118-04-220](#) Emergency worker duty status.
- [118-04-240](#) Mission numbers -- Requests and requirements.
- [118-04-260](#) Evidence search mission numbers -- Requests and requirements.
- [118-04-280](#) Training event numbers -- Requests and requirements.
- [118-04-300](#) Compensation eligibility and compensation board.
- [118-04-320](#) Eligibility requirements and procedures for filing personal injury claims.
- [118-04-340](#) Eligibility requirements and procedures for filing property loss and damage claims.
- [118-04-360](#) Eligibility requirements and procedures for filing fuel, toll, and ferry expense reimbursement claims.
- [118-04-380](#) Eligibility requirements and procedures for filing extraordinary expense claims.
- [118-04-400](#) After action reporting.
- [118-04-420](#) Severability.

WAC 118-04-020 Purpose and intent. The purpose of this chapter is to adopt rules pertaining to the use, classes, scope, conditions of duty and training of emergency workers and compensation of emergency workers' claims.

The intent of these rules is to clearly delineate the responsibilities of authorized officials and emergency workers before, during, and after emergencies, disasters, and other specific missions.

WAC 118-04-040 Scope. This chapter is applicable for emergency activities as outlined in chapter [38.52](#) RCW for:

(1) Emergencies, disasters, and related incidents that are determined by appropriate state or local authorities to require the use of emergency workers and that are authorized by the issuance of an emergency management division mission number.

(2) Search and rescue missions, including urban search and rescue and evidence search missions, that are conducted under the authority of local law enforcement officers and that are authorized by issuance of an emergency management division mission number.

(3) Training events authorized by issuance of an emergency management division training event number.

WAC 118-04-060 Definitions. (1) "Authorized official" means the adjutant general of the Washington military department or designee, director of the state emergency management division or designee, the director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in the search and rescue annex or emergency support function of a local comprehensive emergency management plan.

(2) "Authorized organization" means the Washington military department, emergency management division; local emergency management agencies, and law enforcement agencies of political subdivisions.

(3) "Claimant" means the person making a claim or their legal representative.

(4) "Emergency management division" means Washington military department, emergency management division.

(5) "Engineer" means any person registered under chapter [38.52](#) RCW as an emergency worker who is an architect registered under chapter [18.08](#) RCW and/or a professional engineer registered under chapter [18.43](#) RCW.

(6) "Evidence search" means an unscheduled, nonemergency training activity utilizing emergency worker skills to look for evidentiary material resulting from criminal activity.

(7) "Incident" means an occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

(8) "Local emergency management agency" means the emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW [38.52.070](#).

(9) "Local director" means the director or designee of a local emergency management agency.

(10) "Mission" means a distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, or search and rescue operation that occurs under the direction and control of a local authorized official.

(11) "Training event" means a planned, nonemergency activity for the development, maintenance, or upgrading of emergency worker skills.

(12) "Urban search and rescue (US&R)" means locating, extricating and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

WAC 118-04-080 Registration. Registration is a prerequisite for eligibility of emergency workers for benefits and legal protection under chapter [38.52](#) RCW.

(1) Emergency workers shall register in their jurisdiction of residence or in the jurisdiction where their volunteer organization is headquartered by completing and filing an emergency worker registration card, Form EMD-024 or equivalent, with the local emergency management agency.

(a) The information provided during registration may be used by local authorized officials to conduct criminal history and driving record background checks.

(b) Failure to truthfully respond to statements set forth on the registration form may result in the denial of registration, revocation of registration as an emergency worker, or denial of compensation for

claims or damage.

(c) Registration and subsequent issuance of an emergency worker identification card, Form EMD-025 or equivalent, shall be at the discretion of the local emergency management agency director. Denial of registration should only be made for cause.

(d) Each emergency worker shall be assigned to an emergency worker class as listed in WAC [118-04-100](#) in accordance with their skills, abilities, licenses, and qualifications.

(2) An employee of the state or of a political subdivision of the state who is required to perform emergency duties as a normal part of their job shall be considered as registered with the local emergency management agency in the jurisdiction in which they reside.

(a) When such individuals are outside the jurisdiction of their employment during a disaster or emergency, except when acting under the provisions of a mutual aid agreement, they should report to the on-scene authorized official and announce their capabilities and willingness to serve as a volunteer during the emergency or disaster. These individuals will be afforded the same protection as all other emergency workers.

(b) Such individuals, including volunteer firefighters enrolled under chapter [41.24](#) RCW, shall not be eligible for compensation as emergency workers when, during an emergency or disaster, they are performing their normal duties in the geographic area they are normally assigned to work or in another geographic area under the provisions of a mutual aid agreement.

(3) Temporary registration.

(a) Temporary registration may be authorized:

(i) In those emergency situations requiring immediate or on-scene recruiting of volunteers to assist in time-critical or life-threatening situations.

(ii) In those training or exercise situations where certain duties can be performed by persons who have no permanent and specific emergency worker assignments and who are not registered emergency workers but whose participation may be essential or necessary for the conduct of the training or exercise activity such as persons serving as disaster victims during a medical exercise.

(b) Persons shall be temporarily registered during the period of service if they have filled out a temporary registration card which includes name, date of birth, and address, as well as information describing the emergency, training, or exercise function they participated in, and the date and time they were involved in these activities, are issued a temporary identification card, and have reported to and are under the control and supervision of an authorized official operating under the provisions of chapter [38.52](#) RCW.

(c) When the lack of available time or resources precludes the completion of separate temporary registration and identification cards for each person, entry of the person's name, assignment, date and times of work, total hours worked, and miles driven (if applicable) on an emergency worker daily activity report, Form EMD-078 or equivalent, shall suffice until such time as the required forms can be completed. In these cases, the emergency worker's date of birth shall be used in lieu of an emergency worker identification card number in the appropriate block on the Form EMD-078.

(d) Period of service:

(i) The period of service for persons temporarily registered shall commence no earlier than the date and time of issuance of an emergency management division mission, evidence search mission, or training event number.

(ii) The period of service for persons temporarily registered shall terminate no later than the termination date and time of the emergency management division mission, evidence search mission, or training event number.

(4) Any citizen commandeered for service in accordance with RCW [38.52.110](#) shall be entitled, during the period of this service, to all privileges, benefits and immunities provided by state law and state or federal regulations for registered emergency workers so long as that citizen remains under the direction and control of an authorized official. Such persons should complete temporary registration at the scene in order to facilitate the processing of any claim that may result from that service.

(5) Animals, such as dogs and horses used in search and rescue and other disaster response may be registered with the local emergency management agency.

(a) The purpose of this provision is to support those instances where a search dog or other animal must be transported on commercial aircraft. Registration as an emergency search and rescue animal will aid the airline in determining the proper method of transporting the animal.

(b) Registration of an animal also will facilitate the processing of claims for that animal should it become injured or killed during a training event or mission.

WAC 118-04-100 Classes of emergency workers. The following classes of emergency workers and the scope of duties of each class are hereby established.

(1) Administration includes, but is not limited to, technical, administrative, and clerical services and may involve recruiting, coordinating, and directing any emergency support activities.

(2) Aviation includes duties performed by pilots licensed by the Federal Aviation Administration, operating Federal Aviation Administration approved aircraft, in support of emergency management activities. No compensation will be provided under chapter [38.52](#) RCW for those activities of air search which are the statutory responsibility of the Washington state department of transportation, aviation division.

(3) Communications includes, but is not limited to, any emergency communications activities carried out in accordance with approved state or local emergency operations and communications plans.

(4) Engineering includes, but is not limited to, structural, lifeline, electrical, civil, or mechanical engineering activities, inspection services, structural stability evaluation, and other emergency engineering-related activities such as construction, closure, demolition, repair, and maintenance of highways, roads, streets, bridges, as well as all types of buildings and facilities.

(5) Fire service includes, but is not limited to, assisting firefighting forces or agencies in both urban and rural areas, rescuing persons or protecting property, instructing residents regarding fire prevention, providing emergency information to individual citizens about methods of detecting fires and precautions to be observed to reduce fire hazards. This class does not include volunteer firefighters enrolled under and while in the performance of duty under chapter [41.24](#) RCW.

(6) General includes, but is not limited to, duties which can be performed by persons without permanent specific emergency assignment. These emergency workers may include personnel who are not ordinarily a part of an emergency response organization and who do not have any specific training or qualifications, but whose participation is essential to a specific emergency operation such as conducting sandbagging operations during a flood. These persons may be necessary for training or exercise activities such as serving as disaster casualties. These personnel shall register as temporary emergency workers for the period of time they are participating in emergency activities.

(7) Hazardous materials includes, but is not limited to, hazards materials incident response duties, such as planning and coordination of response resources conducted in accordance with approved state or local emergency operations and hazardous materials plans.

(8) Law enforcement includes, but is not limited to, securing compliance with local, state, and federal laws, in a manner consistent with chapter [38.52](#) RCW, and assisting law enforcement officers with administrative and nonenforcement functions for the purpose of relieving commissioned personnel to carry out their enforcement duties.

(9) Mass care includes, but is not limited to, the provision of food, clothing, and lodging in mass care centers for persons whose homes have been destroyed or have been made temporarily uninhabitable by emergency or disaster, evacuation service for other than medical cases, registration and information, health and welfare inquiries, provision of temporary housing, counseling performed by qualified counselors, and other necessary assistance to disaster victims. It includes all duties required by current

shelter management guidelines and procedures published in approved state or local emergency operations and shelter plans.

(10) Medical includes, but is not limited to, medical and surgical field teams, triage, general emergency and mobile hospitals, nursing service, first aid and ambulance service, sanitation, mortuary and laboratory service, medical-related radiological monitoring, precautionary measures for biological or chemical incidents, identification of sick and injured, and other medical and health services. This class also includes critical incident stress debriefing teams.

(11) Public education includes, but is not limited to, duties involving public education and informational activities necessary to keep the public informed during an emergency or disaster as well as activities designed to prevent persons from becoming lost or injured during wilderness or other outdoor activities.

(12) Radiological includes, but is not limited to, radiological monitoring, gathering and evaluating radiological data, providing technical guidance concerning radiological decontamination operations, reporting, and planning duties that are in accordance with approved state or local emergency operations and radiological emergency plans.

(13) Search and rescue includes, but is not limited to, duties involving searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, human-caused, or technological disaster. These duties include instances involving searches for downed aircraft when ground personnel are used. This class includes urban search and rescue activities.

(14) Supply includes, but is not limited to, procurement, warehousing, staging, sorting, and release of supplies, equipment, and materials required during a mission, emergency, or disaster.

(15) Training includes, but is not limited to, all activities, public and private, relating to the education process and proficiency skill building for the enhancement of emergency preparedness under the concept of comprehensive emergency management, including but not limited to, specific courses, workshops, seminars, exercises, volunteer training activities, which includes the administration, reporting, and maintaining of appropriate records.

(16) Transportation includes, but is not limited to, the planning, organizing, maintaining, operating, and coordinating available means of transportation for the movement of supplies, evacuees, personnel, service animals, livestock, and equipment.

(17) Underwater diving includes, but is not limited to, the duties of underwater diving on any mission or training event. Workers serving in this capacity shall be certified in accordance with recognized national standards and shall provide proof of this certification to the local authorized official prior to conducting the task assigned.

(18) Utilities includes, but is not limited to, assisting utility personnel in the repair of water, gas, electric, telephone, telegraph, steam, sewer, and other utility facilities.

WAC 118-04-120 Classes and qualifications of search and rescue emergency workers. There are three classes of search and rescue emergency workers: Novice, support personnel, and field personnel. The basic qualifications listed below define each of the three classes. Local requirements may include more extensive and detailed qualifications to meet local needs. Authorized officials also may require search and rescue emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

Emergency workers who are not qualified for specific search and rescue duties shall not be assigned to such duties unless specifically directed by an authorized official and then only when under the direct supervision and control of personnel who are qualified for that specific assignment.

(1) The following are basic qualifications for novice search and rescue emergency workers without specific duties including those personnel in a training status. Novice personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess sufficient knowledge of search and rescue skills and techniques to fulfill their emergency assignment.

(2) The following are basic qualifications for support search and rescue emergency workers. Support-qualified personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess knowledge of the skills required of field search and rescue emergency workers but are not required to have the field tested experience nor the physical capabilities of field-qualified personnel.

(c) Possess knowledge in first aid for the control of bleeding, cardiopulmonary resuscitation, bone immobilization, protection from the elements, and protection from exposure to bloodborne pathogens.

(d) Possess basic knowledge of helicopter operations. Successful completion of a helicopter operations basic course approved by the emergency management division satisfies this requirement.

(e) If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate and, as applicable, advanced course, approved by the emergency management division satisfies this

requirement.

(3) The following are basic qualifications for field search and rescue emergency workers. Field-qualified personnel shall:

- (a) Be physically and mentally fit for the position assigned.
- (b) Possess knowledge of and demonstrated proficiency in survival techniques and outdoor living.
- (c) Possess knowledge in first aid for the control of bleeding, cardiopulmonary resuscitation, bone immobilization, protection from the elements, and protection from exposure to bloodborne pathogens.
- (d) Possess knowledge in wilderness navigation including map, compass, and other navigation methods as appropriate.
- (e) Possess basic knowledge of helicopter operations. Successful completion of a helicopter operations basic course approved by the emergency management division will satisfy this requirement.
- (f) Possess knowledge of search and rescue techniques.
- (g) Possess knowledge of crime scene recognition, evidence recognition, human remains recognition and the provisions of RCW [68.50.010](#), [68.50.020](#), and [68.50.050](#).
- (h) If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate, and, as applicable, advanced course approved by the emergency management division, satisfies this requirement.

WAC 118-04-160 Establishment of state standards. When appropriate, and with input from local emergency management and law enforcement agencies as well as volunteer organizations, state standards may be established for classes of individual emergency workers and for search and rescue specialties. Upon establishment of a state standard, training programs within the state shall, at a minimum, comply with that standard.

WAC 118-04-180 Responsibilities of authorized officials registering and using emergency workers. (1) Authorized officials registering emergency workers have the responsibility to ensure those emergency workers meet basic qualifications as stated in these rules. Authorized officials organizing and using emergency workers are responsible for assembling the proper combination of emergency workers with the skills and abilities to accomplish the mission being undertaken. It is acknowledged that authorized

officials must use judgment and experience in assessing the scene and the requirements for the mission. Authorized officials shall ensure each team has, among its members, the skills and expertise necessary to safely accomplish the mission.

(2) Local requirements may include more extensive and detailed criteria than are specified in this rule to meet local needs. Authorized officials also may require emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

(3) Authorized officials shall ensure that all emergency workers are aware of their duty to comply with the personal responsibilities contained in WAC [118-04-200](#). This shall be accomplished at the time of registration and should be reemphasized to the emergency worker at periodic intervals.

(4) The state recognizes that many situations to which emergency workers are asked to respond are inherently hazardous. It is incumbent upon authorized officials utilizing emergency workers to ensure that the workers are not needlessly endangered in mission activities or training events.

(a) Authorized officials utilizing emergency workers for actual missions or during training events or evidence search activities shall not place emergency workers nor shall they allow emergency workers to be placed in unnecessarily hazardous situations.

(b) All prudent and reasonable safety procedures, techniques, equipment, and expertise shall be used to ensure the safety of emergency workers at all times while going to, preparing for, performing, recovering from, and returning from, missions or training events.

(5) In accordance with RCW [38.52.030](#)(3), [38.52.070](#)(1), and [38.52.400](#) (1), the incident command system shall be used for all multiagency/multijurisdiction operations.

WAC 118-04-200 Personal responsibilities of emergency workers. (1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#). All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter [46.29](#) RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#).

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

WAC 118-04-220 Emergency worker duty status. Emergency workers are considered to be on duty when they are performing their duties during a mission, evidence search mission, or training event authorized by the emergency management division and they are under the direction and control of an authorized official.

In no event shall a public agency, other than an authorized organization as defined in these rules, use the services, including for training, of an emergency worker unless the agency has received the prior approval of the emergency management division director. Emergency management division approval shall set forth the time and purpose of the activity and the proposed use of the emergency worker.

WAC 118-04-240 Mission numbers -- Requests and requirements. (1) The emergency management division shall assign a mission number to approved missions or other emergency activities. The local authorized official shall notify emergency management division as soon as practical of all missions or other emergency activities under their jurisdiction and request the assignment of a mission number.

(2) The mission number assigned shall be a reference for the dispatch of resources to assist in the mission, recordkeeping, and reimbursement of any emergency worker compensation claims filed in connection with that mission.

(3) If additional resources from a different jurisdiction are needed to respond to an authorized mission, the local authorized official should make the request through the emergency management division duty officer.

(4) Requests from jurisdictions outside the state of Washington for the assistance of Washington state-based emergency workers should be coordinated through the requesting state, province or nation and the emergency management division duty officer. Compensation under chapter [38.52](#) RCW will only be available to individuals responding to missions outside of the state of Washington when the emergency management division duty officer has assigned a mission number, is coordinating the mission with the requesting state, province, or nation, and where an interstate mutual aid or similar agreement governs the mission.

(5) Upon notification by an authorized official to report to duty at a specific time and place, emergency workers are entitled to the benefits and provisions under chapter [38.52](#) RCW when acting in compliance with such notification and these rules. Eligibility for compensation shall be limited to the time and distance necessary to travel to the duty station, performance of services, and reasonable time to return to the point of origin.

(6) Mission numbers shall not be applied for or assigned, nor shall compensation be provided for activities which directly involve the search for, apprehension of, detention, or arrest of suspects or persons in the act of committing or having committed a crime.

(7) Emergency worker daily activity report, Form EMD-078 or the equivalent, shall be used as a part of the administrative record for each mission.

WAC 118-04-260 Evidence search mission numbers -- Requests and requirements. (1) The purpose of this section is to provide additional training opportunities for emergency workers. Since the skills and techniques used to search for evidence relating to criminal activity are substantially the same as those used in the search for clues relating to lost or injured persons, search and rescue emergency workers can receive training benefit by participating in such evidence searches.

(2) An evidence search mission number shall be issued by the emergency management division for the utilization of emergency workers to search for evidence when the provisions of this section have been complied with.

(a) The requesting law enforcement agency shall send a hardcopy message requesting the evidence search mission number via facsimile, the law enforcement teletype system (ACCESS, address code OLYEM), or by other suitable means to the emergency management division.

(b) The hard copy message shall include the following items:

(i) Jurisdiction and law enforcement agency requesting the evidence search mission number.

(ii) Name of the officer in charge on-scene and call-back telephone number.

(iii) Description of specific location of the evidence search.

(iv) The approximate number of emergency workers being utilized and a list of participating units.

(v) A statement of the activity to be undertaken and training benefits to be derived by the emergency workers participating in the mission.

(vi) A statement certifying that the emergency workers will be utilized within the scope of their normal emergency worker assignment.

(vii) A statement certifying, verbatim, that: "This activity does not involve the search for, apprehension of, detention, or arrest of suspects or persons in the act of committing or who have committed a crime."

(3) After the hard copy is sent via facsimile, ACCESS, or other suitable means, the local authorized official shall call the emergency management division duty officer and coordinate the details of the mission.

(4) Upon receipt of the hard copy information, the request shall be reviewed to determine if the mission is in compliance with WAC [118-04-260](#). Upon approval, an evidence search mission number shall be assigned.

(5) Emergency worker daily activity report, Form EMD-078 or equivalent, shall be used as a part of the administrative record for each evidence search mission.

WAC 118-04-280 Training event numbers -- Requests and requirements. (1) Jurisdictions may request a training event number for individual training events or for a series of routine, recurring, training activities such as monthly training meetings or for an established training program such as a search and rescue academy.

(2) A request for a training event number for the purpose of developing, maintaining, or upgrading emergency worker skills for all types of emergency management activities shall be forwarded in writing using Form EMD-079, training mission request or equivalent, for approval by the emergency management division.

(a) All requests for training event numbers shall be signed by the local emergency management agency director or designee of the jurisdiction where the organization sponsoring the training activity is located.

(b) The Form EMD-079, training mission request or equivalent, shall be forwarded to the emergency management division so as to arrive ten working days prior to the scheduled date of the training activity.

(c) For training events that come to the attention of the local emergency management agency director less than ten working days prior to the scheduled date of the training activity, approval may be requested from the emergency management division by facsimile, telephone, or other method. Such requests shall be considered by the emergency management division on a case-by-case basis.

(3) All training shall conform to local comprehensive emergency management plans. The request for training event number shall cite those portions of the plans, annexes, appendices, and tabs which specifically address the activities for which emergency workers are being trained. Training activities planned for an area outside the jurisdiction of the requesting agency should be coordinated with the local emergency management agency in the jurisdiction where the training will take place.

(4) A training course curriculum, plan of instruction, or course outline shall accompany the training event approval request. If that particular curriculum, plan of instruction, or course outline will be used as a standard, recurring course of instruction, then the requesting local emergency management agency may number and title that curriculum, plan of instruction, or outline, keep it on file with the state, and refer to that number and title when requesting a training event approval for the same training in the future. Training event number requests for a series of training activities also shall include a schedule with proposed subjects, dates, times and locations.

(5) Upon approval of the training event, the emergency management division shall issue a training event number. The training event number assigned shall provide a reference for the local, state, or federal organization taking part in the training activity. Administrative records and reimbursement of eligible emergency worker compensation claims, filed as a result of activities on a training event shall include the training event number.

(6) The training event number issued is for the specified training activity or series of training activities at the specified date(s), time(s), and location(s). Any significant change in the training activity, location, date or time shall be reported to the emergency management division as soon as possible. The local authorized official may approve reasonable changes to the proposed schedule.

(7) If additional organizations other than those originally listed on Form EMD-079 request to participate in the training event and are approved by the sponsoring emergency management agency director, they shall provide appropriate information (the organization's name and address, names of participating personnel and emergency worker registration numbers) to the sponsoring local emergency management agency director for inclusion in the training event report prior to submittal to the emergency management division.

(8) Upon notification that the emergency management division has issued a training event number for a training event at a specific date, time, and place, emergency workers will be eligible for benefits and compensation under the provisions of chapter [38.52](#) RCW when acting in compliance with the notification and these rules.

(9) Compensation will be limited to medical services, property loss or damage, and liability under chapter [38.52](#) RCW during the time necessary to travel to the training site, performance of the training activity, and reasonable time to return to the point of origin.

(10) Authorized officials shall ensure that emergency workers participating in a training event or exercise are not placed in unnecessarily hazardous situations.

(11) Authorized officials shall ensure that emergency workers have successfully completed applicable helicopter operations training course(s), approved by emergency management division, prior to being transported by aircraft during a training event.

(12) Emergency worker daily activity report, Form EMD-078 or equivalent, shall be used as a part of the administrative record for each training event. When a series of training activities is covered by a single training event number, separate emergency worker daily activity reports, Form EMD-078, or equivalent, shall be used for each activity.

(13) Training event numbers shall not be assigned for any activities which involve the search for, apprehension of, detention, or arrest of suspects or persons in the act of committing or having committed a crime.

(14) Training event numbers shall not be assigned for training activities which involve the use of aircraft of any type without specific, prior approval of the emergency management division. The state shall not assume any liability for any accidents or incidents resulting from the unauthorized use of aircraft.

WAC 118-04-300 Compensation eligibility and compensation board. (1) Compensation shall be authorized when emergency worker eligibility has been established and all appropriate regulations and statutes are complied with.

(2) Emergency workers are eligible for compensation when they are participating in a mission, evidence search mission, or training event authorized by the emergency management division and are under the direction and control of an authorized official.

(3) No eligibility or protection offered under chapter [38.52](#) RCW will replace other state mandated insurance coverage required for vehicles, vessels, boats, or aircraft except as specified in RCW [38.52.180](#).

(4) The emergency management division director may deny any claim under the amount set by statute requiring a compensation board on the basis of inadequate documentation, failure to follow prescribed reporting procedures, or when lack of compliance with these rules is sufficient to raise doubt as to the circumstances, extent of injury, damage, loss, or expense related to the claim. For claims over the amount set by statute, the provisions of RCW [38.52.240](#) shall apply.

(5) A compensation board shall be convened for claims over the amount set by statute (RCW [38.52.220](#)).

(6) Compensation board hearing, procedural records, and claim preparations are the responsibility of the local emergency management agency director in the jurisdiction in which loss or injury occurred (RCW [38.52.210](#)).

(7) Department of labor and industries workers' compensation forms shall not be used, nor shall medical expenses claims be submitted to the department of labor and industries for a claim made pursuant to chapter [38.52](#) RCW.

WAC 118-04-320 Eligibility requirements and procedures for filing personal injury claims. (1) The injured person shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter [38.52](#) RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official.

(2) The emergency management division shall provide forms for personal injury claims (Form EMD-084, medical expenses claim), parts of which must be completed by the local emergency management agency, the claimant, and the attending physician. This form shall be submitted with documentation to the local emergency management agency.

(3) For missions occurring outside an injured person's jurisdiction of residence, the claimant may file

the claim with the local agency in the jurisdiction of residence, provided that the local emergency management agency director in the injured person's jurisdiction of residence coordinates the claim with the local emergency management agency director in the jurisdiction where the mission occurred.

(4) In the event of injury to an emergency worker, the responsible agency's on-scene authorized official shall be notified as soon as possible.

(5) The on-scene authorized official shall advise the local emergency management agency director of any injuries, as soon as possible, and shall provide appropriate and timely documentation. The local emergency management agency director shall notify the emergency management division of any injuries as soon as possible. The emergency management division shall assist the local emergency management agency director in processing claims.

(6) Labor and industries workers' compensation forms shall not be used, nor shall medical expense claims be submitted to the department of labor and industries for a claim made pursuant to chapter [38.52](#) RCW.

(7) Documentation shall include any reports, mission logs, ambulance and hospital bills, receipts, medical reports, or other information helpful in describing the extent of the injury, the circumstances under which the injury occurred, and the costs that were incurred as a result of the injury.

(8) The injury, disability, or death shall not have been caused by the willful misconduct, gross negligence, or bad faith of the claimant.

(9) Compensation for injury, disability, death, and related claims shall be adjusted and paid in accordance with department of labor and industries workers' compensation schedules.

(10) For claims in excess of the amount set by RCW [38.52.220](#), a compensation board shall convene to review the claim under RCW [38.52.210](#), [38.52.220](#), [38.52.230](#), [38.52.240](#), and [38.52.250](#).

(a) The local emergency management agency shall notify the emergency management division of any pending claim in excess of the amount set by statute.

(b) The claimant shall be notified of date, time, and place of the compensation board hearing by the local emergency management agency director by personal service or registered mail.

(c) The compensation board established under chapter [38.52](#) RCW may request that the claimant appear before the board.

(d) The local emergency management agency director shall transmit the findings and recommendations of the compensation board to the emergency management division for disposition.

(11) In accordance with RCW [51.28.050](#), no claim for injury shall be valid unless filed within one year after the day upon which the injury occurred or the rights of dependents or beneficiaries accrued except as provided in RCW [51.28.055](#).

WAC 118-04-340 Eligibility requirements and procedures for filing property loss and damage

claims. (1) The person seeking reimbursement shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter [38.52](#) RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official.

(2) The emergency management division will provide forms (Form EMD-086, property loss or damage claim) for reimbursement of property loss or damage claims as authorized by chapter [38.52](#) RCW. All claims must include receipts and documentation and be submitted to the local emergency management agency.

(3) For missions occurring outside the person's jurisdiction of residence, the claimant may file the claim with the jurisdiction of residence, provided that the local emergency management agency director in the jurisdiction of residence coordinates the claim with the local emergency management agency director in the jurisdiction where the mission occurred.

(4) The original of the claim shall be sent to the department of general administration, division of risk management, who will register the claim and forward it to the emergency management division. The claimant should send a copy of the claim to the emergency management division.

(5) In the event of property loss or damage, the on-scene authorized official shall be notified as soon as possible.

(6) The on-scene authorized official shall advise the local emergency management agency director of any significant property loss or damage and shall provide appropriate and timely documentation. The local emergency management agency director shall notify the emergency management division of any significant property loss or damage. The emergency management division shall assist the local emergency management agency director in processing claims.

(7) Loss or damage shall not have been caused by the willful misconduct, gross negligence, or bad faith of the claimant.

(8) Only property that is deemed necessary and reasonable for the mission activity shall be considered for compensation, if lost or damaged.

(9) Loss or damage to personal property caused by normal wear and tear, mechanical or electrical breakdown, or any inconvenience consequent to such loss or damage that was not the result of the

mission activity shall not be eligible for compensation.

(10) Compensation for the loss or theft of property left unsecured or for damage which could have been prevented through reasonable care may be denied.

(11) Animals such as dogs and horses, used in an official capacity on missions are considered personal property. Claims for the injury or loss of animals during either an authorized training event or mission shall be submitted on the property loss or damage claim form (Form EMD-086). Evaluation of the claim shall consider, at a minimum, replacement cost of the animal, special training required, and other costs for preparing the animal for the mission or duty.

(12) For claims in excess of the amount set by RCW [38.52.220](#), a compensation board shall meet to review the claim under RCW [38.52.210](#), [38.52.220](#), [38.52.230](#), [38.52.240](#), and [38.52.250](#).

(a) The local emergency management agency director shall notify the emergency management division of any pending claim in excess of the amount set by statute.

(b) The claimant shall be notified of the date, time, and place of the compensation board hearing by the local emergency management agency director by personal service or registered mail.

(c) The compensation board established under chapter [38.52](#) RCW may request that the claimant appear before the board.

(d) The local emergency management agency director shall transmit the findings and recommendations of the compensation board to the emergency management division for disposition.

(13) As provided in RCW [4.16.080](#), claims for property damage or loss shall be filed within three years after the date of the occurrence.

WAC 118-04-360 Eligibility requirements and procedures for filing fuel, toll, and ferry expense reimbursement claims. (1) The person seeking reimbursement shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter [38.52](#) RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official. For individuals representing a volunteer organization, the organization must be a locally recognized emergency worker volunteer organization activated by an authorized official for an authorized activity under the provisions of chapter [38.52](#) RCW, and a responsible unit official shall have reported to the authorized on-scene official.

(2) The emergency management division will provide forms (Form EMD-036, fuel, toll & ferry reimbursable expenses claim) for reimbursement of fuel, toll, and ferry expenses as authorized by chapter [38.52](#) RCW. All claims must include receipts and documentation and be submitted through the local emergency management agency to the emergency management division.

(3) For claims arising outside of the person's jurisdiction of residence, the claimant may file the claim with the jurisdiction of residence, provided that the local emergency management agency director in the jurisdiction of residence coordinates the claim with the local emergency management agency director in the jurisdiction where the mission occurred.

(4) Fuel, toll, and ferry reimbursable expense claims shall be considered for both individual emergency workers and for emergency workers representing volunteer organizations when missions:

(a) Occur outside a participating emergency worker's/volunteer organization's county of residence; or

(b) In which an emergency worker/volunteer organization has participated for more than twenty-four hours; or

(c) Occurring within an emergency worker's/volunteer organization's county of residence and lasting less than twenty-four hours, when:

(i) The mission required an emergency worker/volunteer organization to drive a vehicle more than fifty miles one-way; or

(ii) Authorized officials required an emergency workers/volunteer organization to drive a vehicle more than one hundred miles during the course of the mission.

(5) Fuel, toll, and ferry expenses resulting from training events shall not be eligible for reimbursement.

WAC 118-04-380 Eligibility requirements and procedures for filing extraordinary expense claims. (1) Local authorized officials may submit extraordinary expense claims on behalf of emergency workers if the expenses were necessary to directly support emergency worker activity under an emergency management division mission number and the expenses represent extraordinary, expendable obligations such as feeding or lodging of emergency workers.

(2) Individual emergency workers submitting claims shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter [38.52](#) RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official.

(3) The emergency management division shall provide forms (Form EMD-089, extraordinary expense claim) for use by local authorized officials and emergency workers for reimbursement of extraordinary expenses for missions as authorized by chapter [38.52](#) RCW. All claims must include receipts and documentation and be submitted through the local emergency management agency to the emergency

management division.

(4) All lodging and feeding claims shall be paid in accordance with current state per diem rates.

(5) Extraordinary expenses resulting from training events shall not be eligible for reimbursement

WAC 118-04-400 After action reporting. (1) The emergency management division shall provide forms for use by local emergency management agency directors in providing after action information. After action reports shall be filed for:

(a) Search and rescue missions (Form EMD-077, search and rescue mission data sheet). The required information includes data on the subject, location of incident, response, weather conditions, results, subject behavior, and resources used.

(b) Training events. The required information includes data on the training activities conducted, resources used, problems noted, corrective actions assigned, and other information of a training nature. Form EMD-105L, incident report data sheet may be used.

(c) Other missions, including evidence search missions (Form EMD-105L, incident report data sheet). The required information includes location and other data on the incident, response, weather conditions, results, and resources used.

(2) All mission, evidence search mission, and training event after action reports shall include information from the participating emergency workers, including individual daily activity reports (EMD-078, or equivalent), other reports, rosters, mission event and communications logs, lost person information forms, training event logs, plans of instruction, instructor lists, and any other information that may be helpful in a descriptive reconstruction of the mission or training event.

(3) The local emergency management agency director shall forward all mission, evidence search mission, and training event after action reports to the emergency management division within twenty working days from the termination or suspension of the activity.

WAC 118-04-420 Severability. If any provision of this chapter is held invalid, the remainder of the rule is not affected

Appendix F
Organization Chart

**SNOQUALMIE
DEPARTMENT OF
EMERGENCY MANAGMENT**

COORDINATOR

**SECAST
OPERATIONS LEADER**

TEAM MEMBER

TEAM MEMBER

TEAM MEMBER

TEAM MEMBER

Appendix G

SECAST ROSTER

TRAINING CHECKLIST

DEM ID#	Last Name	First	HAM	Home Phone	Work Phone	Cell Phone	Pager	Email
552	Collingwood	Rich	N7GZR	425-888-1206	424-888-0008	425-890-6004	206-559-4554	rich.collingwood@comcast.net
553	Emmons	Darren	N7OYD	425-888-4434	360-618-4312	206-920-7174	206-989-2313	darren@solarhacker.com
615	Graham	Paul	N7ECT	425-831-6166	425-888-3333	425-213-2496		pg629@comcast.net
554	Graham	Terrie	KD7OAD	425-831-6166	425-646-3760	425-213-2497		speedytg@comcast.net
555	Holloway	Joyce	KC7TDD	425-888-4434	425-373-7463	206-300-2691		joyce@solarhacker.com
557	Kassa	Brian	KD4WAV	425-818-0510	245-205-0616	425-205-0616		brian@kstar.org
558	Keeton	Betty	KC7RWI	425-396-7675	425-396-6000			bkeeton@isomedia.com
611	Keeton	Robert	K7MHJ	425-396-7675	425-888-3333	425-283-9465	206-559-5492	rkeeton@blarg.net
559	Kelleher	Rory	KD7RDL			425-281-2211		rorykc4x4@msn.com
560	Kerr	Les	N7RZ	425-396-7875		425-208-5059		lrkerr@earthlink.net
561	Key	Gail	N7HFD	425-396-5717	425-831-8159	425-890-0600		gailk@centurytel.net
562	Key	Scott	AC7MP	425-396-5717	425-288-7407	425-941-0865		jskey@centurytel.net
563	Smith	Richard	KF7FAD		425-803-0123	425-269-2112		
564	Calhoun	Chuck	W7RTY	425-831-7632	425-831-2024	425-765-3200		Calhoun9815@comcast.net
565	Beck	Brad	N7BCB	425-396-5824	425-722-6100	425-985-1436		cte52660@centurytel.net
566	Silverman	Steven	KE7PYV		425-705-4104	425-736-3725		snsilverman1962@hotmail.com
Not Active	Last Name	First	Call Sign	Home Phone	Work Phone	Cell Phone	Pager	Email
777	Fletcher	Fuzzy	KD7SFP	425-888-9521	206-390-4136	206-390-4136		fuzzy653@comcast.net

Appendix H

LOCAL COMMUNICATIONS RESOURCE LIST

REGIONAL FREQUENCY LIST

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET					Frequency Band			Description		
Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks		
1	POLICE R	CITYWIDE	155.9475 N	141.3	154.7175 N	141.3	A	WIDE COVERAGE RPTR		
2	POLICE D	CITYWIDE	155.9475 N	141.3	155.9475 N	141.3	A	LOCAL SIMPLEX		
3	PUB WKS	PW	155.9475 N	179.9	154.7175 N	179.9	A	PUBLIC WKS WIDE		
4	PUB WKS	PW	155.9475	179.9	155.9475 N	179.9	A	PUB WKS SIMPLEX		
5	EOC OPS	EOC-ALL	155.835 W	118.8	155.835 W	118.8	A	EOC OPERATIONS		
6	FIRE 190	FIRE	154.190 W	107.2	154.190 W	107.2	A	FIRE DISPATCH		
7	REDNET	FIRE	155.830 W	N	155.830 W	N	A	FIRE TACTICAL		
8	OSCCR	FD/PD	156.135 N	N	156.135 N	N	A	ON SCENE TACTICAL		
9	VHF MARS	FD/PD	155.190 W	N	154.650 W	100	A	FIRE/PD INTEROP		
10	LERN	PD	155.370 W	N	155.37	123	A	PD/WSP		
11	NLEC	PD	155.470 W	N	155.470 W	100	A	PD INTEROP		
12	CASINO LINK	PD/FD	155.9475 N	203.5	154.7175 N	203.5	A	CASINO LINK		
13	EVENTS 1	SECAST	155.6025	100	153.9125	100	A	SECAST EVENTS		
14	ST SAR	PD/FD	155.160 W	N	155.160 W	N	A	SAR/EMS		
15	USCG 22A	PD/FD/USCG	157.100 W	N	157.100 W	N	A	USCG INTEROP		
16	TRIBE DEM	PD/FD/EM	155.6025 N	203.5	153.9125 N	203.5	A	TRIBE DEM		
17	SVSD BUS	SCH/PD/FD	151.805 W	D043N	151.805 W	D043N	A	SCHOOLS/BUSSES		
18	SVT SHUTTLE	SVT	155.6025 N	179.9	153.9125 N	179.9	A	SVT/EMD/PD		
19	VCALL 10	PS ALL	155.7525 N	N	155.7525 N	156.7	A	CALLING ALL		
20	EVENTS 2	SECAST	155.9475 N	241.8	154.7175 N	241.8	A	SECAST EVENTS		

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.

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET					Frequency Band			Description	
Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks	
20	VTAC 11	PS ALL	151.1375 N	N	151.1375 N	156.7	A	PS TACTICAL	
21	VTAC 12	PS ALL	154.4525 N	N	154.4525 N	156.7	A	PS TACTICAL	
22	VTAC 13	PS ALL	158.7375 N	N	158.7375 N	156.7	A	PS TACTICAL	
23	VTAC 14	PS ALL	159.4725 N	N	159.4725 N	156.7	A	PS TACTICAL	
24	VFIRE 21	FD	154.2800 N	156.7	154.2800 N	156.7	A	FIRE TACTICAL	
25	VFIRE 22	FD	154.2650 N	156.7	154.2650 N	156.7	A	FIRE TACTICAL	
26	VFIRE 23	FD	154.2950 N	156.7	154.2950 N	156.7	A	FIRE TACTICAL	
27	VFIRE 24	FD	154.2725 N	156.7	154.2950 N	156.7	A	FIRE TACTICAL	
28	VFIRE 25	FD	154.2875 N	156.7	154.2875 N	156.7	A	FIRE TACTICAL	
29	VFIRE 26	FD	154.3025 N	156.7	154.3025 N	156.7	A	FIRE TACTICAL	
30	VMED 28	EMS	155.3400 N	156.7	155.3400 N	156.7	A	EMS TACTICAL	
31	VMED 29	EMS	155.3475 N	156.7	155.3475 N	156.7	A	EMS TACTICAL	
32	VLAW 31	PD	153.4750 N	156.7	153.4750 N	156.7	A	PD TACTICAL	
33	VLAW 32	PD	155.4875 N	156.7	155.4875 N	156.7	A	PD TACTICAL	
34	FED LEA	PD/FED	167.0875 N	N	167.0875 N	167.9	A	FED/LE INTEROP	
35	FED LE1	PD/FED	167.0875 N	N	162.0875 N	167.9	A	FED/LE INTEROP	
36	FED/NC1	PD/FED	169.5375 N	N	164.7125 N	167.9	A	FED/LE CALLING	
37	FED/IR6	PD/FED	170.0125 N	N	165.2500 N	167.9	A	FED/LE RESPONSE	
38	NOAA WX	RX	162.550 W	N	X	N	A	WEATHER	
39	WSP N	RX	155.5800 W	N	X	N	A	WSP N	

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.

KING COUNTY AMATEUR RADIO REGIONAL FREQUENCY PLAN

TEAM	REPEATER 1	REPEATER 2	REPEATER 3	SIMP 1	SIMP 2	SIMP 3	SIMP 4	SIMP 5	SIMP 6	PACKET	PACKET Nod	WL2K	Primary Email
WA State EOC Camp Murray (King Co Liaison Frequencies)	147.200+(123.0)	53.03-(100.0)	53.87-(100.0)	146.460	146.480	52.310	53.330	445.825		145.010	W7EMD-4	Yes	W7EMD@winlink.org
King Co ARES Guard Channel	145.23-(127.3)	53.33-(100.0)	53.39-(100.0)	3985 L	5371.5 U	7245 L		445.850		144.390	W7EMD-3		
King County ECC	147.08+(108.9)			147.080									
King County SAR	145.11-(103.5)	53.33-(100.0)	444.525-(103.5)	52.410	52.430	147.500	147.520	445.850	445.875				ecc.kc@kingcounty.gov
Fire Zone 1 (North/East)													
King County Zone 1 ECC	443.7+(103.5)	441.100+(156.7)	443.325-(103.5)	146.580	146.460	441.1(156.7)	3985 L	7245 L		144.950	W7EFR-4	Yes	K7BEL@winlink.org
Bellevue EARS	441.100+(156.7)	443.7+(103.5)	444.6+(103.5)	146.580	146.460	441.1(156.7)	3985 L	7245 L		145.010	ISQUAH	No	
Carnation/Duvall CDARC	443.250+(123.0)	442.025+(103.5)	444.525-(103.5)	145.590						223.420	KFECC		
Issaquah	444.525+(EOC guard)	434.5625x(71.9)	440.025x(71.9)	146.56(71.9)	145.53(71.9)	147.56(71.9)		445.925(71.9)	445.975(71.9)				
Kirkland	145.490+(103.5)	441.075+(103.5)	53.17-(100.0)	145.610	147.540	445.850							
Merced Island	147.160+(146.2)	444.15+(103.5)		147.440									
North Bend NBAT	441.775+(103.5)*	444.925+(85.4)	442.025-(103.5)	146.540									
Redmond	145.31-(103.5)	440.675+(103.5)	443.325-(103.5)	146.420	145.530	145.310	53.07(100.0)			144.950	W7EFR-4	Yes	W7MIR@winlink.org
Stammish SARGe	441.55+(108.9)	442.025+(103.5)	442.300+(103.5)	147.560	147.580	445.050				144.950	KD6GKD-4	Yes	KE7CFM@winlink.org
Shoreline	442.825+(103.5)	440.300+(103.5)	53.21-(100.0)	146.505	440.300					144.950	W7EFR-4	Yes	K7REM@winlink.org
Snoqualmie SECAST	444.925+(85.4)	146.98-(100.0)	145.11-(103.5)	144.770	147.540	147.560	445.825	155.835(118.8)		145.050	W7AUX-10	Yes	W7AUX@winlink.org
Woodinville	147.34+(CSO)	442.775+(100.0)	53.07-(100.0)	147.520									
Fire Zone 3 (South)													
Auburn	147.240+(103.5)	147.040+(103.5)		147.240	145.630	446.325				145.670	KC7RRH-5		
Black Diamond				147.400	147.520	446.375							
Burien				147.580	147.600	446.800							
Enumclaw				147.460	147.480	446.400							
Federal Way	147.040+(103.5)	146.76-(103.5)	442.950+(103.5)	147.580	147.600	446.900				144.930	W7FW-4	Yes	W7FEW-10@winlink.org
Fire Dist. 40	443.600+(103.5)			147.480	147.400	446.175				145.010	K7FDF-3		
Kent				145.650	145.730	446.275							
Maple Valley	147.260+(103.5)			146.540	145.630	446.250				145.030	KC7KEY-10	Yes	KC7KEY@winlink.org
Normandy Park		147.040+(103.5)		147.540	147.560	446.875				4.39/5.01	W7NPK		
Renton	53.33-(100.0)			147.400	147.460	446.150							
SeaTac				147.580	147.600	446.850							
SeaTac				147.540	147.560	446.875							
Tukwila				147.420	147.500	446.250							
Valley Comm				147.520	146.500	443.500	28.385			145.070	W7VM-10	Yes	W7VMI@winlink.org
Vashon Island	443.500+(103.5)	145.350-(103.5)	444.65+(131.8)	147.520	146.500	443.500	28.385						
White Center	146.96-(103.5)	440.525+(141.3)	53.33-(100.0)	146.56(103.5)	147.580	445.850	445.875	445.850	445.900	147.6	W7ACS-10	Yes	W7AGS@winlink.org
Fire Zone 5 (Seattle ACS)	443.65+(141.3)	442.00+(141.3)											
North/East	441.8+(141.3)												
West Seattle													
North/West	443.475+(141.3)												
Central	443.000+(141.3)	442.875+(141.3)	444.7-(103.5)	446.025	446.050								
Medical Services													
Inter-Region Command/Control	444.525+(103.5)	53.33-(100.0)	52.93-(100.0)				Resource/logistics freqs assigned ad hoc			145.010	Ad Hoc	No	
Region 6 Command/Control	146.96-(103.5)	444.825+(103.5)								145.010	Ad Hoc		
Seattle Subnet	444.775+(173.8)	444.825+(103.5)		146.460	446.050	446.875				145.010	Ad Hoc		
S King Co Subnet	443.55+(108.9)	146.76-(103.5)		146.420	445.525					145.010	Ad Hoc		
E King Co Subnet	444.525+(103.5)			146.480	446.075					145.010	Ad Hoc		
Specialized Teams													
Boeing	145.33-(179.9)	224.34-(110.9)	442.075-(110.9)	145.510	223.480	445.900							
Salvation Army (SATERN)	146.82-(103.5)												
Puget Sound NTS	146.82-(103.5)	147.08+(103.5)											
Red Cross - King/Kitsap Counties				144.450	144.490	147.420							
Puget Sound Energy	441.775+(103.5)*	441.750+(103.5)	145.19-(127.3)	147.420									
Mercury ARA				147.440	3965 L								
Eastside Fire and Rescue SSV Corp	442.025+(103.5)	441.55+(103.5)	442.300+(103.5)	147.56 Bar 2	147.58 Bar 2	146.56 Bar 1	145.59 Bar 1	146.54 Bar 5	445.050	144.950	W7EFR-4	Yes	W7EFR@winlink.org

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET					Frequency Band		Description		
					800 MHZ TRUNK KC		MOT SMARTZONE 800 TRUNK		
Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks	
A1	SNOQ-PD	PD					A	DISPATCH MAIN	
A2	SNOQ-TAC1	PD					A	UNIT TO UNIT COMMS	
A3	SNOQ-TAC2	PD					A	INICIDENT/EVENT	
A4	LERN	PD					A	MUTUAL AID WSP	
A5	MARS	PS					A	MUTUAL AID ALL	
A6	FDISP-1	FD					A	DISPATCH ONLY	
A7	FDISP-2	FD					A	UNIT TO DISPATCH	
A8	FTAC-1	FD/PD					A	ON SCENE TACTICAL	
A9	FTAC-2	FD/PD					A	ON SCENE TACTICAL	
A10	FTAC-3	FD/PD					A	ON SCENE TACTICAL	
A11	FTAC-4	FD/PD					A	ON SCENE TACTICAL	
A12	SNOQ-CITY	ALL					A	CITYWIDE COMMON	
A13	SNOQ-ADMIN	ALL					A	CITYWIDE ADMIN	
A14	PW-1	PW					A	PUBLIC WORKS	
A15	TAC-3	PD	867.7625	141.3	867.7625	141.3	A	TACTICAL C-C	
A16	SECURE	PD					A	NON FUNCTIONING	

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					800 MHZ TRUNK KC		MOT SMARTZONE 800 TRUNK		
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B1	SNOQ-PD	PD					A	DISPATCH MAIN	
B2	IPD-DISP	PD					A	IPD DISPATCH MAIN	
B3	IPD-TAC1	PD					A	UNIT TO UNIT COMMS	
B4	IPD TAC-2	PD					A	INCIDENT/EVENTS	
B5	IPD-REC	PD					A	RECORDS	
B6	PSOPS N1	PS					A	ALL PS INCIDENT	
B7	PSOPS N2	PS					A	ALL PS INCIDENT	
B8	PSOPS N3	PS					A	ALL PS SNOHOMISH	
B9	PSOPS N4	PS					A	ALL PS SNOHOMISH	
B10	PSOPS S1	PS					A	ALL PS INCIDENT	
B11	PSOPS S2	PS					A	ALL PS INCIDENT	
B12	PSOPS S3	PS					A	ALL PS PIERCE	
B13	PSOPS S4	PS					A	ALL PS PIERCE	
B14	POSP MA	PD					A	MA PORT POLICE	
B15	REGROUP	-					A	REGROUP PLAN	
B16	TRIBE-1	PS					A	TRIBE EMD	

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C1	SNOQ-PD	PD					ST	DISPATCH MAIN	
C2	SNOQ-TAC1	PD					ST	IPD DISPATCH MAIN	
C3	SNOQ-TAC2	PD					ST	UNIT TO UNIT COMMS	
C4	STATEOP 1	FD/EMS					A	TAC SIMPLEX FD/EMS	
C5	STATEOP 2	PD					A	TAC SIMPLEX PD	
C6	STATEOP 3	ALL PS					A	TAC SIMPLEX ALL	
C7	STATEOP 4	FD/EMS					A	TAC SIMPLEX FD/EMS	
C8	STATEOP 5	PD					A	TAC SIMPLEX PD	
C9	EPOL-1	PD					A	TAC/EVENTS	
C10	EPOL-2	PD					A	TAC/EVENTS	
C11	EPOL-3	PD					A	TAC/EVENTS	
C12	EPOL-4	PD					A	TAC/EVENTS	
C13	KCSO N	PD					A	KCSO ONLY	
C14	KCSO SE	PD					A	KCSO ONLY	
C15	KCSO TAC2	PD					A	KCSO ONLY	
C16	KCSO TAC3	PD					A	KCSO ONLY	

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D1	LOGOV N	ALL					A	ALL GOV N I-90	
D2	LOGOV S	ALL					A	ALL GOV S I-90	
D3	ALL GOV	ALL					A	ALL GOV	
D4	ICALL	ALL					A	800 CALL SQUAK	
D5	ITAC 1	ALL					A	800 TAC CAMBRIDGE	
D6	ITAC 2	ALL					A	800 TAC HORIZON HGT	
D7	ITAC 3	ALL					A	800 TAC CAPITOL HILL	
D8	ITAC4	ALL					A	800 TAC CRISTA	
D9	KCEOC COM	EM					A	EOC-EOC	
D10	KCEOC OPS	EM					A	FIELD TO EOC	
D11	KC EM Z-1	EM					A	EM ZONE 1	
D12	KC EM Z-3	EM					A	EM ZONE 3	
D13	KC EM Z-5	EM					A	EM ZONE 5	
D14	IMS N	ALL					A	IMS N OF I90	
D15	IMS S	ALL					A	IMS S OF I90	
D16	IMS ALL	ALL					A	IMS ALL	

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Appendix I

National Interoperability Field Operations Guide (NIFOG)