

Subject: Assignment of MPSCS Event Talkgroups

Date Issued or Revised: November 9, 2006

Date Review:

3.1.9 Assignment of MPSCS Event Talkgroups

I. Subject and Purpose

The purpose of this policy is to define and implement procedures regarding the assignment of Michigan Public Safety Communications System (MPSCS) Event Talkgroups.

II. Procedures and Guidelines

All efforts will be made to fulfill requests for Event talkgroups assigned to public safety emergencies.

Event Talkgroups are for short duration events that typically last less than 24 hours.

Requests for Event Talkgroup assignments longer than 48 hours must be approved by the NCC Manager or designee.

The member agency must first confirm local talkgroups, i.e.; SPEV, COM, EMER, etc, are not available to the agencies responding to the incident prior to requesting a Special Event talkgroup.

A written communications plan shall be submitted with the Event Request Form when more than one Event talkgroup is requested for an event or incident. The communications plan will identify the use of the additional talkgroups within the event.

Communications plans involving more than one Event talkgroup shall reference the National Incident Management System (NIMS) guidelines when developing the plan.

The member must consider the possibility of escalation of an event when the Event Request Form is submitted. This could affect the number of Event talkgroups requested.

Only agencies with MPSCS radios at Service Level 2, Level 3 or Full may request Event talkgroups.

Talkgroups Event01 through Event30 is available for all Public Safety use.

Talkgroups Event31 through Event45 is reserved for Law Enforcement use only.

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The following procedure shall be followed when a member agency requests an Event talkgroup:

- A. Member identifies the need for an Event talkgroup.
- B. Member verifies that no local talkgroups (SPEV, COM, EMER, etc.) are available for the event.
- C. Member completes an MPSCS Event Request Form.
 - Form is available at www.michigan.gov/mpscs
- D. Member submits the MPSCS Event Request Form to the NCC by FAX.
 - A written communications plan must be submitted with the MPSCS Event Request Form when requesting more than one talkgroup.
 - FAX number (517) 333-5015
- E. NCC notifies the member of the assigned talkgroup.
- F. Member uses the assigned Event talkgroup for the event.
- G. Member notifies the NCC when the event is done.
- H. NCC disables the Event talkgroup and returns it to the pool for use by another member agency.

III. Responsible Party

- A. Contact for Questions
Network Communications Center
Network Communications Center Manager

- B. Phone, Fax and Email Addresses
517.333-5050, Network Communications Center
517.333-5015 (NCC fax)
MPSCS-NCC@michigan.gov

IV. Applicable Forms

MPSCS Event Request Form (*Attached*)

V. Termination or Review Responsibility

MPSCS Director

VI. Linkages to Other Relevant Data



MPSCS

Event Request Form

Agency Name:	
Contact Name:	Contact Phone:
Description of Event:	
Coverage Area Required: (City, County(ies), entire 800 MHz area, etc.)	
Date Needed:	Date No Longer Needed:
Other:	
MP2 Assigned TG / Enable TG / Disabled TG	
Talkgroup Name:	MP2 Job Ticket #:

Fax to the Network Communications Center (NCC) at (517) 333-5015