

**EMERGENCY ALERT SYSTEM (EAS)
PROCEDURES FOR THE NORTH CENTRAL TEXAS**

EAS LOCAL AREA

NORTH CENTRAL TEXAS EAS LOCAL AREA

INCLUDES THE FOLLOWING COUNTIES

COLLIN	KAUFMAN
DALLAS	PALO PINTO
DENTON	PARKER
ELLIS	ROCKWALL
ERATH	SOMERVELL
HOOD	TARRANT
JOHNSON	WISE

I. INTRODUCTION

This plan was prepared by the North Central Texas EAS Local Area Emergency Communications Committee and the broadcast and cable media. It is used to disseminate emergency information and warning to the general public in the North Central Texas EAS Local Area or any portion thereof within the broadcast coverage and cable system service areas at the request of designated local, State and Federal officials. This EAS Local Area plan may be activated on a day-to-day basis in response to emergencies such as: power outages, tornadoes, floods, civil disorders, nuclear power plant accidents, toxic leaks or any occurrence which poses a danger to life or property.

Acceptance of or participation in this plan shall not be deemed as a relinquishment of program control, and shall not be deemed to prohibit a broadcast licensee or cable operator from exercising his independent discretion and responsibility in any given situation. Broadcast stations and cable systems originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system to exercise discretion regarding the transmission of emergency information and instructions to the general public is provided by the FCC Rules.

II. PURPOSE

The plan has been created to provide public safety agencies in the fourteen county region with a rapid method to provide information to the population of the region. Public safety agencies should consider requesting EAS activation whenever an event occurs that is a widespread threat to life and rapid timely dissemination of information about this threat can prevent the loss of life or injury.

The following list of specific examples is not all inclusive but rather provided as an example of the type of messages that would be appropriate for an EAS activation. The item underlined indicates the type of activation the message represents and is used by the LP1 to encode the message.

Evacuation Warning: Generally used for Hazardous Material Spills. If a hazmat incident requires evacuation of an area, request EAS activation under this category. If the event covers multiple jurisdictions, the jurisdiction which provides the incident commander shall request activation.

Flash Flood Warning: This is an exception to the rule for weather related events. Generally the National Weather Service will provide the activation for weather events that pose a danger to life. Since the NWS relies upon reports from the field to identify areas where flash floods are occurring, this will provide members a tool to warn of flash flooding as soon as dangerous conditions are reported

Civil Emergency: This type of message covers those areas not mentioned elsewhere. Examples include, warning motorists to avoid a section of highway where sniper activity is occurring, or avoiding a region of the area where civil disturbances are taking place. The dissemination of information about child abduction (Amber's Plan) will use this technology but is separate from this plan.

Again, these are just examples. Request activation when ever you need to reach a large number of people with information about life threatening events.

The following guidelines may help you in further determining if an EAS activation is appropriate:

1. SEVERITY – EAS activation will ad in reducing of loss of life, or reducing substantial property damage.
2. TIMING – this information requires immediate public knowledge to avoid adverse impact.
3. Other means of disseminating information are inadequate to ensure rapid delivery.

A rule of thumb to consider: if you can reach all areas that may be affected by the threat with public safety vehicles, using sirens and loud speakers, 15 minutes before the hazard arrives, do not request EAS activation.

III. AUTHORITY

Title 47 U.S.C. 151, 154 (i) & (o), 303 (r), 524 (g) & 606; and 47 C.F.R. Part 11, FCC Rules & Regulations, Emergency Alert System.

IV. KEY EAS SOURCES

LOCAL PRIMARY SOURCE (LP-1): WBAP, AM
LOCATION: ARLINGTON, TX
EAS MONITORING ASSIGNMENTS: KSCS, NOAA, PRIMARY ENTRY POINT LINE,
AND STATE ENTRY POINT LINE
CONTACT: CLAY STEELY
TELEPHONE: 817-695-0831
UNLISTED TELEPHONE: (PUBLISHED SEPARATELY)
HOURS OF OPERATION: 24 HOURS, 7 DAYS

LOCAL PRIMARY SOURCE (LP-2): KSCS, FM
LOCATION: ARLINGTON, TX
EAS MONITORING ASSIGNMENTS: WBAP, NOAA, PRIMARY ENTRY POINT LINE,
AND STATE ENTRY POINT LINE
CONTACT: CLAY STEELY
TELEPHONE: 817-695-0837
UNLISTED TELEPHONE: (PUBLISHED SEPARATELY)
HOURS OF OPERATION: 24 HOURS, 7 DAYS

V. AUTHENTICATION (See ANNEX B)

Authentication will be accomplished by the procedure established in Annex B. The annex attached to this document is a sample document. The actual authentication procedures with code words and “secure phone numbers” will be published and accounted for separately to provide enhanced security of that information.

Note: National Weather Service (NWS) warnings received via NOAA Weather Radio, NOAA Weather Wire or AP, Reuters and UPI wire services do not need authentication. NWS sources can be monitored optionally after the two assigned LP sources (LP-1, LP-2, etc.).

VI. IMPLEMENTATION

A. Procedures for Designated Officials

1. Request activation of the EAS facilities through the LP-1 (or LP-2 if the LP-1 cannot be contacted) via phone or other available communications.

Note: When “severe weather” warnings are issued by the NWS, the NWS can notify the LP-1 directly.

2. Designated officials use the following procedure when contacting the key EAS sources: (NOTE: FOR INCIDENTS INVOLVING MULTIPLE JURISDICTIONS – ACTIVATION WILL BE REQUESTED BY THE COMMUNITY EXERCISING INCIDENT COMMAND).

Complete the “EAS Activation Request Form” (sample in Annex B) to the LP-1, or LP-2. Use phone number listed in Annex A. Use Authentication as noted in paragraph IV above.

3. If there is a failure of the fax machine at the LP1/LP2, telephone the individuals listed on the Authentication Procedures in the order indicated and tell them you are trying to request an EAS activation, but that there was a failure with the fax. Identify yourself and be prepared to accept a call from them to complete the verification procedure. At this point the LP1/LP2 personnel will either have the fax on line or will be prepared to accept a verbal request over the phone. If you cannot contact anyone on the list, use the procedures to contact the National Weather Service outlines in 7 below.
4. Upon authentication, designated officials and EAS source personnel determine transmission details (i.e., live or recorded, immediate or delayed). Officials should provide emergency program material including a description of the emergency, actions being taken by local government, and instructions to the public. EAS message originators shall limit their messages to two minutes, the maximum recording time of EAS equipment.
5. Keep line of communication open if necessary.
6. For a unique emergency not involving the entire EAS Local Area, authorities may request EAS activation through the cable system and broadcast station serving only the affected area.
7. In the event that both the LP-1 and LP-2 stations are not available, fax this form to the National Weather Service Forecast Office in Fort Worth (See Annex B).

B. Procedures for Broadcast and Cable System Personnel

1. Upon receipt of a request to activate the local EAS from appropriate authority (verify authenticity via method described in IV above), the LP-1 (LP-2) may proceed as follows.

- a. Broadcast the following announcement:

“WE INTERRUPT PROGRAMMING TO ACTIVATE THE
EMERGENCY ALERT SYSTEM DUE TO A LOCAL
EMERGENCY. PLEASE STAND BY.”

- b. Transmit the EAS header codes and Attention Signal.
- c. Transmit the following announcement and material:

“WE INTERRUPT PROGRAMMING TO ACTIVATE THE
NORTH CENTRAL TEXAS EMERGENCY ALERT SYSTEM
AT THE REQUEST OF (Insert Municipality/County requesting
Activation). THIS AGENCY HAS REQUESTED THAT THE
FOLLOWING INFORMATION BE CONVEYED TO THE
GENERAL PUBLIC.”

*** Follow with emergency program***

- d. To terminate the EAS (STET) message (immediately or later), make the following announcement:

“PLEASE STAY TUNED TO YOUR LOCAL RADIO OR
TELEVISION STATION FOR ADDITIONAL INFORMATION
REGARDING THIS EMERGENCY. THIS CONCLUDES
OPERATION UNDER THE NORTH CENTRAL TEXAS
EMERGENCY ALERT SYSTEM.” (Insert EAS EOM tones here.)

- e. Transmit the EAS End of Message (EOM) code.

Important Note: When relaying EAS messages for State and local emergencies, broadcasters and cable operators have the option of transmitting only the EAS header and EOM codes without the Attention Signal and emergency message. This is acceptable so that EAS coded messages can be quickly relayed through areas unaffected by the emergency.

2. All other broadcast stations and cable systems which are monitoring key sources via EAS equipment and will be alerted by the header codes and attention signal will, at the discretion of management, perform the same procedures as in step 1 above by

transmitting the emergency message from the LP-1 or LP-2. Broadcast stations and cable systems using automatic interrupt of programming should receive the EOM codes before retransmitting State and local level EAS messages. This can prevent downstream locations before missing parts of the EAS message.

3. To avoid unnecessary escalation of public confusion, all stations and cable systems must be cautious in providing news and information pertaining to the emergency. All messages must be based on definite and confirmed facts. The public must not be left to decide what is or is not fact.
4. Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made in the station and cable system records. A very brief summary may be sent to the FCC for information purposes only.
5. DELIVERY OF EAS MESSAGES BY CABLE OPERATORS

Cable systems shall be responsible effective July 1, 1997, as directed by the Federal Communications Commission for inserting emergency messages as video crawls into programming offered to their subscribers except for the channels retransmitting signals of local broadcast stations that meet the following requirements:

1. Originate local news programs at the studio facility.
2. Have weather equipment at the studio facility to support the stations' Weather Department to determine severe local weather conditions.
3. Have the ability to run video crawls over network or local programming to advise the public of weather conditions or other public emergencies.
4. The station's master control center is manned at all times when the station is on-the-air.
5. The station General Manager will certify the above conditions to the individual Cable System that re-transmits their signal to exempt the station from Cable System equipment placing video crawls over their programs.

VII. TESTS

Tests of these EAS procedures shall be conducted on a random or scheduled basis from a point which would originate the common emergency message. Unless a scheduled State test is received from the State Primary, the Local Primary will originate the Required Monthly Test (RMT)

VIII. North Central Texas Emergency Communication Committee

The North Central Texas Emergency Communications Committee (NCTECC) will exist to maintain this plan. Its membership shall consist of representatives of the Broadcast industry, a representative of the National Weather Service, and representatives of the emergency management organizations from the region covered under this plan. Meetings shall be held as needed. Initially these meetings will be twice yearly after the acceptance of the plan.

The purpose of the NCTECC will be to provide a method to review plan operation. It will review request for activation of EAS since the last meeting, and solicit comments from the agency requesting activation, and the broadcast industry about said activations. The committee will examine each activation to determine, if the request met the criterion set forth in this plan, and the response from the broadcast industry. This will be used to further improve the operation of the plan both by the requestor and the broadcast industry.

IX. ANNEXES

- ANNEX A: List of designated officials and phone numbers.
- ANNEX B: Authentication procedures.
- ANNEX C: Approvals.
- ANNEX D: List of EAS codes transmitted by key EAS sources.
- ANNEX E: List of broadcast stations and cable systems.

OPERATOR PLEASE POST

ANNEX A

DESIGNATED OFFICIALS FOR THE North Central Texas EAS PLAN

(TO BE PUBLISHED SEPARATELY)

EXAMPLE

Annex B

North Central Texas Emergency Alert System

AUTHENTICATION PROCEDURES

The Authentication Procedure for an EAS Activation Request is a two step procedure. There will be an established list of authentication codes for each month of the year. This list will be updated annually. Each signatory to this plan will provide WBAP with a “call back” phone number. This number should be in the office that has the authority to request activation, and one that is not a public use phone number (i.e. a backline).

1. A signatory to the plan will request activation of EAS by completing the EAS Activation form and faxing it to a designated phone number at the LP1 or LP2, in that order. This form has a place to insert the Code Word for the Month. Upon receipt at the LP1 or LP2, verification will be made of the Code on the form.
2. Once the code is verified, the LP1 or LP2 will phone the requestor using the phone number on file to verify that the request is authentic. Once this second step is complete, EAS activation will continue.

The authentication list, and the WBAP “secure fax” phone number will be distributed separately from this base plan to provide increased control over this sensitive information. Once a community has reviewed this plan and found it acceptable, then signed and returned it to WBAP, the operational part of Annex B will be returned.

3. Contacts if “Secure Fax” does not respond:
 1. Name: _____ Phone: _____
 2. Name: _____ Phone: _____
 3. Name: _____ Phone: _____

EXAMPLE

ANNEX B

North Central Texas Emergency Alert System

AUTHENTICATION PROCEDURES

Authorization Code Chart

Year: 1997

Month	Authorization Code
January	Tango Bravo
February	Delta Sierra
March	Alpha Papa
April	November Charlie
May	Xray Zulu
June	Victor Echo
July	Mike Golf
August	Romeo Whiskey
September	Quebec Uniform
October	India Lima
November	Foxtrot Papa
December	Bravo Xray

Verification Callback Chart

County Requesting Alert	Number to Dial
Collin	555-555-5555
Dallas	555-555-5555
Denton	555-555-5555
Ellis	555-555-5555
Erath	555-555-5555
Hood	555-555-5555
Johnson	555-555-5555
Kaufman	555-555-5555
Palo Pinto	555-555-5555
Parker	555-555-5555
Rockwall	555-555-5555
Somervell	555-555-5555
Tarrant	555-555-5555
Wise	555-555-5555

EXAMPLE

North Central Texas Emergency Alert System

Emergency Activation Request Form

NOTE: YOU MUST COMPLETE ALL SECTIONS / PLEASE PRINT

I. Requesting Party Information

Date: . Time: . AM PM

Name of person requesting activation:

a. (Printed Name): .

b. (Dept/Agency): .

c. (Monthly Authorization Code): .

II. Activation Information

Type of activation (please check only one):

- Civil Emergencies (general local emergency, police emergency)
- Immediate Evacuation Warning (evacuations due to local emergency)
- Flash Flood Warning

For the county of *(check all that apply):*

- Collin Ellis Johnson Parker Tarrant
- Dallas Erath Kaufman Rockwall Wise
- Denton Hood Palo Pinto Somerville

Duration of event: *(In multiples of 15 minutes, indicate how long the emergency is expected to last.)*

Hours: . Minutes: .

III. Activation Text *(print neatly in BLOCK LETTERS the text to be conveyed in the box below)*

"We interrupt programming to activate the Emergency Alert System due to a local emergency. Please stand by." *(Insert EAS header tones here)*

"We interrupt programming to activate the North Central Texas Emergency Alert System at the request of (insert municipality/county in section I.c. above). This agency has requested that the following information be conveyed to the general public:"

(Read and repeat the following information)

“

_____ “ (repeat)

"Please stay tuned to your local radio or television station for additional information regarding this emergency. This concludes operations under the North Central Texas Emergency Alert System." *(Insert EAS EOM tones here).*

ANNEX C

This North Central Texas EAS Local Area plan was developed and approved by the North Central Texas EAS Local Emergency Communications Committee.

The plan is coordinated with and distributed to all designated officials listed in Annex A, and to all broadcast stations and subject cable systems listed in Annex E.

_____ Clay Steely _____

Broadcast EAS Local Area Chair Date

_____ Tyler Cox _____

Broadcast EAS Local Area Chair Date

_____ Jim Stefkovich _____

National Weather Service Date

_____ Craig Gillis _____

Allen, Texas Date

_____ Bill Gross _____

Dallas Emergency Preparedness Date

_____ Alan Powell _____

Duncanville Emergency Management Date

Irving
Date

Lisa Pomroy

Date

Grapevine
Date

Mike Keefer

Date

Chief, Keller Fire Dept.
Date

Kelly King

Date

Mesquite
Date

Robert Bryrom

Date

Plano
Date

Scott Cisney

Date

Chief, Seagoville Fire Dept.
Date

David Maroney

Date

Ellis County, EMC
Date

Danny Woodruff

Date

