



Standard Operating Procedure

Title / Subject

Definitions and Acronyms

References/Updates:

This policy combines all definitions and acronyms into one document.

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1. Changes Made

- a. Any changes to this policy will be noted here;

1.	Policy Consolidation	6/13/2017
2.		
3.		

2. Introduction/Purpose

In an effort to make information easier to find and understand the SIEC has consolidated several previously released policies into fewer and more concise documents. This Definitions and Acronyms Policy will give all definitions and acronyms in one document, you can refer to this document when reading other SIEC Policies and Procedures.

3. Definitions

Agency – A first responder agency or organization such as a police department, sheriff, or fire department. Can also be a governmental agency, organization or Emergency Management groups. Think of an agency as a group of people providing a service in the interest of public safety that other public safety agencies need to interoperate with. An Agency may own, maintain, or use communication assets.

APCO – Association of Public Safety Communications Officials International.

Applicant – An agency and/or the representative of that agency who wishes to affiliate with the SIRN at one of the levels of participation.

Application – The SIEC approved application for participation with SIRN.

CASM – Communication Assets Survey & Mapping is a web-based tool that assists public safety agencies to collect and visualize data, and assess inter-agency interoperability based on the communication assets and interoperability methods (i.e. land mobile radios, gateways, radio caches, interoperability channels, etc.) that exist in their urban area or state.

Dispatch Centers - is a place that provides dispatch service for one or more agencies. It may or may not also perform as a Public Safety Answering Point (PSAP), and may or may not provide console patches.

Encryption – The encoding and/or enciphering of voice transmissions to prevent unauthorized individuals from listening to sensitive information.

Gateways - An audio bridge device used by multiple Agencies to provide interoperability between dissimilar Radio Systems.

Interoperability - Communications between agencies that utilize varying types and manufactures of radio systems and other interoperability methods such as mutual aid channels, gateways, dispatch centers and radio caches.

IRP – Interoperable Radio Project. Original name of the statewide radio system that was abolished with Executive Order #2-11.

ISC – The West Virginia Interoperable Steering Committee as defined and described by then-Governor Manchin in Executive Order #13-7 becoming a part of the governance structure of the West Virginia Interoperable Radio Project. The IRP was abolished by Executive Order #2-11 creating the SIEC.

IWG – The West Virginia Interoperable Working Group as defined and described by then-Governor Manchin in Executive Order #13-7 becoming a part of the governance structure of the West Virginia Interoperable Radio Project. The IWG was abolished by Executive Order #2-11 creating the SIEC.

SIEC Representative – A person or designee from a designated discipline as outlined in Executive Order #2-11. This person is a voting member of the SIEC and may vote on topics presented and make motions during meetings.

SIEC Committee Voting Member – A participating member of an established SIEC committee who may vote and/or make motions within the SIEC Committee but cannot do so outside of the committee in a general SIEC meeting.

SIEC Representative Proxy – A SIEC Representative may assign in writing to the SWIC an alternate attendee who will be known as a proxy that may act on the representative’s behalf including voting and making motions.

Jurisdiction – A state, county, city, town, township, or other geographic or political entity.

Levels of Participation – Levels which reflect the depth and extent an agency or entity utilizes the various resources and features of the IRP system.

Mobile Gateway Patch - is defined as a system that allows mobile users, such as Incident Management Teams (IMT) and police, fire, and emergency medical services (EMS) command vehicles, to have the ability to establish the patches needed to cross-connect disparate wireless resources.

Mutual Aid - is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating agencies, regardless of type or size, are utilized for any emergency in which the services of a sister agency, or geographically close unit would be used throughout the state of West Virginia.

Mutual Aid Channel - A radio channel or set of channels (system) that has a name and is recognized or known to be used for interoperability on a national, regional or community basis. An example is the NPSPAC set of mutual aid channels.

Operational Needs – Special circumstances that arise within an agency and have been deemed to be such by the agency head.

P-25 Interoperability – Recognizing the need for common standards for first responders and homeland security/emergency response professionals, representatives from the Association of Public Safety Communications Officials International (APCO), the National Association of State Telecommunications Directors (NASTD), selected federal agencies and the National Communications System (NCS) established Project 25, a steering committee for selecting voluntary common system standards for digital public safety radio communications. This is a standard of compliancy.

P-25 Trunking – is a digital trunking standard utilizing a 9600 baud control channel.

Participants – Agencies who choose to affiliate in some fashion with the WVIRP and utilize it for voice communications.

Participating in the System – Indicates an agency’s desire to participate in and utilize the Statewide Interoperable Radio System as a means of communication.

Point of Contact (POC) - is a person who serves as a primary or secondary point of contact for an agency, radio system, dispatch center, gateway or radio cache.

Programmer – An individual holding the SIRN software system key for one or more manufacturers, and authorized by the SIRN technical committee to transfer radio code plugs to one or more manufacturers P-25 trunked radio equipment.

Programming – The insertion of data into a radio to allow functionality on both conventional (non-trunked) and P-25 trunked channels operating in the UHF portion of spectrum and potentially compatible with the SIRN. This programming may also allow functionality in the other systems operating outside the SIRN.

Programming Security Agreement – is a written agreement between a programmer and the WVIRP Governance Board defining the responsibilities of the programmer to maintain the security of the system key for all manufactures, and agreement regarding what is acceptable to be programmed in a radio belonging to their and other agencies. The agreement also defines what radios may be programmed by a programmer.

Proprietary Shared Systems - Communications Systems that are not open architecture and used by two or more agencies.

Radio - is any wireless communications device.

Radio Caches - A defined set of radios that is configured, stored, and available to support a response to an incident.

Radio Systems - an organized set of channels or talk groups that are used by an agency for communications.

Requesting Member - is the agency or designee requesting assistance.

Responding Member - is an agency or designee sending assistance.

Roaming – The ability to easily and seamlessly move through areas of operation, across county and regional boundaries with minimal physical interaction with a radio.

Shared Channels - National, regional, or local channels that are identified and known as mutual aid or interoperability channels. An example is the NPSPAC set of channels. These channels must be used by two or more agencies in a State/Urban Area to be considered as an interoperability method in CASM.

SWIC – The Statewide Interoperability Coordinator.

SmartZone Software – A Motorola feature set that enhances roaming in a P-25 trunked infrastructure. This feature set enables Seamless Roaming between multiple zones in a multi-zone system.

Standards-based Shared Systems - is radio systems that is operating as P-25 compliant and is used by two or more agencies.

State/Urban Area - The region of interest it may be a county, a set of counties, or a state.

Subscriber Units – Devices that affiliate to the SIRN through the use of an ID such as but not limited to mobile and portable radios and consolettes.

Swap Radios - A radio cache that is configured and used to provide interoperability at the scene of an incident.

System Key – Software file or hardware device that enables a radio to be programmed to access the trunked Radio Frequency Infrastructure of the West Virginia Interoperable Radio Project (WVIRP). The Key shall not be transferred to any individual or entity not authorized to provide programming services in the WVIRP radios.

Talk Group – The trunking equivalent of a Channel or Frequency.

SIRN – A radio, microwave, and fiber network used primarily by first responders and/or public safety entities for the transmittal of mission critical radio and/or data communications to assist with the services needed to provide security and emergency response to protect the citizens of West Virginia.

Trunking System – A computer controlled communications system which allocates a communication channel for a call from a pool of allocated channels. At the end of the call, the channel is returned to the pool for reallocation for another call. A six channel site would be capable of 5 call channels while one channel serves as the controlling channel.

Zone – An area of a P-25 trunked system controlled by a Zone controller (switch).

4. Acronyms

(T)	Trainee
A	Analog Mode
AAR	After Action Report
ADP	Advanced Digital Privacy (RC4) Encryption
AEL (SAEL)	Approved Equipment List, SIRN Approved Equipment List
AES	Advanced Encryption Standard Encryption
AM	Amplitude Modulation
APCO	Association of Public Safety Communications Officials
ARES	Amateur Radio Emergency Service
BLM	Bureau of Land Management
BSA	Boy Scouts of America
CAI	Common Air Interface
CASM	Communications Survey and Mapping Tool
CDO	Communications Duty Officer
CFR	Code of Federal Regulations
CJIS	Criminal Justice Information Services
CKR	Common Key Reference
CO	Central Office (POTS)

CG	Channel Guard (Found in Bendix King & Harris Software)
COLTs	Cellular on Light Trucks
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
COW	Cellular on Wheels
CSSI	Console Sub-System Interface
CST	Civil Support Team (National Guard)
CTCSS	Continuous Tone Coded Squelch System
D	Digital Mode
DHS	Department of Homeland Security
DEMOB	Demobilization
DHSEM	Department of Homeland Security and Emergency Management
DCS	Digital Coded Squelch
DMAT	Disaster Medical Assistance Team
DMIS	Disaster Management Interoperability Service
DOC	Department of Corrections
DPL	Digital Private Line
DOT	Department of Transportation
DNR	Department of Natural Resources
EMA	Emergency Management Agency
EMS	Emergency Medical Services
ETEAM	West Virginia Web Based Emergency Management Program
DQT	Digital Quiet Tone (Found in Kenwood software)
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOD	Explosives Ordinance Disposal
ESF2	Emergency Services Function 2 (Communications)
ETA	Estimated Time of Arrival
FBI	Federal Bureau of Investigations
FCC	Federal Communications Commission
FD	Fire Department
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FM	Frequency Modulation
FOG	Field Operations Guide

FSE	Full Scale Exercise
FSI	Fixed Station Interface
GETS	Government Emergency Telephone Service
GIS	Geographical Information System
GPS	Global Positioning System
HELO	Helicopter
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Communications Center
ICS	Incident Command System
ICTAP	Interoperable Communications Technical Assistance Program
IMT	Incident Management Team
INCM	Incident Communications Center Manager
IRP	Interoperable Radio Project
ISSI	Inter-RF Subsystem Interface
IST	Incident Support Team (IST)
JFO	Joint Field Office
JOC	Joint Operations Center
LAN	Local Area Network
LE	Law Enforcement
M	Mixed Mode
MARS	Military Amateur Radio Service
MCC	Mobile Communications Center
MERS	Mobile Emergency Response Systems (FEMA)
N	Narrow-Band Channel Spacing
NAC	Network Access Code
NASTD	National Association of State Technology Directors
NECP	National Emergency Communications Plan
NGO	Non-Governmental Organization
NIFC	National Interagency Fire Center
NIFOG	National Interoperability Field Operations Guide
NIICD	National Interagency Communications Division
NIMS	National Incident Management System
NIRSC	National Incident Radio Support Cache
NPSTC	National Public Safety Telecommunications Council

NTIA	National Telecommunications and Information Administration
NWCG	National Wildfire Coordination Group
OEC	Office of Emergency Communications
P-25	APCO Project 25 (Digital Standard)
POC	Point of Contact
POTS	Plain Old Telephone System
PSAP	Public Safety Answering Point
PSTN	Public Switched Telephone Network
PTT	Push To Talk
QT	Quiet Tone (Found in Kenwood software)
RACES	Radio Amateur Civil Emergency Service
RADO	Radio Operator
RF	Radio Frequency
RIC	Regional Interoperability Committee
RSSI	Received Signal Strength Indication
RX	Receive
SCIP	Statewide Communications Interoperability Plan
SECTAC	Secure Tactical
SHARES	Shared Resources High Frequency Radio Program
SIEC	Statewide Interoperability Executive Committees
SIRN	Statewide Interoperability Radio Network
SL	Subscriber Line Carrier
SOP	Standard Operating Procedures
SOS	Help
SUSAR	State Urban Search and Rescue Team
SWAT	Special Weapons And Tactics
SWIC	Statewide Interoperability Coordinator
TAC	Tactical
TDMA	Time Division Multiple Access
TERT	Telecommunicator Emergency Response Taskforce
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plan
TTX	Table-Top Exercise
TX	Transmit
UASI	Urban Area Security Initiative
UCALL	UHF NPSTC Calling Channel

UTAC	UHF NPSTC Tactical Channel
UHF	Ultrahigh Frequency
ULS	Universal Licensing System
USAR	Urban Search And Rescue
USFS	United States Forest Service
VHF	Very High Frequency
VoIP	Voice over Internet Protocol
VCALL	VHF NPSTC Calling Channel
VTAC	VHF NPSTC Tactical Channel
W	Wideband Channel Spacing
WAN	Wide Area Network
WEAPONS	WV Automated Police Network
WPS	Wireless Priority Service
WVOEMS	WV Office of Emergency Medical Services