

AWIN Standard Operating Guideline for Scheduled Multi-Agency Events

Guideline:

This guideline is designed in checklist format and is for use in the planning phase for scheduled multi-agency or multi-jurisdictional events (Special Events). The NIMS ICS (National Incident Management System Incident Command System) structure should be used throughout the duration of the event in accordance with *Arkansas Executive Order 04-03*¹. It is mandatory that plain language be used during multi-jurisdictional, multi-agency events; plain language is a NIMS, Department of Homeland Security and AWIN (Arkansas Wireless Information Network) standard.

During the planning phase, the local Office of Emergency Management (OEM) should be notified of the event by the first AWIN user that learns of the planning process. The request for assistance and resources must filter through the local OEM. In addition, AWIN operations and the Arkansas Department of Emergency Management should be informed of plans for the event. A checklist is included on page two of this document to assist you with the planning process.

Definitions:

Incident Command System (ICS)—a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is part of the National Incident Management System.

MAC channel—Mutual Aid Channel used for communication during emergencies or special events. MAC channels must be requested through the Arkansas Department of Emergency Management (ADEM). ADEM monitors traffic on these channels.

National Incident Management System (NIMS)—a federal standard used to provide guidance for managing incidents.

Plain Language—a federal standard (also an AWIN standard) that requires using common language to communicate during multi-agency, multi-jurisdictional events.

Scheduled Multi-Agency Event—a scheduled event that can or will involve multiple agencies or jurisdictions that need to communicate on common channels.

¹ *Arkansas Executive Order 04-03 of November 2004 adopted NIMS as the standard by which emergencies in Arkansas would be managed. Since that time, each of Arkansas's 77 local emergency management jurisdictions has issued proclamations adopting the NIMS standard.*

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Planning Checklist:

- Contact the local OEM and involve them in the planning process.
- What ICS structure (Unified Command or Incident Command) will be used and what positions will be filled?
- Who will be the IC (Incident Commander)?
- Will a COML (Communications Unit Leader) be necessary?
 - Did the IC Request a COML if needed?
- What communications capabilities will be needed for the event?
 - Number of MAC channels?
 - Additional resources/equipment?
- How will you obtain the additional resources/equipment?
 - Are there MOUs or Mutual Aid agreements in place to meet the needs at the local level?
 - Will you need to request additional resources/equipment from the local OEM?
 - Assure that you request the additional capability that you need not just specific resources/equipment. (Ex: We need AWIN coverage extended into an area with limited coverage where the event will take place.)
 - They may know of resources/equipment available that you are not aware of to meet the capabilities that you need and they are the point of contact to ADEM for state resources (SOW—Sites on Wheels, additional radio cache, COML—Communications Unit Leader, Incident Management Team, etc.)
- How long will the event last?
- What other agency involvement is needed and how do they work together?
 - Arkansas State Police
 - Local law enforcement
 - Local fire department
 - Local EMS and ambulance services
 - Local Emergency Management Office
 - National Guard
 - Other State/Federal agencies
- What other agencies/entities need to be notified of your operations that are not involved in the actual event or the planning process?
 - Who will notify them?
 - Will they need any type of communications support during your event?
- How long will the MAC channel(s) be needed?
 - If a length of time is known and noted when requesting the MAC channel, it will be released when that time ends unless notification is received to extend usage of the MAC channel.
 - If the length of time is unknown, who will notify ADEM that the MAC channel can be released? (The COML is responsible if this position is staffed in your ICS structure.)
- Who will disseminate information to the media and how?
 - Will a Joint Information Center (JIC) be established?
 - How will you communicate with the JIC or person responsible for media relations?