



# OFFICE OF EMERGENCY MANAGEMENT ADMINISTRATIVE GUIDE



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## KECT Purpose

The Kirkland Emergency Communications Team (KECT) is a resource group for the City of Kirkland, under the direction of the Kirkland Office of Emergency Management (OEM), to leverage when routine daily communications are not available or as the Emergency Manager or their designee determines appropriate and necessary.

## Oversight

The KECT program functions as part of the OEM directed by the Emergency Manager. KECT is registered as a Volunteer Emergency Worker program with the Washington State Emergency Management Division and must comply with all local, State, and Federal requirements and rules.

## KECT Team Member Requirements

### Amateur Radio License

KECT members must hold, at a minimum, an active Amateur Radio Technician license.

### Amateur Radio Equipment

KECT members are expected to own or have personal access to a handheld radio with minimum capability of dual band 420-450 MHz and 144-148 MHz.

### Participation

KECT members must attend at least 6 monthly team meetings and participate in at least 15 Sunday Nets across at least 9 months and participate in one additional activity per calendar year to maintain active status in KECT. New members will have requirements adjusted, as appropriate, to the month they join.

Failure to meet the participation requirements will move the member to a pending status. The member will be provided a 6-month period in which to demonstrate participation and commitment to the team. Upon successful participation over 6 months, the members status will be returned to active. If the participation requirements are not met within the 6-month period, the member will be removed as a KECT volunteer with the City.

The Emergency Manager maintains the option to adjust or provide exceptions to these requirements based on individual situations.

City Employees participating with KECT is at the discretion and direction of the Emergency Manager.

### Reporting Volunteer Hours

OEM will be responsible for reporting KECT member volunteer hours to the City Volunteer Coordinator and Washington State EMD.

KECT members who participate in activities with a sign in/sign out sheet (monthly meetings, exercises, and trainings) will automatically have their hours recorded with the City if they sign in and out on the sheet. Sunday Net drill participation will be included based on the net controller's report of participation. If a KECT member attempts to participate in a Sunday Net drill and is not able to achieve an adequate connection to net control to report in, they are to submit hours via the [KECT Volunteer Hours Reporting webform](#) within one week.



KECT members who participate in activities without a sign in/sign out sheet, such as performing tasks related to their Team Support or Team Facilitation position, complete the [KECT Volunteer Hours Reporting webform](#) within one week of the activity.

The webform can be easily accessed by visiting [www.kirklandwa.gov/kect](http://www.kirklandwa.gov/kect) and then clicking 'Report KECT Volunteer hours Here'.

### KECT Clothing

After six months of active participation KECT members may be issued clothing that identifies them as a KECT member. Clothing items remain the property of the City and must be returned upon separation from the City. KECT members are encouraged to wear identifying KECT clothing during KECT activities. Members who wear KECT clothing outside of KECT activities should be mindful of public perception related to the location and type of establishment visited. KECT members are expected to behave professionally while representing KECT and the City.

### Badge Policy

KECT members will be issued a personalized City of Kirkland Volunteer ID Badge with their name and photo when they successfully complete the membership onboarding process. City Administrative Policy 4-41 requires volunteers to always wear their City-issued ID badge in a visible manner while in City buildings.

ID badges remain the property of the City and must be returned to OEM upon separation from the City.

### City Facility Access

KECT City Volunteer Badges will only allow access to the assigned location for KECT sponsored activities and exercises. To access alternate locations for City hosted activities on site City staff will provide entry upon presenting a KECT City Volunteer ID badge.

City facility access to the Parks or Public Works Maintenance Centers, City Hall, including the Emergency Operations Center (EOC), an alternate location from assignment, or in addition to KECT scheduled activities must be coordinated in advance with the OEM.

KECT members will not allow non-KECT members access to a City facility without the direct permission of the OEM.

KECT members will not access the secured Kirkland Justice Center (KJC) areas without permission and coordination by the Emergency Manager.



## KECT Activities

### Monthly Team Meetings

Team meetings occur the 3<sup>rd</sup> Wednesday of each month from 1800 – 1900. These meetings are intended to be a time to provide program updates and engage KECT members, and offer training on a variety of radio/incident response/communications topics.

### Sunday Night Net Drill

Net drills occur every Sunday evening. Drills are facilitated by active KECT volunteers and intended to provide an opportunity for routine radio practice for KECT members. The drill will occur remotely. Approval may be requested from the EM, at least 48 hours prior to the drill, to facilitate the drill from a fire station for KECT members serving as net control that find it challenging to receive and transmit effectively from their residence.

### Washington State 5<sup>th</sup> Saturday Drill

This quarterly drill is scheduled and hosted by the Washington State Emergency Management Division (EMD). KECT will participate in a way that benefits the City and is consistent with City emergency plans and actions.

### CERT Training

The City facilitates Community Emergency Response Team (CERT) training and provides the opportunity for KECT members to support communications during the final drill of the training. The drills typically occur on Saturday mornings in the Spring and Fall of each year.

### Other Activities

The City supports KECT involvement in other community events, markets, and trainings. As these opportunities are identified, information will be provided to team members. This may include hosting communications or radio-specific training.

## Activation

The KECT is activated at the direction of the City Emergency Manager or their designee when a situational assessment has determined communications support is required/desired. KECT participants are NOT, for any reason, to self-deploy to a City facility during an emergency or disaster. KECT volunteers must be requested to mobilize by the City based on the safety and resource needs of a situation. **This does not stop individual community members from initiating personal amateur radio communications between each other.**

Activation will occur either by a radio call out, if routine communications are not available, or by phone, text, or email if communication systems are available.

KECT members may be notified by the City Emergency Manager if a mutual aid or out of city deployment request has been received. Responding to this request would be as a State Emergency Worker through the requesting agency and not considered a KECT activity.

## Documentation

All KECT program documentation is stored, retained, and archived by the City of Kirkland through the OEM. OEM staff will work directly with Team Leaders and Coordinators to facilitate access, storage, and retention of documents in compliance with City public records requirements.



Most KECT documents will be available on the City OEM KECT webpage. Documents with personal team member information will be provided directly to active team members at monthly meetings and will not be posted online.

## Communications

All official City KECT communications will be distributed and coordinated by OEM. This includes but is not limited to meeting notices and minutes, distribution of the team roster, call outs, request for participation, or any other official City business. If leaders or coordinators need a message sent to KECT members they should provide OEM the content of the message and it will be disseminated to the KECT member list as appropriate.

This does not prohibit team participants from having discussions among themselves through other communication methods; however, such communications will not be considered part of City KECT communications.

## Website

OEM will host a KECT page on the City website ([www.kirklandwa.gov/kect](http://www.kirklandwa.gov/kect)). This page will provide basic information about the team, a calendar of events, resource documents, the KECT volunteer hours reporting webform, and other information as identified by the Team Leaders and the OEM.



# Annex A: Kirkland Emergency Communications Team (KECT)

## Membership Process

Persons interested in joining KECT are encouraged to attend KECT membership meetings and, if they hold an active FCC Amateur Radio License, check in to the KECT Sunday Night Net as a visitor.

### Applying to KECT

Application to become a KECT member is made by:

1. Attending at least one monthly KECT meeting to meet other members and discuss interest with KECT leadership; then
2. Sending an email to [KirklandEM@kirklandwa.gov](mailto:KirklandEM@kirklandwa.gov) requesting KECT membership. Attachments to this email should include (if they were not already delivered to the KECT Membership Coordinator at the KECT meeting):
  - The applicant's completed copy of the KECT Membership Application Form
  - Copies of IS-100 and IS-700 course completion certificates
  - Copy of the applicant's FCC Amateur Radio License
3. The KECT Membership Coordinator will schedule an interview with the applicant to learn more about them and determine if the applicant is a good fit for KECT.
  - At this interview the applicant will complete the Emergency Worker Form and return it to the KECT Membership Coordinator
4. The Emergency Manager or their designee will arrange to have the applicant meet with the City Volunteer Coordinator to complete the City's volunteer onboarding process, including passing a national background check.
5. After the volunteer onboarding process is complete, the applicant will be issued an ID badge.

### KECT Membership Prerequisites

Before applying to be a member of KECT, applicants must:

- Hold an active FCC Amateur Radio License. Licensing information can be found at [www.arrl.org/licensing-education-training](http://www.arrl.org/licensing-education-training).
- Complete IS-100: Introduction to the Incident Command System. The class and exam can be found at [training.fema.gov/is/courseoverview.aspx?code=IS-100.c](http://training.fema.gov/is/courseoverview.aspx?code=IS-100.c)
- Complete IS-700: An Introduction to the National Incident Management System. The class and exam can be found at [training.fema.gov/is/courseoverview.aspx?code=IS-700.b](http://training.fema.gov/is/courseoverview.aspx?code=IS-700.b)

