

TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR

PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS
(FDO)/ELECTRONIC SERVICES & SECURITY
DIVISION (ESS)

SUBJECT: EMERGENCY UTILIZATION OF PUBLIC SAFETY RADIO
SYSTEM EMERGENCY MANAGEMENT TALK-GROUPS

PPM#: CW-L-002

ISSUE DATE
January 26, 2023

EFFECTIVE DATE
January 26, 2023

PURPOSE:

To establish policies and procedures for the utilization of the County-wide Public Safety Radio System by Palm Beach County General Government Departments and Agencies during a disaster period.

UPDATES:

Future updates to this PPM are the responsibility of the FDO Director.

AUTHORITY:

- PPM# CW-O-001, Policies and Procedures Memoranda (PPMs), as may be amended.
- Operational Policies I-01, I-02, and I-04, County-Wide Radio System Steering Committee Policy, as may be amended.

DEFINITIONS:

Agency – Palm Beach County Sheriff's Office and/or Palm Beach County Fire Rescue

CWP – County Warning Point – A monitoring point operated 24/7/365 by the County's Public Safety Department, Division of Emergency Management.

EM - Public Safety Department, Emergency Management Division

ESS – FDO Department, Electronic Services and Security Division.

FDO – Facilities Development & Operations Department.

Net Control System – A designated radio operator in CWP that performs real time activities such as controlling voice traffic and enforcing operational discipline.

PBCFR – Palm Beach County Fire Rescue

PBSO – Palm Beach County Sheriff's Office

POLICY:

It is the County's policy to have a process in place during a declared state of emergency for utilization of the Public Safety Radio System.

RESPONSIBILITIES:

A. FDO responsibility:

Manage the County's Public Safety Radio System and accurately maintain the internal database of subscriber radios for identification purposes.

B. User Departments and agencies responsibility:

Maintain its fleet of assigned portable and mobile radios and provide FDO user updates as needed.

C. EM responsibility:

Monitor the EM call talk-groups, assignment of the EM common talk-groups as needed and acknowledgement of Emergency/Duress buttons when activated by Department radio users.

PROCEDURES:

When authorized by the County Administrator, the CWP will become the focal point to gather information from the County Departments and Agencies, but will not act as a Net Control Station.

1. The County Agencies involved in the emergency will communicate on its pre-assigned talk-groups for all internal communications.
2. Supervisors and/or authorized Point of Contact personnel requiring to communicate pertinent information to the CWP will do so on the "EM call" talk-group (Radio Position 1B). CWP will gather the information and relay same to the appropriate Agency.
3. In situations where two (2) or more County Departments and Agencies require a common communication path, they will request the utilization of an EM common talk-group from CWP radio positions 2B through 4B. The initial request will be done on EM call and CWP will assign an unused EM common talk-group.
4. In situations where a County Department and Agencies requires communication with

PBSO or PBCFR, this request will be first cleared through CWP as to document the situation and monitor the communications, if required.

The CWP at times may monitor and/or transmit County Department and Agencies talk-groups during an emergency or during Emergency Duress Button activation. This capability is done selectively and County Departments and Agencies should not assume that the CWP is monitoring. All critical information is to be relayed through the EM call talk-group.



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Supersession History

A.O number 4-4, effective 8/31/76
PPM # CW-L-002, effective 7/1/88
PPM # CW-L-002, effective 5/1/03
PPM # CW-L-002, effective 5/11/11
PPM # CW-L-002, effective 8/17/16