ESF #2 Communications Annex

Coordinating Agency

Mississippi Emergency Management Agency (MEMA)

Primary Agencies

Mississippi Department of Information Technology Services (ITS)
Mississippi Wireless Communication Commission (WCC)
Mississippi Emergency Management Agency (MEMA)

Support Agencies

Mississippi Department of Public Safety (MDPS)
    Mississippi Office of Homeland Security (MOHS)
Mississippi Military Department (MMD)
    Mississippi National Guard (MSNG)
Mississippi Public Service Commission (PSC)
Mississippi Wing, Civil Air Patrol (CAP)
Radio Amateur Communication Emergency Services (RACES)

Federal Coordinating Agency

Department of Homeland Security (DHS)
    Cybersecurity and Infrastructure Security Agency (CISA)

Federal Support Agencies

Department of Agriculture (USDA)
Department of Commerce (DOC)
Department of Defense (DOD)
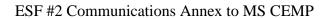Department of Energy (DOE)
Department of Homeland Security (DHS)
Department of the Interior (DOI)
Federal Communications Commission (FCC)
General Service Administration (GSA)

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MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

ESF #2 Communications Annex

1. **INTRODUCTION.** Emergency Support Function (ESF) #2 Communications supports local, state, and tribal entities, voluntary organizations, non-governmental organizations, and the private sector in managing communications and communications infrastructure during domestic threats or in response to actual or potential incidents. This support includes restoring the communications infrastructure and facilitating the recovery of systems and applications from cyber-attacks. However, the Cyber Incident Annex is used primarily for cyber incidents, and ESF #2 supports responses to cyber incidents as directed.

   a. **Purpose.** The purpose of this ESF Annex is to provide and maintain a communications infrastructure for the support of response and recovery missions following an emergency or a major disaster. This Annex provides structures for implementing state-level policy and operational coordination. It can be partially or fully implemented, anticipating a significant event or response to an incident. The selective implementation allows for a scaled response, delivery of the needed resources, and coordination appropriate to the incident. It is also used when Mississippi's capabilities are exceeded and a federal government response is requested.

The success of this effort requires the coordination, pooling, and networking of available and obtainable communications resources provided by state agencies, local government entities, voluntary organizations, or other providers.

The term "obtainable" means other necessary resources that must be acquired through contract, lease, purchase, mutual aid agreements, or otherwise from outside the inventory or control of participating agencies. These resources may include facilities, personnel, equipment, materials, supplies, software, programs, consulting services, technical assistance, or others.

   b. **Scope.** This Annex is used to respond to incidents where a threatened or actual incident exceeds local response capabilities. The core functions of ESF #2 include, but are not limited to:

   (1) Coordinates state actions to assist industry in restoring the public communications infrastructure, assisting local, tribal, and state governments with emergency communications, and restoring public safety communications systems and first responder networks.

   (2) Supports state departments and agencies in procuring and coordinating communications services.

   (3) Provide communications support to the State Emergency Operations Center (SEOC) and associated SEOC field teams.

(4) Coordinate cybersecurity issues that result from or occur in conjunction with incidents.

If local government communication capabilities or resources become overwhelmed and unable to meet emergency or major disaster needs, ESF #2 will be activated to support those affected. This support will be provided in accordance with the State Comprehensive Emergency Management Plan (CEMP), National Response Framework (NRF), and other applicable doctrines.

If the federal ESF #2 is activated to assist local, tribal, and state governments, the primary agency for overall coordination of federal resources is the Department of Homeland Security (DHS)/Cybersecurity and Infrastructure Security Agency (CISA).

2. RELATIONSHIP TO THE WHOLE COMMUNITY. This section describes how ESF #2 relates to other elements of the whole community.

  a. Local, Tribal, and State Governments. Primary responsibility for managing communications infrastructure incidents rests with local, state, and tribal authorities and the private sector, which owns and operates most communication resources. As such, a federal response must acknowledge local, tribal, and state communications policies, authorities, and plans that manage communications systems and prioritize the movement of relief personnel and supplies during emergencies.

  b. Private Sector/Non-governmental Organizations. The private sector owns or operates many communications resources and is a partner or lead for rapidly restoring communications-related services. Private-sector mutual aid and assistance networks facilitate sharing resources to support response.

3. CORE CAPABILITIES AND ACTIONS. This section outlines the ESF roles aligned to core capabilities. The following table lists the Response core capability that ESF #2 most directly supports and the related ESF #2 action. Though not listed in the table, all ESFs, including ESF #2, support the Core Capabilities of Planning, Operational Coordination, and Public Information and Warning:

Core Capability	ESF #2 – Communications
Infrastructure Systems	• Prepare for potential public works and engineering requirements; activities include providing public information, contributing to situational awareness, establishing response teams, leveraging technological tools, training and exercising with partners, establishing private sector contracts and agreements, and coordinating with volunteer organizations and other non-governmental partners.

Core Capability	ESF #2 – Communications
Infrastructure Systems cont.	• Conduct pre-incident and post-incident assessments of infrastructure. • Provide emergency repair of damaged public infrastructure and critical facilities. • Provide temporary emergency power to critical facilities (e.g., communications towers, network facilities, etc.). • Provide technical assistance, including engineering expertise, construction management, contracting, real estate services, and private/commercial structures inspection.
Operational Communications	• Coordinate and provide telecommunication and information technology support to local, state, tribal, and federal officials and the private sector. • Develop supplemental and backup communications and information technology plans and procedures. • Establish and maintain response communications systems. • Implement response communications interoperability plans and protocols. • Coordinate the communications policies and procedures across response entities. • Implement strategies and measures necessary to identify damaged critical infrastructure assets; repair, reconstitute, and secure radio and associated communications networks; and take action to protect these assets from secondary damage. • Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities.
Situational Assessment	• Maintains situational awareness of an incident. • Provide an informational link to members of the whole community. • Serve as the centralized conduit for situation reports, geospatial data, and other decision support tools. • Provide decision-relevant information regarding the nature and extent of an incident and cascading effects supporting a potential or actual coordinated Federal response. • Coordinate modeling and effects analysis production and dissemination to inform immediate emergency management actions and decisions.

Core Capability	ESF #2 – Communications
Situational Assessment cont.	• Maintain standard reporting templates, information management systems, essential elements of information, and critical information requirements.

4. POLICIES.

a. Through the SEOC, the Mississippi Emergency Management Agency (MEMA) will maintain overall direction, control, and coordination of the response and recovery efforts through coordination with all participating agencies, including federal agencies tasked by the Federal Emergency Management Agency (FEMA).

b. Mississippi Department of Information Technology Services (ITS) and Mississippi Wireless Communication Commission (WCC) will appoint an Emergency Coordinating Officer (ECO) to work in conjunction with MEMA, other state agencies, federal agencies, and private-sector partners in an emergency communications capacity at the SEOC.

c. ESF #2 Coordinator will coordinate with all appropriate agencies, departments, and private-sector organizations to ensure statewide communications operational readiness in times of emergency.

d. When activated, supporting agencies in ESF #2 will operate under this document, the MEMA Response Framework, and other SEOC Standard Operating Procedures (SOPs), as applicable.

e. Resource allocation and taskings are coordinated through ESF #5 using the MEMA mission assignment process and other procedures outlined in the CEMP Base Plan, MEMA Response Framework, and applicable processes and SOPs.

f. All available local, private, semi-private, and state resources will be deployed through the Statewide Emergency Assistance Compact (SMAC) to the maximum extent possible before requesting Emergency Management Assistance Compact (EMAC) or federal assets.

g. If state resources have either been exhausted or are expected to be exhausted before meeting the demand, ESF #2 will recommend requesting assistance from other states through EMAC or FEMA.

h. The MEMA, ITS, or WCC ECO will coordinate from the SEOC or virtually, incident-dependent. However, a catastrophic event may require establishing an additional forward coordination element near the impacted area.

i. ESF #2 staff, working with ESF # 5 Emergency Management and ESF #7 Logistics, coordinates required field communications to support state activities related to the management of incidents. Communications support includes but is not limited to Forward Area Command Posts, Joint Information Centers (JIC), Joint Field Offices (JFO), Reception, Staging, Onward-Movement, and Integration (RSOI) sites, Mobilization Centers (MC), Commodity Point of Distribution Points (CPOD), and State Staging Areas (SSA).

j. State communications planning considers county, municipal, and private-sector communications policies and plans used to control the movement of relief personnel, equipment, and supplies, as well as locally established priorities for determining the precedence of movement or support.

k. ESF #2 entities will participate in the Situation Report (SITREP) and Incident Action Plan (IAP) process coordinated by ESF #5 and respective SEOC Sections and Branches.

l. To ensure the orderly flow of resources, state agencies should coordinate all transportation movements with ESF #1.

5. CONCEPT OF OPERATIONS. MEMA activates ESF #2 when a significant impact on the communications infrastructure is expected or has occurred. When activated, ESF #2 provides communications support to the impacted area and internally to the SEOC and deployed assets. ESF #2 support is scalable to meet the specific needs of each incident response, and response resources are drawn from a matrix of personnel and equipment available from the ESF #2 primary and support agencies.

a. Assumptions.

(1) Existing state telecommunications infrastructure will provide the primary means for state government communications.

(2) Primary agencies (including MEMA) and support agencies will perform tasks under their authority, as applicable, in addition to missions received under the authority of MEMA.

(3) Most emergencies and disasters involve damage to property to some extent. Roads, bridges, public utility systems, public and private buildings, homes, and other facilities must be inspected, cleared for use, reinforced, quarantined, or demolished to ensure safety.

(4) State or federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient, and effective response and recovery.

(5) Numerous governmental and non-governmental volunteering entities may mobilize personnel, supplies, and equipment to affected areas without coordination or communication with the SEOC or deployed elements.

(6) An emergency or major disaster may strike one or more areas of the state at any time. The primary event may be a natural disaster, technological, or other manmade events that cause varying degrees of damage, from minor to severe. Secondary effects may also increase damage, rendering local communications systems inadequate or inoperable for a prolonged period.

(7) Two-way communication is essential for the orderly and efficient management of disaster operations. Before the impact of a disaster, coordination with local governments and often with adjacent states is critical. Consequently, decisions affecting these areas must be communicated before conditions prevent the completion of these preparedness or response activities.

(8) Communications systems throughout the state include traditional radio, telephone, telefax, and wide area network (WAN) connectivity, which may be supported by satellite, wireless, conventional landline services, and other modern electronic delivery mediums. These systems may be disrupted or limited by weather phenomena, antenna damage, transmission line damage, power outages, or other problems.

(9) Following disasters that have caused extensive damage, communications assistance and support may be required both from within and outside the state to alleviate human suffering and to restore the affected community to normal in the least amount of time, if possible.

(10) County and municipal officials, nonprofit organizations, and private-sector entities respond to most incidents acting under their authority or through agency or interagency contingency plans.

(11) Using traditional communications systems and modern technologies, such as WebEOC, Internet, high-frequency phones and radios, and satellite networks, combined with backup from other state agencies tasked under this ESF, will enhance the state's communications and automated data systems capability.

(12) Alternate, backup, or substitute methods of communication that may be required will be provided by other support agencies having these assets.

(13) Virtual-public activities, industry, commercial firms, and amateur radio operators can augment established communications systems.

(14) Emergency communications links between the SEOC, the federal government, and state agencies will be developed as needed.

(15) Ensuring the security of certain privileged or proprietary information will be accomplished.

(16) In a major disaster, existing communications may require augmentation to handle the increased traffic volume.

(17) Interoperable communications will be achieved with the Mississippi Wireless Information Network (MSWIN), which serves as the statewide 700 Megahertz (MHz) interoperability system, gateway devices located throughout the state, development of Incident Radio Communications Plans (Incident Command System [ICS] Form 205), and the National Interoperability Field Operations Guide (NIFOG).

(18) All efforts will be made to meet the needs of those with communication disabilities working in emergency operations according to the Americans with Disabilities Act (ADA).

(19) Policies regarding actions taken by 911 communication centers to support/coordinate communications, including alternate or backup methods, are included in local plans.

b. General Concepts.

(1) MEMA, ITS, and WCC will share primary responsibility for maintaining and operating the emergency communications systems and restoring the communications infrastructure.

(2) All agencies in this ESF have been tasked with providing available backup and supplemental support communications systems.

(3) Contact with state-deployed assets and MEMA Area Coordinators (AC) will be continuously maintained to coordinate and support operations in the field.

(4) Depending on the scale of events, supplemental communications resources can be requested through the FEMA Initial Response Resources (IRR) package and the NRF.

(5) MEMA will keep all responsible agencies informed of impending conditions (transportation developments, weather, hazardous materials, or other events) that would cause

them to assume a readiness posture for activating the SEOC for possible deployment to a forward area of operation or other activity.

(**6**) When ESF #2 is activated, ESF #5 and other appropriate support ESFs will be activated to support the event. ESF #2 will continually assess and develop action plans for ESF #5 to ensure all supporting agencies function appropriately and in a coordinated manner.

(**7**) Through their county Emergency Operations Centers (EOCs), local officials should be encouraged to be self-sufficient during the first 2–3 days of a disaster.

(**8**) Local officials and managers should channel their requests for assistance through county EOCs.

(**9**) Local officials must conduct an initial damage assessment to determine the severity and magnitude of property damage in quantity, community impact, and dollar amount. These results will be reported to the SEOC, where appropriate response actions will be initiated. Such communication should be routed through the jurisdiction's county EOC where possible.

(**10**) MEMA will provide public information to evacuees through the SEOC JIC, Mississippi Public Broadcasting (MPB), and commercial broadcast media.

(**11**) Working in coordination with the SEOC and the State Warning Point (SWP), the JIC will release special weather statements and warnings provided by the National Weather Service (NWS) to emergency workers and the general population. These releases will be made through the standard ESF #15 release networks, SWP AtHoc mass notifications, and additionally provided to emergency work sites, staging areas, and other incident support sites as needed.

5. ORGANIZATION.

a. **State Emergency Operations Center.** In an incident or a major declared state emergency, the ESF #2 ECO or the ESF #2 Emergency Coordination staff will support the SEOC virtually or take up positions at the SEOC, situationally dependent. A current list of agency emergency notifications is maintained at the SEOC. ESF #2 is a part of the SEOC Operations Section, Infrastructure Branch.

b. **State Warning Point.** MEMA will be the ESF #2 coordinating agency because the State Warning Point (SWP) is located within the Communications Center of the SEOC. The SWP is manned 24 hours a day and seven days a week. The Mississippi State Logistical Operations Center (SELOC) provides backup communications to the SEOC.

The MEMA SWP has low-band radio channels, high-band channels including statewide law, 700 MHz talk groups, three radio consoles, FEMA National Radio System (FNARS), Grand Gulf Nuclear Station (GGNS) Operational Hotline, Riverbend Nuclear Station (RBS) radio, state and federal National Warning System (NAWAS), MED-COM hotline, HAM radio, and internal 450 MHz radio. The SWP also can link channels through patching abilities on MSWIN consoles. Although ESF #15 is primarily responsible for activating the Emergency Alert System (EAS), this capability is also in the SWP for backup initiation.

The MEMA Operations Section Chief (OSC), through the MEMA Response Director, coordinates and controls personnel and equipment in the SWP in accordance with SEOC emergency operating procedures. Emergency contact info is as follows:

    (1) SWP Operations Officer(s):

        (a) Phone: (601) 933-6876, 6877, 6878 or (800) 222-6362

        (b) E-mail: commo1@mema.ms.gov, commo2@mema.ms.gov, or commo3@mema.ms.gov

    (2) Operations Section Watch Officer:

        (a) Phone: (601) 933-6671 or (800) 222-6362

        (b) E-mail: watchdesk@mema.ms.gov

  c. SEOC Sections. The SEOC maintains the four standard ICS sections:

    (1) Operations Section. The Operations Section establishes strategy (approach methodology, etc.) and specific tactics/actions to accomplish the goals and objectives set by Command. Operations coordinates and executes strategy and tactics to achieve response objectives.

    (2) Planning Section. The Planning Section coordinates support activities for incident planning and contingency, long-range, and demobilization planning. Planning supports Command and Operations in processing incident information and coordinates information activities across the response system.

    (3) Logistics Section. The Logistics Section supports Command and Operations by providing personnel, supplies, and equipment. Performs technical activities required to maintain the function of operational facilities and processes.

(4) Finance and Administration Section. The Finance and Administration Section supports Command and Operations with administrative issues and tracks and processes incident expenses. This includes such issues as licensure requirements, regulatory compliance, and financial accounting.

See the SEOC OSC, Watch Officer, or an SEOC Branch Director for a roster of incident-assigned Section Chiefs.

d. SEOC Infrastructure Branch. The SEOC maintains three branches within the Operations Section, Infrastructure, Emergency Services, and Human Services, each led by a Branch Director. The Infrastructure Branch Director position is a full-time MEMA Emergency Management Specialist. The Branch Director coordinates the activities of ESF #1 (Transportation), ESF #2 (Communications), ESF #3 (Public Works & Engineering), and ESF #12 (Energy) and is the first line of support for assigned ECOs. The Infrastructure Branch Director monitors and oversees branch administrative and incident activities, WebEOC actions, SITRoom updates, branch adherence to timelines and requirements, supports ECOs with incident coordination, and conducts SEOC staff briefings, as needed.

Infrastructure Branch Director desk contact information: Phone (601) 933-6737, e-mail: infrastructure@mema.ms.gov.

e. Mississippi Business Emergency Operations Center. The Mississippi Business Emergency Operations Center (MSBEOC), commonly called BEOC, provides disaster-specific communications from MEMA to industry associations and registered members to coordinate private-sector businesses. It connects those needing resources with Mississippi private-sector resource providers during response and recovery from an emergency or disaster.

For more information on the BEOC, e-mail the BEOC Director at msbeoc@mema.ms.gov or go to the dedicated JIC SITRoom listed below in section 6.g.

f. Joint Information Center. The MEMA JIC coordinates critical emergency information, crisis communications, and public affairs functions. The JIC is the central point of contact for all agency PIOs and news media.

For more information on the JIC or to contact the JIC Director, e-mail memainfo@mema.ms.gov or go to the dedicated JIC SITRoom listed below in section 6.g.

g. SEOC Situation Rooms. MEMA developed the Homeland Security Information Network (HSIN) Situation Rooms (SITRooms) to provide stakeholders with a virtual EOC platform to utilize during normal operations or incidents. The SITRooms provide excellent situational

awareness for both SEOC and non-SEOC participants. The SITRooms have individual pods with attendee lists, chat capability, incident priorities and objectives, operational schedule and meeting times (battle rhythm), downloadable documents and maps, useful links, and video capability.

The event SITRooms utilized by the SEOC for a given event will use one of the following URLs:

https://share.dhs.gov/msema (Daily SITRoom: Level IV Normal Operations)

https://share.dhs.gov/mema-incident (General Incident SITRoom)

https://share.dhs.gov/mema-incident1 (Severe Weather/Flooding SITRoom)

https://share.dhs.gov/mema-incident2 (Hurricane/Tropical Storm SITRoom)

https://share.dhs.gov/mema-incident3 (Other Emergency/Earthquake SITRoom)

https://share.dhs.gov/mema-uas (Unmanned Aerial Systems [UAS] UAS SITRoom)

https://share.dhs.gov/mrp (Radiological SITRoom)

https://share.dhs.gov/jicroom (JIC SITRoom)

https://share.dhs.gov/ms-emac (EMAC SITRoom)

https://share.dhs.gov/msbeoc/ (MSBEOC SITRoom)

Many of the above-listed SITRoom may not be active during "blue-sky" or non-event periods. The active SITRooms will be published via mass notification before or during an event/incident.

h. Administrative and Logistical Support. All participating ESF #2 agencies are expected to:

(1) Coordinate their support with the ESF #2 coordinator.

(2) ESF #2 coordinator will coordinate efforts with the SEOC through the Infrastructure Branch Director.

(3) Locate, identify, and set up their operational work areas and maintain logistical support.

(4) Maintain active accounts and have a working knowledge of WebEOC, the SEOC HSIN SITRoom, and Crisis Track.

(5) Attend and support briefings and other coordination meetings, whether at the SEOC, via telecommunications (HSIN SITRoom, ZOOM, or Microsoft Teams), or elsewhere.

(6) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(7) Maintain maps, displays, status reports, and other information not included in the ESF #5 operations.

(8) Update the SEOC Infrastructure Branch Director on ESF #2 ECO Roster changes.

6. RESPONSIBILITIES AND ACTIONS.

a. Coordinating Agency. The Coordinating Agency, MEMA, and Primary Agencies, ITS and WCC, are responsible for, but not limited to, the following:

(1) Preparedness.

(a) Provide a list of ESF #2 Emergency Coordination staff that will carry out the CEMP and this Annex virtually or at the SEOC.

(b) In conjunction with other primary and support agencies, develop and maintain an SOP for the ESF #2 Communications function.

(c) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the Infrastructure Branch Director, WebEOC, HSIN SITRooms, CEMP and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(d) Ensure all agencies with ESF #2 responsibility have SOPs in place to perform appropriate levels of mitigation, preparedness, response, and recovery related to the event. Agencies will have completed mitigation and preparedness activities before the initiating event.

(e) Ensure ESF #2 elements are familiar and operate according to the Incident Command System (ICS).

(f) Train and exercise ESF #2 personnel.

(g) Designate an ECO, alternate ECO, Public Information Officer (PIO), and an ESF #2 liaison to report to the SEOC or support virtually.

(h) *(ITS)* Provide telecommunications systems, services, and support to state government agencies under ITS purview through direct support or procurements on behalf of the state.

(i) *(ITS)* Guides state government agencies toward receiving Telecommunications Service Priority (TSP) numbers for existing critical telecommunications infrastructure.

(j) *(WCC)* Provide communications systems, services, and support to state agencies.

(k) *(WCC)* Operates the MSWIN 700 MHz P-25 statewide communication network.

(l) *(WCC)* Maintains a cache of portable radios to be distributed during emergencies, training exercises, or special events.

(m) *(WCC)* Execute Memorandums of Understanding (MOU) with state, local, and federal entities to use the MSWIN system full-time or emergency-only.

(n) *(WCC)* Provides, maintains, and tests equipment and processes necessary to ensure interoperable communications with Arkansas, Louisiana, Alabama, and Tennessee. Has executed an Interoperability Agreement with Louisiana.

(2) Pre-Incident.

(a) Alerts applicable local governments in the danger areas through the appropriate local Emergency Management Agency (EMA) office. Notifications for information may include severe weather information or damage, hazardous material spills, radiological incidents and shipments, major structural fires and explosions, major transportation accidents, search and rescue, missing/overdue aircraft, bomb threats, wildland fires, civil disorder, dam failure, water supply failure, terrorist incidents including weapons of mass destruction, general health hazards, and other events, as needed.

(b) Acquires the appropriate equipment and telecommunications services and makes ready for emergency operations.

(c) Perform weekly tests on the state and federal NAWAS, GGNS Operational Hotline, Riverbend radio, and FNARS radio. Also, perform quarterly notification drills with GGNS in accordance with the Radiological Emergency Preparedness (REP) program. Also, monthly ST SE CMN roll calls with state and federal partners are performed.

(d) Maintain a current contact list of vendors for technical support purposes.

(e) MEMA will develop and maintain alert and notification procedures for key communications officials supporting ESF #2. MEMA will assist ESF #2 in maintaining the alert and notification list for other agencies supporting ESF #2.

(f) Provide an ECO (and alternate if 24-hour coverage is necessary) and ESF #2 liaison to the SEOC.

(g) Notify support agency and partners on activation as needed and minimal staffing requirements.

(h) Conduct preliminary staff meetings with the complete ESF #2 team assigned to establish strategies for approaching incident(s).

(i) *(ITS)* Maintain the state's telecommunications infrastructure to support voice, video, and data transmission.

(j) *(ITS)* Maintain a statewide inventory of state-owned communications systems and services.

(k) *(ITS)* Works with MEMA and other state agencies on procedures and processes to acquire ITS services and support, including service restoration prioritization, emergency contact information, and coordination of telecommunications equipment available for emergency use.

(l) *(ITS)* Works with MEMA and other state agencies to prioritize telecommunications needs before an event.

(m) *(ITS)* Establishes procedures for state agencies to notify ITS of closures or relocations prior to an event.

(n) *(ITS)* Establishes procurement tools to provide emergency Local Area Network/Wide Area Network (LAN/WAN) and application support services for agencies impacted by the event.

(o) *(WCC)* Maintain a statewide inventory of state-owned communications systems and services.

(p) *(WCC)* Works with MEMA and other state agencies on procedures and processes to acquire WCC services and support, including emergency contact information and coordination of telecommunications equipment available for emergency use.

(q) *(WCC)* Coordinates the assignment of MSWIN regional and statewide special event talk groups for use during the incident.

(r) *(WCC)* Alerts Motorola to be prepared to respond should the incident occur.

(s) *(WCC)* Prepare the Master Site-on-Wheels (MSOW) and the three-radio frequency (RF) Sites-on-Wheels (SOW) for deployment.

(3) Incident.

(a) Alert applicable local governments in the danger areas through the appropriate local EMA office. Notifications for information may include severe weather information or damage, hazardous material spills, radiological incidents and shipments, major structural fires and explosions, major transportation accidents, search and rescue, missing/overdue aircraft, bomb threats, wildland fires, civil disorder, dam failure, water supply failure, terrorist incidents including weapons of mass destruction, general health hazards, and other events, as needed.

(b) Assist/coordinate damage assessment for communications systems and networks.

(c) Upon activation of ESF #2, ECO will communicate pertinent information to all ESF #2 members. Such information will be a complete orientation of the ESF #2 mission, purpose, and scope of work.

(d) Ensure adequate communications are established and maintained.

(e) Provide information to the SEOC for dissemination to the public and private agencies as needed.

(f) Maintain information on private, public, and supplementary communications resources outside the state.

(g) Obtain an initial situation and damage assessment through established intelligence procedures and operational reports.

(h) Coordinates with ESF #12 regarding communications industry requests for emergency fuel re-supply and ESF #13 for safe access into incident areas for telecommunications crews.

(i) Coordinate the distribution of assets as needed.

(j) Maintain a complete log of actions, resource orders, records, and reports.

(k) Provide SITREP and IAP input via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

(l) Coordinate the efforts through a liaison to ESF #5.

(m) Assist in gathering and providing information to ESF #5 for establishing priorities.

(n) Assist in compiling and providing information to ESF #15/JIC for press releases.

(o) Participate in post-incident assessments of communications infrastructure to help determine critical needs and potential workloads.

(p) MEMA may ask ESF #2 to provide personnel to a JFO to work closely with their federal counterparts at the established JFO(s) and in the field.

(q) *(ITS)* Ramps up ITS Network Operations Center to assist state agencies in turning down services or relocating telecommunications facilities if needed.

(r) *(ITS)* Identifies, reports, and tracks network and communications outages with service providers through direct communications or the trouble ticket process. The ITS Network Operations Center will organize and fulfill restoration tickets based on priority. Requests for immediate escalation will be based on critical need and the possession of an agency TSP number for the affected service.

(s) *(ITS)* Coordinates with ESF #2 contacts with updates on outages or agency closures every 12 hours until the event concludes.

(t) *(ITS)* Works with service providers and state business partners to maintain the primary communications infrastructure critical to state operations.

(u) *(WCC)* Manage a statewide wireless communications system for state and local governments that enables interoperability between various wireless communications technologies.

(v) *(WCC)* Ascertain radio communications needs in the affected area.

(w) *(WCC)* Deploy MSOW and SOWs as necessary to the affected area.

(x) *(WCC)* Identify MSWIN talk groups as necessary for the incident.

(y) *(WCC)* Deploy and distribute portable radio cache to ensure interoperability of responders.

(z) *(WCC)* Approves all wireless communication purchases within the state and sets forth rules and regulations governing these purchases.

(4) Recovery.

(a) *(ITS)* Work with state agencies relocated to obtain TSP numbers for new provisioned circuits due to an event.

(b) *(ITS)* Work with MEMA's ECO to ensure adequate communications support the state's recovery efforts.

(c) *(ITS)* Make state-approved telecommunications contracts available to local governments to ensure level pricing during restoration.

(d) *(ITS)* Work with communications providers to restore facilities to pre-existing capabilities.

(e) *(WCC)* Assist with other long-term recovery communications projects as appropriate.

(5) Post-Incident.

(a) Prepare an After-Action Report/Improvement Plan (AAR/IP). The AAR/IP identifies key problems, indicates how they will be/were solved, and makes recommendations for improving ESF response operations.

(b) All ESF #2 organizations assist in preparing the AAR/IP.

(c) Submit AAR/IP to infrastructure@mema.ms.gov and planning@mema.ms.gov.

(d) Review and recommend revision to plans and procedures as determined necessary.

(e) Copy, catalog, and properly file all records and documents on the incident.

(f) Compare ESF #2 staff records with MEMA network tasking and tracking system to ensure accuracy.

(g) *(ITS)* Works with MEMA to identify problems with established processes and procedures relative to ESF #2 responsibilities.

(h) *(ITS)* Works with state agencies to identify problems with established processes and procedures relative to disaster efforts.

(i) *(ITS)* Works with service providers to identify problems with established processes and procedures relative to disaster efforts.

(j) *(WCC)* Works with MEMA to identify problems with established processes and procedures relative to ESF #2 responsibilities.

b. **Supporting Agencies.** All ESF #2 Supporting agencies are expected to:

(1) Coordinate their support with ESF #2 or the Infrastructure Branch Director.

(2) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the Infrastructure Branch Director, WebEOC, HSIN SITRooms, Crisis Track, CEMP and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(3) Ensure support agency administrative, supervisory, and technical personnel remain aware of the agency's role with MEMA and ESF #2.

(4) Locate, identify, and set up their operational work areas and maintain logistical support.

(5) Attend and support briefings and other coordination meetings, whether virtually, at the SEOC, or elsewhere.

(6) Participate in training and exercises when scheduled.

(7) Support the development and maintenance of SOPs to enable them to perform appropriate levels of mitigation, preparedness, response, and recovery related to public works and engineering.

(8) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(9) Maintain their maps, displays, status reports, and other information not included in the ESF #5 operations.

(10) Provide SITREP and IAP input via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

(11) All ESF #2 support organizations assist in preparing the After-Action Review/Improvement Plan (AAR/IP).

(12) Submit AAR/IP to infrastructure@mema.ms.gov and planning@mema.ms.gov.

The chart on the following pages shows the responsibilities of the individual ESF #2 support agencies. The list contains, but is not limited to, the core functions required:

Agency	Functions
Mississippi Department of Public Safety (MDPS)	• Assist MEMA and other state agencies on procedures and processes to acquire MDPS services and support, including emergency contact information and coordination of telecommunications equipment available for emergency use. • Utilize sworn officers within the district as communications resources. • Works with MEMA's ECO to ensure adequate communications support the state's recovery efforts. • All other communications duties specific to the incident utilizing field personnel within the districts.
Mississippi Office of Homeland Security (MOHS)	• Support ESF #2 activation and provide backup support to other participating agencies as needed.
Mississippi Military Department (MMD)/Mississippi National Guard (MSNG)	• Provide backup communications systems to critical command and control entities. • Support ESF #2 activation and provide backup support to other participating agencies as needed.
Mississippi Public Service Commission (MPSC)	• Support ESF #2 activation and provide backup support to other participating agencies as needed.

Agency	Functions
Civil Air Patrol (CAP)	• Provide limited transportation missions for technical support. • Assist in aerial damage assessment as needed.
Radio Amateur Communication Emergency Services (RACES)	• Provide communications service to in-state and out-of-state areas to augment existing systems. • Provide backup communications systems as available.

7. AUTHORITIES AND REFERENCES. The procedures in this ESF #2 Communications Annex are built on the core coordinating structures of the CEMP and references listed below. The specific responsibilities of each department and agency are described in the respective ESF, Support, and Incident Annexes, internal agency plans, policies, and procedures. See the CEMP Base Plan, SEOC Infrastructure Branch, or ESF #2 for a comprehensive list of Authorities and References.

a. Robert T. Stafford Disaster Relief and Emergency Assistance Act; amended the Disaster Relief Act of 1974, PL 93-288.
   https://www.fema.gov/sites/default/files/2020-03/stafford-act_2019.pdf

b. MS Code, Ann. Â§ 33-15(1972): Mississippi Emergency Management Act of 1995, Title 33-15, et al. [Successor to Mississippi Emergency Management Law of 1980]
   MS Code 33-15

c. National Preparedness Goal, Second Edition, September 2015
   https://www.fema.gov/media-library/assets/documents/25959

d. National Incident Management System, Third Edition, October 2017
   https://www.fema.gov/media-library/assets/documents/148019

e. National Response Framework, Fourth Edition, October 2019
   https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf

f. FEMA National Incident Support Manual, Change 1, January 2013
   https://www.fema.gov/sites/default/files/2020-04/FEMA_National_Incident_Support_Manual-change1.pdf

    g. FEMA Incident Action Planning Guide, July 2015
https://www.fema.gov/sites/default/files/2020-07/Incident_Action_Planning_Guide_Revision1_august2015.pdf

    h. FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 3.0, September 2021
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf

    i. State of Mississippi Comprehensive Emergency Management Plan, January 2022
MEMA Downloads/CEMP

    j. MEMA Response Framework, March 2021
MEMA Downloads/MEMA Publications

The MEMA reference repository, containing the CEMP base plan, associated annexes, appendices, and other supporting documents, can be found at MEMA Downloads.

Most Mississippi emergency management stakeholders have access to the MEMA Downloads site. However, non-registered stakeholders may access the repository by submitting an e-mail request to preparedness@mema.ms.gov.

8. REVIEW AND MAINTENANCE. This Annex will be continuously reviewed and exercised to evaluate the state's and political subdivisions' ability to execute response and recovery operations and support tribal, local, and municipal emergency management agencies. Directors of primary state agencies are responsible for maintaining internal policies, plans, SOPs, checklists, and resource data to ensure a prompt and effective response to a disaster in support of this Annex. For training purposes and exercises, the MEMA Executive Director may activate this Annex as deemed necessary to ensure high operational readiness.

MEMA will revise this Annex on a biennial basis. The revision will include testing, reviewing, and updating the document and its procedures. This Annex will be updated every two years, or as necessary, to incorporate new presidential or state directives, legislative changes, and procedural changes based on lessons learned from exercises and actual incidents. This Annex will be rewritten every four (4) years.

MEMA coordinates updates, modifications, and changes to the Annex. Heads of state agencies with ESF coordinator responsibility will periodically provide information regarding changes with available resources, personnel, and operating procedures. Recommended changes will be

submitted to MEMA for approval and distribution. Submit recommendations via e-mail to preparedness@mema.ms.gov.

This Annex applies to all state agencies, state boards, state commissions, and state departments assigned emergency responsibilities and to all elements of local government in accordance with current law and Executive Orders (EOs).