

## SECTION NINE

# ACTIONS TO INCREASE COMMUNICATIONS READINESS

This section outlines actions which local governments can take during crisis periods to increase their communications capability, by preparing for the use of all existing local communications facilities. These actions are intended to increase readiness progressively from a review of communications plans through to maximum operational readiness.

The Increased Readiness actions described in this section would normally be the responsibility of the civil defense director, acting under directions from the head of local government. Many or all of these responsibilities might be delegated to a Communications Officer.

### **Actions to Increase Communications Readiness**

#### *1. Review and Update Communications Plans*

Review and update as necessary communications plans and SOP's, including telephone numbers, radio call signs and frequencies for emergency use.

Review operational area EBS plan with operational area EBS station(s) and Advisory Committee. Request EBS stations test emergency power generators and fill generator fuel tanks. This should be coordinated with the local Emergency Public Information and Warning Officers.

Review and update as necessary line-load control plans with local telephone company, including the telephone numbers and subscribers in the assured service group and the conditions under which line-load control will be activated.

Review and update as necessary plans for emergency installation or activation of additional telephone and teletypewriter service and priority emergency restoration of service with local telephone company, Western Union, and others concerned.

Ensure that sufficient telephone instruments and lines are available to permit answering calls from the public. Consider installation of one or more telephones with unlisted numbers for use by key officials.

Review and update as necessary any plans required to relocate or augment local government and other radio communications equipment or for movement of operators and dis-

patchers to alternate base stations. Check generators, refill fuel tanks, check and replace batteries, etc.

Arrange for use of citizens' band (CB) radios, to provide communications between the EOC and Shelter Complex Headquarters, and between SCH's and shelters. Where CB base stations are to be taken to a SCH, arrange for a 12 volt auto battery to be provided. (See Section Sixteen of this guide.)

#### *2. Test Existing Communications*

Test EOC and other existing emergency communications circuits; take any corrective action necessary. (See Section Eight.)

#### *3. Commence Extension of Communications Facilities, As Required*

As necessary, commence extension of wire and radio circuits (activate standby telephone/teletypewriter service in EOC, install telephones in shelter areas lacking communications or provide CB radio, for communications from EOC to Shelter Complex Headquarters, and from SCH's to shelters.

#### *4. Alert Communications Personnel*

Recommend cancellation of leave of all local government communications operations and maintenance personnel. Alert emergency personnel (EOC telephone clerks and RACES operators) to be ready for emergency duty.

Provide briefings or refresher training on emergency duties and procedures as necessary.

Advise personnel to review shelter and survival plans for their families.

#### *5. Commence Accelerated Training of Communications Personnel, As Required*

If necessary, commence accelerated training of additional communications personnel. (EOC, Shelter Complex Headquarters, shelter telephone clerks, etc.)

#### *6. Activate Communications Personnel and Emergency Systems*

Call off-duty and augmentation communications personnel to duty and place all communications in full emergency readiness, operating all systems in their emergency mode.