

C O U N T Y F I R E	Standard Operating Guidelines	No. 02-02
NSPAC RAP 18		

PURPOSE

This procedure is established to:

Provide operating guidelines which shall be utilized for the deployment and use of portable radios and repeater equipment operating on frequencies assigned by the National Public Safety Planning Advisory Committee (NPSPAC).

This policy is consistent with the Commonwealth of Massachusetts's plan for use of NPSPAC radios where coordination of the use of such equipment is assigned to the Massachusetts State Police.

Operational assistance shall also be provided by the Massachusetts Emergency Management Agency.

SCOPE:

The NPSPAC common channels may be used by public safety agencies for coordinating all non-routine activities during emergency, disaster or mutual aid events for the purposes of improving public safety resource effectiveness in the management, coordination and control of such events.

Examples of incidents where deployment of such equipment is indicated would include:

- * multiple alarm fires
- * multiple casualty incidents
- * major wildland fires
- * large scale mutual aid training exercises
- * disaster management
- * multi-agency ICS build out of any emergency incident

OPERATING GUIDELINE:

Storage and Deployment

1. Portable radios and repeater equipment shall be kept and maintained in a cache ready for immediate deployment and use at any time.

2. The department storing cache of equipment on behalf of the district agrees to provide transportation of such equipment to the scene of an incident when requested.
3. The district shall be responsible for routine maintenance and care of equipment.
4. If the equipment is deployed to another district, it shall be the responsibility of that district to properly operate and maintain such equipment and return such equipment in working order.

Definitions of Equipment

* **ICALL** – a hailing channel to contact the coordinating agency via a fixed repeater system (MSP or MEMA). This channel shall not be used for incident management purposes.

- i. The alpha readout on portable radios indicates “ICALL” followed by channel number of 1 to 4. ICALL is channel #1.

* **ITAC** – Operational channels (4) used in repeat mode typically to the portable on scene repeater or to a fixed repeater operated by the state police.

- i. The alpha readout on portable radios indicates “ITAC” followed by channel number of 1 to 4.

* **ITAC D** – operational ITAC channels operating in the direct mode without activating any repeater. This is the desired mode of operation whenever possible.

- i. The alpha readout on portable radios indicates “ITACD” followed by channel number of 1 to 4.

* **PORTABLE REPEATER** – Low power repeaters deployed with a cache of portable radios to increase the range and capabilities of portable radios. Notification to MSP must be made prior to such use.

***CHANNEL ASSIGNMENTS** – ITAC or ITAC D channels pre-designated for certain areas.

<u>COUNTY</u>	<u>PRIMARY CHANNEL</u>	<u>SECONDARY CHANNEL</u>
Middlesex	ITAC 1	ITAC 4
Essex	ITAC 2	ITAC 3
Suffolk	ITAC 3	ITAC 2

The areas above currently have NPSPAC equipment (as of 6/1/01). The Commonwealth of Mass. Plan for use of NPSPAC contains a complete list of channel assignments for other areas.

Use of Equipment

1. State Police must be notified prior to usage of any ITAC channel or operation of the portable repeater system.
2. Equipment may be utilized for non-routine, inter-agency public safety emergency incidents or training.
3. Equipment shall be used in conjunction with an incident management or command system by request of the incident commander.
4. Additional caches of portable radios and equipment may be requested as necessary. Caches are located in Essex County (Fire District 5 or 15) and Middlesex County (fire district 6, 13 & 14).

Set-Up

1. Portable radios will be tracked when distributed and collected when use of equipment is no longer necessary.
 - a. Record name of person assigned to, date and time, and again when returned.
 - b. Assign ITAC D channel(s) to be used.
2. The portable repeater will be set up when necessary, once MSP has been notified. Should programming to change channels of the repeater be necessary, technical assistance from MEMA shall be requested.
 - a. Notify MSP Framingham (508)820-2121 of intent to deploy
 - b. Locate in a protected and secure and preferably elevated area
 - c. Attach duplexer
 - d. Attach antenna
 - e. Attach microphone
 - f. Connect to 110 power supply
 - g. Test on ITAC channel
 - h. Assign ITAC channel(s) to be used

Deployment with Task Forces

1. Portable radios shall be deployed for a task force that activated to respond out of the district. They shall be used in ITAC D mode wherever possible.

- a. Two portable radios shall be provided for each apparatus
- b. Two portable radios shall be provided for the task force commander
- c. Upon arrival the task force commander will determine if other NPSPAC radio frequencies are being utilized and coordinate frequency use by the district task force elements.
- d. The task force commander may request deployment of the full cache including portable repeater as necessary.

The Department of Fire Services and its Incident Support Unit may also be utilizing NPSPAC-ITAC and ITAC D frequencies.

Modification, Reprogramming, Repairs and Auditing

1. In an effort to maintain compatibility among systems, no modifications or reprogramming shall be conducted unless coordinated through the district and MEMA.
2. The district shall be responsible for conducting routine maintenance and repaired. Grant funding assistance through MEMA will be sought wherever available.
 - a. Records of repairs, maintenance modifications or replacements shall be kept and made available for auditing purposes.
3. Replacement or purchase of additional equipment shall be coordinated through MEMA.
4. MEMA, FEMA or other governing agencies may at any reasonable time inspect equipment and related records. This shall be coordinated through the district president or district designee.

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