EMERGENCY ALERT SYSTEM (EAS)

PROCEDURES FOR:

The Ketchikan Gateway Borough including the City of Ketchikan, and the City of Saxman

Ketchikan Gateway LEPD

EAS LOCAL AREA

INCLUDES THE FOLLOWING BOROUGHS AND TOWNS

Ketchikan Gateway Borough

The City of Ketchikan

The City of Saxman

I.   INTRODUCTION

This Emergency Alert System (EAS) Local Area Plan was developed by the Ketchikan Local Area Emergency Communications Committee in cooperation with local broadcast and cable operators. The Plan outlines the methods used to disseminate emergency information and warning to the general public in the Ketchikan EAS Local Area or any portion thereof, within the broadcast coverage and cable system service areas, at the request of local, State and Federal officials. This local EAS plan may be activated in response to common local emergency situations such as power outages, floods, civil disorders, earthquakes, heavy snows, toxic chemical 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 and Regulations.

II.   AUTHORITY

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

III.   KEY EAS SOURCES

A.   Local Primary Source (LP-1)

Location	KRBD FM 105.3 MHz
EAS Codes in Encoder/Decoder	See annex D
EAS Monitoring Assignments	ACRS, APRN, NWS
Contact	Deb Turnbull
Telephone	907-225-9655
Unlisted Telephone	
Hours of Operation	24 hrs /7days (unattended 11pm-6am weekdays & 7pm-6am-weekends)
Communications Facilities	1101 Copper Ridge Lane

B. *Local Primary Source (LP-2)*

Location	GCI Fiber Landing Station
EAS Codes in Encoder/Decoder	See annex D
EAS Monitoring Assignments	KRBD, NOAA Radio
Contact	Buzz Hasson 220-7111 Rob Knorr 723-8834
Telephone	907-220-7111
Unlisted Telephone	See Above
Hours of Operation	Unattended 24/7
Communications Facilities	5219 Borch St.

IV.   AUTHENTICATION   (See ANNEX B)

The following two steps should be performed, in order, when an EAS alert or test is first received in order to determine the legitimacy of the alert.

A.   *Test and Emergency Code Words*

Authenticate the alert or test by comparing the preset code word to the authentication word in the EAS alert.

Testing Code Word (if used)	
Actual Emergency Code Word	

B.   *Return Telephone Call*

Return telephone call to appropriate number (listed in Annex A).

Note: National Weather Service (NWS) warnings received via NOAA Weather Radio, NOAA Weather Wire or AP, Reuters and UPI wire services do not need additional authentication.

V.   IMPLEMENTATION

The following procedures should be used to implement EAS alerts.

A.   *Procedures for Designated Officials*

1.   *Activation Request*

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 facilities.

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

2. Contact Format

Designated officials use the following format when contacting the key EAS sources:

"This is (Name/Title) of (Organization). I request that the Emergency Alert System be activated for the Local Area because of (description of emergency)."

Use Authentication as noted in paragraph IV above.

3. Details of Transmission

Upon authentication, designated officials, 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 of the emergency, actions being taken by local government, and instructions to the public.

4. Lines of Communication

Keep line of communication open if necessary.

5. Specific Area Activation

For a unique emergency not involving the entire local area, local authorities may request activation of the EAS through the broadcast station and cable system serving only the affected area.

B. Procedures for Broadcast and Cable System Personnel

1. LP-1 Response to EAS Alert

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

a. ANNOUNCEMENT

Broadcast the following announcement:

"WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW."

b. TRANSMISSION OF EAS CODES

Transmit the EAS header codes and Attention Signal.

c.   ANNOUNCEMENT

Transmit the following announcement and material:

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE
EMERGENCY ALERT SYSTEM FOR THE _____ LOCAL
AREA BECAUSE OF A LOCAL EMERGENCY. IMPORTANT
INSTRUCTIONS WILL FOLLOW."

*** Follow with emergency program ***

d.   TERMINATION

To terminate the EAS message (immediately or later), make the
following announcement:

"THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST
STATIONS AND CABLE SYSTEMS MAY NOW RESUME
NORMAL OPERATIONS."

e.   END-OF-MESSAGE CODE

Transmit the EAS End of Message (EOM) code.

Important Note: For State and local emergencies, broadcasters and cable
operators have the option of transmitting only the EAS header and EOM
codes without an audio emergency message. This is acceptable so that
EAS coded messages can be unobtrusively relayed through areas
unaffected by the emergency.

2.   *Procedures for Monitoring Stations and Cable Systems*

All other broadcast stations and cable systems are monitoring key sources via
EAS monitor receiver/decoders and will be alerted by the header codes and
attention signal. Each station and cable system upon receipt of the 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.

3.   *Responsibility to Provide Confirmed Information*

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.   *Resume Normal Programming*

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.

VI.   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.

VII.   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

Designated Officials For the Greater Ketchikan Area EAS Plan

Organization	Name	Phone
Ketchikan Gateway Borough:		
Manager	Dan Bockhorst	C: 907-821-2525
Assistant Manger	Deanna Garrison	C: 907-617-5336
Emergency Manager	Abner Hoage	C: 907-617-3420 W: 907-225-9616
North Tongass Fire Chief	Jerry Kiffer	C: 907-617-1940
South Tongass Fire Chief	Steve Rydeen	C: 907-254-4145
Alaska State Troopers, A Detachment:		
Commander	Capt Randy Hahn	W: 907-225-5118
Deputy Commander	Lt. John Brown	C: 907-205-1471 W: 907-225-5118
City of Ketchikan:		
City Manager	Karl Amylon	C: 907-617-1797 W: 907-225-5603
Assistant City Manager	David Martin	C: 907-204-0548 W: 907-225-5603
Emergency Manager	Abner Hoage	C: 907-617-3420 W: 907-225-9616
Police Chief	Alan Bengaard	W: 907-225-6631
KPU Electric Division:		
Division Manager	Andy Donato	C: 907-617-4278
Operations Manager	Mark Adams	C: 907-617-6451
City of Saxman:		
Administrator	Leona Haffner	C: 907-617-8590
VPSO	Corey Padron	C: 907-617-7617

AUTHENTICATION PROCEDURES

This Greater Ketchikan Area EAS Local Area plan was developed and approved by the

EAS Local Emergency Communications Committee.

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

(signature)   11/16/16
Broadcast EAS Local Area Chair   Date

(signature)   11/21/16
Cable EAS Local Area Chair   Date

(signature)   4/16/16
Local Cable KPU   Date

(signature)   11/22/16
KPU Electric Division   Date

(signature)   11/16/16
COK/KGB Emergency Manager   Date

(signature)   11-28-16
City of Saxman Administrator   Date

(signature)   11/16/16
Ketchikan City Manager   Date

(signature)   11/17/2016
Ketchikan Gateway Borough Manager   Date

LIST OF EAS CODES TRANSMITTED BY EAS KEY SOURCES

Key EAS Source (County FIPS #)	ORG - Originator	EEE - Event
Local Codes		
002130	CIV/WXR	CEM Civil Emergency Message
002130	CIV/WXR	HMW Hazardous Materials Warning
002130	CIV/WXR	TOE Telephone Outage Emergency
Weather Codes		
002130	WXR	SVR Severe Thunderstorm Warning
002130	WXR	BZW Blizzard Warning
002130	WXR	CTW Coastal Tide Warnings
002130	WXR	FFW Flash Flood Warning
002130	WXR/CIV	TSW Tsunami Warning
State Codes		
002000	CIV/WXR	TSW Tsunami Warning
002000	CIV	CAE Child Abduction Emergency (Amber Alert)
002000	CIV	RMT Required Monthly Test
National/Presidential Codes		
002000	EAN	EAN Emergency Action Notification (National Only)
002000	EAN	EAT Emergency Action Termination (National Only)