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SCTE OPERATIONAL PRACTICE

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**United States Department of Homeland Security
SHARES Overview – Operational Practice for Cable
Sector Operators**

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1. Introduction

1.1. Executive Summary

SCTE ISBE has partnered with the United States Department of Homeland Security (DHS) on their high frequency (HF) radio network program– SHARed RESources or SHARES for short. The program administered by DHS's National Coordinating Center for Communications (NCC), provides a means for users with a national security, essential service and emergency preparedness mission to communicate when landline, satellite, public safety and cellular communications are unavailable. This document's purpose is to provide an easy to follow guide to help cable industry staff understand the requirements for participating in SHARES.

1.2. Scope

This document and the SHARES Network is meant to serve as a reliable last mode of communication during extreme incidences or high risk events. Risks include but are not limited to extreme weather such as hurricane, tsunami or blizzards; extended grid power outages, man-made incidents such as cyber-attacks or times where multiple incidents are happening at the same time resulting in traditional communications outages.

1.3. Benefits

Failure to prepare for communications outage can result in extended restore periods. This document will highlight operational practices necessary to prepare for the use of HF radio when attempting to restore traditional modes of communications. By joining the SHARES program through partnership with SCTE ISBE licensed HF station members will gain access to a deep directory of contacts that includes DHS, FEMA, National Guard and other key restoration agencies. This directory can prove to be an invaluable resource when attempting to restore services and gain access to fuel, security and restoration zone access in time of need. Finally, by participating in SHARES and becoming familiar with this document, the cable industry will become better prepared for disasters threatening the essential services the millions of customers depend on every day for business, security, entertainment and communications.

1.4. Intended Audience

Cable operator business continuity managers, regional directors, government relations, supply chain managers, security, and network operational center professionals will benefit from reviewing this document.

1.5. Areas for Further Investigation or to be Added in Future Versions

None at time of publication.

2. Normative References

The following documents contain provisions, which, through reference in this text, constitute provisions of this document. At the time of Subcommittee approval, the editions indicated were valid. All documents are subject to revision; and while parties to any agreement based on this document are encouraged to investigate the possibility of applying the most recent editions of the documents listed below, they are reminded that newer editions of those documents might not be compatible with the referenced version.

2.1. SCTE References

- No normative references are applicable.

2.2. Standards from Other Organizations

- No normative references are applicable.

2.3. Published Materials

- No normative references are applicable.

3. Informative References

The following documents might provide valuable information to the reader but are not required when complying with this document.

3.1. SCTE References

- SCTE 208 2014 Business Continuity
- SCTE 227 2015 Location Risk Assessment
- SCTE 226 2015 Facility Classification

3.2. Standards from Other Organizations

- No informative references are applicable.

3.3. Published Materials

- United States Department of Homeland Security United States Coast Guard Radiotelephone Handbook CGTTP 6-01.1A January 16, 2013
- Guide to Radio Communications Standards for US Department of Environmental Management (DEM) Emergency Responders
<http://www.dtic.mil/jcs/j6/cceb/acps/acp125f.pdf>
- SHARES Form1
<https://www.dhs.gov/sites/default/files/publications/SHARES%20Form%201.pdf>
- Amateur Radio Emergency Service® ARES Field Resources Manual
https://www.amazon.com/dp/B011BUF3I6/ref=cm_sw_su_dp
- ARRL HF Safety Reference Introduction to Emergency Communication Course,
<http://www.arrl.org/emergency-communications-training>
- ARRL Grounding and Bonding for the Radio Amateur,
<http://a.co/dzVD8rw>
- FCC Guide to RF Potential Hazards
https://www.fcc.gov/Bureaus/Engineering_Technology/Documents/bulletins/oet56/oet56e4.pdf

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5. Abbreviations and Definitions

5.1. Abbreviations

ALE	automatic link establishment
ARRL	American Radio Relay League
DHS	Department of Homeland Security
FCC	Federal Communications Commission
HF	high frequency
Hz	hertz
ISBE	International Society of Broadband Experts
kW	kilowatt
Mhz	megahertz
NCTA	The Internet and Television Association
NET	network
NOC	network operation center
NVIS	near vertical incidence sky wave
SCTE	Society of Cable Telecommunications Engineers
SHARES	SHARed RESources
US	United States
VHF	very high frequency

5.2. Definitions

None