

**APPENDIX E**  
***Local Area Plan Template***

***EMERGENCY ALERT SYSTEM (EAS)***  
***PROCEDURES FOR THE***

***EAS LOCAL AREA***

***INCLUDES THE FOLLOWING BOROUGHES AND TOWNS***

**I. INTRODUCTION**

This Emergency Alert System (EAS) Local Area Plan was developed by the \_\_\_\_\_ 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 \_\_\_\_\_ 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	
EAS Codes in Encoder/Decoder	
EAS Monitoring Assignments	
Contact	
Telephone	
Unlisted Telephone	
Hours of Operation	
Communications Facilities	

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

Location	
EAS Codes in Encoder/Decoder	
EAS Monitoring Assignments	
Contact	
Telephone	
Unlisted Telephone	
Hours of Operation	
Communications Facilities	

**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

**OPERATOR PLEASE POST**

**ANNEX A**

Designated Officials For the \_\_\_\_\_ EAS Plan


**ANNEX B**

**AUTHENTICATION PROCEDURES**

**ANNEX C**

This \_\_\_\_\_ 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.

\_\_\_\_\_  
Broadcast EAS Local Area Chair                      Date

\_\_\_\_\_  
Cable EAS Local Area Chair                      Date

\_\_\_\_\_  
National Weather Service                      Date

\_\_\_\_\_  
Local Government Official                      Date

