

	Department of Information Systems Arkansas Wireless Information Network	
	Radio System Interconnect Process	
Effective Date:	Revision Date: 3/02/2018	Issued By:

Introduction

This process establishes the method by which one or more radio systems may be interconnected with the Arkansas Wireless Information Network (AWIN) system. These connections and the equipment involved are commonly referred to as *bridges, patches or gateways*. For additional information please review the Radio System Interconnect Policy.

Establishing Temporary Connections

1. Radio System Administrator, Incident Commander, or COML contacts the Arkansas Department of Emergency (ADEM) Duty Officer submits a request for assistance.
2. The ADEM Duty Officer notifies the ESF #2 Point of Contact.
3. The ESF#2 Point of Contact will respond to the Requestor.
4. The Requestor must provide the following information:
 - a. Contact name
 - b. Contact phone number
 - c. The ID of the AWIN radio that is being used to make the interconnection
 - d. The AWIN talkgroup that will be interconnected
 - e. Verification that the interconnection will be continuously manned
 - f. Contact name and phone number for any other radio systems that will be interconnected
 - g. The anticipated duration of the interconnection
5. The ESF #2 Point of Contact notifies the AWIN Program Director of the request for the patch. The information above is sent via email to the AWIN Program Director.
6. The AWIN Program Director notifies AWIN Operations for monitoring purposes.
7. The AWIN Program Director contacts a recognized COML is obtained at the earliest opportunity and requests a review of the interconnection
8. If appropriate the COML may contact the Requestor with additional advice and guidance on the use of the interconnect.

Establishing a Permanent Connection

1. The Radio System Administrator completes a Permanent Radio System Interconnect Request and submits it to AWIN Operations
2. AWIN Operations reviews the request: This review includes how the interconnect may impact the associated AWIN sites and AWIN users in the area, how the interconnection will be used, and who is responsible for monitoring.
3. The request, along with the AWIN Operations assessment and any additional information available, is reviewed by the COMU Working Group. The COMU Working Group submits a recommendation to AWIN.
4. An Executive Summary of the request, including the AWIN Operations review and COMU Working Group recommendation, is prepared by AWIN and submitted to the AICEC.
5. The AICEC acts on the request.

- a. Approved: The AICEC may approve the request as is, or contingent upon the installation of additional AWIN equipment (channels) at one or more tower locations.
 - i. The Requesting Agency installs any AWIN equipment that may be needed as part of the Permanent Radio System Interconnect agreement.
 - ii. The Requesting Agency enables the Permanent Radio System Interconnect equipment.
 - b. Denied: The AICEC may deny the request if the justification is not sufficient, or if the interconnection would have an adverse impact on AWIN.
6. A decision notification letter is sent to the Requesting Agency.

Discontinuing a Permanent Connection

1. The Radio System Administrator provides a thirty (30) day notice to all participants on the interconnected systems of their intent to discontinue the permanent connection. The notification should clearly state the date the interconnection will be deactivated.
2. Participating agencies should ensure that all personnel are aware of the deactivation and have new communications protocols to follow.
3. The Radio System Administrator makes a series of announcements that the system interconnect will be deactivated and the day of deactivation.
4. AWIN Operations disables any AWIN radios that are interconnected on the interconnect deactivation date.