Iowa Statewide Interoperable Communications System (ISICS)
Standards, Protocols, Procedures

ISICS Standard:	Standard #:	1.8.0
Event and Exercise Communications Planning	Date Adopted:	07/12/2018
	Date Reviewed:	
	Version:	

1. Purpose or Objective

The purpose of this standard is to establish protocols and procedures to be used for planning communications for full-scale or functional exercises and pre-planned events that affect multiple agencies or jurisdictions.

2. Operational Background

Full-scale or functional exercises and pre-planned events that include multi-jurisdictional, multi-agency disciplines, and use of more than one statewide interoperability talkgroup require an All-Hazards, Type III Communications Unit Leader (COML) to establish a communication plan when possible. If no COML is available, the State System Administrator may approve a submitted plan.

A full-scale exercise (FSE) is a multi-agency, multi-jurisdictional, multi-discipline exercise involving a functional and "boots on the ground" response. A functional response could include a joint field office (JFO), emergency operations center (EOC), etc. A "boots on the ground" response could include firefighters or other first responders at a scene, along with mock victims, etc.

A functional exercise (FE) examines and/or validates the coordination, command, and control between various multi-agency coordination centers, such as an EOC, JFO, etc. A functional exercise does not involve any "boots on the ground" responders.

Refer to ISICSB Policy 2014-04 for State Credentialing as a Communications Unit Leader Type III, for more information about COML responsibilities

3. Operational Context

Full-scale or functional exercises and pre-planned events of any size can include complex communications issues. There is also a potential for any event to grow quickly into a large-scale incident.

Since full-scale/functional exercises and pre-planned events have the potential to affect system capacity, a COML and/or State System Administrator should ensure that the event does not inadvertently affect normal, daily operational needs by negatively impacting the availability of ISICS platform resources.

4. Recommended Procedure

When an entity develops a plan for a full-scale/functional exercise or pre-planned event that involves the use of ISICS resources, these procedures will be followed:

- The StatusBoard calendar schedule feature must be utilized. When the exercise or event is planned farther out that seven days, the requested resource will be reserved on the StatusBoard at least one week in advance.
- Exercise or event planners may include the local city or county radio system manager in the exercise development process from the beginning so local system resources are properly utilized.
- During full-scale/functional exercises or pre-planned events using more than one statewide interoperability talkgroup, planners may utilize the services of an Iowa credentialed COML when possible. If no COML is available, the State System Administrator may approve a submitted plan.
- An ICS 205 Communication Plan must be completed. The completed ICS 205 will be provided to event participants and the local radio system manager.
- When more than one statewide interoperability talkgroup is used, the ICS 205 must be sent to the State System Administrator so the Department of Public Safety (DPS) Interoperability Communications Bureau can distribute it to the entire state. This standard does not apply to 205's using regional talkgroups.
- If modifications to a communications plan need to be implemented during an exercise, the incident commander (IC), COML or appropriate individual may coordinate with the State System Administrator to ensure that needed resources are available.

If the event or exercise planner does not have access to a COML, they can contact the SWIC or designee for assistance with locating and providing COML services. The State Duty Officer can also be used as a resource for contacting a COML.

5. Management

The sub-system administrators and users will all be responsible to see that this policy is implemented as defined. Identified issues and concerns will be brought to the Operations Committee for resolution. Maintenance of this standard will be the responsibility of the SWIC.