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# Emergency Function 2 Communications Annex

EXECUTIVE SUMMARY

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## EMERGENCY FUNCTION 2 – COMMUNICATIONS

### Introduction

California’s public safety and public service practitioners provide a wide range of support including law enforcement, fire protection, emergency management, emergency response, health and medical services, transportation management, flood control, criminal detention and rehabilitation, search and rescue operations, and other services to over 36 million residents and 44 million visitors to the state each year. In order to effectively provide these services, the state’s public safety and public service agencies must be able to communicate effectively as they prepare for, respond to, and recover from routine and emergency operations, natural disasters, and acts of terrorism.

EF 2 stakeholders are responsible for supporting the restoration of and maintaining emergency communication mediums for public safety and emergency management personnel during an emergency response in accordance with appropriate statutes, policies, and procedures. Emergency communications is defined as a required public safety communication system that enables one or more users to pass to one or more other users information of any nature delivered in any usable form, by wire, radio, visual, or other electrical, electromagnetic, or optical means.

### Purpose and Scope

The purpose of the EF 2 – Communications Annex is to define the actions and roles necessary to provide a coordinated response within EF 2 and describe the emergency management activities of its stakeholders. The annex represents an alliance of discipline-specific stakeholders that possess common interests and share a level of responsibility to provide communications support and services during all phases of emergency management within the State of California. The goal of EF 2 stakeholders is to facilitate, coordinate, and support the systems, methods, and procedures that promote uninterrupted, reliable, and effective emergency communications. EF 2 is responsible for collaboration and coordination among its public and private sector stakeholders. Each stakeholder organization, however, maintains control of the emergency communications resources and assets that are owned, leased, or managed by that organization during an emergency response.

### Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 2 – Communications.

The **Lead Agency/Department** is responsible for the development, maintenance and coordination of EF 2 and is assigned to lead EF 2 based upon its authorities, resources, and capabilities in the SEP. The California Office of Emergency Services (Cal OES) – Public Safety

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Communications Office (PSCO) has ongoing responsibilities throughout the preparedness, mitigation, response, and recovery phases of emergency management. As the Lead Agency for EF 2, the Cal OES/PSCO provides the leadership, ongoing communication, and coordination for EF 2 throughout all phases of emergency management.

During an emergency response, the Lead Agency/Department must be prepared to seamlessly shift between situations that necessitate the Cal OES/PSCO taking the lead as an Agency Representative in the State Operations Center (SOC) and assuming a coordinating role within EF 2. The Cal OES/PSCO also designates an Emergency Function Coordinator.

The **Emergency Function Coordinator** facilitates the synchronization, harmonization, and coordination of activities among EF 2 stakeholders during all phases of emergency management. The EF Coordinator serves as an information “broker” between the core functions and the SOC. The EF 2 Coordinator provides information regarding the capabilities and activities of EF 2 stakeholders and helps direct questions and issues to the appropriate agency.

#### Exhibit 1: Emergency Function Coordinator Role

Emergency Function Coordinator
<ul style="list-style-type: none"><li>- Establishes communication with EF 2 stakeholders and Core Functions Leads</li><li>- Provides technical and subject matter expertise for EF 2</li><li>- Notifies EF 2 stakeholders and activates and/or reports to the Lead Agency Department Operations Center (DOC)</li><li>- Participates (or coordinates with Agency Representative counterpart) in Action Planning, section and branch meetings scheduled during the operational period</li><li>- Coordinates EF 2 information (e.g. briefing, previous status reports) and update EF 2 stakeholders and DOC or SOC counterpart</li><li>- Coordinates with EF stakeholders on response activities, consistent messaging, and technical assistance</li><li>- Shares information on the potential capabilities and resources for communications between EF 2 and State agencies, local jurisdictions, Tribal governments, volunteer organizations, and NGOs requiring assistance related to EF 2</li></ul>

The EF 2 **Primary Agencies/Departments** have significant functions or subject matter expertise and have access to the resources and capabilities for a particular core function within EF 2. The specific responsibilities of primary agencies may be articulated within the agencies’ administrative orders, agency plans, or documents. The key primary agencies/departments for EF 2 include:

- Transportation Agency
  - o California Highway Patrol
  - o Department of Transportation
- Government Operations
  - o Department of Technology
- Governor’s Office of Emergency Services
- California Military Department
  - o California National Guard

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- Department of Corrections and Rehabilitation
- Department of Finance
- Department of Fish and Wildlife
- Department of Justice
- Health and Human Services Agency
  - o Emergency Medical Services Authority
- Natural Resources Agency
  - o Department of Forestry
  - o Department of Parks and Recreation
  - o Department of Water Resources

The EF **Supporting Agencies/Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF 2. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, documents, or SOPs. The EF 2 Annex provides a complete list of supporting departments/agencies. The key supporting agencies/departments for EF 2 include:

- Environmental Protection Agency
- Labor and Workforce Development Agency
- Natural Resources Agency (Conservation, Energy, and Lands)
- Business, Consumer Services and Housing Agency

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. The interplay of EF 2 and the Communications Public and Private Sector Stakeholders is a vital part of including whole community concepts into all phases of emergency management. Key Public and Private Sector Stakeholders include:

### **Public Sector Stakeholders**

- State/local Government
- Special Districts
- Tribal Governments
- Operational areas

### **Private Sector Stakeholders**

- Businesses
- California residents
- At-risk, disabled, and elderly individuals
- Non-governmental Organizations

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### Core Functions

EF 2 – Communications is organized by core functions. A core function is an essential element of service or support that the EF 2 stakeholders perform in order to collaboratively prepare for, respond to, mitigate against, and recover from emergencies. Core functions are not exclusive to any single stakeholder within an emergency function, but rather require the combined efforts of the entire community of stakeholders. Core functions are used within the emergency function to group similar capabilities into categories of services and support. Discreet activities are identified that support the execution of the core function and provide detailed information on the type of activity necessary to achieve the core function.

During response operations, the core functions translate into the stakeholders' current resources that can be used fulfill requests. The diagram below shows the linkage between the EF, core functions, category of service or support, and activities.

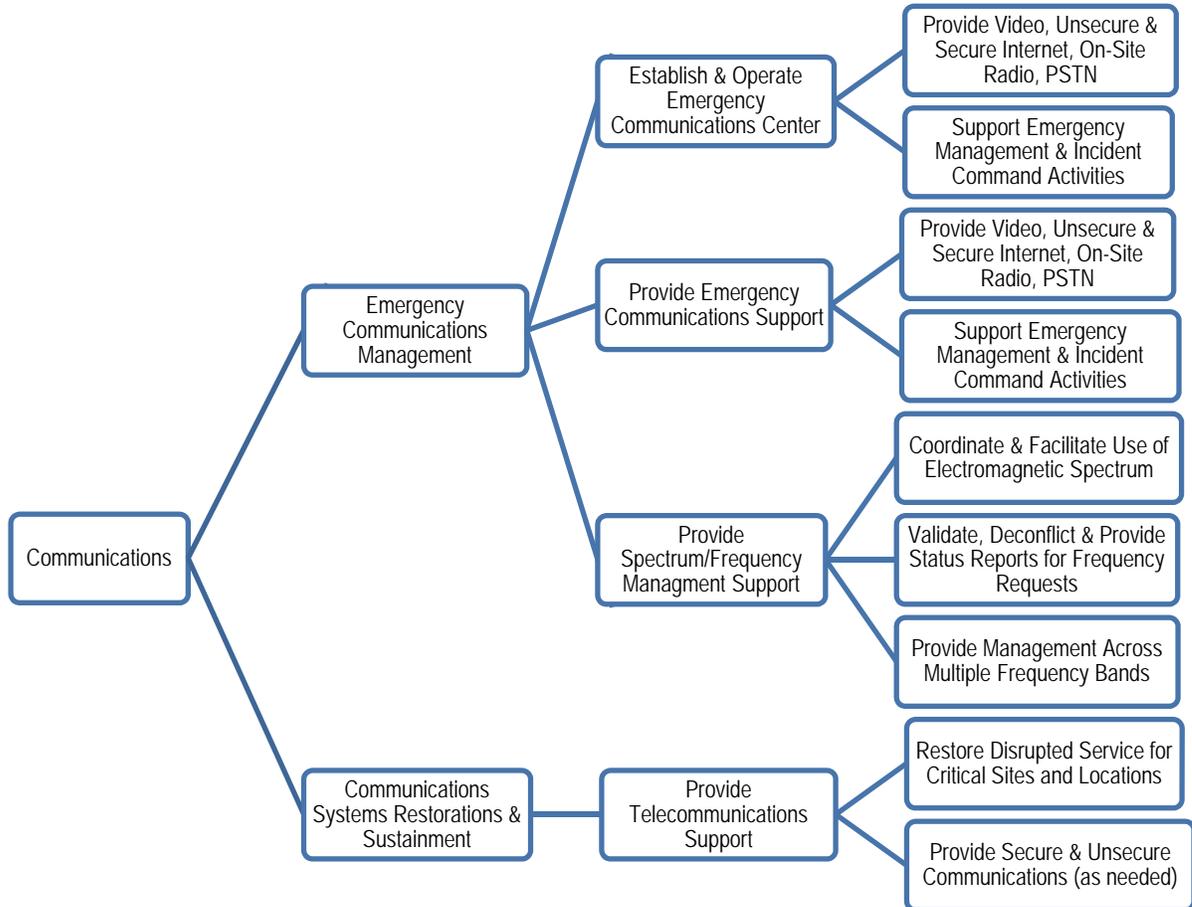
The core functions for EF 2 include:

- Emergency Communication Management
- Communications Systems Restoration and Sustainment

Diagram 1: EF 2 Core Function

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### Emergency Function Coordination Structure

EF 2 – Communications is governed by a Steering Committee that consists of approximately 15 members primarily representing various state agencies. The EF 2 Steering Committee is led by the PSCO and is responsible for the review, updates, and general maintenance to the annex. The EF 2 organizational structure also includes an Advisory Council, Working Groups, Task Forces, and Technical Groups. The role of the Advisory Council is to provide input and guidance to the EF 2 Steering Committee. Working Groups, Task Forces, and Technical Groups may be formed as needed by the Steering Committee to address issues or concerns and may be either standing or ad hoc in nature, depending upon the issue. EF 2 will be maintained to reflect inclusion of additional stakeholders, the expansion of resources and capabilities, or the revision of policies and procedures. Suggested revisions are shared with Cal OES and members of the Primary and Supporting Agencies/Departments.