

TEXAS WING EMERGENCY COMMUNICATIONS PLAN

10 SEPTEMBER 2008

THIS PLAN IS MANDATED BY CAPR 100-1 VOL 1 AND WILL BE UPDATED BY THE TXWG DC OR DESIGNEE ANNUALLY OR MORE OFTEN AS NEEDED.

PURPOSE:

This plan is intended to establish a minimum communication network that will adequately support and be immediately available to the Commander of the Texas Wing during any conceivable emergency condition. Under this plan the Commander will continue to exercise control over subordinate units using established lines of command.

GENERAL:

Under normal conditions, Texas Wing administrative and mission communications are conducted using commercial telephone, cell phone, E-mail and CAP VHF-FM radios and repeaters. Under Emergency conditions, it is possible that commercial telephone, cell phone, E-mail and commercial power systems will fail partially or totally in all or part of Texas. When normal means of communications fail, or under simulated emergency conditions, long range communications will be accomplished with the use of High Frequency Radio Nets, and local short range and ground to air communications will be accomplished with CAP VHF-FM radio Nets.

Emergency communications nets will be limited in the amount of traffic they can carry; therefore it will be necessary to limit such traffic to mission essential messages.

CAP ALERTING SYSTEM COMMUNICATIONS ACTIONS:

The Communications Alert Actions Document will guide TXWG actions in response to National Threat Conditions as determined by the Department of Homeland Security. Requirements for all threat conditions from Green to Orange will be met with the regular once a day net operation. Under threat condition Red, Communications Command Posts will be established to conduct net operations. Personnel from the local area may staff these CP's and if several can be established across the State then they can rotate duty and provide for relief of operators. See attachment 2 for National CAP Alerting System instructions.

INITIATING THE EMERGENCY PLAN:

The following Officers may initiate the emergency communications plan:

- A. Wing Commander
- B. Wing Vice-Commander
- C. Wing Chief of Staff
- D. Director of Operations
- E. Director of Communications
- F. Emergency Services Officer or Alerting Officer
- G. Group Commander
- H. Incident Commander.

An emergency net may be implemented with in a limited area of the Wing depending on the nature and extent of the normal communications failure. Under such limited implementations the Wing Director of Communications should be notified as soon as possible. Emergency nets may be initiated when there is a threat of loss of normal communications, or in situations of national emergencies, such as 9-11.

ALERTING

Personnel will be alerted by whatever methods are available, including normal communications channels that are working. Group Commanders and Group Communications Officers should develop a plan for local emergency communications nets within their area of responsibility.

EQUIPMENT POLICIES

There are 36 CAP owned High Frequency radios on the Texas inventory. These radios must be distributed in such a way as to provide for the maximum support of Command, Staff, Group Headquarters and operational unit assets around the State. While Group Commanders and Group Communications Officers should determine the best location for the radio equipment available to their group, the following guidelines should be considered:

- A. Priority assets, especially aircraft, should be with in VHF range of HF radio stations.
- B. National, Region, and Wing Staff Officers may need to be covered by HF stations.
- C. HF radios should be spread out to cover as much area as possible.

CAP Corporate radio equipment is often assigned to individual Commanders and Staff officers at all levels. Those who have such equipment assigned should use the equipment on a frequent basis. Plans at the local level should be made to allow the most flexible use of this equipment, especially scarce High Frequency radios. Antennas may be installed and tested in a number of locations that may serve as an Incident Command Post, and radios moved to the best locations to meet local needs during an emergency. Radios **should not** be cached and used for emergency situations only. All equipment should be available to be relocated in an emergency.

NETS AND NET CONTROL STATIONS (NCS)

Any station with the appropriate capabilities may act as the Net Control Station.

For specific situations, when weather permits, an aircraft orbiting at sufficient altitude may be used to relay FM communications into the designated area. An airborne repeater, if available, could also be utilized.

VHF-FM nets should be established for liaison with the HF net to expedite the passing of mission traffic into and out of the local mission area and to the units that will supply the mission personnel. All HF stations should have VHF-FM capability.

All HF capable stations not designated as Net Control Stations should monitor and be available for relay service and, as possible, Alternate Net Control Stations should the need arise.

All available stations should check into the net, then monitor silently unless needed. If you must leave the frequency, then check out with the Net Control Station first.

MESSAGE AND TRAFFIC HANDLING

Due to the nature of emergency operations, the use of formal messages will increase the effectiveness of the communications system. While formal messages are more time consuming

to prepare and pass, they will be more likely to get the message across correctly, and get to the correct destination. All operators should study CAPR100-3 for information concerning preparing and transmitting formal message traffic. Practice sending and receiving formal messages will be part of the regular HF net practice.

SELF SUPPORT

A. All stations should be prepared to operate for extended periods of time on emergency power. Generators and emergency power systems should be tested and exercised at least monthly to assure their availability for emergency use.

B. Each station should be equipped with emergency food, water, and medical supplies adequate for sustaining the station operations for extended periods of time.

C. Each station operator should stock emergency antenna repair items, and stock spare fuses and other user-changeable or replaceable parts for the station equipment.

FREQUENCY ASSIGNMENTS

HIGH FREQUENCY

USE	Frequency Designator
Primary nighttime HF:	WB SWR Primary Net Freq. WBS SWR Secondary (TXWG Net Freq.)
Primary Day time HF:	WC
As needed:	Any other assigned SWR frequency
National HF:	AD and AE

All other HF frequencies may be used on a non-interfering basis.
All key stations should be equipped with frequency agile antennas.

VHF FREQUENCIES

All VHF frequencies listed in CAPM100-1 Vol 1 are available for use throughout Texas. There is no restriction on use of V2 along the coast of Texas, but Air Force Reserve units may use this channel on a shared basis.

Additional information will be published when the Narrow Band Transition channel plan is released by National HQ. The VHF transition will take place between April and September of 2007. **(Delayed)**

STATION ASSIGNMENTS HF NET

GROUP/UNIT	LOCATION	CALL	STATUS	TYPE ANTENNA
I	West Texas/Panhandle			
TX353	Amarillo	TC-1100	Off Air	
TX136	Odessa	TC-1300	On Air	
TX196	Midland	TC-1400	Off Air	
TX313	Abilene	TC-1500	On Air	Broadband

TX023	San Angelo	TC-1704	On Air	4 Mhz
TX215	El Paso	TC-1800	On Air	4 & 7 Mhz

GROUP/UNIT	LOCATION	CALL	STATUS	TYPE ANTENNA
II				
	N Central			
TX001	Godley	TC4*	On Air	Broadband & ALE
TX413	Denton	TC204	On Air	Mobile
TX154	Fort Worth	TC2250*	On Air	Broadband & 4MHz
TX154	Fort Worth	TC2256	On Air	4 MHz
TX430	Wichita Falls	TC2600	Off Air	4 MHz
TX295	Richardson	TC2358	On Air	
TX441	Granbury	TC2706	On Air	
TX450	Sulphur Springs	TC2750	On Air	Broadband

III				
	N Central/East Texas/ Central Texas			
TX030	Addison	TC300	On Air	Broadband
TX076	Grand Prairie	TC3000	On Air	Broadband
TX096	Tyler	TC3050	On Air	Broadband
TX148	Waco	TC3150	On Air**	Broadband
TX214	Mesquite	TC3200	On Air	
TX351	Austin	TC3250	On Air	Broadband
TX371	Georgetown	TC3350	On Air**	Broadband
TX376	Waxahachie	TC3400*	On Air	
TX133	Dallas	TC3852	On Air	Broadband/Mobile

IV				
	Coast			
TX001	Rosenberg	TC3	On Air	
TX176	Conroe	TC6	On Air	
TX040	Houston	TC404	On Air	Tuner
TX098	Houston	TC4004	On Air	
TX179	Houston	TC4150	Off Air	
TX334	Hooks	TC4400	On Air	Broadband

V				
	South Central/Coast			
TX001	Kerrville	TC2	On Air	Broadband
TX050	Brooks City Base	TC500	On Air	Broadband
TX050	San Antonio	TC501	On Air	
TX007	San Antonio	TC504*	On Air	
TX050	Kingsville	TC524 *	On Air	Dipole & Tuner
TX091	Brownsville	TC5150	On Air	
TX386	Victoria	TC5350	On Air	Broadband
TX386	Victoria	TC5354	On Air	Mobile
TX435	San Marcos	TC5450	Off Air	Broadband
TX422	Kerrville	TC5500	On Air	Broadband

Call Signs with an asterisk following (TC 524 *) indicate that station is a regular Net Control Station (NCS).

On Air status followed by a double asterisk indicates stations that are transportable and the antennas must be erected. All other stations are permanent.

This list includes both CAP owned and personally owned equipment.

Please contact TC4 with up dates to the above information.

SPECIAL EQUIPMENT

Texas Wing has currently 2 portable repeaters and 2 High Frequency Automatic Link Establishment Rapid Deployment Kits.

The portable repeaters may be used for either ground or airborne use. It is recommended that the portable repeater be used on the secondary frequency so it will not interfere with on going fixed repeater operations. Use of the airborne repeaters should be coordinated with the TXWG DC.

Only certain aircraft can fly the airborne repeaters, there fore they are assigned with specific aircraft. Currently the portable repeaters are located at Kerrville (Group V) and Baytown (Group IV)

The rapid deployment kits (RDP) may be used for conventional HF or ALE. Currently these kits are located at Houston Hooks, (Group IV) and Denton (Group II).

ALE stations in Texas are:

CAPWEST 100	Located in Godley with TC-4
TC-48	Houston RPD
TC-49	Denton RDP

This equipment is subject to being relocated at any time.

This Plan replaces the 10 January 2008 plan.

S. Haney LtCol CAP
Director of Communications, TXWG
Texas Cap 4

Attachment 1, Group Emergency plan template
Attachment 2, CAP Alerting System

Attachment 1

**GROUP _____ EMERGENCY COMMUNICATIONS PLAN
10 JANUARY 2008**

THIS PLAN WILL SERVE AS A LOCAL ADDENDUM TO THE TXWG EMERGENCY COMMUNICATIONS PLAN

PURPOSE:

This plan is intended to establish a minimum communication network that will adequately support and be immediately available to the Group Commander during any conceivable emergency condition. Under this plan the Commander will continue to exercise control over subordinate units using established lines of command.

INITIATING THE EMERGENCY PLAN:

The following Officers may initiate the emergency communications plan within the Group:

- A. Group Commander
 - B. Incident Commander.
 - C. Group Communications Officer
 - D. Group Operations or Emergency Services Officer.
- (Tailor to the Groups specific needs.)

ALERTING

Personnel will be alerted by whatever methods are available, including normal communications channels that are working.

PLAN

(Create a Group specific plan by answering the following questions:

1. What stations will enter the Wing HF net?
2. What FM channel will the Group stations use? Consider other Groups operating in adjacent areas.
3. What repeaters can be used?
4. Who will be the Group Net Control Station, and where will they be located?
5. How will personnel and units be alerted if they do not enter the emergency net?

This plan will be very different between very different Groups, for example Group IV that is mostly in the metro Houston area will have a very different plan then Group I that is West Texas. The idea behind an Emergency Comm plan is to be able to mobilize and utilize CAP mission personnel and assets, so IC's, Operations qualified personnel, aircrew, aircraft and vehicles, and ground teams must be given priority in this plan.)

Plan should be dated and then updated as needed.

Attachment 2

CAP ALERTING SYSTEM

Communications Actions

The purpose of the CAP Command and Control Communications (C3) System is to provide commanders a survivable communications capability in a stressed communications environment. This document directs specific preparedness steps to ensure this capability is available. The communications staff at each HQ will implement the following actions when notified of changes to the CAP Alerting System.

RED (Severe) Severe risk of terrorist attack or disaster operations

Significantly increased possibility of CAP disaster response operations. CAP may need to react immediately to a developing situation. Our communications networks must be extremely responsive under this level of alert.

- **Key Action:** Confidence checks of communications networks will be conducted at least **once every six hours** during CAP Alert Level Red. See Notes.

ORANGE (HIGH) High risk of terrorist attack or disaster operations

Increased possibility of CAP disaster operations. CAP may need to react rapidly to a developing situation. Our communications networks must be very responsive under this level.

- **Key Action:** Confidence checks of communications networks will be conducted at least **once daily** during CAP Alert Level Orange. See Notes.

YELLOW (ELEVATED) Significant risk of terrorist attacks or disaster operations

Distinct possibility of CAP disaster response operations. CAP may need to react quickly to a developing situation. Our communications networks must be at a ready state under this level.

- **Key Action:** Confidence checks of communications networks will be conducted at least **weekly** during CAP Alert Level Yellow. See Notes.

BLUE (GUARDED) General risk of terrorist attacks or disaster operations

Increased possibility of CAP disaster response operations. CAP may need to react promptly to a developing situation. Our communications networks should be at a routine state under this level.

- **Key Action:** Review procedures and requirements for elevated threat levels. Check to ensure confidence in communications links with emergency response teams. See Notes.

GREEN (LOW) Low risk of terrorist attacks or disaster operations

A normal possibility of CAP disaster response operations. As always, CAP may need to react to a developing situation. Our communications networks should be at a routine state under this level of alert.

- **Key Action:** Refine plans for emergency operations. Train on emergency plans and capabilities. Maintain resources. Meet regularly with external organizations to present CAP support capabilities and to develop MOU's and operational implementation plans. See Notes.

Notes:

Under CAP Alert Level **Green**:

- All units should conduct routine radio operations and training per their established plans.

Under CAP Alert Level **Blue**:

- Region HQ and Wing HQ should review the necessary communications actions called for in this plan and their respective emergency communications plans and ensure they are prepared to implement as needed.
- Conduct increased radio operations and organized training to ensure that communications systems are available to support response teams. This should be exercised at the discretion of the respective headquarters.
- National HQ will conduct monthly confidence checks on the National ALE Net between the NOC and key communications points within CAP and externally to partner agencies as required.

Under CAP Alert Levels **Yellow, Orange and Red**:

- National HQ will conduct the National Command Net on the national HF-SSB frequencies or on the National ALE Net (if available) to satisfy contingency communications requirements between the region HQ's and National HQ. Each region should appoint a minimum of one primary and one alternate station to participate in this net. This assignment may rotate between multiple stations as needed. The National Operations Center (NOC) (Headcap 22) and the National Technology Center (NTC) (Headcap 33) will enter this net. The NTC will serve as comm backup to the NOC. Confidence checks should be performed by all stations at the interval required according to the CAP Alerting System Level to ensure the networks are operating properly. Only stations appointed by their respective HQ may participate in this net.
- Each region HQ will conduct a network on their assigned HF-SSB frequency to satisfy contingency communications requirements within the region. Each region and wing should appoint a minimum of one primary and one alternate station to participate in this net. This assignment may rotate between multiple stations as needed. Confidence checks should be performed by all stations and between each station and their respective command staff at the interval called for according to the CAP Alerting System Level. Other stations may participate in these networks as required to support region comm plans.
- Each wing HQ will conduct a network on their region HF-SSB frequency (as coordinated with their region HQ) and on their VHF repeaters as necessary to satisfy contingency communications requirements within the wing. Each unit should appoint a minimum of one station to participate in this net. This assignment may rotate between stations as needed. Confidence checks should be performed by all stations and between each station and their respective command staff at the interval specified according to the CAP Alerting System Level. All stations may participate in these networks in support of wing comm plans.
- The primary purpose of these nets is to ensure critical command and control capability is survivable in the event of the loss or impairment of public telecommunications networks. As such, the designated stations should maintain direct contact with their respective command staff by CAP radio networks (HF or VHF) to the maximum extent possible. Back-up telephone, pager and internet-based systems should be tested frequently. All stations should maintain a listening watch on assigned frequencies to the maximum extent possible.
- Where available VHF/FM may be used to satisfy any communications requirement listed but only if these communications *do not* rely on infrastructure (repeaters) which lacks emergency backup power. Where infrastructure emergency power is not available, HF-SSB should be considered the primary communications resource.
- Primary stations designated in each network should be equipped with an alternate power source capable of powering the station for at least 8 hours. In addition, it is strongly encouraged that all participating stations be equipped with similar backup power facilities.