

FEDERAL COMMUNICATION COMMISSION (FCC) EMERGENCY ALERT SYSTEM (EAS) PLAN

Monterey Bay Area

California Counties of
Monterey, San Benito, Santa Cruz

February 2, 1999 (Major Revision - December 6, 2002)

FCC LOCAL AREA EAS PLAN

Monterey Bay Area, California

Monterey, San Benito and Santa Cruz Counties

Emergency Alert System (EAS)

The Emergency Alert System (EAS) is a warning system that provides the public with immediate messages that affect safety of life and/or protection of property. An EAS Warning may be for a small area, large parts of a city, all or sections of specified a county or adjoining counties, part or all of a region, several states, or even the entire nation. The EAS rapidly provides emergency information to the public via radio, television, and cable television. Radio, television, and cable television are mandated to broadcast federal EAS Warnings, and cooperate on a voluntary basis to broadcast local and state EAS Warnings.

Types of Warnings:

In California, the EAS is used for warnings of an immediate nature, such as funnel clouds or tornadoes actually occurring, evacuations of areas due to an incident (i.e., hazardous material spill or flash flooding), Amber Alerts (child abductions), tsunamis, or other time-critical events. Watches, Advisories, and Statements of the National Weather Service (NWS) do not require immediate action. By agreement with the Federal Communications Commission (FCC), the State of California and Local Area Communications Committees have the option to determine which Watches, Advisories, and Statements will be broadcasted utilizing the EAS.

However, the National Weather Service (NWS) is authorized to use the Weather Radio Specific Message Encoder (WRSAME) and NOAA Weather Radio (NWR) to broadcast NWS Watches, Advisories, and Statements. The public can receive NWS Watches, Advisories, and Statements on commercial radio monitoring equipment even though they are not being broadcasted on EAS. In addition, the Governor's Office of Emergency Services (OES) Electronic Digital Information System (EDIS) also transmits NWS alert information via the Internet, the Operational Area Satellite Information System (OASIS), and a dedicated UHF radio frequency.

Local Area EAS Plan:

A Local Area EAS Plan is a Federal Communications Commission (FCC) mandated document for the organization and implementation of the EAS for areas into which a state may be divided. The number of areas depends on state size and geography as well as radio and television coverage. (A remote area may receive signals from an adjoining state more consistently and stronger than from stations in the state it is within. Such areas may be assigned to the EAS plan of the adjoining state by agreement between the states.) The Local Area EAS Plan provides operational guidance for radio, television, and cable television operations with state/local governments and the National Weather Service.

Members of the Local Area Emergency Communications Committee (LECC) are responsibility for the administration and implementation of the Local Area EAS Plan. The LECC Chair and Vice-Chair are appointed by the State Emergency Communications Committee Chair (SECC). The SECC and State Vice-Chair are appointed by the FCC.

The Local Emergency Area EAS Plan is approved (signed) by the Local Area Chair and Vice-Chair (LECC), the National Weather Service (NWS) Meteorologist in Charge, the Operational Area Designated Representatives for all three counties, the local California Highway Patrol Area Commander, the State Chair (SECC), and the Federal Communications Commission.

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Statement

This is the Emergency Alert System (EAS) Plan for the Monterey Bay FCC Local Area, which is comprised of the Counties of Monterey, San Benito and Santa Cruz. This plan is a part of the **State of California Emergency Alert System Plan**, both of which replaced Emergency Broadcast System plans and procedures.

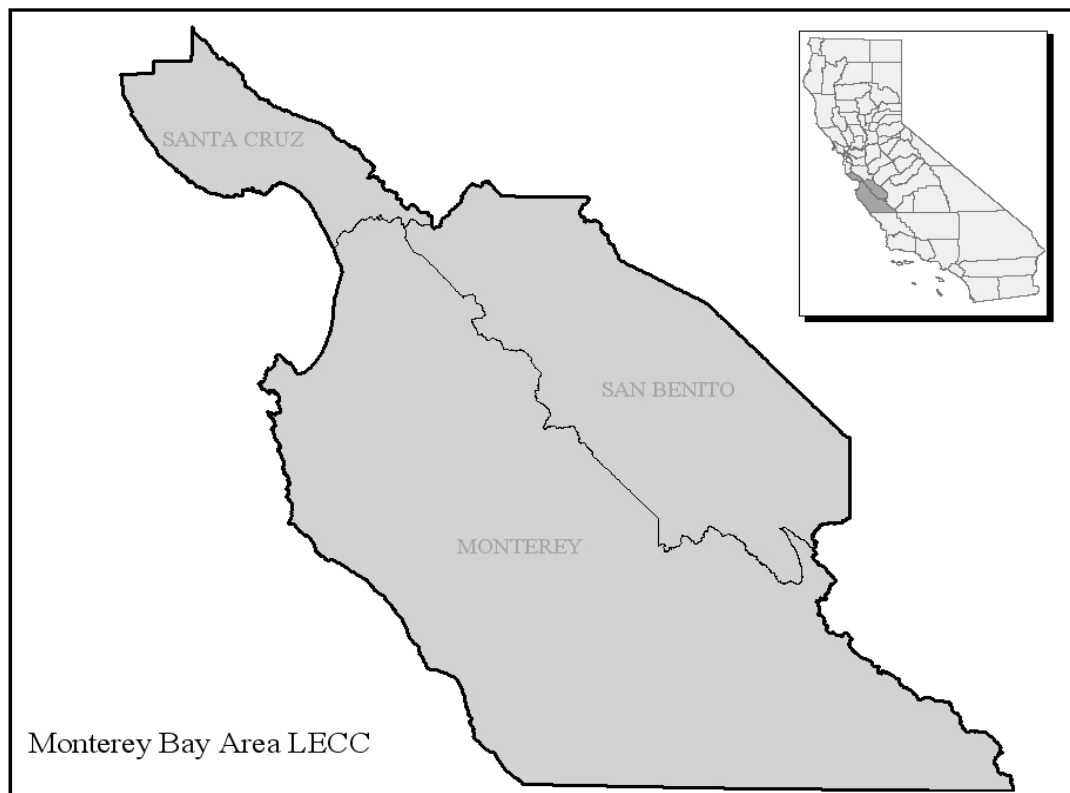
This plan consists of a cover page, an introduction and these Communications Operation Orders:

CA-MB COO-1	Monitor assignments
CA-MB COO-2	Event codes
CA-MB COO-3	National Weather Service activation
CA-MB COO-4	LP-1 or LP-2 Station activation
CA-MB COO-5A	EAS activation by local government and law enforcement officials
CA-MB COO-5B	Telephone activation by local government and law enforcement officials
CA-MB COO-6	Coordinated monthly tests (RMT)
CA-MB COO-7	Authorized Officials and Authentication Codes

Amendments/revisions (see revision control page) are incorporated herein by reference thereto.

The operational date of this plan is the date it approved and signed by the SECC Chair. When signed by the FCC, the LECC Chair shall cause a copy to be distributed to all stations, cable entities and the emergency managers and agencies affected.

Map of the EAS Monterey Bay Area



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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-1 (Monitor)

MONITOR ASSIGNMENTS

1.1 LP-1 Station KTOM-FM 100.7 MHZ (Salinas) monitors:

a. KCBS	740 KHZ	San Francisco, CA
b. NWR	162.550 MHZ	McQueen's Ridge (Santa Cruz Mountains)
c. CLERS	453.875 MHZ	Fremont Peak
d. KPIG-FM	107.5 MHZ	Watsonville

1.2 LP-1 Spanish Station (to be determined) monitors:

a. KTOM-FM	100.7 MHZ	Salinas
b. CLERS	453.875 MHz	Fremont Peak

1.3 LP-2 station KPIG-FM 107.5 MHZ (Santa Cruz) monitors:

a. KTOM-FM	100.7 MHZ	Salinas
b. NWR	162.550 MHZ	McQueen's Ridge (Santa Cruz Mountains)
c. CLERS	453.875 MHZ	Fremont Peak

1.4 All other stations and CATV control points must monitor two of the following:

a. KTOM-FM	100.7 MHZ	Salinas
b. KTOM-FM	100.9 MHZ (Note 1)	Salinas
d. KPIG-FM	107.5 MHZ	Watsonville

Note 1: KTOM-FM 100.9 MHZ for San Benito County and Southern Monterey County.

1.5 Recommended additional, but not replacement monitoring:

a. NWR	162.550 MHZ	McQueen's Ridge (Santa Cruz Mountains)
b. CLERS	453.875 MHZ	Fremont Peak

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-2 (Codes)

EAS EVENT CODES & FIPS CODES

2.1 National Event Codes for messages required to be carried by all participants:

EAN	Emergency Action Notification Message
EAT	Emergency Action Termination Message
NIC	National Information Center Message
NPT	National Periodic Test

2.2 Local Event Codes for messages to be carried by all participants:

CAE	Child Abduction Emergency (AMBER Alert) (Note 1)
CFW	Coastal Flood Watch/Warning (Note 1)
CEM	Civil Emergency Message
EVI	Evacuation Immediate
FFW	Flash Flood Warning
FLW	Flood Warning
HMW	Hazardous Materials Warning (Note 1)
HWW	High Wind Warning
RHW	Radiological Hazard Warning (Note 1)
SVR	Severe Thunderstorm Warning
TOE	911 Telephone Outage-Emergency (Note 1)
TOR	Tornado Warning
TSA	Tsunami Watch
TSW	Tsunami Warning

Note 1: Updated Event Codes are to be configured in all EAS equipment and will be effective no later than June 30, 2003.

2.3 Local Event Codes for messages that are recommended (voluntary) to be carried:

FFA	Flood/Flash Flood Watch
HWA	High Wind Watch
LAE	Local Area Emergency (Note 1)
LEW	Law Enforcement Warning (Note 1)
SMW	Special Marine Warning (Note 1)
SPW	Shelter in Place Warning (Note 1)
SVA	Severe Thunderstorm Watch
TOA	Tornado Watch
WSA	Winter Storm Watch
WSW	Winter Storm Warning

Note 1: Updated Event Codes are to be configured in all EAS equipment and will be effective no later than June 30, 2003.

2.4 EAS Administrative and Test Message Codes (as below) are NOT to be relayed:

DMO	Practice/Demonstration Warning
ADR	Administrative Message

2.5 FIPS (location) codes which are applicable:

Monterey County	06053
San Benito County	06069
Santa Cruz County	06087
State of California	06000

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-3 (NWS/NWR)

NATIONAL WEATHER SERVICE ACTIVATION

PUBLIC VERSION

3.1 National Weather Service:

National Weather Service WARNING messages and EAS ACTIVATION REQUESTED messages will be transmitted over the NOAA Weather Radio (NWR). Participants will normally receive NWS messages with their EAS terminals without any special handling required by NWS field office personnel, except when the NWR transmitter has failed or no NWR transmitter serves the LP-1 or LP-2 stations.

3.2 LP-1 and LP-2 NWR Responsibilities:

LP-1 and LP-2 stations are required to monitor the NWR frequency serving their area of responsibility. LP-1 and LP-2 stations and CATV control points should monitor their NWR transmitter for a redundant path.

3.3 National Weather Radio Format:

- a. Digital Header, repeated three times.
- b. NWR receiver alert tone.
- c. The EAS attention alert tone.
- d. The audio message text (less than 120 seconds in length).
- e. The digital End-Of-Message (EOM), repeated three times.

3.4 Recommend Length of EAS Message:

While no audio message text can exceed 120 seconds in length due to the limits of the EAS Decoder, the NWS understands broadcast stations prefer EAS Alerts that are 45 seconds or less. The Monterey Bay Area Local Emergency Communications Committee recommends that all audio messages for EAS Messages be 45 seconds or less.

3.5 Contingency Operation Procedures:

When the NWR transmitter is not operational, the NWS field office personnel will contact the **LP-1 Station (KTOM-FM)** at xxxxxx or xxxxxx or xxxxxx. If unable to contact the **LP-1**, the **LP-2 Station (KPIG-FM)** at xxxxxxxx will be contacted to coordinate EAS transmission. ** (LP Hot Line telephone numbers are not releasable to the public.)

- a. Identify yourself and position. State the reason you are activating the Emergency Alert System. Be prepared to authenticate in accord with COO-7. Supply information needed to encode the EAS header, including: Event Code (such as FFW) duration (such as two hours) and the FIPS (location) codes.
- b. The LP-1 or LP-2 shall be prepared to immediately record your message. The LP-1 or LP-2 should ask for an audio level check, if so, say "level, level, level, level, level" at the same sound level you will use to read the EAS text message.
- c. On receiving the "go-ahead", say: **"5, 4, 3, 2, 1... This is the National Weather Service office in Monterey. We are activating the Emergency Alert System for a (nature of the warning)." Read the text message slowly and clearly. The EAS text message can not exceed 120 seconds. End the recorded EAS message with, "This concludes this Emergency Alert System message from the National Weather Service."**
- d. Remain silent until the LP-1 or LP-2 tells you that the EAS Message has been received. If there is a problem, repeat the process in cooperation with the LP-1 or LP-2.

3.6 Testing:

The National Weather Services shall contact the LP-1 or the LP-2 quarterly on the Hot Line telephone numbers to exercise the contingency operations procedures.

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-4

LP-1 OR LP-2 EAS ACTIVATION

4.1 For relay of messages from the EAS terminal:

- a. If the Event Code coincides with mandatory codes in CA-MB COO-2 the LP-1 or LP-2 will put it on the air (relay) as soon as possible using posted instructions for your EAS Encoder.
- b. You may relay any other Event Code received, except ADM and DMO, at your discretion. [Emergency alert information declines rapidly in value to the public as seconds pass by.]
- c. The primary method of EAS activation is through the automated, encoder system. Other, contingency methods should be employed only when the encoder/decoder system or carrier infrastructure is not operational. Non-automated EAS activation requires extensive coordination, technical expertise, and 24/7 available personnel at the LP-1/LP-2 station. Due to industry accepted practices and procedures, most local broadcasting stations do not have the necessary resources to support non-automated EAS activations.

4.2 For Telephone requests to activate EAS:

- a. You receive a telephone call from a person or agency authorized to initiate the Emergency Alert System. (Authentications: See CA-MB COO-7.) Ask the requester for the information needed to encode the EAS header, including Event Code, activation duration and FIPS codes.
- b. Start recorder to record message.
Tell the telephone caller to “countdown and go.”
Caller's out-cue is “This concludes this broadcast from the (agency) in (location).”
- c. Program your EAS terminal with the appropriate FIPS delivery and Event Codes.
- d. Cue up message (if on external recorder) for broadcast.
Fade out the program in progress and announce:

“We interrupt this program for a special broadcast from the Emergency Alert System. Important information will follow the tone.”

- e. Activate your EAS terminal. Read or play the message. Then announce:

“This concludes the Emergency Alert System bulletin. All broadcast stations and cable systems may now resume normal operations.”

- f. Resume normal broadcasting. Don't editorialize or comment on the incident as it may be construed as an official announcement. Repeat the highlights of the warning every 5-10 minutes, if possible, during the period of warning.
- g. Log it. Assure that the FCC, Washington D.C. is notified in writing.

4.3 Any broadcast station may activate the EAS and read the message on receipt of any **“ACTIVATION REQUESTED”** bulletin from the National Weather Service without delay or additional notification, authorization or permission. All news and program personnel shall be familiar with the necessity to place programming on the air with the least delay.

4.4 On-air personnel shall not ad-lib, interpret, abbreviate or alter any test or broadcast. Tests shall not be sung, set to music, include music, echo and/or other electronic alteration or production aids.

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-5A

LOCAL GOVERNMENT AND LAW ENFORCEMENT OFFICIALS ACTIVATION BY EAS TERMINAL

PUBLIC VERSION

5.1 For an authorized agency or official (CA-MB COO-7) with an EAS Terminal to activate the EAS:

- a. Write out your WARNING message to be broadcast by radio, television, and cable television via the LP-1 Station. See sample form below. (This is the message you will read. You are the announcer as it is broadcast over the terminal.) Rewrite as necessary to limit it to 45 seconds!
- b. Then activate the EAS terminal as prescribed by its manufacturer. (This requires practice and on going training, and an off-line practice program.) Feed the recorded message between the HEADER and the EOM.
- c. Read the message (see sample format below).
- d. Remember to provide the termination tone (End of Message)!
- e. Telephone the LP-1 station to verify receipt: **LP-1 Station (KTOM-FM)** at xxxxxxxxxx or xxxxxxxxxx or xxxxxxxx. If connection to the LP-1 cannot be made, contact the LP-2 Station (KPIG-FM) at xxxxxxxxxx. ** (Hot line #'s NOT for public copies.)
- f. Enter the message into the EDIS system (where you have that capability) as quickly as possible so that all Television and CATV companies will have the message for clear text viewing by the hearing impaired.
- g. Monitor the LP-1 and LP-2 for EAS Message broadcast (relay).

***** Confidential data (hotline numbers) to be removed before public distribution.***

Sample Message

The following message format should be used to develop an EAS Message that will be provided directly to an EAS terminal or to the LP-1 or LP-2. In all cases you will need the FIPS code and the event code that will apply to the warning (see CA-MB C00-2). Then, the message needs the Who, What, Where, When, Why and How information.

This is (name/agency) _____

There is a (nature of emergency) _____

In the area of (area affected) _____

It is expected to last (how long situation will continue) _____

Residents are advised to _____

Until _____ (when more information will be available)

End: This concludes this Emergency Alert System message from the _____.

[You may be more comfortable recording the message where there is equipment for that and time to do it, and then listen back to it. To do so, use a recorder dedicated for that purpose. Apply the count down procedure “3, 2, 1” and activate it and record your message. When finished cue it up to just after the “1” in your countdown.]

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-5B

TELEPHONE ACTIVATION BY LOCAL GOVERNMENT OR LAW ENFORCEMENT OFFICIALS TO LP-1 OR LP-2 STATIONS

PUBLIC VERSION

5.2 Agencies and/or officials, specified in CA-MB COO-7, are authorized to activate the Emergency Alert System by the following steps.

5.3 Be prepared to supply information needed to encode the EAS header, including: Event Code (such as FFW) duration (such as two hours) and the FIPS (location) codes. Expect to authenticate in accord with COO-7.

a. Use the same format (sample message) as in COO-5A.

b. **Write out the WARNING message** to be broadcast by radio, television, or cable television via the LP-1 or LP-2. [This is the message **you** will read, as **you** will be the announcer as it is broadcast. You do **not** dictate the message to the station employee.] Rewrite as necessary to limit it to 45 seconds.

c. Designated officials must use this request format to activate the EAS: **“This is** (Name/Title) of (Organization). **I request that the Emergency Alert System be activated for the** (which FIPS Code area) **because of a** (description of the emergency).”

d. Contact the **LP-1 Station (KTOM-FM)** at xxxxxxxx or xxxxxxxx or xxxxxxxx. If connection to the LP-1 cannot be made, call the LP-2 Station (KPIG-FM) at xxxxxxxx. ** (Hot line #'s NOT for public copies.)

5.4 The broadcast station shall be prepared to immediately record the EAS message. The station should ask for an audio level check, if so, say “level, level, level, level, level” at the same level you will use during the message. [In a normal tone speak clearly and distinctly. Use the same tone and level during the entire message.]

On receiving the “go-ahead”, say: **“5, 4, 3, 2, 1.** (read your message as to the nature of the warning).” (Limit the message to 45 seconds.)

5.5 Authorized officials and station personnel will determine the transmission details (i.e., live or recorded, immediate or delayed).

5.6 The originating official(s) shall enter text of the Warning bulletin into the EDIS system as quickly as possible so that television and CATV companies will have the message for clear text viewing by the hearing impaired.

*** Confidential data (hotline numbers) shall be removed from public copies of this plan*

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-6 (RMT)

COORDINATED MONTHLY TESTS

The Coordinated Monthly Test (Event Code RMT) within every Local Area is required to be carried by all broadcast stations and CATV firms. It may be carried simultaneously with the originating LP-1 Station, or delayed by no more than 60 minutes. [FCC Part 11.61(a) (1)].

6.1 The Required Monthly Test in this FCC Local Area is conducted as follows.

6.1a. Odd-numbered months: Daytime: First Wednesday at 1050 (10:50 AM).

6.1b. Even-numbered months: Nighttime: First Wednesday 2350 (11:50 PM).

6.2 The Daytime Required Monthly Test will originate from a county EOC with a prescribed script. The test will originate from the EOC to the LP-1 Station for transmission at the prescribed time. The counties will take turns in originating the RMT in the following order:

6.2.1 Monterey County: January and July.

6.2.2 San Benito County: May and November.

6.2.3 Santa Cruz County: March and September.

6.3 The Nighttime Required Monthly Test will originate from a LP-1, LP-2 or California Highway Patrol (CHP) Emergency Communications Center (ECC) with a prescribed script. The LP-1, LP-2 and CHP ECC will take turns in originating the RMT in the following order:

6.3.1 LP-1: February and August.

6.3.2 LP-2: April and October.

6.3.3 CHP: June and December.

6.4 The Required Monthly Test should take about 30 seconds. The text is:

“This is the coordinated monthly test of the Emergency Alert System. The equipment that can warn you of a life-threatening emergency is being tested. If this had been an actual emergency or life threatening condition, an official message would have followed the alert tone. This concludes this test of the Emergency Alert System.”

6.5 The State Emergency Warning Center in Sacramento or an alternate location will transmit a monthly test that may be carried by any station in addition to the station's weekly test or in lieu of its weekly test, but never in place of a Local Area's Required Monthly Test.

6.5.1 The monthly State EAS test is conducted on the first Tuesday morning of every month unless otherwise notified. It is transmitted statewide at about 1020 (10:20 AM). and may be rebroadcast at anytime within 60 minutes thereafter. It will use the ADM or DMO Event Code --- not an ‘RMT’.

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COMMUNICATIONS OPERATIONS ORDER CA-MB COO-7

PUBLIC VERSION

AUTHENTICATION and AUTHORITIES - LOCAL GOVERNMENTS

7.0 Authentication codes detailed in Appendix 1 are **required** for this Local Area Plan. Appendix 1 contains CONFIDENTIAL data and is to be released on a need to know basis only. {NOT INCLUDED IN THIS PUBLIC VERSION}

- 7.0.1 One party selects a number and the other party provides the correct code words.
- 7.0.2 Promptly hang up if there is a failure to establish the correct authentication code.

7.1 CLERS, EDIS, weather wire, or other hard copy media do NOT require authentication.

AUTHORIZED LOCAL GOVERNMENT AND LAW ENFORCEMENT OFFICIALS
(Officials who have the authority to activate the EAS system)

Monterey County Office of Emergency Services:

Harry B. Robins, Jr., Emergency Services Manager

Paul Ireland, Emergency Services Planner

John Sherwin, Emergency Services Planner

San Benito County Office of Emergency Services:

Margie Riopel, Director of Emergency Services

Tamar Becker, Director of Emergency Communications

Santa Cruz County Office of Emergency Services:

Michael Dever, Emergency Services Administrator

Susann Rogberg, Emergency Operations Center coordinator

Vol Ranger, Emergency Operations Center Coordinator

Steve Bailey, Emergency Services Analyst

California Highway Patrol Emergency Communications Center:

William Leist, Captain and Monterey Area Commander

Mark Bakios, Lieutenant

Linda Olmstead, Dispatch Supervisor

Nicole Stewart, Dispatch Supervisor

FCC LOCAL AREA EAS PLAN
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SIGNATURES OF CONCURRENCE AND APPROVAL

Mark Carbonaro, Chair
Monterey Bay Area FCC
Local Emergency Communications Committee

Date

John Parker, Vice Chair
Monterey Bay Area FCC
Local Emergency Communications Committee

Date

David Reynolds,
Meteorologist in Charge, San Francisco Bay Area
National Weather Service

Date

Harry B. Robins, Jr.
Emergency Services Manager
Monterey County

Date

Michael Dever
Emergency Services Administrator
Santa Cruz County

Date

Margie M. Riopel
Director of Emergency Services
San Benito County

Date

William Leist, Captain
California Highway Patrol
Monterey Area Commander

Date

Jim Gabbert, Chair
California State Emergency Communications Committee

Date

State of California
Governor's Office of Emergency Services

Date

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REVISIONS

The Communications Operations Order (COO) structure of the EAS plan is designed so changes can readily be made without rewriting the entire plan. A typical structure: COO1, LP-1/LP-2 Monitor Assignments; COO2, Event Codes; COO3, National Weather Service; COO4, LP-1/LP-2 Stations activation of EAS terminals; COO5, Local Government Officials activation of EAS; COO6, RMT (required monthly test); COO7, Authentication Procedure and Codes.

Major Revision: A major revision could be a change of LP stations, RMT time/dates, etc. This type of revision needs SECC and FCC concurrence, and is coordinated through the EAS Manager at the Governor's Office of Emergency Services to ensure that the State EAS Plan is current and accurate.

Major change steps:

1. Revise the COO. To make it clearly evident that the page has been revised two entries can be made: (1) at the top of the page add a revision number after the COO#. (i.e., COO-2 Rev 1) Note the revision in the footnote (bottom of the page).
2. Annotate the "change" on the Revisions Page (as note in the example below).
3. Prepare the Revision Addendum Request-Transmittal.
4. Have the LECC Chair and the Vice Chair signed Revision Addendum Request-Transmittal.
5. Attach the Revision Request-Transmittal to the revised COO.
6. Send to the EAS Manager at Governor's Office of Emergency Services to obtain the signature of the SECC and FCC.
7. On receipt of FCC approval, the LECC Chair will distribute the changes/revisions to all members of the LECC.

Minor Revision: A minor revision is a revised a telephone number, or who can activate.

Minor revisions steps:

1. Revise the COO and thereon add a revision number after the COO #, so it reads "COO#5 r1." Indicate revision in the footer.
2. Note the change on the Revision Control Page.
3. The LECC Chair uses a dated transmittal cover letter to forward a copy to all stations, entities, and governments, as well as the SECC and State OES EAS Desk.

Revision History (Example):

(Example)

Rev 1: 7/7/99 (Major) C00-1 LP-1 Station changed to KKKK. Received FCC Approval (9/9/99) and Mailed (10/1/99) s/s JGG

Rev 2:

Rev 3: