SELCOM Emergency Communications Service

Emergency Operations Plan for
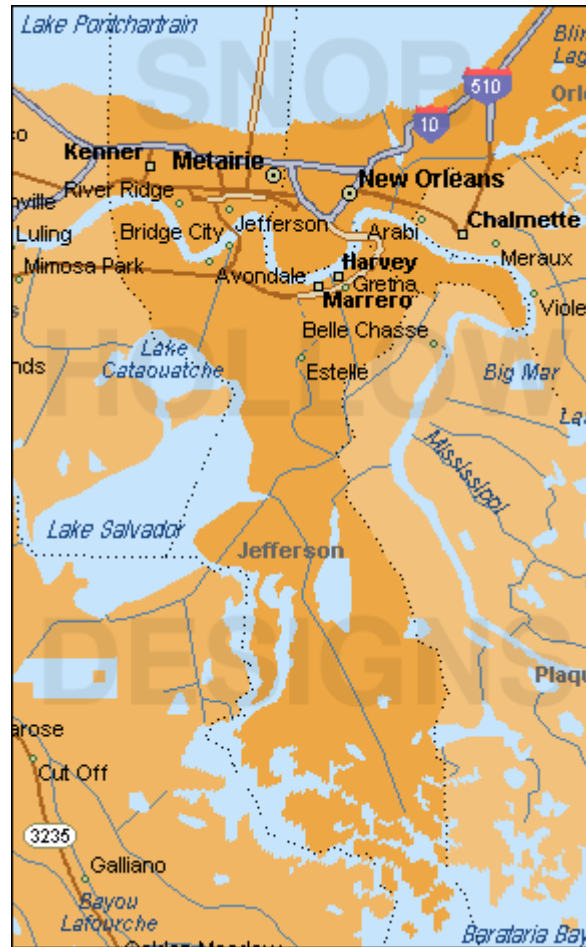# Jefferson Parish

SELCOM – Jefferson Parish

January 2019

Version 1.1

A.   LOCATION

Jefferson Parish, a parish (County) in Louisiana, located adjacent to New Orleans.

http://quickfacts.census.gov/qfd/states/22/22051.html

Population (2013 Est.)	434,767	**Medium Household Income (2012)**	$ 48,522
Sq. Mile Land Area	295.63	**Persons per Sq. Mile (2010)**	1,463.1
Housing Units (2013)	188,736		

JEFFERSON PARISH EMERGENCY LEADERSHIP

Jefferson Parish Office of Homeland Security and Emergency Preparedness (OHSEP)
Joseph A Valiente, Director
Timothy Gautreau Jr, LEM, MEP
910 3rd St
Gretna, La 70053
Phone 504-349-5360(Office)
http://www.jeffparish.net/index.aspx?page=185

Jefferson Parish SELCOM Emergency Coordinator (EC)
Mike Decossas, KB5OZE
5167 Tusa Drive
Marrero, La 70072
504-442-7034
mike@decossas.com
kb5oze@gmail.com
www.selcoms.org

Jefferson Parish SELCOM Assistant Emergency Coordinator (AEC)
Tom Anderson, K5LZP
1212 Farrington Drive
Marrero, La 70072
504-417-1021
K5lzp@selcoms.org
TommyAnderson50@outlook.com
www.selcoms.org

Jefferson Parish SELCOM Assistant Emergency Coordinator (AEC)
Nick Frederick
5921 Bellingham Place
Metairie, La 70003
504-430-6018
W4ndf@arrl.net
www.selcoms.org

Jefferson Parish SELCOM Authorized Operator
Heather Glass
6625 Milne Blvd
New Orleans, La 70124
hmglass@gmail.com
www.selcoms.org

B.   OPERATIONS

1. Safety

The philosophy of Louisiana SELCOM is safety first. SELCOM personal will not place themselves in situations at direct risk nor engage in unsafe behavior.

2. Activation

The Jefferson Parish SELCOM group will activate based on the issuing of emergency alert levels coming from the Jefferson Parish Officials. These alerts will be sent directly to the following positions: SELCOM Emergency Coordinator, all SELCOM Assistant Emergency Coordinators, and the SELCOM Emergency Communication Coordinator.

Alert Designation	Description
Level 3	Tropical Storm/Hurricane in the Gulf of Mexico: Begin preparing go kits, ensure that all necessities are ready to be deployed.
Level 2	Tropical Storm/Hurricane threatening SE Louisiana: Load any/all go kits into vehicle, begin monitoring your local emergency repeater.
Level 1	Tropical Storm/Hurricane landfall within 24 hours: Secure all exterior "projectiles", ensure that all batteries are charged and all vehicles are fueled.

Members of Jefferson Parish SELCOM who suspect that a communications emergency may exist should monitor the primary SELCOM repeater, 146.775, for possible activation.

3.   Mobilization

If telephone service is available, Jefferson Parish SELCOM members should be called by the designated telephone coordinator for the area covered by each ATT End Office in the parish. If telephone service is not available, SELCOM members will be notified on the SELCOM repeater utilizing the following frequency 146.775 PL 114.8 or the secondary 444.825 PL 114.8 repeater.

4.   Net Control Stations

The SELCOM net will be called to order by the Net Control Station (NCS). The NCS will be Jefferson Parish EOC on the 146.775 PL 114.8 repeater or the secondary 444.825 PL 114.8 repeater.

5.   Coordination

Amateur Radio communications will be coordinated at the Jefferson Parish EOC by the Net Control Operator under the direction of the Incident Command Communications Unit Leader. The SELCOM Emergency Coordinator and SELCOM Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission. If

Incident Command is located at a facility other than the Jefferson Parish EOC, then amateur radio communications will be coordinated at the alternate facility.

6. Message Handling

All messages, except short questions or comments, shall be written traffic using the modified ICS-213 form (see page 6 & 7). Messages being transmitted to the Louisiana EOC require approval by the Jefferson Parish Director of Emergency Management or his designee. Messages within the Homeland Security system will require the use of the modified ICS-213 form (see page 6 & 7).

7. Records and Reports

All message forms and logs (including packet messages), check in rosters, or other documentation developed will be filed in a secure place, and turned over to the Net Control Station at the Jefferson EOC at the conclusion of the emergency. A record of assigned personnel and unit activities or information should be kept on ICS Form 214 Unit Log, Page 9. A record of equipment and personnel checked in to the incident should be kept on ICS Form 211 Incident Check In List, Page 10. A record of communications will be maintained on the ICS Form 309, Communications Log, Page 11.

8. Jefferson Parish SELCOM Available Operating Frequencies

- South Shore Repeater Information:
  New Orleans Metro Area including Jefferson Parish
  - Primary JP: 146.775 PL 114.8
  - Backup JP: 444.825 PL 114.8
  - Plaquemines: 146.895/146.655 PL 114.8
  - Orleans: NA
  - St Bernard: NA
  - WJMC: 146.940 PL 114.8
  - Region 1 Area:444.800 PL 114.8
  - Others: 145.01 Digi-peater (Packet)
                        446.100 Digi-peater (Packet)

- North Shore Repeater Information:
  - Primary/St Tammany: 146.860 PL 114.8 Voice
  - Secondary/St Tammany   145.290 Minus off-set,
                                          444.100 PL 114.8 Voice
                                          145.010 Digi-Peater Packet
  - Secondary/West St Tammany: 146.715 PL 114.8
  - St Tammany Backup: 145.290 Voice

.

SELCOM Health and Welfare HF Frequencies:
    Day: 7.2750 MHz LSB
    Night: 3.8900 MHz LSB

Notes:
- Frequencies may change from Day to Night (or vice versa). It is dependent on approximate local sunrise and local sunset and frequency propagation conditions.
- As new digital data messaging systems are added we will be adding frequencies in the HF and VHF amateur radio bands.
- All weather related traffic should be requested from and sent to the National Weather Service in Slidell on the 147.270 (PL114.8) repeater. All EOC stations should monitor the NWS frequency.
- All EOC stations should also monitor the 145.01 packet digipeater for additional weather and emergency traffic.
- All EOC stations should listen the Region 1 hospital frequency of 146.94 PL 114.8 and the Region 1 Wide Area 444.800 repeater.

Frequencies used will logged on ICS 217 – Support Information. These frequencies will be logged by the NCS as the use is initiated. See page 8.

DR#	GENERAL MESSAGE		MSG #:
TO:	POSITION:		
FROM:	POSITION:		
SUBJECT:	DATE:	TIME:	

MESSAGE:

SIGNATURE:	POSITION:

REPLY:

DATE:	TIME:	SIGNATURE/POSITION:

Modified ICS-213 Directions:

The DR# is designated as the event number. JP EOC will designate a DR#. Use their number.

The MSG# Field is filled out by the amateur operator. The message number is in the following format:

00001-A initial message going out or coming in. The sending station specifies the number.
00001-B A response to the initial message. The replies back and forth should continue with –C, -D,   etc.

00002-A Consists of the next message sent…and so on and so on.

The rest of the form is filled out exactly per the NIMS instructions.

Message notes:
- Although the operator does not have to fill out the entire form, please ensure that before you accept the form, that it is legible.
- By utilizing ICS-213, we empower our served agencies and free up valuable amateur resources.

Appendix 1 – Support Information

<div align="center">

ICS FORM 217

</div>

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET		Frequency Band		Description			
	Channel Configuration	Channel Name / Trunked Radio System Talk group	Eligible Users	Frequency N or W	Tone / NAC	Mode A, D or M	Remarks
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			
				RX – TX –			

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W," depending on whether the frequency is narrowband or wideband. Mode refers to either "A" or "D," indicating analog or digital (e.g., Project 25) or "M," indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the RX and TX reversed.

UNIT LOG ICS 214

UNIT LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATORS	5. UNIT LEADER (NAME AND POSITION		6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED		
NAME	ICS POSITION	HOME BASE

8. ACTIVITY LOG	
TIME	MAJOR EVENTS

INCIDENT CHECK-IN LIST ICS 211

1. INITIALIZATION DATE UTC TIME	2. INCIDENT NAME	3. EOC NCS OPERATOR NAME	CALL SIGN

CHECK-IN INFORMATION												
4. CHECK-IN PERSONNEL		5. FIRST CHECK-IN		6. LOCATION DATE UTC TIME	7. PROGRESSIVE CHECK-IN ROLL CALL							
CALL SIGN	NAME	DATE	UTC TIME									

PAGE OF	8. PREPARED BY

COMMUNICATIONS LOG ICS 309

1. INCIDENT NAME	2. DATE AND TIME PREPARED	3. STATION I.D.	4. RADIO OPERATOR	5. OPERATIONAL PERIOD

6. LOG

UTC TIME	STATION I.D. RECEIVED FROM	SENT TO	DR #	SUBJECT

PAGE OF	7. PREPARED BY

Jefferson REV. 07/14

NAME	CALL	LICENSE CLASS	HOME QTH	DUTY ASSIGNMENT

NAME	CALL	LICENSE CLASS	HOME QTH	DUTY ASSIGNMENT

Notes

Current coverage of the 146.775Mhz voice repeater
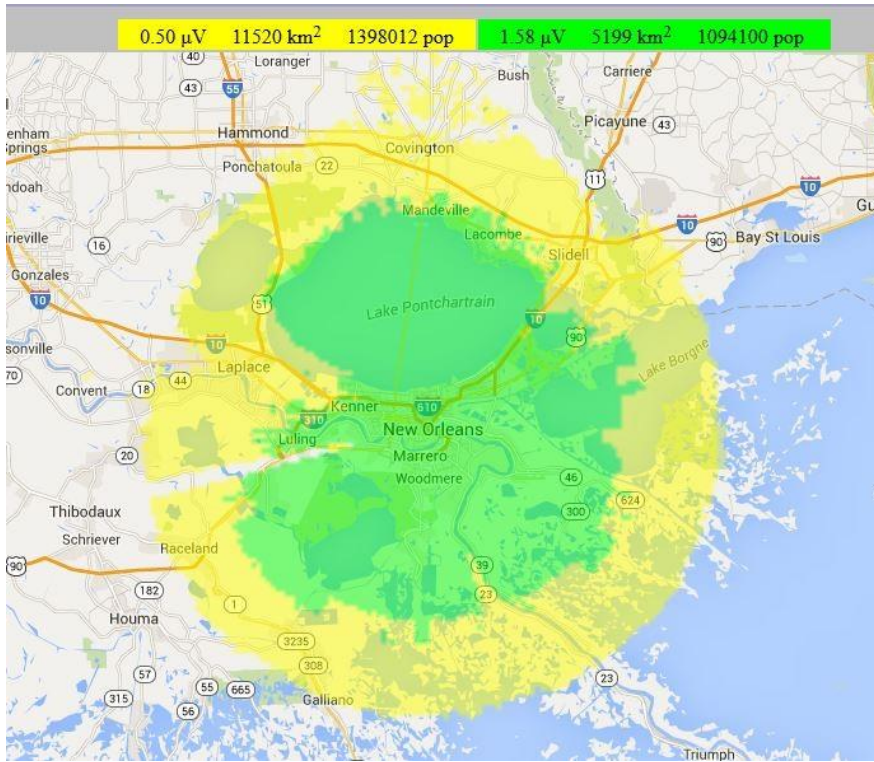
Emergency Net Protocol

The below Emergency Net Protocol goes into effect when SELCOM is alerted to a potential local or regional communication emergency. This alert is sent from our served agencies. This protocol will be in effect until the communications emergency has been resolved.

1. When a communications emergency has been declared, the members assigned to a parish emergency management agency become the net control station for their repeater.
    1. The NCS (net control Station) has full control and authority to direct all traffic on that repeater for their parish.
    2. All stations must be recognized and allowed by the net control to pass non-agency or non-emergency traffic.
        1. Understand that this traffic will be logged by the NCS.
    3. All amateur radio stations operating at any facility in that parish must follow these procedures.
    4. All amateur radio stations at a facility or agency that is participating with the parish emergency management must check in at regular intervals with the NCS (usually every 30 to 60 minutes). Any station that does not respond to a roll call will be physically checked to ensure that the operator and their station is secure.
    5. All stations participating in the net must notify the NCS if they will be away from their station. Also, please provide an estimate of time.
    6. All stations must use the forms (preferably electronic -on pc) as required by the parish emergency management.
    7. Non agency or non emergency traffic should be directed to one of the repeaters that are not assigned to a parish. SLECOM will be monitoring those assets as well and if available, will handle the traffic.

Notes:

- Each parish has their own forms. All forms are some variation of the NIMS forms. At this time, all parishes that have a MOU with SELCOM use our forms.
- A parish plan has been designed for each parish in Region 1 as well as St Tammany in Region 9. Members assigned to facilities in these parishes will have a copy of the parish plan and an ample supply of the necessary forms. These members will also be furnished with an assignment sheet for that parish. This information is confidential and not for release outside of the Board of Directors for SELCOM.
- Each parish has their preferred style of operating. All amateur radio operators must follow the NCS directions on designated repeaters during a communications emergency.
- Any problems or conflicts will be resolved by 1st, the SELCOM coordinator for that parish, or 2nd, by a board member.