

PACE PLAN TEMPLATE



**A FILL-IN
WORKSHEET FOR LMR
COMMUNICATIONS
CONTINUITY**



Companion to the whitepaper: *PACE Planning for Critical Comms*

BUILD YOUR PACE PLAN

If your radio network went down tomorrow, what would your team do?

In many cases when a network fails, teams are left isolated, without real-time information or the ability to call for backup. However, with a PACE communications plan, everyone on your team knows exactly what to do next to stay connected. This keeps everyone unified and accounted for even in outages and emergencies.

This template helps you evaluate your needs using the proven PACE framework. PACE stands for Primary, Alternate, Contingency, and Emergency. You can think of it as having a pre-established plan A, B, C, and D.

You can learn more about PACE Planning in the **companion whitepaper: *PACE Planning for Critical Comms***

How to Use This Template

- 1 Work through each PACE level in order.** Start with Primary and finish with Emergency – you'll find that each level builds on the one before it.
- 2 Pencil it in first.** Treat your first pass as a draft. After you've created a draft, use the review checklist to find weak spots. Then go back and adjust as needed.
- 3 Summarize, test, and use.** Copy the plan onto the at-a-glance page, run tests, collect feedback, have the team sign off on the final version, and practice until it's second nature.

Plan Details

ORGANIZATION / TEAM

PLAN OWNER

OPERATION OR AREA COVERED

VERSION

DATE CREATED

NEXT REVIEW DATE



PRIMARY

Main network – the backbone

WHICH NETWORK DO YOU RELY ON CURRENTLY?

DOES THIS NETWORK WORK WELL FOR YOUR TEAM IN THE AREAS IT COVERS?

IF NOT, WHICH NETWORK IS 1) READILY AVAILABLE, 2) COVERS THE MOST TERRITORY FOR THE 3) LOWEST COST, 4) WORKS WITH NECESSARY DEVICES AND TECHNOLOGY, AND 5) MEETS SECURITY REQUIREMENTS

PRIMARY NETWORK

NEEDED RADIOS, GATEWAYS & EQUIPMENT

FAILOVER TO NEXT LEVEL

WHO IS RESPONSIBLE?

☐ Automatic

☐ Manual



ALTERNATE

Fallback network – second most used

WHERE IS YOUR PRIMARY NETWORK NOT PROVIDING SUFFICIENT COVERAGE? (REMOTE AREAS, COVERAGE GAPS...)

WHERE IS YOUR PRIMARY NETWORK MOST LIKELY TO BECOME INSUFFICIENT? (HIGH TRAFFIC AREAS, AREAS VULNERABLE TO NATURAL DISASTERS...)

WHICH NETWORK PROVIDES COVERAGE IN THE HIGHEST PERCENTAGE OF THESE AREAS?

ALTERNATE NETWORK

NEEDED RADIOS, GATEWAYS & EQUIPMENT

FAILOVER TO NEXT LEVEL

- ☐ Automatic
- ☐ Manual

WHO IS RESPONSIBLE?



CONTINGENCY

Backup network – works in remaining scenarios

WHERE IS YOUR ALTERNATE NETWORK ALSO INADEQUATE?

WHAT NETWORK IS ROBUST ENOUGH TO STEP IN WHEN THE OTHER TWO FAIL?

WILL IT COVER MOST OF THE SCENARIOS OR LOCATIONS YOUR PRIMARY AND ALTERNATE NETWORKS CAN'T?

CONTINGENCY NETWORK

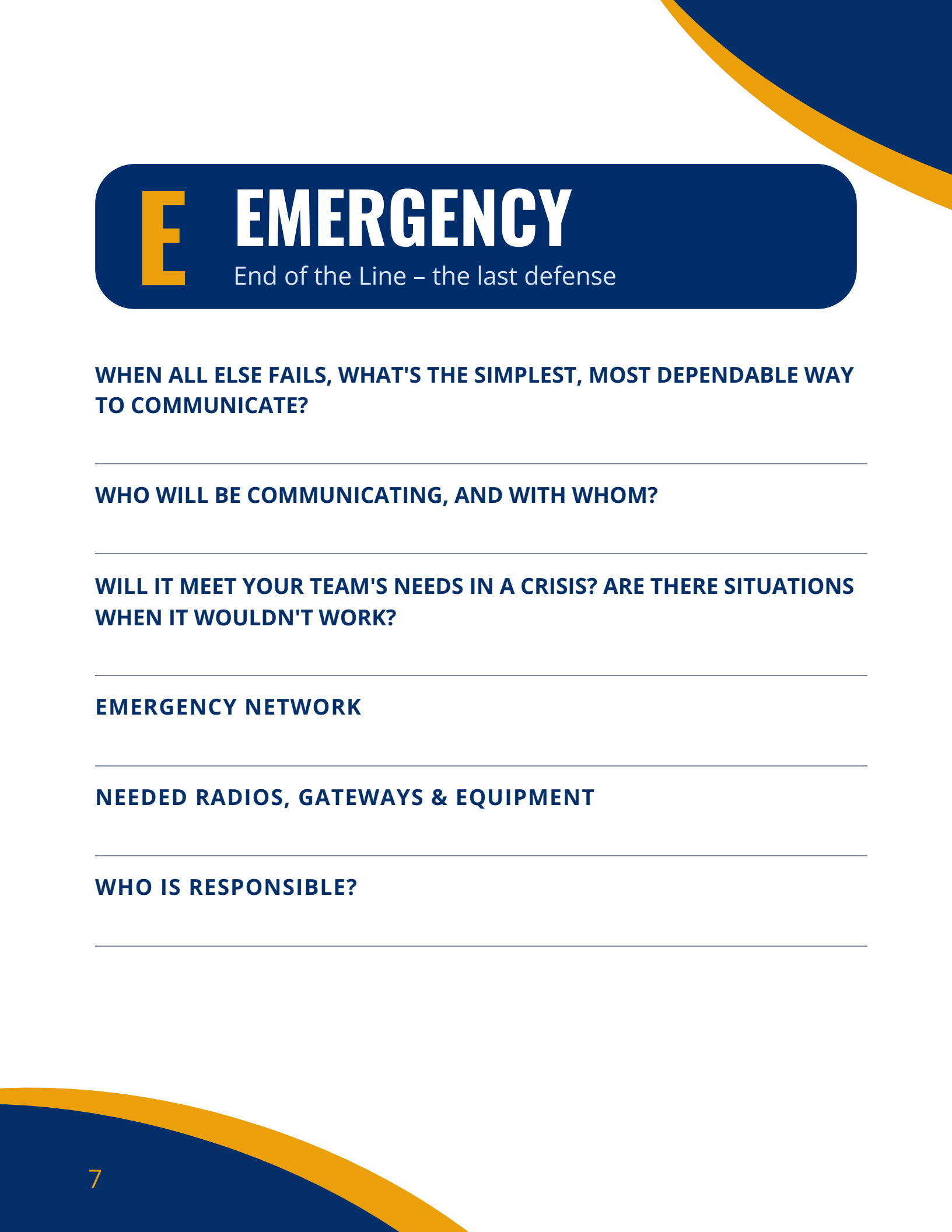
NEEDED RADIOS, GATEWAYS & EQUIPMENT

FAILOVER TO NEXT LEVEL

☐ Automatic

☐ Manual

WHO IS RESPONSIBLE?



E

EMERGENCY

End of the Line – the last defense

WHEN ALL ELSE FAILS, WHAT'S THE SIMPLEST, MOST DEPENDABLE WAY TO COMMUNICATE?

WHO WILL BE COMMUNICATING, AND WITH WHOM?

WILL IT MEET YOUR TEAM'S NEEDS IN A CRISIS? ARE THERE SITUATIONS WHEN IT WOULDN'T WORK?

EMERGENCY NETWORK

NEEDED RADIOS, GATEWAYS & EQUIPMENT

WHO IS RESPONSIBLE?

PLAN AT A GLANCE

Copy your final answers here and use for checking and testing to see if it holds up in real life.

LEVEL	NETWORK	SWITCH WHEN...	AUTO?	OWNER
PRIMARY				
ALTERNATE				
CONTINGENCY				
EMERGENCY				

REVIEW CHECKLIST

Step back and look for blind spots. If a level needs work, go back and reevaluate it to find an option that better meets your needs.

IS THE PROGRESSION FROM ONE STEP TO THE NEXT LOGICAL?

☐ Yes ☐ No

NOTES / FIX

HOW EASY WILL IT BE TO REMEMBER AND IMPLEMENT IN REAL LIFE?

☐ Yes ☐ No

NOTES / FIX

DOES IT WORK WITH THE RADIOS AND TECHNOLOGY YOU USE NOW OR PLAN TO GET?

☐ Yes ☐ No

NOTES / FIX

A robust plan is intuitive and simple. It should feel natural to your team – something they can learn quickly and use without hesitation.

Check each factor. Anything you can't check is a potential snag to go back and solve for.

- ☐ **Easy to learn.** Familiar tools and little to no single-use gear. Each failover is a natural progression from the last.
- ☐ **Always at the ready.** You use it in everyday operations, so nobody has to set up or configure anything in an emergency.
- ☐ **Expects the unexpected.** Flexible enough for wild card situations, not just the 95% of scenarios you can predict.
- ☐ **Automated for simplicity and speed.** Failover happens without anyone noticing or stopping to switch networks.
- ☐ **Tried and trusted.** Your team has tested it, buys in, and trusts that it works.

Congratulations! Now it's time to move from planning to testing and implementation.

TEST & TRAINING LOG

Give your team opportunities to try the plan and see it work for themselves.

NAME / TEAM	DATE	LEVELS TESTED	FEEDBACK	INITIALS

TEAM SIGN-OFF

Once the plan is finalized, everyone should review it and confirm that they know their role.

NAME	ROLE	DATE	INITIALS

GET HELP WITH YOUR PLAN

Crafting and implementing an effective PACE plan can be complex, and it's easy to overlook potential challenges.

Skymira has over 25 years of experience helping public safety agencies, utilities, wildland fire departments, and commercial enterprises find tailored solutions for communication challenges. This experience provides insights that will help you select the right networks, automate seamless failovers, and choose hardware and software to put your plan in place.

We can help develop and automate your PACE plan to build a communication system that you can rely on wherever duty calls.

CONTACT SKYMIRA

www.Skymira.com | +1 203-987-3336

Learn more about PACE Planning in the **companion**
whitepaper: *PACE Planning for Critical Comms*