



Riverside – San Bernardino Counties



Emergency Alert System FCC EAS PLAN

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CONFIDENTIAL

DRAFT

Local Emergency Communications Committee
For
Riverside and San Bernardino Counties, California
FCC Approved (Insert Date)

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ACKNOWLEDGEMENTS

Riverside and San Bernardino County Fire Departments
Office of Emergency Services

Reviewed and Approved by the Local Emergency Communications Committee (LECC)
on: **[PENDING]**

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California Emergency Management Agency (Cal EMA)
California Highway Patrol (CHP)
CalTrans
City of Chino
City of Hesperia
Federal Communications Commission (FCC)
National Weather Service (NWS)
Riverside County Fire Department/Office of Emergency Services
San Bernardino County Administrative Office
San Bernardino County Fire Department
San Bernardino County Fire Department/Office of Emergency Services
San Bernardino County Public Information
San Bernardino County/Riverside County LECC Broadcasters/Cablecasters
San Bernardino County Sheriff's Department
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CONCURRENCE

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INTRODUCTION

This 2012 Emergency Alert System FCC EAS Plan was developed in response to the many changes that have occurred within the emergency broadcast industry as a result of Federal regulations requiring the use of Common Alerting Protocols (CAP) and the Integrated Public Alert and Warning System (IPAWS). In addition, the use of the internet to send EAS messages through specialized software utilizing the FEMA IPAWS-OPEN Aggregate Server, and the introduction of cell phone emergency alerts thru the Commercial Mobile Alerting System (CMAS) thru Wireless Emergency Alerts (WEA) interface, render the previously CalEMA approved Riverside County/San Bernardino County EAS Plan (1999) and the commonly accepted draft plan (April 2007) nearly irrelevant.

Therefore, in an effort to maintain an EAS Plan that correctly reflects current messaging technologies and protocols, this 2012 EAS Plan makes every attempt to clearly call out both the emergency messaging “authority” and “methods” that have been established by the Riverside County/San Bernardino County LECC and the respective Collaborative Operating Group (COG).

The Emergency Alert Plan – describes emergency messaging operations for Alerting Authorities (message originators) during periods of imminent threat, and provides guidance for the relay of emergency information by local broadcasters.

The information included in this plan is subject to revision by the LECC EAS Working Group as FCC regulations change or are modified, and when changes in LP1 station designations or Alerting Authority designations occur.

This document is a plan supported by the San Bernardino County Emergency Operations Plan (EOP).

The Riverside County/San Bernardino County Emergency Alert System Plan was updated through the collaborative efforts of members of the LECC, consisting of representatives from the FCC, the SECC, Riverside County/San Bernardino County Operational Areas, TV and Radio broadcast representatives across all broadcast zones, and private sector partners who have a shared interest in the LECC EAS Plan.

The 2012 version of the EAS Plan is a work in progress and will continue to evolve and improve as new EAS technologies are applied and practiced

SECTION 1: EAS PLAN

1.1 Plan Purpose

This plan serves three basic purposes; (1) This plan authorizes local government entities to provide emergency messages affecting a local community, multiple areas or an entire Operational Area; (2) It provides guidance for the broadcast and cable industry in the use of the Emergency Alert System, both voluntarily and in the event of a national alert from the President of the United States; (3) This plan outlines the framework for how emergency warning centers and the broadcast community can work together to assure that residents in the Counties of Riverside and San Bernardino and adjacent State participants can receive timely information that will better help them take protective actions to save lives and property.

1.2 Plans and Guidelines

Local EAS plans are guidelines for broadcasters, cable TV and certain satellite operators such as details on mandated and optional monitoring assignments, codes for EAS Header, required monthly tests (RMT) schedules and other elements. This EAS Plan is an FCC mandated document. These plans are an adjunct to the FCC EAS rules which are also incorporated herein by reference thereto. Local EAS plans must be posted at EAS operating positions at all EAS entry points subject to FCC Part 11.

1.3 Emergency Alert System (EAS)

The EAS is a system that can be used by Authorized Warning Originators to issue local, State or national emergency warnings to the public by using broadcast, cable and certain satellite program distribution as entry points. An EAS warning may be for an incident effecting a few blocks or wide-spread, such as large parts of a city, sections of specified areas such as a County or parts of an adjoining County or parts of a Region of a state, several states or the entire nation. An EAS message is sent to an entire county based on the Federal FIPS Codes.

1.4 EAS and the Public

The listening and viewing habits are the inherent factors to consider regarding the role of the EAS to provide protective information to the public when emergencies threaten their lives and property. The instinctive reaction of the average person is to turn on their radio or television in times of emergency. However, continuing public education is required to increase public awareness of the EAS as an established medium for the receipt and distribution of time critical emergency information to the general public at the local, State and national level. Education should also include information on the new cell phone alerting system thru the Wireless Emergency Alerts (WEA).

1.5 Definition and Goal of “Public Warning”

For this plan a “public warning” is defined as information about a current emergency situation, delivered in a timely fashion, from alerting authorities to a public at risk so that they can take protective actions to help save their lives and preserve their property. The EAS is used for warnings that require immediate action such as fires, flash floods, evacuations of areas due to other incidents (such as a hazardous spill), AMBER ALERTS, or civil emergencies requiring immediate action.

The highest and best goal of public warning is to communicate accurate and timely protective actions to people who are at risk of imminent life safety and property threatening emergencies. The advent of the Common Alerting Protocol (CAP) means that this goal can now be more closely integrated into and coordinated with the response phase of emergencies. Adding CAP to EAS will mean that more people at risk will receive better information in a timelier manner, resulting in better outcomes to emergencies that threaten life and property. It is to everyone’s advantage to build solid partnerships between the warning origination community and those who carry the responsibility to bring these warnings to the public who come under the Federal Communications Commission’s EAS rules.

When deciding whether to issue a public warning, the following criteria can be applied:

- Does the hazardous situation require the public to take immediate action?
- Does the hazardous situation pose a serious threat to life or property?
- Is there a high degree of probability the hazard situation will occur?

1.6 Components of Effective Warning Messages

Effective warnings are those that result in members of the public taking recommended actions to protect themselves. To help ensure that warning messages are effective, they must be issued in a timely manner and the following components should be included:

- **Specific Hazard:** What is/are the hazards that are threatening? What are the potential risks for the community?
- **Location:** Where will the impacts occur? Is the location described so those without local knowledge can understand their risk?
- **Timeframes:** When will it arrive at various locations? How long will the impacts last?
- **Source of Warning:** Who is issuing the warning? Is it an official source with public credibility?
- **Magnitude:** A description of the expected impact. How bad is it likely to get?
- **Likelihood:** The probability of occurrence of the impact.
- **Protective Behavior:** What protective actions should people take and when? If evacuation is called for, where should people go and what should they take with them?

1.7 Accessible Alert and Warning Messages

How an alert/warning message is written is as important as what is written. Poorly written warnings can undermine both the public's understanding and the originators credibility. Important elements to consider when writing accessible and usable alert and warning messages are to be:

- **Specific:** If the message is not specific enough about the “Who? What? When? Where? Why? How?,” the public will spend more time seeking specific information to confirm the risk. If necessary, be specific about what is or is not known about the hazard.
- **Consistent:** An alert/warning should be internally consistent, that is, one part of the message should not contradict another part. It should be consistent with messages that are distributed via other channels. To the extent possible, alerts/warnings should be consistent from event to event, to the degree that the hazard is similar.
- **Certain:** Avoid conveying a sense of uncertainty, either in content or in tone. Confine the message to what is known, or if necessary, describe what is unknown in certain terms. Do not guess or speculate.
- **Clear:** Use common words that can easily be understood. Do not use technical terminology or jargon. If protective instructions are precautionary, state so clearly. If the probability of occurrence of the hazard event is less than 100%, try to convey in simple terms what the likelihood of occurrence is.
- **Accurate:** Do not overstate or understate the facts. Do not omit important information. Convey respect for the intelligence and judgment of your public.

1.8 Accessible Alert and Warning Messages for Persons with Access and Functional Needs

Message originators should incorporate the needs of persons with access and functional needs when developing alerts and warnings. The following elements should be considered:

- **Clear and simple language:** A general guideline to follow is to use clear and simple language whenever possible, with minimal use of abbreviations. The most important information should be presented first.
- **Text-to-speech conversion:** Care must be taken in composing text that is converted to audio by text-to-speech equipment. Consult your NWS Weather Forecast Office for local guidance regarding NOAA Weather Radio requirements.
- **Consistent audio:** IPAWS and CAP can accommodate pre-recorded audio files that may be used by Emergency Alert System participants (e.g., broadcasters) and that assist the blind or those with low vision. The audio should be as consistent as possible with the text and should ensure that any abbreviations are spoken as full words.

- Ample text and audio to explain images/maps: Since IPAWS OPEN provides the capability to deliver multimedia messages, ample text and audio should be provided to explain images or maps, so that message recipients can understand the meaning of what is being conveyed graphically.
- Screen reading and text-to-speech devices: Some mobile devices and currently available software provide screen reading and text-to-speech conversion capabilities for alerts delivered via Internet technologies. When considering these and other translation technologies, craft messages that avoid non-standard language formats and terminology.

1.9 EAS Distribution

The EAS provides a means of distributing emergency information quickly to radio stations, television stations, cable entities and certain satellite distribution entities and to be relayed to the general public. EAS is made up of radio, television, cable entities and certain satellite distribution carriers cooperating on a voluntary organized basis for local and state warnings, but subject to mandatory compliance for Federal warnings per the Federal Communications Commission (FCC) 47 CFR Part 11 Rules. Under the new CAP-IPAWS structure the LECC has formed a Collaborative Operating Group (COG) to designate approved local alerting authorities to assure EAS criteria are met.

SECTION 2: EAS DIRECTIVES

2.1 Organizational Mandate

A Local Area Plan is a FCC-mandated document for organization and implementation of the Emergency Alert System. A state is divided into areas for the oversight of EAS. In California, the divisions are called Operational Areas. Operational Areas can be combined for EAS plan purposes due to geographic or other reasons that can affect radio and/or television coverage. Areas of Nevada are part of the California EAS Committee area and conversely, a portion of California is part of an EAS Committee for Nevada. Once adopted and signed by the respective state's SECC's, such a Local Area EAS plan becomes a part of the state Plan for both states. The Inland Empire EAS region is configured by combining the Riverside and San Bernardino County OA's into one LECC. The LECC membership includes local radio, television broadcasters, cable TV and alerting originators.

2.2 LECC Responsibilities

Responsibility for writing, administering and maintaining a Local Area Plan rests with the members of the Local Emergency Communications Committee (LECC). The State Emergency Communications Committee Chair (SECC) appoints the LECC Chair and Vice Chair. The SECC Chair in California is selected/ appointed by a consensus of the members of the SECC.

Local Area Plans require the signature of the LECC Chair and Vice Chair along with a representative of the national Weather Service and the SECC Chair. Local Plans are then reviewed and submitted by the State SECC Chair for California. When approved by the SECC Chair for California, the plan is then distributed to the appropriate stations and officials in the respective Local Area. State Plans must still be submitted to the FCC for final approval.

2.3 Posting & Distribution of Plans

FCC local plans must be posted at EAS broadcast control points for all entities in accordance with 47 CFR Part 11. The EAS Plan will be distributed to the LECC and all broadcasters within the LECC area.

2.4 Designated Officials

Other than National EAS messages and those of the National Weather Service (NWS) activations and tests may only be done by designated alerting authorities in accordance with the local and state plan and in coordination with CalEMA and the SECC. The priority for activation's and tests are (1) national level messages; (2) local area messages; (3) state messages; and (4) National Information Center (NIC) messages.

2.5 Program Control

Acceptance of/or participating in this Plan is not a relinquishment of program control and shall not prohibit a broadcast licensee from exercising independent discretion and responsibility in any given situation. Broadcast stations and cable systems originating EAS emergency communications are deemed to confer rebroadcast authority. The concept of management of each broadcast station and cable system to exercise discretion regarding the broadcast of emergency information and instructions to the general public is provided by the FCC Rules and Regulations.

2.6 Local Participation

Participation in the State and/or Local Area EAS is voluntary for all entities subject to 47 CFR Part 11. However, EAS entities generally choose to participate because of their long-standing commitment to public service. Television stations, cable operators and satellite service providers who elect to participate in the State and/or Local Area EAS must follow the procedures found in this and their Local Area Plan. Participation of LP stations involves a more formal local agreement to relay EAS events specified in local plans. The State plan encourages all EAS entities to match the commitment of LP stations, agreeing to relay EAS events as specified in local plans.

2.7 National Participation

All broadcasters, cable operators and certain satellite content providers are required to participate in the National-level EAS. As entities subject to 47 CFR Part 11 are considered to be Participating National (PN) stations, as well as all cable operators, must carry Presidential EAS messages. In addition, all broadcasters, cable operators and certain satellite content providers must transmit a Required Weekly Test (RWT) and once a month, must re-transmit the Required Monthly Test (RMT) within 60 minutes of receiving it on their EAS decoder.

2.8 Authorities

Code of Federal Regulation that authorizes and establishes EAS:

- 47 CFR Part 11 EAS Rules
- 47 CFR Part 73 Broadcast Service Rules
- 47 CFR Part 76 Cable Television Service Rules
- U.S. Government continuity policy:
<http://www.fema.gov/about/org/ncp/index/shtm>
- FEMA IPAWS: <http://www.fema.gov/emergency/ipaws/about.shtm>
- Authority to activate EAS in California rests with CalEMA, CHP, the National Weather Service, and authorized Command Level personnel of local governments in accordance with their respective Local Area EAS plans.

SECTION 3: COMMUNICATIONS OPERATIONS ORDERS (COO)

This EAS Plan is part of the State of California State Emergency Alert System Plan that replaces the Emergency Broadcast System plans and procedures. This plan includes the following Communications Operations Orders for Riverside/San Bernardino Counties (COO-RSB#). COO's are the operational instruction that provide both Broadcasters and Local Government direction for the use of EAS.

COO-RSB#1	Monitor Assignments
COO-RSB#2	Event Codes
COO-RSB#3	National Weather Service
COO-RSB#4	How LP1 Stations activate/transmit a local EAS broadcast
COO-RSB#5	AMBER ALERT – California Highway Patrol Activation
COO-RSB#5A	Telephone Activating by Local Government Officials
COO-RSB#5B	EAS Terminal Activating by Local Government Officials
COO-RSB#5C	Riverside / San Bernardino County request to activate EAS
COO-RSB#6	Cable Television
COO-RSB#7	Required Monthly Tests (RMT)

This FCC Local Area includes all broadcasters and cable television companies in and serving Riverside and San Bernardino Counties.

Federal Information Processing Standards (FIPS) codes:

06065 RIVERSIDE COUNTY
06071 SAN BERNARDINO COUNTY
06000 ALL CALIFORNIA

3.1 COO RSB #1 – Monitor Assignments

Riverside/San Bernardino County LECC Monitor Assignments

The FCC Local Area is divided into four (4) Zones comprising two of the largest counties in the United States. No one broadcast station covers one entire county. There are a few locations without adequate California coverage due to terrain and distances. See map appendix.

Station/Facility Monitors

Zone 1 Greater Inland Empire/Riverside/San Bernardino Counties EAS Zone

LP1 KFRG 95.1 1 / LP2 Alt KGGI 99.1

Includes but is not limited to the following cities and geographic areas: San Bernardino, Redlands, Highland, Fontana, Rialto, Colton, Rancho Cucamonga, Upland, Montclair, Ontario, Chino, Beaumont, Banning, Cherry Valley, Big Bear, arrowhead, Riverside, Corona, Norco, Hemet, Temecula, Lake Elsinore, from the 15 Fwy Cajon Pass to the county line at the 10 Fwy in Pomona, to 10 Fwy in Banning to the 91 Fwy at Corona, to the Temecula Valley.

Zone 2 Coachella Valley EAS Zone

LP1 KDES-FM 98.5 / LP2 Alt KCLB 93.7

Includes but not limited to the following cities and geographic areas: Palm Springs, Cathedral City, Desert Hot Springs, Rancho Mirage, Thousand Palms, Indian Wells, Bermuda Dunes, LaQuinta, and Morongo Valley, from the 10 Fwy at Cabazon to the San Jacinto Mountains to the San Bernardino Mountains at Joshua Tree National Forest to the Salton Sea.

Zone 3 Mojave EAS Zone

LP1 KRXV-98.1, KHWY-98.9, KHYZ-99.7

Includes but is not limited to the following cities and geographic areas: Barstow, Lenwood, Yermo, Newberry Springs, Baker, Mtn. Pass, Ludlow, Essex, and Goffs, from the I-15 and I-40 junction to Stateline Nevada on both highways, through the Mojave National Preserve.

Zone 4 Victor Valley

LP1 KZXY-102.3 / LP2 Alt KGGI 99.1

Includes but is not limited to the following cities and geographic areas: Victorville, Apple Valley, Hesperia, Adelanto, Oak Hills, Lucerne Valley, Oro Grande, and Silver Lakes from the Cajon Pass at the I-15 to the 395 at Four Corners to the 18 through Lucerne Valley along the San Bernardino Mountains to Big Bear.

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

- IPAWS-OPEN Aggregate Server
- LP1 Station for their area
- Out-of-Area LP1 (such as KFI, Los Angeles); NWR, CLERS,
- Or EDIS if capable of being received.

Stations unable to reliably receive the LP-1, LP1S or an LP-1 alternate must monitor the FEMA IPAWS Alerting Server.

3.2 COO RSB #2 – Event Codes

In addition to National Event Codes the Federal Communications Commission requires all broadcast licensees and cable television firms to carry the following codes. These event codes must be carried by all participants (mandatory).

- EAN:** Emergency Action Notification
- CAE:** Child Abduction Alert, AMBER ALERT
- CEM:** Civil Emergency Message (This applies to any local civil emergency not covered by other codes.)
- EQW:** Earthquake Warning
- EVI:** Evacuation immediate!
- FFW:** Flash Flood Warning
- FLW:** Flood Warning
- FRW:** Fire Warning
- HMW:** Hazardous Materials Warning
- RMT:** Required Monthly Test
- SPW:** Shelter In Place Warning
- SVR:** Severe Thunderstorm Warning
- TOE:** 911 Telephone Outage Emergencies
- TOR:** Tornado Warning

These event codes are **not** for automatic broadcast:

- ADR:** Administrative message (May be used for public information messages)
- RWT:** Required Weekly Test

The National Weather Service tests their National Weather Radio (NWR) transmitters every Wednesday between 1000-1200 hours when there is no threat or emergency in progress.

To focus more on the instructions to the public than the particular hazard, there are two instruction-specific event names/codes available:

- Evacuation Immediate (EVI): This event name/code is most appropriately used to instruct the public to evacuate for imminent events. For longer lead times, (e.g. several days), other methods of communication may be more appropriate such as media advisories.
- Shelter in Place Warning (SPW): This event name/code may be appropriate for hazardous materials, radiological, law enforcement, or other types of events; however it is more effective if your community has been educated as to its meaning in advance.

3.3 COO RSB #3 – National Weather Service

NOAA Weather Radio (NWR), as the voice of the National Weather Service, provides continuous broadcasts of the weather information directly from NWS offices. Recorded weather messages are repeated generally every four to six minutes and are routinely revised every one to three hours, or more frequently if needed. Most weather radio service to California operates 24 hours and is tailored to the weather information needs of the people within the receiving area.

NWR has announced that they will begin to issue CAP-based EAS warnings in 2012 that will propagate using IPAWS OPEN Web Services. In addition to providing IPAWS Aggregator Services for the purpose of public alerting. IPAWS OPEN Web Services will support the NWS HazCollect system, which relays Non-weather Emergency Messages (NWEMs) from authorized alert originators to the public through the NWS family of dissemination services, including NOAA Weather Radio (NWR) and rebroadcast by Emergency Alert System participants.

During periods of severe weather NWS forecasters can activate special equipment that provides NWS WARNING messages via the NWR. In addition, on request from an authorized government official in accordance with a Local Area EAS plan, they provide EAS ACTIVATION REQUESTED messages over the same radio system.

For that reason, LP stations are required to monitor the NWR frequency serving their area of responsibility. All LP stations, CATV control points, and other entities subject to 47 CFR Part 11 also monitor their NWR transmitter to provide a redundant path in accordance with local plans and this State plan.

The NWR transmitter carries three (3) digital headers, the NWR receiver alert tone, the EAS attention alert tones, the audio message, and the three (3) digital End-Of-Message (EOM) transmissions. No verbal message may exceed 120 seconds in length as EAS terminals will not record any EAS activation that is longer. It is strongly recommended that message length should be significantly shorter than 120 seconds. Typically the broadcasters in the Local Areas expect them to be confined to 50 seconds or less.

All participants will normally receive NWS messages with their EAS terminals without any special handling required by NWDFO personnel, except when the NWR transmitter has failed or no NWR transmitter serves the LP1 station. The 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.”**

NWS has the capability to send out cell phone warnings using the Commercial Mobile Alerting System (CMAS) which interfaces to the Wireless Emergency Alerts (WEA) service. NWS will only issue WARNING level messages thru CMAS/WEA in IPAWS. NWS defines WARNING level messages as an Imminent or already occurring threat or impact to life, property, transportation, inundation or commerce impacting weather. Take

action now or when warning is in effect. The following warning will be sent thru CMAS/WEA:

- Tornado Warning
- Flash Flood Warning
- Dust Storm Warning
- Tropical Warning

Eastern areas of both counties have difficulty of adequate broadcast coverage at this plan date (See map in Annex G). Emergency services personnel with responsibilities in these areas must make the appropriate calls to alert the public as provided in Communications Order 5a and 5b.

FAILURE OF RADIO LINK BETWEEN NWS AND LP STATIONS:

- If the LP1 station cannot receive the NWR transmission due to equipment failure the LP1 station shall advise the appropriate NWS office.
- In the event that the NWR is unable to send an EAS alert by radio, the NWS office shall telephone the LP1. An 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.
- NWS announcer edits bulletin to about 60 seconds and phones appropriate Zone LP1 stations.
 - **Zone 1** KFRG Greater Inland Empire Riverside and San Bernardino Counties
 - **Zone 2** KDES Coachella Valley
 - **Zone 3** KRXY Mojave
 - **Zone 4** KZXY Victor Valley

Areas with difficult coverage calls are as follows:

Blythe/Palo Verde Area

- KBLU 560kHz LP1, Yuma/La Paz AZ EAS
- KYMA LP2, Blythe TV Ch 11

Needles/Vidal Area

- KZZZ 94.7 MHz Kingman, AZ
- KFLG 102.7 MHz Bullhead City, AZ

Morongo Basin Area

- KCDZ 107.7 FM

I-10 Corridor Area

- Riverside County EOC to relay to Imperial County EOC

On receiving a go-ahead from the broadcaster say;

“5-4-3-2-1”. This is the National Weather Service in _____. 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 Warning from the National Weather Service for the Emergency Alert System.”

REMAIN SILENT until broadcaster confirms receipt of the message with you.

Confidential Telephone numbers in Annex H

3.4 COO RSB #4 – LP1 Activation of EAS Terminal

How LP1 Stations Activate/Transmit a Local EAS Broadcast from the EAS Terminal Equipment (for LP1 Stations ONLY)

If an event code coincides with one shown in COO-RSB#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.

Over the Telephone (for LP1 Stations ONLY)

- A. Receive telephone transmission from agency authorized to initiate the EAS system.
- B. Authenticate by procedure established in COO-RSB#7 (radio or teleprinter Transmissions from the NWS, another EAS station, local or state government do NOT require authentication.)
- C. Start audio recorder to record. Inform telephone caller to count down “3-2-1” and begin. Caller’s out-cue is: “This concludes this broadcast from the (name of agency) in (location).”
- D. Program your EAS terminal with appropriate FIPS delivery and Event Codes. Roll back the audio and cue it up for broadcast if on external recorder. Fade out program in progress. Announce:

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

- E. Activate the EAS terminal. *Play the message on the air.* Announce:

“This concludes this Emergency Alert System Broadcast. All broadcast stations and cable stations may now resume normal operations.” (Optional: “Stay tuned for Additional information”.)

- F. Push your EOM button **immediately at the end** of the recorded message.
- G. 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. On-air personnel shall not ad-lib, interpret, abbreviate or alter any test or broadcast. These shall not be sung, set to music, include music, echo and/or other electronic alterations or production aids.
- H. Log the transmission for FCC documentation.

3.5 COO RSB #5 – AMBER Alerts CHP

California highway Patrol (CHP) has been designated as the Law Enforcement agency authorized to issue EAS alerts for Child Abductions. The CHP will encode all CHILD ABDUCTION EMERGENCY events with the ADMINISTRATIVE MESSAGE (ADR) event code, followed by a verbal CHILD ABDUCTION EMERGENCY voice message. CHP offices without EAS terminals will follow the steps outlined in the State EAS Plan.

Write a 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, keep the message under sixty (60) seconds. Be sure to include the Who, What, Where, When, Why, and How in the message. *Never dictate the message to the LP1 station; you are the Announcer.*

If the message is pre-recorded, record the 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 the countdown.
- C. If the message is being read “live” use the microphone provided for that purpose.

Activate your EAS terminal in the manner prescribed by the manufacturer. If pre-recorded, feed the recorded message between the Header and the EOM. If “live”, use the mic.

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

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, had copy printers, etc.

3.6 COO RSB #5A – Local Government EAS by Telephone

(Those with EAS terminals and CLERS radio are to refer to COO RSB #5b)

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 sixty (60) seconds. 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. (See message templates in Annex E)

Telephone the primary LP1 EAS station for the Zone affected. Identify yourself by name, title and agency; also provide the LP 1 with a callback phone number.

- A. State that you want to activate the Emergency Alert system because of a (nature of the emergency).
- B. Authenticate in accordance with COO #7.
- C. Speak clearly and distinctly as it is your voice that will go out over the stations for the public to hear.
- D. Say “3-2-1” and read your message. Remain quiet at the end until the station announcer speaks to you.
- E. The radio station will now do the rest.

3.7 COO RSB # 5B – Local Government EAS by Terminal

Write a 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 and How in your message. (See message templates in Annex E)

If you pre-record your message, record your message with a “3-2-1” countdown on the recorder dedicated to the purpose.

- a. Check message to assure it sounds OK
- b. Cue it up to just after the “1” in the countdown
- c. If the message is being read “live” use the microphone provided for that purpose.

Activate your EAS terminal in the manner prescribed by the manufacturer. Telephone the LP1 station for the appropriate Zone to notify before sending and after to verify receipt:

3.8 COO RSB #5C – Authorization to Activate EAS

Only agencies approved by the Riverside/San Bernardino Counties LECC Collaborative Operating Group (COG) will be authorized to issue EAS messages through the FEMA IPAWS-OPEN Aggregate Server for alert warnings. For an agency to send an EAS warning message they must submit the request to their Operational Area (OA) Alerting Authority. The EAS request form is available from each OA. The COG ID and Digital Security Certificate issued for IPAWS by FEMA will be maintained by the LECC.

The City of Rancho Cucamonga is an approved backup COG for the County of San Bernardino and will approve any Alert Warnings through the Operational Area.

3.9 COO RSB #6 – Cable Television

Awaiting Local/State Guidance

3.10 COO RSB #7 – Regular Monthly Tests (RMT) & Regular Weekly Tests (RWT)

In accordance with FCC Part 11.61, broadcast stations and cable systems shall broadcast a Regular Monthly Test (RMT) message originating only from the LP1 or a designated point of origination (the counties). 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. The length of the RMT is approximately 30 seconds. The AM RMT will be performed by 11:00 a.m. on the first Wednesday of each ODD month. The PM RMT will be performed by 7:00 a.m. on the first Wednesday of each EVEN month. (See RMT script below) RMT's will be conducted through the IPAWS-OPEN system.

RMT Schedule

San Bernardino County will originate the RMT on the **ODD** months of the year. If the scheduled day is a holiday, the test will be conducted the following day.

Riverside County originates the RMT on the **ODD** months of the year. If the scheduled day is a holiday, the test will be conducted the following day.

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.

LP1 stations will originate the RMT if neither OA Originator is able to conduct the RMT. The appropriate OA Originator will notify the LP1 station of the inability to send the RMT at least two (2) hours prior to the test deadline.

RMT SCRIPT

“This is a test of the Emergency Alert System. This test is originating from the _____ County Emergency Operations Center. This is only a test. If this were a real event you would stay tuned to this station for further information. This concludes this test of the Riverside-San Bernardino Counties Emergency Alert System.”

Immediately push the EOM button.

When originating from an LP1 station substitute county name for “Local Primary station serving this area.” (Example KFRG)

RWT Schedule

The Regular Weekly Test (RWT) will be performed by 11:00 a.m. on the first Monday of each week. The RWT will be conducted through the State CLERS VHF radio system. This will ensure a regular test of the backup radio system and its operability and readiness.

SECTION 4: EAS PLAN REVISIONS

The Communications Operations Order (COO) structure is designed so changes can readily be made without rewriting the entire plan. A major revision such as changing the designated LP stations or RMT time/dates requires both SECC and FCC concurrence, through CalEMA so the State EAS Plan is kept current. The EAS Desk at CalEMA will handle this if requested. A minor revision is a change of telephone number, or who is an approved alerting authority.

The LECC will convene to review the EAS Plan annually each September as needed. The FEMA IPAWS-OPEN COG Agreement will be renewed every three (3) years beginning in August 2015.

Major Change Steps:

1. Revise the COO. To make it clearly evident that the page has been revised:
 - A. At the top of the page add a “rev (#)” after the COO#. (I.e., COO-2 rev1)
 - B. Add the revision to the footnote (bottom of the page)
 - C. Enter the change on a Revisions page, like this one
2. Prepare an addendum request and addendum transmittal, attach to the revised COO; have both signed by LECC Chair & Co-Chair
3. Forward to CalEMA EAS Desk to obtain the signature of the SECC and FCC (CalEMA enter in State EAS Plan)
4. On receipt of FCC approval by dated transmittal, the LECC Chair or designee will forwards a copy to all RVSB LECC members

Minor Revisions Steps:

1. Follow procedure from 1a, 1b, and 1c above
2. LECC Chair sends dated transmittal letter w/ revised page to all RVSB LECC members, SECC and the CalEMA EAS Desk

Riverside/San Bernardino LECC EAS Plan Revision History:

11/17/10 Approval	Per CalEMA and FCC recommend that the LECC operates from the 2007 DRAFT Plan
1/01/12 Revision 1A:	[By San Bernardino/Riverside County LECC Working Group] REFORMAT of April 2007 EAS Plan Title Page: Date Change/Add County Logos Pages 4-5: Revision of Zones Page i: Insert Acknowledgement Page

02-14-12 Revision 1B: Major Revisions 2012

09-26-12 Revision 1C: LECC Annual meeting to review and approve updated EAS plan, minor change to RMT schedule, add RWT schedule

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SECTION 5: APPENDICES

5.1 Appendix A: Glossary

AM	Amplitude Modulation
CalEMA	California Emergency Management Agency
CALWAS	California Warning System
CAP	Common Alerting Protocol – The Common Alerting Protocol (CAP) is an open, non-proprietary standard data interchange format that can be used to collect all types of hazard warnings and reports locally, regionally, and nationally, for input into a wide range of information-management and warning dissemination systems. http://incident.com/cap/what-why-how.html
CATV	Cable Television
CCSAN	California Child Safety AMBER network
CESRS	California Emergency Services Radio System
CLERS	California Law Enforcement Radio System
CMAS	Commercial Mobile Alerting System
COO	Communications Operations Order
DOC	Department of Commerce
EAS	Emergency Alert System
EAS ENTRY POINTS	A description for how EAS messages from authorized originators get to Broadcast, cable and satellite entities directly or through designated LP Stations
EOM	End of Message
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FIPS	Federal Information Processing Identifier System
FM	Frequency Modulation
IPAWS OPEN	A set of securely hosted Web services that enable the routing of standards-compliant emergency messages between disparate third-party applications, systems, networks and devices. http://www.fema.gov/emergency/ipaws/aggregator.shtm
LECC	Local Emergency Communications Committee
LP	Local Primary EAS Entry Point
NAWAS	National Warning System
NOAA	National Oceanic and Atmospheric Administration

NWR	NOAA Weather Radio
NWS	National Weather Service
OASIS	Operational Area Satellite Information System
OES PN	Office of Emergency Services Participating National
RMT	Required Monthly Test
SECC	State Emergency Communications Committee
SP	State Primary
SR	State Relay
SRN	State Relay Network
SAME	Specific Message Encoder (The Original EAS protocol)

SECTION 6: ANNEXES

Annex A – FEMA IPAWS

FEMA’s Integrated Public Alert and Warning System (IPAWS) program provides an internet-based capability for federal, state, territorial, tribal, and local authorities to use in order to issue critical public alerts and warnings. IPAWS is accessed through software that meets IPAWS system requirements and there is no cost to send messages through IPAWS. IPAWS is not mandatory and does not replace existing methods of alerting, but instead offers new capabilities.

FEMA is building IPAWS to ensure that under all conditions the President of the United States can alert and warn the American people. However, federal, state, territorial, tribal and local authorities will also have the opportunity to use IPAWS to send warnings within their jurisdiction. IPAWS improves alert and warning capabilities by allowing alerting authorities to deliver their message from a single portal to multiple communication pathways. These pathways include:

- Emergency Alert System (EAS)
- Commercial Mobile Alert System (CMAS)
- National Weather Service Dissemination Systems including NOAA Weather Radio
- Unique Systems
- Future Systems

IPAWS also enables the interoperable exchange of messages between government organizations to enhance situational awareness and collaboration. Organizations using different software can exchange messages as long as each system is compatible with IPAWS and each organization has an established IPAWS account.

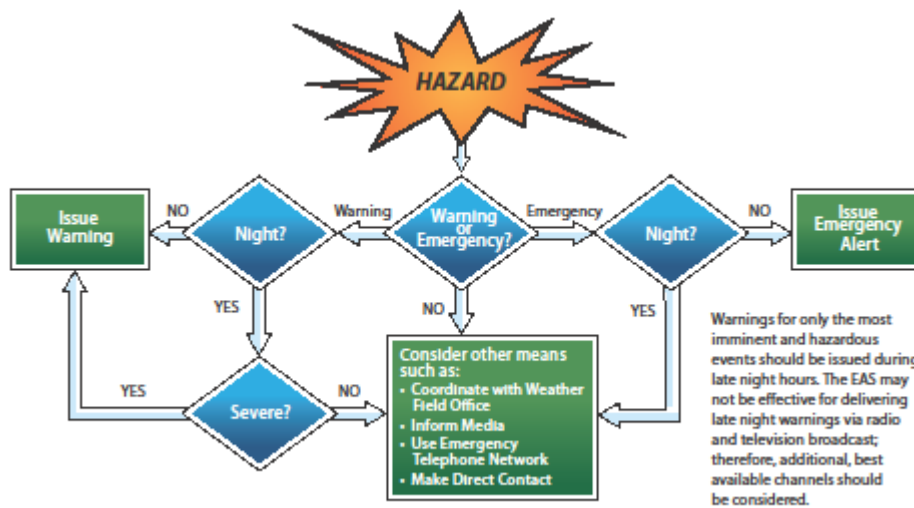


Figure 1 IPAWS Decision Tree

IPAWS Architecture

Standards based alert message protocols, authenticated alert message senders, shared, trusted access & distribution networks, alerts delivered to more public interface devices

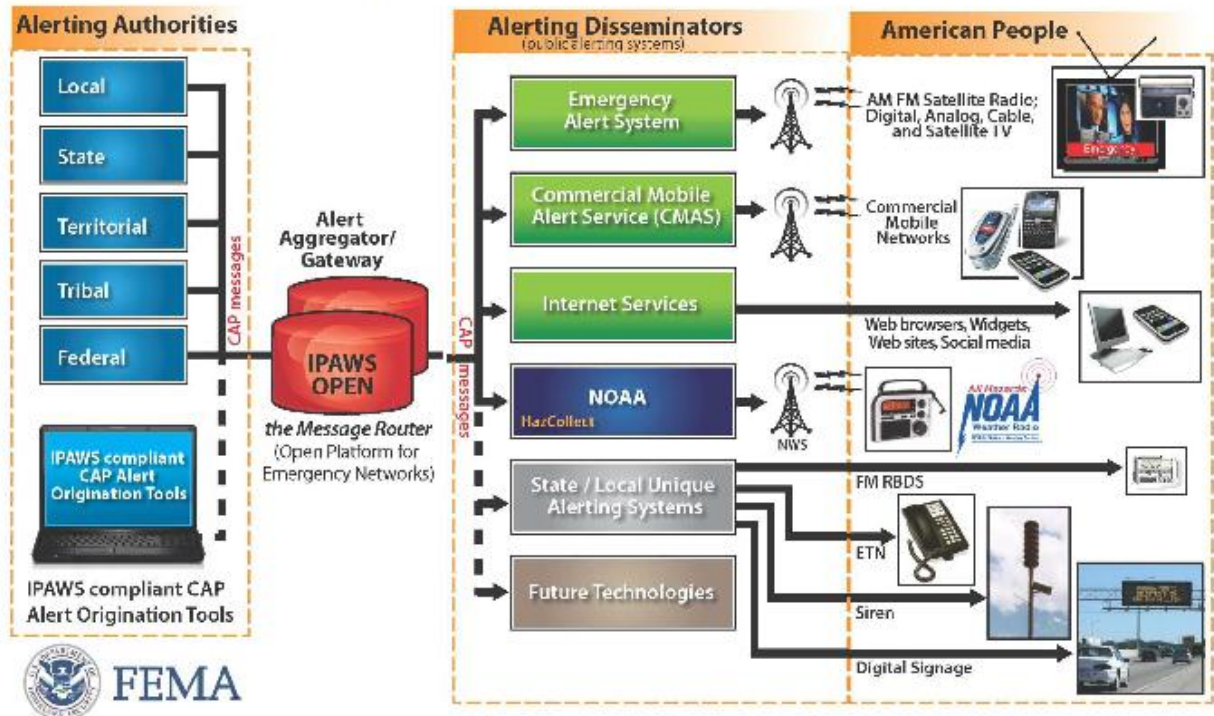


Figure 2 IPAWS Architecture

Annex B – CMAS/WEA

The Commercial Mobile Alerting System (CMAS) is the system interface to the Wireless Emergency Alerts (WEA) service that wireless carriers are rolling out across the nation. CMAS is a partnership between FEMA, the FCC, and wireless carriers to enhance public safety. CMAS allows public safety authorities to use FEMA’s IPAWS Open Platform for Emergency Networks (IPAWS-Open) to send geographically targeted, text-like Wireless Emergency Alerts to the public. WEAs will relay Presidential, AMBER and Imminent Threat alerts to mobile phones using cell broadcast technology that will not get backlogged during times of emergency when wireless voice and data services are highly congested.

Most SMAS/WEA alerts will be issued by NOAA’s National Weather Service (NWS). The NWS can send weather-related alerts to any region in the country. CMAS will be used by the NWS only for the most imminent and severe weather conditions (e.g. tornado warnings).

Imminent Threat alerts may be issued by state and local officials who have completed a four-step application process and executed a Memorandum of Agreement with FEMA

governing system security. Alerts must meet certain criteria that are established in the FCC rules to ensure that only the most urgent messages are sent over CMAS.

WEAs use a unique ring tone and vibration to signal that an alert has arrived. The unique vibration, which distinguishes the alert from a regular text message, is particularly helpful to people with hearing or vision-related disabilities. Alerts will automatically “pop up” on the mobile device screen and will be limited to 90 characters.

These alerts will only contain basic information such as the type of emergency, when the alert will expire, and a recommended course of action. Three types of messages will be sent to mobile phones, Imminent Threats, AMBER Alerts, and Presidential messages. Cell phone carriers now provide mobile phones with the capability to receive CMAS notification. Individual will not be charged to receive the messages and Alerting Authorities will not pay wireless phone carriers for sending out the notifications per FEMA. The alerts will be sent to mobile phones via broadcast technology to avoid the delay that typically happens during an emergency when wireless voice and data services are highly congested.

Annex C – EAS Operations Quick List IPAWS/TFT

Emergency Alert System (EAS) **TFT Operations Instructions**

Sending Required Weekly Test (RWT)

1. Press PASSWORD then enter 911
2. Press RWT then press CONFIRM
3. Press Location 1 then 2 press CONFIRM
4. Set duration time by pressing the up/down arrow keys to 1 hours press READY
5. Press SEND HEADER
6. Press SEND EOM

Sending Required Monthly Test (RMT)

1. Press PASSWORD then enter 911
2. Press RMT then press CONFIRM
3. Press Location 1 then 2 press CONFIRM
4. Set duration time by pressing the up/down arrow keys to 2 hours press READY
5. Press SEND HEADER
6. Key microphone and read script then un-key
7. Press SEND EOM

Sending EAS Civil Emergency (CEM) Event Message

1. Press PASSWORD then enter 911
2. Press CEM then press CONFIRM
3. Press Location 1 then press CONFIRM
4. Set duration time by pressing the up/down arrow keys to 2 hours press READY
5. Press SEND HEADER
6. Key microphone and read script then un-key
7. Press SEND EOM

Programing Location FIPS Codes

1. Press PASSWORD then enter 911
2. Press PASSWORD then enter 912
3. Scroll to #3 Menu press ENTER
4. Scroll to Setup #14 Assign press ENTER
5. Enter 06071 for San Bernardino press LOCATION 1
6. Enter 06065 for Riverside press LOCATION 2
7. Press ENTER

Annex D – EAS Test Procedure

**SAN BERNARDINO COUNTY FIRE DEPARTMENT
OFFICE OF EMERGENCY SERVICES**

**EAS Test Procedure
(Required Monthly Test and Practice Demo)**

Note: Contact KFROG Radio Station (909/ 825-7796) prior to and after initiating this EAS TEST.

TO CREATE A EAS TEST MESSAGE BY USING TELEPHONE:

(Also in “To Create an EAS Alert Message By Telephone Remote Access” Guidelines)

A. To Record a TEST Voice Message: The Telephone Remote Access feature should be used to pre-record your Voice Message.

- 1) Dial : **(909) 356-0449** (Use Area Code only when out of the “909” area)
- 2) After hearing the beep, enter the **Access Code *915** (you will not hear a tone)
- 3) Enter the Record Command of **09# (Record message)**
- 4) Enter the **#Command Key** after you have recorded your Voice Message.
 - The Voice Message should be **30-60 seconds** in length and contain concise detailed information.
 - The Voice Message will automatically playback over the telephone for your review.

B. To Send a TEST Voice Message:

- 1) Dial: **(909) 356-0449** (Use Area Code only when out of the “909” area)
- 2) After hearing the beep, enter the **Access Code *915** (you will not hear a tone)
- 3) **Enter the Command Code:**

41# - With Voice Message	To send a Required Monthly Test message with a pre-recorded voice message , use this Command Code. Use Event Code 18# with this Command Code.
31# - Without Voice Message	To send a Required Monthly Test message without a voice message , use this Command Code. Use Event Code 16# with this Command Code.
- 4) **Enter the Event Code:**

18# Required Monthly Test	Use this Event Code for the Required Monthly Test.
16# Practice Demo Warning	Use this Event Code for all testing purposes other than Required Monthly Testing.
- 5) **Enter the Location Code:**

1# - San Bernardino County	Use this Location Code to identify only San Bernardino County
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- 6) **Enter the Duration Code:**

1# - 15 minutes	For TEST messages, only use the Duration Code 1# . This allows the test to run only once.
------------------------	--
- 7) The EAS TFT Unit will then send the EAS Alert over CLERS Radio with a Voice Message for the entered Event Code. (You will hear 3 crunch tones and your message. At the conclusion of your message there will be 3 more crunch tones). At the end of the crunch tones, complete step 8.
- 8) You may now hang up.

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Annex E – Initial Sample Messages

HAZARD MATERIALS SPILL/RELEASE – EAS EVACUATION MESSAGE - INITIAL

“This is ___(County name)___ County Emergency Operating Center. A large/small amount of highly hazardous substance has been released at ___(location/address)___.

Because of the potential health hazard, Fire/Haz Mat authorities are requesting that all residents within _____(insert evacuation perimeter)_____to evacuate. If you are within these boundaries, residents are advised to leave as soon as possible. Go immediately to the home of a friend or relative outside the evacuation area or to the evacuation center located at _____(indicate address)_____.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, or you cannot transport someone who does have a transportation need, please call: _____.

Children attending the following schools: _____, _____, _____, _____, _____, will be evacuated to _____(indicate shelter location)_____. Do not drive to your child’s school. Pick up your child from school authorities at the evacuation center.

The hazardous material may cause the following symptom(s): _____.

If you are experiencing any of these symptoms, seek treatment at a hospital outside the evacuation area, or at the evacuation center at _____(location/address)_____. To repeat, if you are currently located within the perimeter of _____(location/address)_____ you are advised to evacuate for your own safety.

Please avoid the use of telephone, or text rather than utilizing voice messaging in order to keep phone lines open for emergency response communications and emergency assistance calls.

Please stay tuned to this station for further instructions or information on this incident from the ___(Name of County)_____ County Emergency Operations Center.

EARTHQUAKE EVENT EAS MESSAGE – INITIAL

This is ___(County Name)___ County Emergency Operating Center. An earthquake of Undetermined or ___ magnitude earthquake occurred at ___(time)___ in the ___(city/general location location/region/fault if known)___ . Prepare to take notes on the instructions to follow:

At this time we have no comprehensive report on the extent of injuries or damage. Police and fire units are conducting damage surveys.

Meanwhile, be prepared for aftershocks. If your house has been damaged and you smell gas, shut off the main gas valve. If you do turn off your gas, have the Gas Company turn it back on for you. Switch off electrical power if you suspect damage to the wiring.

- If shaking begins again, quickly **drop** under a sturdy piece of furniture **cover** and **hold on** until the ground motion subsides.
- If indoors, stay there.
- If outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines.
- Stay inside the car until the shaking is over.
- If in an office building, stay away from windows and outside walls. Drop under a table or desk, Cover and Hold on. Do not use elevators.
- If in a crowded public place, do not rush for the doors. Move away from the shelves containing objects that could fall. Drop, Cover and Hold on until the ground motion subsides.

A shelter site and/or evacuation staging area for those who need alternate accommodations for their safety or for other assistance has been established at:
_____ (indicate the Shelter location and address) _____.

Please avoid the use of telephone, or text rather than utilizing voice messaging in order to keep phone lines open for emergency responder communications and emergency assistance calls.

Please stay tuned to this station for further instructions and information on this incident from the
___(Name of County)_____ County Emergency Operations Center.

FIRE/FLOOD EVACUATION EAS MESSAGE – INITIAL

This is ___(County Name)___ County Emergency Operating Center. A (Fire/Flood) is currently causing an imminent life safety threat in the area of_____(city/general location/or region)_____.

Residents of the (this perimeter/ area) are being advised by Public Safety Officials to evacuate immediately. Prepare to take notes on the instructions that follow:

Go immediately to the home of a friend or relative outside the evacuation area or to the evacuation staging area or shelter site established for evacuees. If you can drive a neighbor who has no transportation, please do so. If you need transportation, or you cannot transport someone who does have a transportation need, call:_____.

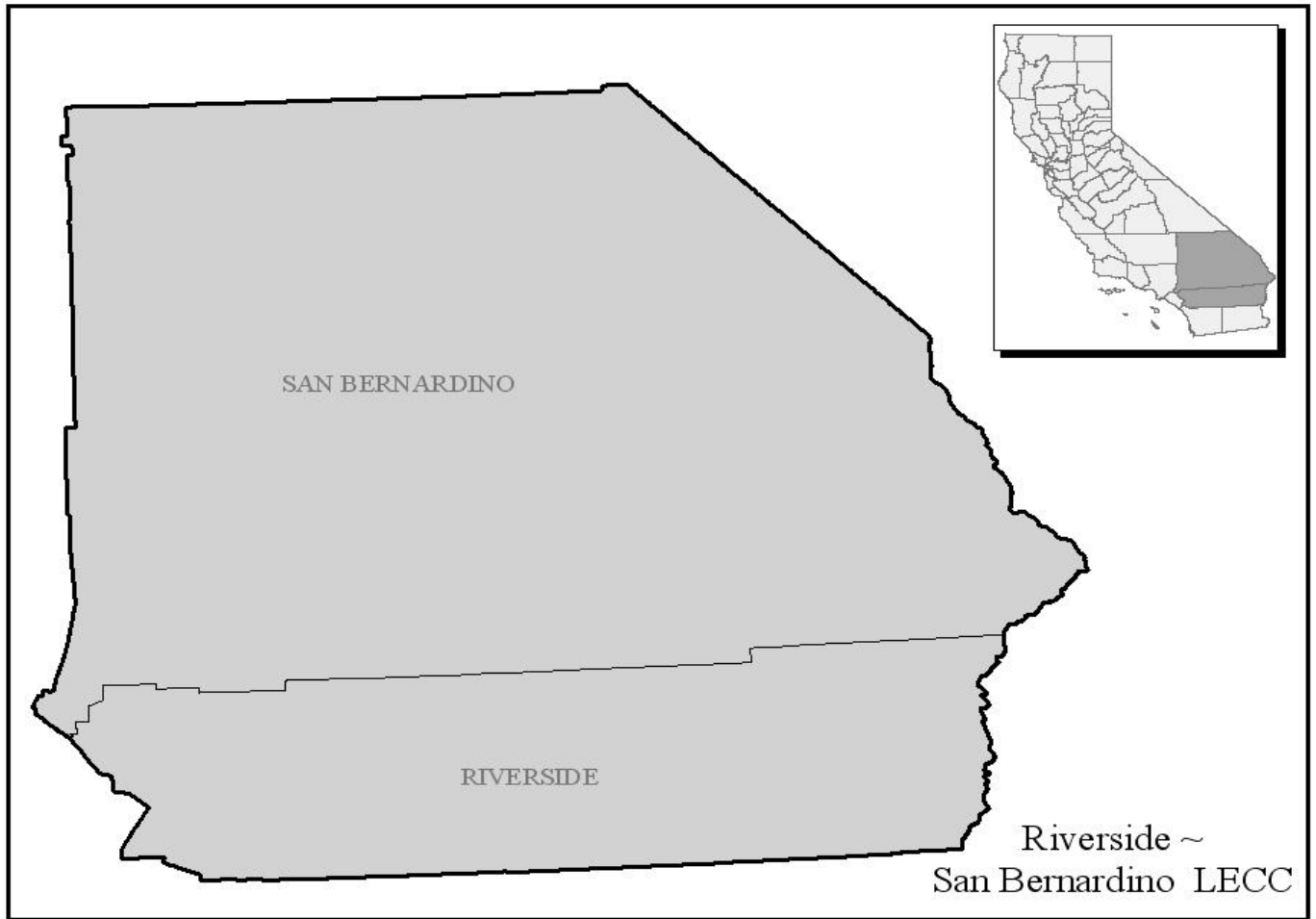
A shelter site and/or evacuation staging area has been established at _____(indicate the location and address).

The safest route to safety and/or shelter is the use of_____ (routes) _____.

Please avoid the use of telephone, or text rather than utilizing voice messaging in order to keep phone lines open for emergency responder communications and emergency assistance calls.

Please stay tuned to this station for further instructions and information on this incident from the_____(Name of County)_____ County Emergency Operations Center.

Annex F – LECC Map



Annex G – 24 Hour Emergency Phone Numbers – Confidential

Phone list available on request