

FCC EAS PLAN

San Francisco Bay Area

**California Counties of
Alameda, Contra Costa, Marin, Napa,
San Francisco, San Mateo, Santa Clara,
Solano, Sonoma**

[FCC Approved Original 9/15/97]

Revision

September 14, 2004

EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN

San Francisco Bay Area Counties, California

This is part of the State of California State Emergency Alert System Plan that replaces the Emergency Broadcast System plans and procedures. This FCC Local Area includes all of the broadcasters and cable television companies in and serving the counties listed below.

<u>FIPS CODE:</u>	<u>SF Bay Area</u> <u>COUNTY:</u>	<u>FIPS CODE:</u>	<u>Adjacent Area</u> <u>COUNTY:</u>
06001	Alameda	06033	Lake
06013	Contra Costa	06045	Mendocino
06041	Marin	06047	Merced
06055	Napa	06053	Monterey
06075	San Francisco	06067	Sacramento
06081	San Mateo	06069	San Benito
06085	Santa Clara	06077	San Joaquin
06095	Solano	06087	Santa Cruz
06097	Sonoma	06099	Stanislaus
06000	ALL CALIFORNIA (receive only)	06113	Yolo



EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SFO #1

MONITOR ASSIGNMENTS

1.1: MONITOR ASSIGNMENTS

<u>Station/Facility</u>	<u>Monitors:</u>
LP1 KCBS 740	KQED 88.5, KSJO-FM 92.3, NWS 162.400mhz, CLERS 453.875mhz and Sacramento-Sierra Local Area; 1 of the following: KFBK 1530, KSTE 650, KGBY(FM) 92.5, KEDR(FM) 88.1, KSTN(FM) 107.3, or KSTN 1420.
LP1S KSOL 98.9	KQED 88.5, KSJO-FM 92.3, NWS 162.400mhz, CLERS 453.875mhz and Sacramento-Sierra Local Area; 1 of the following: KFBK 1530, KSTE 650, KGBY(FM) 92.5, KEDR(FM) 88.1, KSTN(FM) 107.3, or KSTN 1420. (KSOL has agreed to translate all EAS messages into Spanish.)
LP2 KQED 88.5	KCBS 740, KSJO(FM) 92.3, NWS 162.400mhz, CLERS 154.710mhz and Sacramento-Sierra Local Area; 1 of the following: KFBK 1530, KSTE 650, KGBY(FM) 92.5, KEDR(FM) 88.1, KSTN(FM) 107.3, or KSTN 1420.
LP2 KSJO(FM) 92.3	KCBS 740, KQED 88.5, NWS 162.400mhz CLERS 154.710mhz and (recommended) the Monterey Bay Counties LP1, LP2.
LP2 KZST(FM) 100.1	KCBS, KQED, NWS, CLERS Sonoma County
All other LP and Cable TV firms	KCBS 740, KQED 88.5 (required) NWS 162.400mhz, CLERS 154.710mhz (recommended)

EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #2

TYPES OF EAS ACTIVATIONS (EVENT CODES)

2.1: All must carry these EAS Events

EAN National Emergency Action Notification
EAT National Emergency Action Termination
NIC National Information Center
NPT National Periodic Test
RMT Required Monthly Test
RWT Required Weekly Test

2.2: All agree to carry the following EAS Events:

CAE Child Abduction Emergency
CEM Civil Emergency Message
EQW Earthquake Warning
EVI Evacuate Immediately!
FFW Flash Flood Warning
FLW Flood Warning
FRW Fire Warning
HMW Hazardous Materials Warning
HUW Hurricane Warning
HWW High Wind Warning
LEW Law Enforcement Warning
NUW Nuclear Power Plant Warning
RHW Radiological Hazard Warning
SPW Shelter in Place Warning
SVR Severe Thunderstorm Warning
TOE 911 Telephone Outage
TOR Tornado Warning
TSW Tsunami Warning
WSW Winter Storm Warning

2.3: The following Event codes are not for public consumption (never rebroadcast) except if it is a State EAS test or the annual April "Duck, Cover and Hold" statewide CLERS broadcast.

ADR Administrative Message
DMO Practice/Demonstration Message
NMN Network Message Notification
RWT Required Weekly Test

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EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #3

NATIONAL WEATHER SERVICE

3.1: All participants will normally receive NWS messages with their EAS terminals without any special handling required by NWSFO personnel, except if 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 wherein possible. An abbreviated message may say, "STAY TUNED TO THIS STATION FOR ADDITIONAL INFORMATION."

3.2

WHEN NO NWR TRANSMITTER IS AVAILABLE

If or when the LP1 station for this Local Area cannot receive a Warning or any request to activate the EAS, this NWS Forecast Office shall call the LP1 station with the Warning Bulletin/EAS Activation Request. LP1 stations shall be equipped to record the NWS official, without delay, in the event the hard copy information has not been received.

An EAS Activation takes priority over any other broadcast and station activity in progress.

NWS announcer: Telephone the LP1 station: KCBS xxx-xxx-xxxx or xxx-xxx-xxxx. If no contact with KCBS, call KQED at xxx-xxx-xxxx. Identify and authenticate (see COO #7).

"5 - 4 - 3 - 2 - 1.

(Edit bulletin to about 60 seconds in length. Read bulletin.)

"Stay tuned to this station for additional information. This concludes this Warning from the National Weather Service for the Emergency Alert System."

REMAIN QUIET until broadcaster will confirms receipt of the message with you.

3.3: The LP2 stations (backups) north and south, respectively, are:

KSJO-FM San Jose	xxx-xxx-xxxx
KZST-FM Santa Rosa	xxx-xxx-xxxx or xxx-xxx-xxxx

PHONE NUMBERS REMOVED IN PUBLIC COPIES

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EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #4

FOR THE LP1 STATION ONLY HOW TO ACTIVATE AND TRANSMIT A LOCAL EAS BROADCAST

4.1: FROM THE EAS TERMINAL EQUIPMENT

Take prompt and appropriate actions. Remember that every other AM, FM, TV station and cable television company in this FCC Local Area may depend upon your transmissions.

4.2: OVER THE TELEPHONE

4.2.1: Receive telephone transmission from person or agency authorized to initiate the Emergency Alert System.

4.2.2: Authenticate by procedure established in COO #5.

4.2.3: If from the phone line, start audio recorder to record.

- a. Tell telephone caller to count 3-2-1 and go. Caller's out-cue is:
- b. **"THIS CONCLUDES THIS BROADCAST FROM THE** (name of agency) **IN** (location)."
- c. Roll back the audio and cue it up for broadcast.

4.2.4: Program the EAS terminal. This includes to FIPS codes of all nine (9) counties plus Sacramento (006067). Be sure you have reset any default 15-minute time to at least 60 minutes.

4.2.5: Break program in progress. Announce:

"WE ARE INTERRUPTING THIS PROGRAM FOR A SPECIAL BROADCAST FROM THE EMERGENCY ALERT SYSTEM. SPECIAL INFORMATION WILL FOLLOW."

4.2.6: Activate the EAS terminal. Play the message on the air.

4.2.7: Closing announcement:

"STAY TUNED FOR ADDITIONAL INFORMATION. THIS CONCLUDES THIS BROADCAST FROM THE SAN FRANCISCO BAY COUNTIES AREA OF THE EMERGENCY ALERT SYSTEM."

4.2.8: Immediately press the EOM button. 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.

4.2.9: Log it.

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EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #5

LOCAL GOVERNMENT OFFICIALS ACTIVATING THE EAS

5.1: BY TELEPHONE:

Agencies and/or officials, identified in this Communications Operations Order, are authorized to activate the Emergency Alert System by following these steps:

5.1.2: 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 one (1) minute. Be sure to include the Who, What, Where, When, Why, and the How in your message. Never dictate the message to an LP1 employee; you are the announcer.

5.1.3: Telephone the primary (LP1) EAS station KCBS (or KQED) at:

- a. KCBS (LP1) xxx-xxx-xxxx or xxx-xxx-xxxx
or if no contact, call:
- b. KQED (LP2) xxx-xxx-xxxx

NOTE: If you are equipped with an EAS terminal and a CLERS radio, separate instructions and procedures below will apply.

5.1.4: Identify yourself by name and title.

State that you want to activate the Emergency Alert System for (give the nature of the emergency).

Authenticate in accordance with COO No. 7.

Speak clearly and distinctly.

Say "3 - 2 - 1" and read your message. Remain quiet at the end until the station employee speaks to you.

The radio station will now do the rest.

5.1.5: *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.*

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EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #5

LOCAL GOVERNMENT OFFICIALS ACTIVATING THE EAS

5.2: FROM THE EAS TERMINAL:

Agencies and/or officials, identified in this Communications Operations Order, are authorized to activate the Emergency Alert System by following these steps:

5.2.1: 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 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.

5.2.2: Record your message with a "3-2-1" countdown on the recorder dedicated to this purpose.

Check message to assure it sound OK.

Cue it up to just after the "1" in your countdown.

5.2.3: Activate your EAS terminal in the manner prescribed by the manufacturer. This requires repetitive and on-going training and an off-line practice program. Feed the recorded message between the HEADER and the EOM.

5.2.4: Telephone the LP1 or LP2 station to verify receipt.

- a. KCBS (LP1) xxx-xxx-xxxx or xxx-xxx-xxxx
or if no contact, call:
- b. KQED (LP2) xxx-xxx-xxxx

5.2.5: *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.*

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EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #5

LOCAL GOVERNMENT OFFICIALS ACTIVATING THE EAS

5.3: This LECC authorizes all county Offices of Emergency Services to request an Activation, as well as city Offices of Emergency Services serving more than 250,000 population, and the California Highway Patrol (for Child Abduction Emergencies.) The LECC leaves it to the county and city officials to decide who in their OES is authorized to request EAS Activations. EDIS (Emergency Digital Information Service) and telephonic Activation requests require authentication (see COO #5). The LECC urges the counties to use an EAS terminal in connection with their CLERS radio as the fastest and most effective medium to send and receive EAS Activations.

=====

Alameda County OES
xxx-xxx-xxxx

Santa Clara County OES
xxx-xxx-xxxx

Contra Costa County OES
xxx-xxx-xxxx

Solano County OES
xxx-xxx-xxxx

Marin County OES
xxx-xxx-xxxx

Sonoma County OES
xxx-xxx-xxxx

Napa County OES
xxx-xxx-xxxx

City of Oakland OES
xxx-xxx-xxxx

City & County of San Francisco OES
xxx-xxx-xxxx

City of San Jose OES
xxx-xxx-xxxx

San Mateo County OES
xxx-xxx-xxxx

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EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

COMMUNICATIONS OPERATIONS ORDER CA-SF #6

COORDINATED MONTHLY TESTS (RMT)

6.1: In accordance with FCC Part 11.61, broadcast stations and cable systems shall broadcast a Coordinated Montly Test message originating only from the LP1 or its designated point of origination. The monthly test must be retransmitted within 60 minutes of receipt by broadcast stations and cable systems. 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.

Janurary 2nd Tuesday at 10:50 a.m.

February 2nd Tuesday at 4:50 a.m.

March 2nd Tuesday at 10:50 a.m.

April 2nd Tuesday at 4:50 a.m.

May 2nd Tuesday at 10:50 a.m.

June 2nd Tuesday at 4:50 a.m.

July 2nd Tuesday at 10:50 a.m.

August 2nd Tuesday at 4:50 a.m.

September 2nd Tuesday at 10:50 a.m.

October 2nd Tuesday at 4:50 a.m.

November 2nd Tuesday at 10:50 a.m.

December 2nd Tuesday at 4:50 a.m.

6.1.2: The above schedule 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.

**EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN
San Francisco Bay Area Counties, California**

COMMUNICATIONS OPERATIONS ORDER CA-SF #6A

REQUIRED MONTHLY TEST SCRIPT

OPEN:

“This is a test of the Emergency Alert System. This is only a test.”

EAS TEST MESSAGE:

“This is the coordinated monthly test of the Emergency Alert System. If this had been an actual emergency, you would have received timely emergency information. This concludes this test of the Emergency Alert System.”

EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN San Francisco Bay Area Counties, California

CONCURRENCES

Chairman
Local Emergency Communications Committee

Date

Vice Chair for Cable Television

Date

Meteorologist in Charge
National Weather Service

Date

Chairman
State Emergency Communications Committee

Date

The LECC Communications Operations Orders become a part of the State EAS Plan upon completion of the above signatures and dates.

State of California
Governor's Office of Emergency Services

Date

EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN

San Francisco Bay Area Counties, California

REVISIONS

MAJOR REVISION

A major revision **could be*** 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.

Major revision steps:

- (a) 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 (Rev1)}; then,
 - (2) [always] Show the revision in the footnote at the bottom of the page. (I.e., r1a)
- (b) Next, enter the change on a Revisions control sheet, like this or a separate page.
- (c) Then, Sign the Revision and
- (d) Forward it with a transmittal memo or letter to EAS Program at State OES. {The EAS SECC Executive Office}
- (e) When received BACK with FCC approval, forward a copy to all stations, entities, and governments.

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 {A typical revision is a COO, such as COO #3 (Rev2)}

Minor revisions steps:

- (a) Revise the page with the change same as for a Major Revision.
- (b) Enter the change on a Revision Control page, and SIGN AND DATE the Revisions Page
- (c) 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.*

Revision History

Original Plan Developed July 1997, FCC Approval on September 15, 1997.

Revision 1: March 23, 2001 Major; Entire Document re-constructed in Word 2000. No major function or content changes instituted, page structure, typos etc, made only.

COO #5A Revision 1: November 16, 2001 Removed Alameda & Contra Costa County's contact names due to unknown replacements.

Revision 2 September 14, 2004 Major: Changes in Format, Monitor Assignments, Event Codes, RMT, Government Contacts & Signature Page. New signatures required.