

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE
EMERGENCY RADIO SYSTEM BACKUP**

POLICY

In the event of a radio system failure, the City of Richardson has partnered with the City of Plano to secure 8 talk groups on their system for emergency radio communications. This allows City of Richardson staff to continue emergency radio traffic in the event the Richardson radio system goes down for maintenance or has a failure for any reason.

In an effort to maintain the integrity of both systems and to avoid overtaxing the City of Plano system should we utilize it as a backup, the City of Richardson has established policies to help guide its employees on the usage of the backup system. The purpose of this policy is to provide guidelines for:

- A. Authorization to utilize the backup system**
- B. Procedures for utilizing the backup radio system**
- C. Reporting use of backup system**

This policy is applicable to all employees of the City of Richardson who would need to utilize the radio system during an emergency situation or if the primary system needs to be taken down for maintenance. All employees must abide by this policy as a condition of access and continued use of these resources.

A. Authorization to Utilize the Backup System

When use of the backup system is necessary, staff will be specifically directed to move to the “Backup System” Zone to continue emergency radio traffic. The determination to move to the backup system can be made by one of the following:

- Fire Chief or his designee including the on-duty Battalion Chief
- Chief of Police or his designee including the on-duty Police Lieutenant or Communications Supervisor
- Chief Information Officer or his designee
- Emergency Management Coordinator or his/her designee

B. Procedures for Utilizing the Backup Radio System

Minimize traffic when possible: Due to the limited space on all radio systems, no staff members are authorized to utilize the backup system unless directed by one of the above personnel in one of the following situations:

- COR radio system interruption or failure
- During planned maintenance to the COR radio system which causes the system to be inoperable for a determined amount of time
- During testing and exercises specifically to identify functionality of the backup system for staff

While using the backup system, we are utilizing channels normally available for use by Plano, Allen, Murphy, and Wylie. Therefore, when utilizing the backup system, all radio communications must be held to a minimum with only necessary traffic.

Backup System Zone: City staff with emergency response responsibility will have a zone designated as “backup system.” This zone includes the following 8 talk groups:

RPD-1 BU

RPD-TAC1 BU

RPD-R+I BU

RFD-1 BU

RFD-OP2 BU

REM-INTROP1 BU (Allows Fire and Police to talk on the same channel)

REM-INTROP2 BU (Allows Fire and Police to talk on the same channel)

REM-RICHOP BU (Allows all city staff to talk on the same channel)

Staff will have talk groups appropriate for their job function and area of responsibility. The EOC cache of radios will include all 8 talk groups.

Changing Radio Zones: Once authorization has been given to move to the backup system, switching to the system only requires staff to change the zone on their portable radio to the “Backup System Zone.” Staff will talk on the talk groups they have access to just as they do during normal operations. Based on current information, coverage should be consistent with the level of coverage staff is currently experiencing with the COR radio system. As soon as the COR radio system is available for use, staff will simply change their portable radios back to their primary zone. No additional steps are necessary to activate or deactivate the backup system.

Department Specific Policies: Each department with a need to utilize the Backup System Zone may have department specific policies (i.e. general orders, standard operating procedures or guidelines); however, any department specific policy must work in conjunction with this interdepartmental policy. If conflicts arise, this interdepartmental policy and procedure supersedes all other department specific policies.

C. Reporting Use of Backup System

After the backup system is utilized, the staff member who authorized use of the system must notify the Emergency Management Coordinator. This notification can be made via phone or email and will be necessary for documentation for follow up with the City of Plano after each use as well as internal After Action Reviews as appropriate.

Original Signed by Dan Johnson
Dan Johnson
City Manager

01/20/14
Date