

*District of Columbia**Bladensburg***Bowie**College Park**Frederick**Frederick County**Gaithersburg**Greenbelt**Montgomery County**Prince George's**County**Rockville**Takoma Park**Alexandria**Arlington County**Fairfax**Fairfax County**Falls Church**Loudoun County**Manassas**Manassas Park**Prince William County***Adjunct member*

National Capital Region Communications Interoperability Group Procedures

Description

The National Capital Region Communications Interoperability Group (NCR-CIG) consists of 1250 portable radios with ancillary support equipment stored in three individual, self-contained, field deployable, caches. The radios are programmed to operate on the 800/700 MHz Public Safety Radio Systems that are operational in the region. The radios are capable of operating on the Law Enforcement and Fire and Rescue resources used within those systems. The three NCR-CIG's are located, maintained, and managed in the following jurisdictions. Fairfax County, Virginia has 500 radios, Montgomery County, Maryland has 500 radios, and the District of Columbia has 250 radios. The cache is funded with a Department of Homeland Security Urban Area Security Initiative (UASI) Grant. Each radio cache has two disposable batteries and two rechargeable batteries for each radio in the cache and with the capabilities of recharging all batteries.

In addition to containing portable radios, each NCR-CIG contains tactical audio switches that permit interconnection of disparate radio infrastructure, to support public safety operations. The NCR-CIG's also has portable repeaters that can be used on the RINS and 800 National channels for localized operations and special equipment to support in-building or below-grade/tunnel communications. The NCR-CIG's also maintains the capability to reprogram the cache radios during emergency events to meet unanticipated communication requirements.

The NCR Communications Interoperability Group is available to support public safety communications needs within the National Capital Region for emergency incidents or scheduled events. Within two hours of receiving an emergency deployment request the NCR-CIG will be en-route to the requesting agency with a support staff that includes a qualified Communications Unit Leader (COML) and communications technicians.

Deployments for scheduled events shall be requested in advance (refer to details listed under scheduled events on page 3) and must be approved by the Fire Chief from the jurisdiction in which the NCR-CIG is being requested. Radios and support equipment (e.g., batteries and chargers) will typically be issued, in bulk, to a representative of the requesting agency several days prior to the event. If support personnel are requested, they will accompany the NCR-CIG to the scheduled event. A request for tactical repeaters and interconnect devices will involve a planning meeting with the NCR-CIG manager or COML to review the event's communications plan (ICS 205). This will also require the deployment of one or more NCR-CIG personnel to maintain the equipment during the event.

Deployment Procedure:

Requests for deployment of the National Capital Region Communications Interoperability Group (NCR-CIG) may be made for Emergency Incidents or Scheduled Events.

Emergency Incidents:

Emergency Requests for deployment of the NCR-CIG to an Emergency Incident must be initiated by the NCR/COG jurisdiction's communications center. It is each agency's responsibility to maintain appropriate internal procedures to ensure that requests are only passed on from the communications center if the request originated from, or was approved by, a person with the authority to accept fiscal responsibility for the NCR-CIG's deployment costs. A request from a participating agency's communication center for deployment of the NCR-CIG is acceptance of fiscal responsibility for the cost of any damaged or lost equipment.

The requesting agency's communications center will contact the Fairfax County DPSC (for Virginia agencies), the Montgomery County PSCC (for Maryland), or District of Columbia OUC (for Washington, D.C.) and request the deployment of the NCR-CIG using the attached **NCR Communications Interoperability Group Emergency Request Deployment Form**. The NCR-CIG Emergency Request Deployment Form must be completely filled out to ensure timely fulfillment of the deployment request and faxed to the appropriate host dispatch center. **Voice requests (via either recorded telephone or radio) for deployment of the NCR-CIG are also acceptable.** When a voice request is received the information contained on the NCR-CIG Emergency Request Deployment Form will be solicited from the requesting agency to ensure timely accurate deployment of the cache.

Once confirmation has been made that a cache will be delivered to the requesting jurisdiction, the requesting jurisdiction's NCR-CIG manager must complete the following procedures to inform all regional players about the status of the radio cache.

When the NCR Communications Interoperability Group have been deployed for an emergency incident, the NCR-CIG Manager or the COML will contact DC EMA, the host center for RICC's, at (202) 727-6161. Have them send a page through RICC's to the following groups:

Police and Fire Communications

R-ESF 4, 9 and 10: Firefighter, HazMat, Urban Search and Rescue

R-ESF 5: Information and Planning

R-ESF 13: Law Enforcement

The page out should include the number of radios deployed from which NCR-CIG (Montgomery, Fairfax, and/or District of Columbia), what event, and dates the NCR-CIG will be deployed (if available).

On receipt of an Emergency Request for the NCR-CIG's the host agency (Fairfax, Montgomery) will deliver up to 500 radios or District of Columbia up to 250 radios to the requested location. The designated contact at the requesting agency will be contacted within 30 minutes at the contact number given, or via radio, by the host agency NCR-CIG Manager acknowledging receipt of the Emergency Deployment request. The NCR-CIG will depart the storage location within two hours of the request being received. Once the cache has departed, the host agency NCR-CIG Manager will notify the incident contact of an estimated time of arrival.

The host agency receiving the request for the NCR-CIG will notify the other NCR-CIG's of the deployment. It is the responsibility of the responding NCR-CIG manager to coordinate any additional tactical communications support request that may be needed from the remaining NCR-CIG's. The decision on whether to send additional radios or tactical support from the remaining NCR-CIG's will rest with the Fire Chief of that cache. The Fire Chief will evaluate the situation and make that decision using intelligence gathered.

If the initial request is for more than 500 radios then the host receiving the initial request will also initiate consultations with the other NCR-CIG host agency. The final determination as to whether or not to release some or all of the radios from the second NCR-CIG lies with the three host Fire Chiefs. The requesting agency will receive notification of the status of their request for radios in excess of 500 within two hours of the initial request being made.

The Radios will be returned to the host NCR-CIG site within 72 hours after the recovery phase of the incident.

Scheduled events:

Application for deployment of the NCR-CIG's for scheduled events should be initiated no later than 30 days and no more than 120 days prior to the event. There will be some events that will require last minute requests; i.e., State funerals, protests. The request will be made directly to and be granted by the Fire Chief of the jurisdiction of the host NCR-CIG using the NCR-CIG Routine Request Form. The request will be granted by the priority of the request and by date the request was received. Once an application has been approved, the requesting jurisdiction is responsible for pick-up and return of the requested radios. Inventory and inspection will occur on return of the radios and any lost or damaged radios will be billed to the jurisdiction returning the radios per the MOU. For scheduled events, only 250 radios from Fairfax, Montgomery, or the District of Columbia will be allowed. For any one event the total allowable loan amount of radios will not exceed 500 from any three combinations. Any radios loaned for scheduled events will be subject to recall for a higher priority emergency incident. A request for tactical repeaters and interconnect devices will involve a planning meeting with the NCR-CIG to review the event's communications plan and will require the deployment of NCR-CIG personnel to maintain the equipment during the event.

Request Priorities for Scheduled Events:

Priority One

Scheduled Events with the potential for significant public safety impact which include recall of off duty personnel (i.e., IMF, National Mall July 4th Celebration, and Presidential Inaugurations); these may be last minute; i.e., State funerals.

Priority Two

Community events where large support staff from various jurisdictions are participating (i.e., Police Week, National Fallen Firefighters Memorial).

Once confirmation has been made that a cache will be delivered to the requesting jurisdiction, the requesting jurisdiction's communication center must complete the following procedures to inform all regional players about the status of the NCR-CIG.

When the NCR-CIG has been deployed for a special event, please contact DC EMA, the host center for RICCs, at (202) 727-6161. Have them send a page out through RICCs to the following groups:

Police and Fire Communications

R-ESF 4, 9 and 10: Firefighter, HazMat, Urban Search and Rescue

R-ESF 5: Information and Planning

R-ESF 13: Law Enforcement

The page out should include the number of radios deployed from which NCR-CIG (Montgomery, Fairfax, and/or District of Columbia), what event, and dates the NCR-CIG will be deployed.

National Capital Region Communications Interoperability Group Emergency Deployment Form

Emergency Request

Emergency Request

Emergency Request

Please complete all information requested to insure timely fulfillment of the deployment request. This form shall be faxed to Fairfax County DPSC, Montgomery County PSCC, or District of Columbia Fire & EMS OUC. Voice contact via recorded telephone or radio should be made to insure that the request has been received and understood.

Fairfax County Voice: (703) 877-3824

Fax: (703) 997-8075

Montgomery County Voice: (240) 683-6520

Fax: (240) 773-7140

District of Columbia Voice: (202) 373-3805

Fax: (202) 730-0572

Requesting Agency: _____ **Today's Date** _____

Agency Contact: _____ **Phone #** _____ **Cell #** _____

Contact Email: _____ **Fax #:** _____

Incident Name: _____

Incident Location/Address: _____

Command Location: _____ **Incident Commander:** _____

Command Radio Channel: _____

Equipment Needs: Full NCR-CIG Response: Yes/No _____ Tactical Response Only: Yes/No _____

Estimated Radios _____ (500 MC/FX 250 DC Max)

Equipment Delivery Instructions: _____

Requesting Agency Signature: _____ **Title:** _____ **Date:** _____

Print Name: _____

Releasing Agency Approval: _____ **Denial:** _____

Releasing Agencies Fire Chief Signature: _____ **Date:** _____

Print Name: _____

Note: Request for deployment of the NCR-CIG indicates acceptance of fiscal responsibility for the replacement of any lost or damaged equipment.

-----EMERGENCY REQUEST-----EMERGENCY REQUEST----

National Capital Region Communications Interoperability Group

Routine Deployment Form

Routine Request

Routine Request

Routine Request

Please complete all information requested to insure timely fulfillment of the deployment request. This form shall be faxed to Fairfax County DPSC, Montgomery County PSCC, or District of Columbia Fire & EMS OUC. Voice contact via recorded telephone should be made to insure that the request has been received and understood. This request should be received no later than 30 days and no more than 120 days prior to the event.

Fairfax County Voice: (703) 877-3824

Fax: (703) 997-8075

Montgomery County Voice: (240) 683-6520

Fax: (240) 773-7140

District of Columbia Voice: (202) 373-3805

Fax: (202) 730-0572

Requesting Agency: _____ **Today's Date:** _____

Agency Address: _____

Contact Person: _____ **Phone #** _____ **Cell #** _____

Contact Email: _____ **Fax:** _____

Incident Name: _____ **Incident Location:** _____

Date of Planned Event: _____

Equipment Delivery Instructions: _____

Agency Pick-up: Yes/ No _____ **Date Equipment Needed By:** _____ **Return Date:** _____

Equipment Needs: Radios: _____ (250 MC/FX/DC 500 Total) Batteries: _____ Chargers: _____

Tactical Equipment: _____ **# Com-L's Needed:** _____ **# Com-T's Needed:** _____

Incident Talk group/ Channel: _____ **Com Plan in Place (ICS 205):** Yes / No _____

Requesting Agency Signature: _____ **Title:** _____ **Date:** _____

Print Name: _____

Releasing Agency Approval: _____ **Denial:** _____

Releasing Agency Fire Chief Signature: _____ **Date:** _____

Print Name: _____

Note: Request for deployment of the NCR - CIG indicates acceptance of fiscal responsibility for the replacement of any lost or damaged equipment.

-----ROUTINE REQUEST-----ROUTINE REQUEST-----