

	Standard Operating Procedure		
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	<u>SIRN Regional Talkgroup Utilization SOP</u>	01/10/12	
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1. INTRODUCTION:

The purpose of this Standard Operating Procedure (SOP) is to define the use of Statewide Interoperable Radio Network (SIRN) Radio Region talkgroups, henceforth known as Regional TG’s. Regional talkgroups may be used by emergency responders throughout the State of West Virginia for communications during an emergency incident or a planned event, local or regional. This SOP will help define what talkgroups each agency shall minimally program into their radios and when to implement the use of the Regional TG’s for planned events or emergency incidents.

2. PURPOSE/OBJECTIVES:

Establish SOPs for the use of shared regional SIRN talkgroups. The intent of this protocol is to establish an orderly, workable radio resource for the use of operational, as well as command and control talkgroups. These talkgroups can be used in everyday mutual aid response or in the event of a major incident, ranging from an intra-discipline, intra-jurisdictional incident to inter-discipline and inter-jurisdictional incident in the State of West Virginia.

3. DEFINITIONS/TECHNICAL BACKGROUND:

The shared regional talkgroups have been designed for mutual aid incidents or events within West Virginia. These talkgroups provide communications capabilities to command and operational personnel that are responsible for incidents requiring multiple jurisdictions and assets.

3.1 REGIONAL TALKGROUP DEFINITION:

The WV P25 SIRN UHF digital trunked talkgroups shall be used for interoperable communications during a wide area incident where departments, either law, fire, EMS, or County governments require mutual aid response.

3.2 REGIONAL OPERATIONAL TALKGROUP MINIMAL REQUIREMENTS: (EXAMPLE RADIO REGION X)

FIRE/ EMS RADIOS	LAW ENFORCEMENT RADIOS
REG X COMMAND	REG X COMMAND
REG X FIRE	REG X LAW
REG X EMS	REG X TAC 1
REG X TAC 1	REG X TAC 2
REG X TAC 2	REG X TAC 3
REG X TAC 3	REG X TAC 4
REG X TAC 4	REG X TALK 1
REG X TALK 1	REG X TALK 2
REG X TALK 2	

3.2.1 STATEWIDE 9-1-1 TALKGROUPS:

Agencies within Radio Region X shall ensure that the statewide 9-1-1 talkgroups for the counties within the region are programmed into subscribers. As space permits, it is recommended that all statewide 9-1-1 talkgroups throughout West Virginia be programmed into subscribers.

3.3 ROUTINE MUTUAL AID COUNTY RESPONSE:

Counties in West Virginia that provide mutual aid on a day to day basis to each other should have each others' talkgroups authorized and programmed in the respective WV SIRN radios in order for responders to switch directly to the assigned talkgroup for the given incident, i.e. when JEFFERSON and MORGAN COUNTY respond into BERKELEY COUNTY those units switch to the BER TAC(S) talkgroup assigned by BERKELEY COUNTY and/or vice-versa.

4. RECOMMENDED PROTOCOL/STANDARDS:

The following bullets define the basic standard that should be in place during an emergency incident or planned event that would require the use of regional talkgroups.

- ❖ **National Incident Management System (NIMS)** - Depending on the size and scope of the incident, the Incident Command Systems (ICS) shall be compliant with the latest standards set forth by NIMS. It is required that the ICS be used for any regional emergency incident or event that requires resources, multi agency or multi-jurisdictional.
- ❖ **Plain Language** - All communications on a Regional Talkgroup during a multi-agency, multi-discipline incident shall be in plain language. The use of 10-codes, acronyms and abbreviations could confuse communications between agencies and shall never be used.
- ❖ **Unit Identification** - Announce your home agency prior to announcing your unit identifier during interoperable communications on a regional talkgroup. (i.e. "*Kanawha E4 to Lincoln County Communications on Region5 TAC1*")
- ❖ **Encryption** - All encrypted radios shall operate in "clear" mode when using a regional talkgroup.
- ❖ **Monitoring Regional Talkgroups** - When ICS is established, the Incident Commander or his/her designee will ensure that regional talkgroups are monitored while in use.

5. PROCEDURES FOR ASSIGNMENT OF REGIONAL TALKGROUPS:

- 5.1.** The incident commander (IC) should request an incident be moved to a regional talkgroup anytime units responding to the incident do not have the primary counties' talkgroup in their radios. This will allow continuing communications during the emergency incident.
- 5.2.** It will be the responsibility of the incident commander (IC) to converse with their primary dispatch center to arrange the movement of the incident to a Regional TG. It shall be the responsibility of the primary dispatch center to ensure that the regional talkgroup(s) is available for use. The dispatch center shall announce on all current operating talkgroups that the incident will be moving to the Regional talkgroup assignment.

5.3. The incident commander (IC) will have the responsibility to monitor the main Regional Command Talkgroup as the **COMMAND CHANNEL** for the incident. The IC will then assign the Regional Fire, Police, Tac 1, 2, 3, or 4 as the working incident talkgroup or on scene talkgroup intercommunications between units. The IC or his or her designee shall monitor those TAC and command talkgroups.

5.3.1 When requesting outside resources, the “travel” channel for those resources shall be the primary dispatch centers’ statewide 9-1-1 talkgroup (i.e. 911 Harrison). The resource shall utilize this talkgroup to communicate with the primary dispatch center, obtain directions, shall check in to the incident, and be directed to the appropriate talkgroup as needed.

5.4. The IC should request other Regional TAC TG’s as the incident communications deem necessary. Once the IC assigns an alternate Regional TAC channel, the IC, or his or her designee, shall monitor that TAC channel, in addition to any TAC channels already being monitored. The IC shall make proper notification to the ECC. The ECC shall make proper notification to the mutual aid counties that are or would be responding to the incident.

5.5 The IC will make proper notification to all on scene units and the ECC to release the use of the Regional talkgroups when the incident is complete.

5.6 Whenever a Regional TG is assigned and in use, the County for which it is assigned and has requested will inform its Director of Homeland Security and Emergency Management to show in E-Team that a regional resource is in use and occupied. The County designated as the “regional coordinating communications center” shall be informed of its use.

6. PROCEDURES FOR ASSIGNMENT OF REGIONAL EVENT TALKGROUPS:

6.1 The IC or communications coordinator for the event shall follow the same procedures as above when requesting the use of Regional EVENT 1, 2, 3, 4 talkgroups. These talkgroups should be used for primary non-emergency events such as: parades, air shows, fairs, sporting events, or other large crowd gathering events. The Regional EVENT talkgroups can also be used as "over flow" talkgroups on an EMERGENCY incident as the incident requires and the IC or communications coordinator deems necessary.

6.2 The IC will make proper notification to all on scene units and the ECC to release the use of the Regional Talkgroups when the incident is complete.

7. PROCEDURES FOR REGIONAL TALK TALKGROUPS:

- 7.1** Regional talkgroups TALK 1 and TALK 2 should be used for any non emergent radio traffic that would be better suited for "off line" communications during an emergency event or a large incident. These talkgroups do not need assignment by the IC or the ECC. They can and should be used by any unit on or associated with the Regional Incident or Emergency under their own free will.