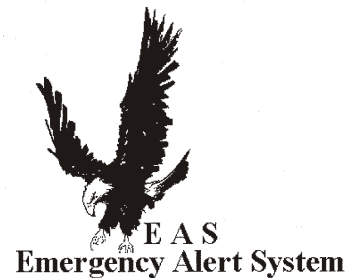




EMERGENCY ALERT SYSTEM

MENDOCINO and LAKE COUNTY OPERATIONAL AREAS



Produced by:
MENDOCINO EMERGENCY SERVICES AUTHORITY
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In cooperation with:
THE MENDOCINO/LAKE EMERGENCY COMMUNICATIONS
COMMITTEE (LECC)

THE ORIGINAL COVER



Federal Communications Commission Plan

for the

EMERGENCY ALERT SYSTEM



COMMUNICATION OPERATIONS ORDERS

Mendocino/Lake, CA, FCC Local Area

This is a part of the State of California and Federal Communications Commission (FCC) Emergency Alert System (EAS) Plan. The following Federal Information Processing Identifier (FIPS) Codes are associated with the Mendocino/Lake Local Emergency Communications Committee (LECC) EAS Plan.

LECC Local Area;

| <u>County of:</u> | <u>FIPS Code:</u> |
|-------------------|-------------------|
| Lake | 06033 |
| Mendocino | 06045 |

| <u>Adjoining County:</u> | <u>FIPS Code:</u> |
|--------------------------|-------------------|
| Colusa | 06011 |
| Glenn | 06021 |
| Humboldt | 06023 |
| Napa | 06055 |
| Sonoma | 06097 |
| Tehama | 06103 |
| Trinity | 06105 |



TABLE OF CONTENTS

1. Introduction 1

2. Types of Warnings 1

3. Local Area Plans 2

4. Operational Area Responsibilities 2

5. The Mendocino/Lake Area System 3

6. Amber Alert Procedures 4

7. Automated System Failures 5

8. Manual Alert Procedures 5

9. EDIS Message Requirements 6

10. Federal Information Processing Identifier (FIPS) Codes 6

11. Communications Operations Order 7

 COO-CAML - 1 Monitoring Plan For LP1/LP2 Stations 9

 COO-CAML - 2 Event Codes 11

 COO-CAML - 3 National Weather Service 13

 COO-CAML - 4 How LP1 Stations Activate a Local EAS Broadcast 15

 COO-CAML - 5A How Local Officials Activate EAS by Telephone 17

 COO-CAML - 5B How Local Officials Activate EAS by Terminal 19

 COO-CAML - 6 Agencies/Officials Authorized to Activate the EAS 20

 COO-CAML - 7 Authentication Procedures by Local Governments 22

 COO-CAML - 8 Required Monthly Test (RMT) 23

12. Revisions 25

13. Signatures of Concurrence and Approval 27

14. List of Abbreviations 29

15. Revision History 31

ATTACHMENTS

EAS Telephone Activation Instructions Attachment 1
EAS Local Government Participants Attachment 2
EAS Participating Station Listing Attachment 3
Password Matrix (CONFIDENTIAL) Attachment 4
EAS Activation Information Sheet Attachment 5

1. INTRODUCTION - EMERGENCY ALERT SYSTEM (EAS)

The EAS is a warning system designed to provide the public with immediate messages that affect life and property. An EAS warning may be for a few blocks or widespread - large parts of a city, sections of specified areas (such as a county or parts of adjoining counties); or a part or all of a region; or several states or the entire nation. EAS can carry national, state or local emergency warnings. This EAS Plan is part of the State of California State Emergency Alert System Plan that replaces the Emergency Broadcast System plans and procedures.

The EAS provides a means of distributing emergency information quickly by radio, television and cable licensees and then to the general public. EAS is made up of radio, television and cable facilities cooperating on a voluntary organized basis for local and state warnings, and on a mandatory basis for Federal warnings.

2. TYPES OF WARNINGS

In California, the EAS is used for warnings of an IMMEDIATE action, such as weather events (funnel clouds or tornadoes actually occurring), evacuations of areas due to an incident (such as a hazardous spill or a tsunami), or other events requiring immediate action by the public.

A. National

National alerts are automatically sent through the EAS and bypass local governments. They typically would be used for warning the population of imminent attack or other incidents involving threats to the United States or portions of the country. These warnings must be carried by all broadcasters.

B. State

State level warnings and EAS broadcasts would involve warnings issued by the Governor's Office of Emergency Services that affect the entire state or large geographic areas within the state. They could involve threats to the state, significant weather events, earthquakes or other large scale events.

C. Weather

The National Weather Service office in Eureka, Monterey or Sacramento may initiate an EAS activation for impending or in-progress events such as tornados, severe storms, hazardous conditions or Tsunami.

Watches and weather statements from the National Weather Service (NWS) do not require this type of immediate action. In California (by agreement*) the EAS does not carry these types of messages, even though the FCC rules provided for them. (*It's an option of the State and Local Area Coordinating Committees to determine the events for which the EAS will be used.) EAS digital protocol; section 11.31 of the FCC rules (47CFR11.31) and State or FCC EAS web page.

However, the NWS may use its Weather Radio Specific Message Encoder (WRSAME) for the alerts for NWS watches and statements on the 162 MHz National Weather Radio (NWR) channels. In that way the public can receive them on radio monitoring equipment even though they are not on the EAS system. For weather information about NOAA radio units, consult local commercial establishments. The separate State of California Office of Emergency Services, EDIS (Emergency Digital Information Service) System also carries these messages.

D. Amber Alert

Amber Alerts are a special use of the EAS designed to aid in the recovery of kidnaped children. There are very specific guidelines for the use of the system which are published under separate cover. The system is managed by the California Highway Patrol.

3. LOCAL AREA EAS PLAN

A local Area EAS Plan is a FCC-mandated document for the organization and implementation of the Emergency Alert System. The state may be divided into several areas. The number of areas depends on the size and geography of a state as well as radio and television coverage (i.e., a mountain area may receive radio station signals from an adjoining state more consistently and stronger and become a part of the EAS plan of that state by agreement between the two states.)

Local Emergency Area Plans become a part of the State EAS plan once adopted. Local Area Plans require the signature of the LECC Chair and Vice Chair, a representative of the National Weather Service and the SECC Chair.

The local Area plan provides the organized guideline for broadcasters and cable TV operators, and describes how they and local government officials use the EAS system to provide information and instructions to the public. The procedures, and this plan, include the National Weather Service (NWS) since the NWS system is developing into an "All Hazard" warning system. A representative of the NWS signs the area plan as part of the process of its implementation.

The responsibility with administering the Local Area Plan rests with the members of the Local Area Emergency Committee (LECC). The LECC Chair and Vice Chair are appointed by the State Emergency Communications Commission of the FCC.

4. OPERATIONAL AREA RESPONSIBILITIES

A. The Mendocino/Lake EAS area incorporates two Operational Areas within the Standardized Emergency Management System (SEMS) structure of the State of California. An Operational Area is responsible for coordinating the emergency responses of all agencies within its jurisdiction. Typically, an Operational Area includes

every local jurisdiction within the boundaries of a County. For the purposes of the EAS plan, this would also include any participating broadcaster or cable service.

B. Each Operational Area (OP Area) will be responsible for ensuring that information about participating agencies is kept current within the plan.

C. Each Op Area will be responsible for providing support to any authorized using agency when the EAS system is needed.

5. THE MENDOCINO/LAKE LECC SYSTEM

The local EAS system is comprised of local broadcasters and several local and state government agencies. Access to and operation of the local EAS system is governed by the LECC. It is the individual agency's responsibility to assure that all equipment is operational and all personnel are trained.

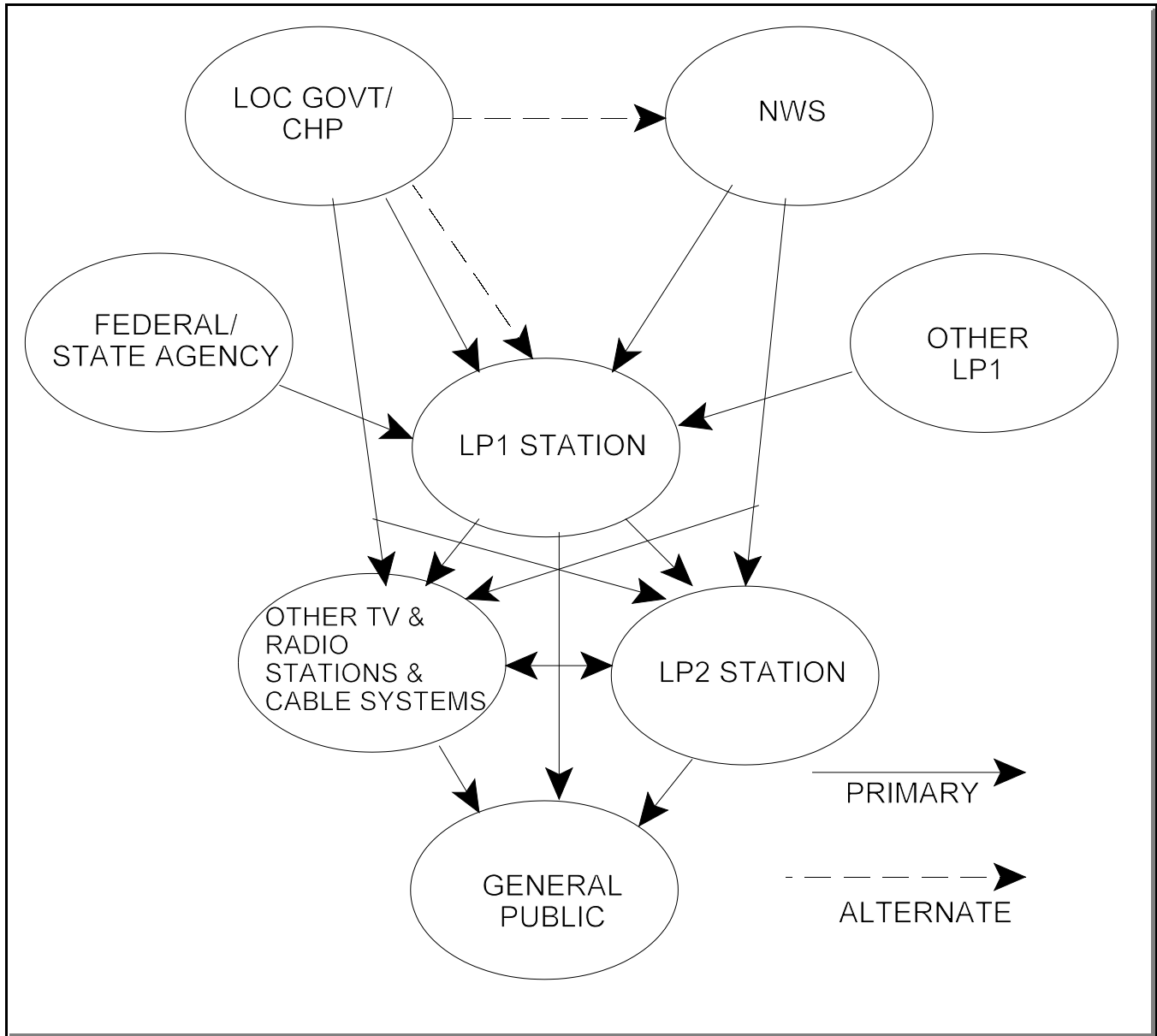
A. AUTHORIZED USERS: Authorized users of the EAS are approved by the LECC. Some users are mandated by Federal Regulation. Any agency which is not a designated user wishing to utilize the EAS system must contact its Operational Area. The Operational Area will screen the agency's request. If deemed an appropriate use of the system, the Operational Area will operate the system for the requestor. Under no circumstance will the operation methods or system codes be released to an unauthorized agency. A listing of authorized users is included in Communications Operations Order CAML - 6 (COO-CAML-6) in this plan.

B. LP1 STATIONS: An LP1 station is the lead station in the alerting system. It serves as the primary point of contact for all users. It is equipped with special equipment for encoding, recording, sending and terminating messages over the broadcast system. LP1 stations monitor other broadcasters in a national network and relay EAS messages as required.

C. LP2 STATIONS: An LP2 station represents the second step the alert system. The station typically monitors its assigned LP1 station and receives alerts and messages which it may broadcast to listeners. Some messages must be sent without delay. Others may be managed by the LP2 station. An LP2 station also monitors the National Weather Service broadcasts and may relay weather related alerts directly. An LP2 station also monitors at least one other alternate broadcast station within the EAS system to assure redundancy if the LP1 station should fail. An LP2 station may also assist an authorized user in initiating an EAS message, if the LP1 station is unavailable. It should be noted that a message initiated at an LP2 station typically will not activate the entire system.

D. GOVERNMENT FACILITIES: Certain government agencies within the LECC may be authorized to serve as an LP1 type station. It may encode, record, send and terminate an EAS message throughout the system. Its encoded message would be broadcast on a designated frequency monitored by the LP1 and LP2 stations. The

government systems should be utilized whenever the LP1 station system is inoperative or inaccessible.



The EAS message Distribution for Mendocino/Lake LECC

The alternate system is based upon local government possessing an EAS device. At present, there is only one machine available through the California Highway Patrol in Ukiah.

6. AMBER ALERT PROCEDURES

The Amber Alert program is administered by the California Highway Patrol. It became part of the EAS system in late 2002. The system is designed to provide information to the general

public about child abductions and to enlist their aid in location of the suspect and the victim. The system can be initiated by any designated law enforcement agency within the State of California. Amber Alert also uses the Emergency Digital Information Service (EDIS) to send the text of the alerts as well as support documentation. The system sometimes does not work smoothly and each request for the protocol should be screened by the Op Area or the local CHP office before it is released to the Mendocino/Lake system.

Complete details and requirements are included in a separate procedures manual issued by the State of California Attorney General in cooperation with several law enforcement agencies. Each user of the system, as well as every LP1 and LP2 station should have a copy of that manual. The Operational Area maintains an electronic version of the manual which can be distributed on request to authorized agencies.

Local Law Enforcement may initiate an Amber Alert themselves or with the assistance of it Op Area. The alert will be broadcast locally and then sent to the California Highway Patrol for dissemination to other parts of the state as the case warrants. Agencies must exercise extreme caution when initiating an Amber Alert to make sure that the appropriate priority and distribution is selected.

7. AUTOMATED SYSTEM FAILURES

On occasion the automated features of the EAS may fail. The cause may be loss of power, loss of telephone lines, interference or machine breakdown. Loss of the automated system is not a reason not to complete the alert protocols. If any portion of the system is working, it should be used as effectively as possible.

Any failures of the EAS - either system or equipment - should be reported to the Operational Area by the affected station or user. If troubleshooting does not remedy the situation, then manual alert procedures will be used. The Operational Area will report the failure to the Governor's Office of Emergency Services immediately. When the system is restored, the affected station or user will report the status change to the Op Area.

8. MANUAL ALERT PROCEDURES

If the automated system is not working properly, then a manual system will be employed to ensure the general public is adequately warned or informed of the emergency at hand.

- A. The alert message will be forwarded to the appropriate Operational Area. If one Op Area cannot be contacted, then the other will serve as the alternate.
- B. The Op Area will help compose the message and determine the target areas for the message, along with frequency of transmission and end time.
- C. The alert message will be prepared on Op Area stationary and faxed to all participating stations. In addition, the message will be entered on the EDIS system, if

available. A back-up e-mail will be sent to the station to a designated address.

D. The Op area will telephone all affected EAS stations and advise them of the message and confirm that the text has been received. If it has not, the Op Area will read the message to the station representative.

E. Participating stations will prepare a recorded message and manually transmit it through their encoder, or will periodically announce the message live until the expiration time has been reached or the station notified by the Op Area that the message can be cancelled.

F. Participating stations will confirm with the Op Area that the message has been broadcast and will also advise the Op Area when the message has been terminated.

G. Once the automated system is restored, it will be utilized to replace the manual activation.

9. EDIS MESSAGE REQUIREMENTS

Any agency initiating an EAS message must immediately enter the message on the EDIS system using the Internet link available through the Governor's Office of Emergency Services web site. Access to the site is controlled by user name and password. All authorized users are responsible for establishing an EDIS account. EDIS messages can also be entered into the system by Law Enforcement using a CLETS terminal.

Once an EDIS message is initiated, it should be followed by a cancellation message when the emergency is over. The same distribution and priority should be used for the cancellation as with the original message.

EDIS has developed special Amber Alert protocols and the appropriate entry forms should be used. In addition, agencies using Amber Alert can enter extra information and photographs to the system. **CAUTION: EDIS messages are open to broadcasters and the general public. Sensitive information should not be placed in EDIS.** Other official channels should be used by law enforcement to relay that information.

The originating agency may be contacted by operators of the EDIS system to aid in further dissemination or clarifications of the message.

10. FIPS CODES:

The Federal Communications Commission has assigned a Federal Information Identifier Code (FIPS Code) to each county. This FCC Local Area includes all broadcasters and cable television companies in and serving the following counties:

| | | | |
|--------------|-------------------------|--------------|--------------------|
| 06045 | MENDOCINO COUNTY | 06033 | LAKE COUNTY |
|--------------|-------------------------|--------------|--------------------|

FIPS Codes for Adjacent Areas:

| | |
|--------------|-----------------|
| 06011 | COLUSA COUNTY |
| 06021 | GLENN COUNTY |
| 06023 | HUMBOLDT COUNTY |
| 06055 | NAPA COUNTY |
| 06097 | SONOMA COUNTY |
| 06103 | TEHEMA COUNTY |
| 06105 | TRINITY COUNTY |

“P” Codes are not designated at this time. If they are approved, the P designator precedes county code. FCC EAS rules provide for a general structure, indicated below. However, before a Local Area includes P Codes the situation needs to be coordinated by the SECC. Contact the Chair of the SECC or the EAS Program Manager at State OES.

- 1 = northwest
- 2 = north central
- 3 = northeast
- 4 = west central
- 5 = central
- 6 = east central
- 7 = south west
- 8 = south central
- 9 = southeast

11. COMMUNICATIONS OPERATIONS ORDERS (COO)

This plan includes the following Communications Operations Orders (COO-CAML#) which are directions and detailed information on the use of the EAS:

| | |
|--------------|--|
| COO-CAML -1 | Monitor Assignments |
| COO-CAML -2 | Event Codes |
| COO-CAML -3 | National Weather Service |
| COO-CAML -4 | How LP1 Stations Activate/Transmit a Local EAS Broadcast |
| COO-CAML -5a | Telephone Activating By Local Government Officials |
| COO-CAML -5b | EAS Terminal Activating By Local Government Officials |
| COO-CAML -6 | Officials Authorized To Activate EAS |
| COO-CAML -7 | Authentication By Local Governments |
| COO-CAML -8 | Coordinated Monthly Tests MAP OF MENDOCINO COUNTY |

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**COMMUNICATIONS OPERATIONS ORDER CAML-1
MONITOR ASSIGNMENTS**

1.1 This FCC Local Area is divided into Zones as no one broadcast station covers the entire county. Since most stations in the system are connected in some fashion, the Zone breakdown is not used. The Mendocino/Lake area is in effect one zone.

The Local Primary 1 (LP1) station is:

| | | | |
|---------|-----------|-----------|------------------|
| KUKI-AM | 1400 kHz | Ukiah, CA | Spanish language |
| KUKI-FM | 103.3 MHz | Ukiah, CA | English language |

1.2 The LP1 Station shall monitor:

- a. KCBS-AM 740 kHz San Francisco, CA
- b. KFGY-FM 92.9 MHz Santa Rosa, CA
- c. KNBR-AM 680 kHz San Francisco, CA

- d. NOAA Weather Radio 162.550 MHz Cold Springs lookout

(This will change with the installation of the new NOAA weather radio station to be installed on Laughlin Ridge near Willits, CA).

1.3 The Local Primary 2 (LP2) stations are:

- a. KOZT-FM 95.3 MHz Fort Bragg, CA
- b. KXBX 1270 kHz Lakeport, CA
98.3 MHz Ukiah, CA
- c. KWNE-FM 94.5 MHz Ukiah, CA

1.4 The LP2 stations shall monitor:

- a. KUKI 1400 kHz Ukiah, CA
103.3 MHz Ukiah, CA
- b. NOAA Weather Radio 162.550 MHz Cold Springs Lookout
162.400 MHz Laughlin Peak

and one of the following:

- c. KCBS-AM 740 kHz San Francisco, CA
KFGY-FM 92.9 MHz Santa Rosa, CA
KNBR-AM 680 kHz San Francisco, CA

1.5 All other stations and Cable TV (CATV) control points must monitor at least two of the following:

- | | | | |
|----|------------|-----------------------|---------------------------|
| a. | KUKI Radio | 1400 kHz 103.3 MHz | Ukiah, CA Ukiah, CA |
| b. | KOZT | 95.3 MHz | Fort Bragg, CA |
| c. | KXBX Radio | 1270 kHz 98.3 MHz | Lakeport, CA Ukiah, CA |
| d. | KWNE-FM | 94.5 MHz | Ukiah, CA |

COMMUNICATIONS OPERATIONS ORDER CAML-2
EVENT CODES

The following Event Codes shall be carried by all participants in the Mendocino/Lake LECC. The Federal Communications Commission requires all broadcast licensees and cable television firms to carry the following National Event Codes:

2.1 All stations shall carry:

| | |
|------------|---|
| CEM | Civil Emergency Message |
| EAN | Emergency Action Notification (National only) |
| EAT | Emergency Action Termination (National only) |
| EVI | Evacuation Immediate |
| FFW | Flash Flood Warning |
| NIC | National Information Center |
| NPT | National Periodic Test |
| RMT | Required Monthly Test |
| RWT | Required Weekly Test |
| SVR | Severe Thunderstorm Warning |
| TOR | Tornado Warning |
| TSU | Tsunami Warning |
| TSW | Thunderstorm Warning |

2.2 Stations may carry (for delayed broadcast):

State and Local Codes (Optional)

| | |
|------------|-----------------------------|
| AVW | Avalanche Warning |
| AVA | Avalanche Watch |
| BZW | Blizzard Warning |
| CAE | Child Abduction Emergency |
| CDW | Civil Danger Warning |
| CFW | Coastal Flood Warning |
| CFA | Coastal Flood Watch |
| DSW | Dust Storm Warning |
| EQW | Earthquake Warning |
| FRW | Fire Warning |
| FFW | Flash Flood Warning |
| FFA | Flash Flood Watch |
| FFS | Flash Flood Statement |
| FLW | Flood Warning |
| FLA | Flood Watch |
| FLS | Flood Statement |
| HMW | Hazardous Materials Warning |
| HWW | High Wind Warning |

| | |
|------------|--------------------------------|
| HWA | High Wind Watch |
| HUW | Hurricane Warning |
| HUA | Hurricane Watch |
| HLS | Hurricane Statement |
| LEW | Law Enforcement Warning |
| LAE | Local Area Emergency |
| NMN | Network Message Notification |
| NUW | Nuclear Power Plant Warning |
| SVA | Severe Thunderstorm Watch |
| SVS | Severe Weather Statement |
| RHW | Radiological Hazard Warning |
| SPW | Shelter in Place Warning |
| SMW | Special Marine Warning |
| SPS | Special Weather Statement |
| TOE | 911 Telephone Outage Emergency |
| TOR | Tornado Warning |
| TOA | Tornado Watch |
| TRW | Tropical Storm Warning |
| TRA | Tropical Storm Watch |
| TSA | Tsunami Watch |
| TSW | Tsunami Warning |
| TSA | Tsunami Watch |
| VOW | Volcano Warning |
| WSA | Winter Storm Watch |
| WSW | Winter Storm Warning |

2.3 The National Weather Service (NWS) Eureka shall be the initiator of the EAS weather related event codes. NWS Sacramento serves the Lake County Op Area. NWS Eureka will ensure that EAS messages for Lake County are sent through NWS Eureka. LECC local governments or LP stations may call the following neighboring NWS offices for further information in regard to weather events if the NWS in Eureka cannot be reached (NOTE: These are restricted telephone numbers).

- a. NWS Monterey - (ccc) ccc-cccc
- b. NWS Sacramento, CA - CccDcccEccc

2.4 Other codes are not to be relayed by broadcast stations under any circumstances. These codes will be used only by the National Weather Service, the State of California, and any other non-origination points. Their purpose is for special tests such as drills, and verification of proper equipment operation with the LP and other entities who monitor such sources:

////////////////////////////////////7 cbZXYbhjU`bZfa Ujcb

COMMUNICATIONS OPERATIONS ORDER CAML-3
NATIONAL WEATHER SERVICE (NWS)

3.1 All National Weather Service WARNING messages and EAS Activation requested messages will be transmitted over the appropriate NOAA Weather Radio(s) (NWR).

| | | |
|---------|----------------------|------------|
| 162.550 | Cold Springs Lookout | NWR KIH-30 |
| 162.400 | Laughlin Ridge | WNG-593 |

Both transmitters may carry the messages, if it is known that the LP1 station is not operating correctly. The National Weather Service will test its NWR transmitters every second Tuesday of odd numbered months at 2200 hours when there is no threat or emergency in progress. It will also conduct a weekly test on Wednesdays between 1000 and 1200 hours.

3.2 LP1 and LP2 stations are required to monitor the NWR frequency serving their area of responsibility. All LP stations and CATV control points are urged to also monitor their NWR transmitter for a redundant path.

3.3 The NWR transmitter format for Alert Requests is:

- a. The digital header repeated three (3) times.
- b. The NWR receiver alert tone.
- c. The EAS attention signal.
- d. The audio message; and,
- e. The digital End-Of-Message (EOM) repeated three (3) times.

3.4 No verbal message can ever exceed 120 seconds due to recording limitations of EAS decoders. The NWS is aware that broadcast stations will be more likely to respond to Alert requests if messages are kept as short as possible. The LECC recommends that all audio messages for **EAS activation requests should ideally run no longer than 60 seconds.**

3.5 All participants will normally receive NWS messages with their EAS terminals without any special handling required by NWSFO personnel, except when the NWR transmitter has failed or no NWR transmitter serves the LP1 station. NWS shall edit their bulletins not to exceed 60 seconds in length where possible. An abbreviated message may say, "STAY TUNED TO THIS STATION FOR ADDITIONAL INFORMATION."

3.5 FAILURE OF RADIO LINK BETWEEN NWS AND LP STATIONS

- a. If the LP1 station cannot receive the NWR transmission due to equipment failure the LP1 station shall advise the appropriate NWS office.
- b. In the event that the NWR is unable to send an EAS alert by radio, the NWS office shall telephone the LP1 - KUKI Radio. A NWS EAS Activation takes priority over any other broadcast or station activity in progress. The LP1 shall be equipped to record the NWS official, without delay, if a hard copy of the EAS message has not been

received.

- c. If connection with the LP1 station cannot be made, the LP2 stations will be called.
- d. The NWS meteorologist or Hydro-Meteorological Technician (HMT) will identify as, "This is (position & name) with the National Weather Service in Eureka." He/She will state the reason the Emergency Alert System is being activated.
- e. The broadcast station will require authentication (using the code sheet) and will be prepared to immediately record the message. The meteorologist/HMT may be asked for a recording level. To do this say, "This is a sound check" at the same tone and volume to be used in recording the message.
- c. On receiving a go-ahead, say "5 - 4 - 3 - 2 - 1". This is the National Weather Service Office in Eureka. This is an activation of the Emergency Alert System for a (nature of the warning)." [Read bulletin and conclude with] "Stay tuned to this station for additional information. This concludes this Emergency Alert System message from the National Weather Service in Eureka."
- d. REMAIN SILENT until the broadcaster comes back on the line and confirms receipt of the message. If there is a problem with the recording, repeat the process.

COMMUNICATIONS OPERATIONS ORDER CAML- 4
HOW LP1 STATIONS ACTIVATE/TRANSMIT A LOCAL EAS BROADCAST

4.1 FROM THE EAS TERMINAL EQUIPMENT (for LP1 Stations ONLY):

- a. If an Event Code coincides with one shown in COO-CAML #2 you will take prompt and appropriate actions using the prescribed EAS terminal instructions. Remember that every other AM, FM, TV station and cable television company in this FCC Local Area may depend upon your transmissions to warn the public. Automated pass through is the preferred method
- b. Any event code listed in COO #2, section 2.2 may be broadcast at the discretion of the station with the understanding that emergency alert information declines rapidly in value to the public as seconds pass.

4.2 OVER THE TELEPHONE (FOR LP1 STATIONS ONLY) - HOTLINE

- a. Receive telephone transmission from person or agency authorized to initiate the Emergency Alert System. See COO #6.
- b. Authenticate by procedures established in COO-CAML #7 (Radio or teleprinter transmissions from the NWS, another EAS station, local or state government do not require authentication.)
- c. Transfer the call to the EAS recording station. Start audio the recorder to record. Set audio levels. Tell the telephone caller to count down "3-2-1" and go. The caller's out-cue is: "This concludes this Emergency Alert System activation request from (name of agency) in (location)."
- d. Inform the caller if a retake is needed, or if all is OK.
- e. Program your EAS terminal with appropriate FIPS delivery and Event Codes per the station's posted instructions to activate from a phone call.
- f. Cue up the recorded message (if on an external recorder) for broadcast.
- g. Fade out program in progress. Announce:

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR THE MENDOCINO/LAKE COUNTY AREA. IMPORTANT INFORMATION WILL FOLLOW."
- h. Activate the EAS encoder. Play the recorded message.
- i. Push your EOM button **immediately at the end** of the recorded message and before saying anything else.

- j. Play or read the following after the message outcue and EOM digital bursts:

**“THIS CONCLUDES THE EMERGENCY ALERT SYSTEM PROGRAMMING.
ALL BROADCAST STATIONS AND CABLE SYSTEMS CAN NOW RESUME
NORMAL PROGRAMMING.”**

f. Resume normal broadcasting. Do not editorialize or comment on the incident as it may be construed as an official announcement. You may repeat the highlights of the warning periodically during the period of the warning.

g. Log it. All EAS alert broadcasts should be reported to the FCC in Washington in accordance with Part 11 of the FCC Rules.

- 4.3 Any broadcast station may activate the EAS and read the requested message upon its receipt through their EAS decoders marked “EAS ACTIVATION REQUESTED” bulletin from the National Weather Service or authorized official without delay or additional notification, authorization, or permission.
- 4.4 All news and program personnel shall be trained both as to the means and need to place EAS Alert Requests on the air without delay.
- 4.5 On-air personnel shall not ad-lib, interpret, abbreviate or alter any test or broadcast.
- 4.6 Test or Alert requests shall NOT be sung, set to music, include music, echo and/or other electronic alteration or production aids. Doing so could drastically alter the meaning or immediacy of the message.

COMMUNICATIONS OPERATIONS ORDER CAML-5A

LOCAL GOVERNMENT OFFICIALS ACTIVATION OF EAS by TELEPHONE

(Those with EAS Terminals and CLERS or LG radio are to refer to COO CAML-5b)

- 5.0 Agencies and/or officials without EAS terminals and CLERS Radio activate the Emergency Alert System by following the steps outlined below. See Orders 5c and 5d for authorized agencies.

5.1 PROCEDURES

a. Write your 50-60 second WARNING message to be broadcast by all AM, FM, television, and cable television companies in the Mendocino/Lake Operational Area FCC Local Area Emergency Alert System plan. To assure broadcast and timely rebroadcasts, you should keep your message under one (1) minute. Be sure to include the Who, What, Where, When, Why, and the How in your message. *Never dictate the message to the LP1 station; you are the announcer.*

b. Telephone the primary (LP1) EAS station for the Zone affected (KUKI)

c. If contact cannot be made with the LP1 station, the LP2 stations shall be called:

KOZT
KXBX
KWNE

d. Identify yourself by name and title. State that you want to activate the Emergency Alert System because of a (nature of the emergency).

“This is (name and title) of (organization). I request that the Emergency Alert System be activated because of a (description of the emergency).”

e. The station may ask you to authenticate. Authenticate in accordance with COO No. 7.

f. The station operator will give the authorized official notice that they are ready to begin. The station should ask for an audio level check prior to recording. Speak clearly and distinctly as it is your voice that will go out over the stations for the public to hear. The words, “Level, level, level, level, level,” should be spoken at the same level to be used when the message is read. The EAS message should be preceded with a countdown.

“5 - 4 - 3 - 2 - 1. This is (name and title) of (organization). We are requesting that the Emergency Alert System be activated for a (nature of request).

READ MESSAGE TEXT

This concludes this Emergency Alert System message from the (name of organization)."

- g. Remain quiet at the end until the station announcer speaks to you. If there is a problem with the recording process, and the caller or the recording technician deem it necessary - repeat the recording process.
- h. The radio station will now do the rest to air the message.

5.2 EDIS MESSAGE REQUIRED

It is imperative that your written message be uploaded to EDIS (Emergency Digital Information Service) ASAP! TV stations, CATV, and other media need your exact words in digital format to program their equipment for the hearing impaired, hard copy printers, etc. The EDIS message will also be used by the LP stations as a back-up script.

[Note: Those with an EAS terminal and a CLERS or LG radio, separate procedures apply. See 5b].

5.3 ALTERNATE PROCEDURE: In lieu of the LP broadcast stations, or if the LP broadcast stations are not available for relaying an EAS message, the NWS office in Eureka, CA, can be used to activate the Emergency Alert System on behalf of local government in the Mendocino/Lake Operational Area.

- a. Write the WARNING message to be relayed to the broadcast and cable TV media in the Mendocino/Lake Operational Area. Unlike the capabilities of the LP stations, the message will need to be dictated to the NWS for recording by the NWS.
- b. Call the NWS Eureka at the following **RESTRICTED** numbers:

7 cbZXYbU` bZfa Ujcb

- c. If at all possible, send the message by FAX or e-mail to avoid any possible mistakes. The FAX number is: (ccc) ccc-ccc. The FAX or e-mail must be followed by a voice call to confirm receipt.
- d. Designated officials use the following or similar format to aid identification and activation of the EAS through NWS:

"This is (name/title) of (organization). I request that the NWS use NOAA Weather Radio to activate the Emergency Alert System because of a (description of the emergency)."

- e. Specify to the NWS the area to be warned and the duration of the warnings to aid in the programming of the NWS Specific Area Message Encoder.

COMMUNICATIONS OPERATIONS ORDER CAML-5B
ACTIVATION of EAS by GOVERNMENT OFFICIALS with EAS TERMINAL

- 5.5 Write your 50-60 second WARNING message to be broadcast (by all AM, FM, TV stations and cable television companies in this FCC Local Area Emergency Alert System plan). To assure broadcast and timely rebroadcasts, you should keep your message under (1) minute. Be sure to include the Who, What, Where, When, Why, and the How in your message.
- 5.6 If you pre-record your message, record your message with a "3-2-1" countdown on the recorder dedicated to this purpose.
 - a. Check message to assure it sounds OK.
 - b. Cue it up to just after the "1" in your countdown.
 - c. If you are reading your message "live", use the microphone provided for that purpose.
- 5.7 Activate your EAS terminal in the manner prescribed by the manufacturer. (This requires a repetitive and on-going training and off-line practice program.) If pre-recorded, feed the recorded message between the HEADER and the EOM. If "live", use the mike.
- 5.8 Telephone the LP1 station for the appropriate Zone to verify receipt:
- 5.9 It is imperative that your written message be uploaded to EDIS (Emergency Digital Information Service) ASAP! TV stations, CATV, and other media need your exact words in digital format to program their equipment for the hearing impaired, hard copy printers, etc. It is also a back-up source for the LP stations should they have to manually transmit the message.

COMMUNICATIONS OPERATIONS ORDER CAML-6
AGENCIES & OFFICIALS AUTHORIZED TO ACTIVATE THE EAS

6.0 If the LP1 EAS station receives an EAS message request, the station will call-back the requesting communication center using the phone number provided on the separate list to verify authenticity of request. A list of Communications Centers phone numbers is provided separately for authentication. It is not for public release, only to those with a need to know.

6.1 **Designated officials authorized to activate the Mendocino/Lake Emergency Alert System:**

National Weather Service Forecaster-in Charge
Mendocino Emergency Services Authority Executive Director
Lake County Office of Emergency Services
City of Ukiah City Manager or designated official
City of Willits City Manager or designated official
City of Fort Bragg City Administrator or designated official
City of Point Arena Director of Emergency Services or designated official
City of Lakeport City Manager or designated official
City of Clearlake City Manager or designated official
Mendocino County Sheriff or designated official
Lake County Sheriff or designated official
The California Highway Patrol - Ukiah (Amber Alert)

6.2 Attachment "A" lists each official, alternates and call-back numbers.

6.3 Authentication codes may be requested by the LP1 and LP2 stations before activation of EAS. The agency requesting activation will give their code according to the table distributed on a separate document. The LECC Chair (or designee) shall update the code annually. The updates will be prepared around the first of the year.

6.4 There may be times when more than one agency is requesting an EAS message which may cause some conflict in use of the system and establishment of priorities.

a. If there is more than one agency attempting to use the system at the same time, the LP1 or LP2 stations will compare the messages and determine if they are associated with the same emergency. If they are, then the two agencies will be instructed to author a single message that will address all required audiences.

b. If the two messages are not related to the same event, then the message that affects the greatest population will be broadcast first. If there is no agreement on which message should be transmitted first, then the LECC Chair will be contacted. The LECC Chair will determine the sequence of transmissions.

c. Since there is more than one encoder available within the Op Area, then the LP1

and LP2 stations, along with any government operators should LISTEN FIRST to determine if another EAS message is being aired. If clear, proceed with the message.

The LECC urges Government to use an EAS terminal connected with their CLERS or LG radio as the fastest and most effective medium to send and receive EAS Activation's. See Order 5b.

6.5 UPDATING AUTHORIZED OFFICIALS

- a. It is the responsibility of the participating agencies to keep information on authorized officials updated.
- b. Notification of a change in authorized officials will be sent to the LECC Chair as soon as possible. The LECC Chair will distribute the change to members of the LECC.
- c. At a minimum, each participating agency will review its list of authorized officials and the call back numbers. Confirmation of the information will be required in writing from each user at least annually. January is the designated review month.

**COMMUNICATIONS OPERATIONS ORDER CAML-8
COORDINATED MONTHLY TESTS (RMT)**

8.0 In accord with FCC Part 11.61, broadcast stations and cable systems shall broadcast a Coordinated Monthly Test message originating only from the LP1 or a designated point of origination (the county OES.) The monthly test must be retransmitted within 15 minutes of receipt by broadcast stations and cable systems.

8.1 Television stations and cable systems shall comply with the visual message requirements of FCC Part 11.51. Script content can be the primary language of broadcast station or cable system.

8.2 The length of the RMT is approximately 30 seconds.

8.3 RMT SCHEDULE:

a. DAY TIME

The SECOND TUESDAY of even numbered months at 10:00 AM local time and initiated by the LP1 station.

b. NIGHT TIME

The SECOND TUESDAY of the odd-numbered months at 10:00 PM local time and initiated by the NWS through NOAA Weather Radio Sites.

8.4 The RMT will take less than 45 seconds. The text is:

“ This is the coordinated monthly test of the broadcast stations and cable television serving Mendocino and Lake Counties. This equipment can warn you of a life-threatening emergency and is being tested. If this had been an actual emergency such as severe weather or failure of the 9-1-1 system, or other life threatening condition, an official message would have followed the alert tone. This concludes this test of the Emergency Alert System.”

Immediately push the EOM button.

Television stations and cable systems shall display this message in clear text in addition to audio messages. Foreign language stations will repeat the announcement in the language used normally on that station.

8.5 The above schedule (of once each of 12 months) is the prescribed minimum. Additional tests may be done at any time of the day or night in any month. A coordinated

scheduled test can replace any station's unscheduled test during that particular week.

(Note: The Statewide Duck-Cover and Hold exercise, which is a part of the coordinated statewide annual earthquake awareness program [45-60 seconds in length, announced by the Governor}, will not replace the RMT. If it is issued as a DMO it may be forwarded contrary to the provision in COO SL #2 par 2.3)

- 8.6 The State Emergency Operations Center (SOC) or an alternate will transmit a monthly test that may be carried by any station in addition to any station's weekly test (event Code RWT) or in lieu of it's weekly test, but NEVER in place of a FCC Local Area Required Monthly Test (Event Code RMT). The state test is transmitted on the first Tuesday of every month at about 10:15 AM, local time for rebroadcast by any station within a one hour window.
- 8.7 The LECC shall meet as needed, but at least quarterly, for the purpose of discussing any needed revisions in the Mendocino/Lake Local Area Communications Operations Orders, including any change in authentication procedures.

12. REVISIONS IN GENERAL

Without some form of revision control you can forget what was done when. The busier you are the quicker that occurs. A revisions control form is like a check-off sheet to a busy pilot. It provides an essential management tool to record changes to the local plan in one place. It has proven invaluable to LECC Chairs, the SECC and the FCC, and has been approved by the FCC for this purpose.

Once a Revision and its process is complete the LECC sends copies of revised pages (or a complete copy of the revised plan) to the various broadcast stations, cable entities, counties, cities and the NWS. For assistance THE LECC should contact the EAS SECC EAS Program at State OES.

A. MAJOR REVISION:

A major revision **could be*** changes in LP stations, RMT time/dates. These need SECC and FCC concurrence, coordinated through the EAS SECC Executive Secretary or Plans Coordinator at State OES to keep the State EAS Plan current. The EAS SECC Executive Secretary or Plans Coordinator at State OES can prepare the revisions if requested.

B. MAJOR REVISION STEPS:

Revise the COO as appropriate. To show that a page has been revised may make two entries:

- 1) [option] at the top of the COO page, add "rev (#)" after the COO#. {i.e., COO #2 (Rev 1)}; then,
- 2) [always] show the revision in the footnote at the bottom of the page. (i.e., r1a).
- 3) Next, enter the change on a Revisions control sheet, (see sample) or a separate page.
- 4) Then, sign the revision and
- 5) Forward it with a transmittal memo or letter to EAS Program at State OES. {The EAS SECC Executive Office}
- 6) When received BACK with FCC approval, forward a copy to all stations, entities, and governments.

C. MINOR REVISION

A minor revision is a technical correction to the general introduction, abbreviation or a COO, such as typing, misspelling, a revised telephone number, or who can activate the system. (A typical revision is a COO, such as COO #3.

D. MINOR REVISIONS STEPS:

- 1) Revise the page with the change **the same as** for a Major Revision.
- 2) Enter the change on a Revision Control page, and SIGN AND DATE the Revisions Page.
- 3) Send a copy to all stations, entities, & governments, and EAS Program at State OES. {The EAS SECC Executive Office}

*Recent decisions concerning California, have left the interpretation of definitions (minor/major) up to the SECC. In most cases, the FCC has not objected to it's signatory omission on revisions as long as the local FCC office has been included in the revision process. However, this is subject to change so check with the SECC on all procedures.

E. SAMPLE REVISIONS CONTROL (Use a separate page if desired)

Revision #1:

11/22/98 Omega added as RMT originator

X Page header changed by adding R-1

X Footnote was changed to V1a

12/2/98 Signed by Robert A Mosconi, Chair

12/3/98 Revision forwarded to the SECC EAS Plans Coordinator

1/10/99 SECC signature SECC Authorized Signature

1/15/99 FCC Signature FCC Authorized Signature

2/01/99 Completed Revision Returned to LECC Chair by SECC Plans Coordinator

2/15/99 Revision forwarded to Stations (X), Cable Entities (X) and Governments (X)

EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN
MENDOCINO COUNTY, CALIFORNIA

CONCURRENCE

Chair: Mendocino Emergency Services Authority
FCC Local Emergency Communications Committee

Date

Vice-Chair: Cable Mendocino County
FCC Local Emergency Communications Committee

Date

National Weather Service Eureka
Meteorologist in Charge

Date

Chair
State Emergency Communications Committee

Date

State of California
Governor's Office of Emergency Services

Date

THIS PAGE NOT USED

LIST OF ABBREVIATIONS

| | |
|---------------|--|
| CALWAS | California Warning System |
| CATV | Cable Television |
| CLERS | California Law Emergency Radio System |
| COO | Communications Operations Order |
| EAS | Emergency Alert System |
| EDIS | Emergency Digital Information Service |
| EOM | End of Message |
| FCC | Federal Communications Commission |
| FEMA | Federal Emergency Management Agency |
| FIPS | Federal Information Processing Identifier System |
| LECC | FCC Local Emergency Communications Committee |
| LP | Local Primary |
| NAWAS | National Warning System |
| NOAA | National Oceanic and Atmospheric Administration |
| NWR | National Weather Radio |
| NWS | National Weather Service |
| OASIS | Operational Area Satellite Information System |
| OES | Office of Emergency Services (State, County, Local) |
| SECC | FCC State Emergency Communications Committee |
| WRSAME | Weather Radio Specific Message Encoder |

NOTES

EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN
 MENDOCINO/LAKE COUNTY, CALIFORNIA

REVISION HISTORY

| REVISION # | DATE | DESCRIPTION |
|------------|------------|---|
| 1 | 12/09/1999 | MAJOR - COO-1 r(1.4c) Addition of KEKA-FM, Eureka as Monitoring Station for LP2 stations located on the Mendocino Coast. |
| 2 | 12/09/1999 | Minor - Attachment A (pages 16,17,18) Contact Information updated |
| 3 | 12/09/1999 | Minor - Attachment B (pages 19, 20, 21) contact information updated. |
| 4 | 02/11.2003 | MAJOR - Entire plan revised and updated to include additional COO, separation of attachments from main document and contact information update (pending approval) |
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