

SCIP Content Planning

Participating Agencies and Points of Contact

Identify the agencies to help develop the statewide communications interoperability plan.

- Propose Individuals/Agencies to Fill a Core Project Team (including UASI points of contacts),
- Clarify Roles and Responsibilities (i.e. offer guidance; offer first-hand expertise).
- Determine who can represent each of the core stakeholder groups.
- Distribute responsibilities among the Team

<i>Agency Name</i>	<i>Agency POC</i>	<i>POC Email</i>	<i>POC Telephone (s)</i>

Scope

Include scope (define specific elements/initiatives that are included in the strategy as well as elements/initiatives that are not addressed) and high-level working group timeframes for completing milestone initiatives, with any key assumptions relative to the proposed accomplishments.

- Design and Document a Communications Strategy for Progress Reporting and Updates with your working group and the contractor.
 - Identify Working Group's methods for collaboration and planning (e.g. monthly conference calls, mid-June meeting followed by bi-weekly meetings).
-

SCIP Content Planning

4. Current Statewide Assessment

Describe the current status of communications and interoperability statewide: include what is working well; what is not working well; key strategies (if applicable) that are currently underway to address what is not working well; and the barriers to implementation.

- **Need volunteers to validate data**

SAFECOM Continuum Categories:

- **Outline your goals, principles, and objectives for the communications efforts.**
- **Develop your communications process and plan for each of the SAFECOM Continuum Categories.**

4.1 Governance Structure

Define any governance structures currently in place to oversee communications interoperability. Include copies of the group's charter, executive, or legislative authority.

- 4.1. Identify the executive or legislative authority for the governing body of the interoperability effort.**
 - 4.2. Provide an overview of the governance structure that will oversee development and implementation of the plan. Illustrate how it is representative of all of the relevant emergency response disciplines and regions in the state.**
 - 4.3. Provide the charter for the governing body, and use the charter to state the principles, roles, responsibilities, and processes.**
 - 4.4. Identify the members of the governing body and any of its committees. (List them according to the categories recommended for a communications interoperability committee in the All-Inclusive Approach section above.)**
 - 4.5. Provide a meeting schedule for the governing body.**
 - 4.6. Describe multi-jurisdictional, multi-disciplinary agreements needed for decision-making and for sharing resources.**
- **Update administrative processes that grant regulatory approval for statewide interoperability procedures**

SCIP Content Planning

4.2 Technology

*Identify and describe all of the communications systems and equipment **currently** operating in the state. Include actual hardware and software in place, as well as the frequencies being used, licenses, existing, channel plans, what channels are used for what purpose or coverages. Identify any shared systems.*

5.1. Include a statewide capabilities assessment (or a plan for one), which includes critical communications equipment and related interoperability issues. At a minimum this should include types of radio systems, data and incident management systems, the manufacturer, and frequency assignments for each major emergency responder organization within the state. Ultimately more detailed information will be required to complete the documentation of a migration strategy. States may use the Communications Asset Survey and Mapping (CASM) tool to conduct this assessment.

5.2. Describe plans for continuing support of legacy systems, and developing interfaces among disparate systems, while migrating to newer technologies.

5.2.1. Describe the migration plan for moving from existing technologies to newly procured technologies.

5.2.2. Describe the process that will be used to ensure that new purchases comply with the statewide plan, while generally allowing existing equipment to serve out its useful life.

SCIP Content Planning

4.3 Standard Operating Procedures

Identify existing SOP documents that address interoperable communications in the state and other SOPs that need to be developed. Determine compliancy with existing standards, including NIMS.

<i>SOP Name</i>	<i>Agencies Included</i>	<i>Disciplines Included</i>	<i>SOP Location*</i>	<i>Frequency of Use</i>
SOP Name:				
SOP Description				

- Where is the SOP made available to the state emergency response community? (e.g., Web site, newsletter, etc.)

- 6.1. Include an assessment of current local, regional, and state operating procedures which support interoperability.
- 6.2. Define the process by which the state, regions, and localities will develop, manage, maintain, upgrade, and communicate standard operating procedures (SOPs), as appropriate.
- 6.3. Identify the agencies included in the development of the SOPs, and the agencies expected to comply with the SOPs.
- 6.4. Demonstrate how the SOPs are NIMS-compliant in terms of the Incident Command System (ICS) and preparedness.

Consider John Powell's Input when generating this section:

1. SCIP Volume II: Field Operations Guide (FOG)

- a. Designed to be taken into the field and used by ICS Command Staff and Communications Unit personnel to assist with managing incidents of all sizes.
- b. Initial input to the FOG will be a consolidated compendium of existing statewide plans (CALCORD, CLEMARS, FIREMARS, etc).
- c. Eventual availability in soft format, allowing Communication Unit Leaders to cut/paste interoperability resources from pre-filled ICS forms.

SCIP Content Planning

4.4 Training and Exercises Plan

Describe the current plan for statewide communications training, including type(s) of communications interoperability training still needed for each discipline. Describe the current exercises plan for the state and the level of statewide participation (including state, local, tribal, and Federal agencies).

7.1. Define the process by which the state will develop, manage, maintain and upgrade, or coordinate as appropriate, a statewide training and exercises program.

7.2. Describe the process for offering and requiring training and exercises, as well as any certification that will be needed.

7.3. Explain how the process ensures that training is cross-disciplinary.

4.5 Usage

Describe any steps taken or policies put in place to encourage emergency responders to adopt and utilize interoperable technologies, SOPs, training, and exercises. Describe the frequency interoperable procedures and technologies are used by emergency responders in the field.

8.1. Describe the plan for ensuring regular usage of the relevant equipment and the SOPs needed to improve interoperability.

SCIP Content Planning

Strategies:

5. Strategy

Describe the vision, mission, goals, and objectives, and strategic initiatives for interoperability statewide.

Per John Powell - Vision for CalSCIP:

1. Focus on a long term strategy
2. SCIP Administrative Portion
 - a. California's planning process: the organization, roles, and responsibilities of CALSIEC and PSRSPC and their various member agencies.
 - b. The state's long term strategy to realize a "system-of-systems" approach to providing interoperability among first responder agencies across all levels of government in California (including Federal and Tribal), as well as with our neighboring states.
3. Planning Area input and strategies needed regarding:
 - Shared Systems
 - Data Sharing
 - System of System & cost estimates

5.1 Interoperability Vision

Describe the overall vision for statewide communications interoperability once the plan has been fully implemented. A compelling vision statement should include the following characteristics:

- *Provides the local officials and the responder community with a clear, inspiring picture of what communications and interoperability looks like when performed in its desired state.*
- *Describes how the delivery of critical services is enhanced and the benefits to the citizens.*
- *Demonstrates to users what interoperability looks like when the ideal relationships statewide are realized.*
- *Describes a state of emergency services that are being delivered in the way that first responders believe they should be.*

SCIP Content Planning

5.2 Mission

Describe the group's mission for achieving effective communications and interoperability statewide. The mission should state how the state, as a whole, intends to operate and where its focus will be to ultimately achieve the vision statement. The mission should also specify, at a high level, what the state will do to deliver the vision.

5.3 Goals and Objectives

Identify the project's goals (the accomplishments needed if the vision is to become real) and the target objectives (the specific activities required to achieve the goals), starting from the current state.

5.4 Strategic Initiatives

Describe the set of strategic initiatives the state has identified and that will be accomplished in order to achieve the vision. Define the specific actions to be taken, how they will be measured, and the agreed upon timeframe within which they will be accomplished.

5.5 National Incident Management System (NIMS) Compliance

Describe how the statewide plan promotes and supports the use of NIMS operating procedures.

5.6 Review and Update Process

Describe the process for reviewing and updating the statewide plan regularly, including review cycle, participants, and approval process.

SCIP Content Planning

6. Implementation

Describe the approach for implementing the statewide plan's strategic initiatives, short- and long-term goals for implementation, key roles and responsibilities, performance measures, critical success factors, plans for educating policy makers and practitioners and a plan for overseeing operational requirements, SOPs, training, and technical solutions.

- 10.1. Describe the prioritized action plan with short- and long-term goals for achieving the objectives.**
- 10.2. Describe the performance measures that will allow policy makers to track the progress and success of initiatives.**
- 10.3. Describe the plan for educating policy makers and practitioners on interoperability goals and initiatives.**
- 10.4. Describe the roles and opportunities for involvement of all agencies in the implementation of the statewide plan.**
- 10.5. Establish a plan for identifying, developing, and overseeing operational requirements, SOPs, training, technical solutions, and short- and long-term funding sources.**
- 10.6. Identify a POC responsible for implementing the plan.**
- 10.7. Describe critical success factors for implementation of the plan.**

7. Funding

Determine the budget needed to implement the statewide plan. Identify who will provide funding, what the plan is to obtain initial funding, and how sustained funding will be provided to support the statewide plan, and its mission and goals.

Sponsor Responsible for:

- the overall process,
- establishing key relationships in the state
- securing funding resources, and
- overall implementation

- 9.1. Identify committed sources of funding, or the process for identifying and securing short- and long-term funding.**
- 9.2. Include a plan for the development of a comprehensive funding strategy. The plan should include a process for identifying ongoing funding sources, anticipated costs, and resources needed for project management and leveraging active projects.**