CENTRAL REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section:	**3. Interoperability Standards**	CM O&O Recommendation
Sub-Section:	**CENTRAL 3.17.4**	Date: 9/20/12
Procedure Title:	**Pre-Scheduled Event and Exercise Communications Planning**	
Date Established:	**9/26/2012**	CM ESB Approval - Signature:
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Date Revised:		Date: 9/26/12

1. Purpose and Objective:
The intent of this standard is to establish protocols and procedures to be used for planning communications for large pre-planned events or exercises that effect multiple agencies or jurisdictions.

2. Operational Background:
Pre-planned events and exercises are an important part of ensuring that responders are properly trained and prepared to effectively utilize communications resources, and that systems are operating as designed. However, incomplete or ineffective communications planning for these events and exercises can result in unmet/undesirable objectives and can undermine communications resources.

Proper planning requires coordination between exercise planners and potentially affected system owners and users. Ideally, large event and exercise planning should include the services of a COML. COML responsibilities include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

3. Operational Context:
Planned events and exercises of any size can include complex communications issues. There is also a potential for any event to grow quickly into a large scale incident. It is imperative that all participating entities are aware of and prepared for these issues to allow for effective seamless interoperability.

Additionally, large events and training exercises have the potential to effect ARMER system capacity, possibly compromising the effective daily communications of all users on those local resources.

Careful planning prior to the event or exercise can ensure that both participants and non-participants in the event or exercise are:
1) Aware of the exercise and its facets (start and end times, etc)
2) Aware of potential utilization of resources (System and Legacy)
3) Aware of the anticipated system capacity utilization
4) Aware of the anticipated NON-system conventional resource utilization.

4. Recommended Procedure:

When an entity is developing plans for an event or exercise that involves multiple jurisdictions, and has the potential to negatively impact the ARMER system, the following procedure is recommended:

- Event or exercise planners should include the local city or county radio system manager in the exercise development process from the beginning. This will help insure that local system resources are properly utilized.
- Exercise communications planning should include an evaluation of available local ARMER capacity and coverage.
- During large scale events and exercises, planners should utilize the services of a COML. An individual that has completed official COML training and is a recognized COML(t) (COML in training) or Minnesota Certified COML should be utilized to complete an ICS 205 Communication Plan. The completed ICS 205 should be provided not only to event participants, but to the local radio system manager if they are not participating.

If the event or exercise COML is a COML(t), the communications plan should be reviewed by a COML.

If the event or exercise planner does not have access to a COML, they can contact the Regional Interoperability Coordinator (RIC) or the Statewide Interoperability Coordinator (SWIC) for assistance with locating and providing COML services. The State Duty Officer is also a resource for contacting a COML.

5. Constraints:

Due to the limited number of COMLs in the region, it often will not be possible to involve one for smaller events and exercises involving responders from a single county. Event planners should carefully consider the scope and potential communications impact of their event when deciding on communications planning strategies.

6. Management:

The system managers, administrators and users will be responsible to see that this policy is implemented as defined. Identified issues and concerns will be forwarded to the CMESB as information, and assigned for review to the Owners and Operators Committee for resolution.