

*Lewis County*  
Emergency Alert System Plan  
(EAS)

For the  
**Local Emergency Communications Committee  
(LECC)**



**Revised 2016**

(Created 2002, revised 2004, 2005, 2006, 2013, 2016)

**Lewis County  
Department of Emergency Management**

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## PREFACE

The Emergency Alert System (EAS) is a national alerting system that is capable of providing emergency information from the national, state, and local governmental entities to the general public. This information is disseminated to the public through radio and television broadcast stations.

EAS protocol allows the encoding of emergency messages using standard codes for various types of emergencies. It also allows messages to be tailored to specific geographical areas that are affected by the emergency.

The Federal Communications Commission (FCC) requires broadcasters and subject cable operators to have EAS encode/decode devices at their facilities to receive and forward national EAS messages and perform required weekly and monthly tests. These same devices may be used, at the broadcaster's or cable operator's discretion, for local emergencies.

The Washington State Emergency Communications Committee (SECC) is responsible for administering the EAS at the state level. The SECC has divided Washington State into several Local Operational Areas. A Local Emergency Communications Committee (LECC) administers each Local Area. The LECCs are responsible for designing and writing a Local Plan that will become part of the Washington State Plan.

This Local Plan contains policy and procedures for emergency officials and local broadcasters to activate the EAS and transmit emergency information to the public during a local emergency. All local EAS activity is subject to the authority of the LECC and the guidelines presented in this plan.

This plan is written in accordance with 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).

## EAS PLAN DISTRIBUTION LIST

Issued		Plan Agency	Staff Title	Date Issued
Book	CD			
1		BOCC	Clerk of the Board	
2	X	LC DEM	Manager	
3	X	WA ST EMD	Plans Section	
4	X	Centralia	EM Liaison	
5	X	Chehalis	EM Liaison	
6	X	Mossyrock	EM Liaison	
7	X	Morton	EM Liaison	
8	X	Napavine	EM Liaison	
9	X	PeEll	EM Liaison	
10	X	Toledo	EM Liaison	
11	X	Vader	EM Liaison	
12	X	Winlock	EM Liaison	
	X	LC Public Works	Director	
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	X	ARES/RACES - State	Radio Officer	
	X	ARES/RACES - County	Radio Officer	
	X	Providence Hospital		
	X	Morton Hospital	Director	
	X	Riverside Fire Authority	Chief	
	X	Chehalis Fire Department	Chief	
	X	Lewis County FD # 1 - Onalaska	Chief	
	X	Lewis County FD # 2 - Toledo	Chief	
	X	Lewis County FD # 3 - Mossyrock	Chief	
	X	Lewis County FD # 4 - Morton	Chief	
	X	Lewis County FD # 5 - Napavine	Chief	
	X	Lewis County FD # 6 - Chehalis	Chief	
	X	Lewis County FD # 8 - Salkum	Chief	
	X	Lewis County FD # 9 - Mineral	Chief	
	X	Lewis County FD # 10 - Packwood	Chief	
	X	Lewis County FD # 11 - PeEll	Chief	
	X	Lewis County FD # 13 - Curtis	Chief	
	X	Lewis County FD # 14 - Randle	Chief	
	X	Lewis County FD # 15 - Winlock	Chief	
	X	Lewis County FD # 16 - Doty	Chief	
	X	Lewis County FD # 17 - Ashford	Chief	
	X	Lewis County FD # 18 - Glenoma	Chief	
	X	Lewis County FD # 20 - Cowlitz/Lewis	Chief	
	X	Washington State Patrol	Sergeant	
	X	Centralia Police Department	Chief	
	X	Chehalis Police Department	Chief	

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Issued		Plan Agency	Staff Title	Date Issued
Book	CD			
	X	Morton Police Department	Chief	
	X	Mossyrock Police Department	Chief	
	X	Napavine Police Department	Chief	
	X	PeEll Marshall's Office	Marshal	
	X	Toledo Police Department	Chief	
	X	Vader Police Department	Chief	
	X	Winlock Police Department	Chief	
	X	Cowlitz County EM	Director	
	X	Grays Harbor County EM	Director	
	X	Mason County EM	Director	
	X	Pacific County EM	Director	
	X	Pierce County EM	Director	
	X	Skamania County EM	Director	
	X	Thurston County EM	Director	
	X	Wahkiakum County EM	Director	
	X	Yakima County EM	Director	
	X	KELA/KMNT Radio	Director	
	X	KITI Radio	Director	
	X	KCED Radio	Director	
	X	KACS	Director	
	X	LC Emergency Management	LECC Committee	
	X	Lewis County Radio	LECC Committee	
	X	KELA Radio Station	LECC Committee	
	X	KITI Radio Station	LECC Committee	
	X	KACS Radio Station	LECC Committee	
	X	KCED Radio Station (Centralia College)	LECC Committee	
	X	Lewis County E911 Communications	LECC Committee	
	X	Chehalis Police Department	LECC Committee	
	X	Centralia Police Department	LECC Committee	
	X	LARC Committee Representative	LECC Committee	
	X	Washington State Patrol Sergeant	LECC Committee	
	X	Lewis County Fire Chiefs - East	LECC Committee	
	X	Lewis County Fire Chiefs - West	LECC Committee	

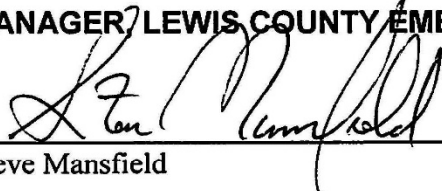
## RECORD OF CHANGES

NOTICE TO PLAN HOLDERS: In order to maintain a current Lewis County Emergency Alert System (EAS) Plan, the Lewis County Department of Emergency Management will issue changes periodically. **Please make those changes upon receipt**, and record them on this page. If a previous change number shows no entry, you may not have an up-to-date version of the plan.

<b>Change Number</b>	<b>Date Made</b>	<b>Location/Page(s) Changed</b>	<b>Initials</b>
01	09-21-04	Full plan Revision, corrected page 12, 20, page #	
02	08-04-05	Replace: cover, iii, iv, v, vi, x, xii, 14, 15, 16	
03	08-10-06	Replace: cover, iii, iv, v, vi, x, xii, 14, 31	
04	03-05-12	Reformat: replace all pages	
05	2013	Update dates, name changes, replace all pages	
06	2016	Name, address changes. Review every 2 years.	
07			
08			
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18			

## APPROVALS AND CONCURRENCES

MANAGER, LEWIS COUNTY EMERGENCY MANAGEMENT

  
\_\_\_\_\_  
Steve Mansfield

6/29/16  
Date

LOCAL EMERGENCY COMMUNICATIONS COMMITTEE (LECC)

  
\_\_\_\_\_  
Chairman

6/29/2016  
Date

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## Emergency Alert System (EAS) Plan

### **I. INTRODUCTION**

The Emergency Alert System is a national alerting system composed of broadcast networks; cable networks and program suppliers; AM, FM, and TV broadcast stations; low power television (LPTV) station; cable systems; and other entities and industries operating on an organized basis during emergencies at the national, state, and local levels. It requires that at a minimum all participants use a common EAS protocol to send and receive emergency alerts.

The Washington State Emergency Communications Committee (SECC) is responsible for administrating the EAS on the state level. The SECC has divided Washington State into several Local Operational Areas. Each Local Area is administrated by a Local Emergency Communications Committee (LECC). The LECCs are responsible for designing and writing a LOCAL PLAN which become part of the Washington State EAS Plan.

#### **A. PURPOSE**

To provide government officials with a mechanism to issue emergency warning information to the public through local broadcast and cable networks.

#### **B. SCOPE**

This plan covers the dissemination of emergency information and warnings to the general public in Lewis County. The plan may be activated on a 24-hour-a-day basis in response to local emergencies/disasters using the My State USA system. The plan contains procedures for government officials and local broadcasters to transmit emergency information to the public using the Emergency Alert System Local Relay Network.

### **II. DEFINITIONS**

See: Attachment Section, Definitions, pages 36-38.

### **III. POLICIES**

#### **A. AUTHORIZATION**

This plan is written in accordance with 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).

**B. ADMINISTERING THE LOCAL EAS PLAN**

The LECC (Local Emergency Communications Committee) for the Lewis County Operational Area shall be responsible for approving and administering the local plan and determining activation authority.

**C. LECC REPRESENTATION**

The LECC representation must include one representative from each of the following entities:

1. Lewis County Emergency Management
2. Lewis County Radio
3. Radio Station KELA
4. Radio Station KITI
5. Radio Station KACS
6. Centralia College Radio Station KCED
7. Lewis County E911 Communications
8. Chehalis Police Department
9. Centralia Police Department
10. Local AMBER Review Committee (LARC)
11. Washington State Patrol (WSP)
12. Lewis County Sheriff's Office

Additional at large representation may be made from the following entities, if deemed necessary and interest in serving on the committee is indicated:

- Lewis County Fire Chiefs
- Lewis County Police Chiefs

**D. ADMINISTARTING THE STATE EAS PLAN**

The Washington State Emergency Communications Committee (SECC) shall be responsible for administrating the State EAS plan and approving the Lewis County EAS Plan.

**E. THE EMERGENCY ALERT SYSTEM (EAS)**

The EAS is an electronic alerting system capable of providing emergency information from national, state, and local sources to the general public through radio and television broadcast stations and subject cable systems. EAS protocol allows the encoding of emergency messages using standard codes for various types of emergencies. It also allows messages to be tailored to specific geographic areas so information can be delivered quickly to those areas which are

affected by an emergency. Basic information regarding local emergencies is encoded into digital data, sent to local broadcast stations and cable systems via a

LOCAL RELAY NETWORK (LRN), and forwarded to the public by those facilities. A voice message may also be included as part of the emergency message.

The FCC requires broadcasters and subject cable operators to have EAS encode/decode devices at their facilities to receive and forward national EAS messages and required weekly and monthly tests. These same devices may be used, at the broadcaster's or cable operator's discretion, for local emergencies. Local emergency management entities may purchase the necessary equipment to send EAS information via the LRN to local broadcast and cable facilities for transmission to the general public. All local EAS activity is subject to the authority of the LECC and the guidelines presented in this local area plan.

The EAS is designed to work without the need for personal contact with anyone at broadcast stations or cable facilities. Activating entities issuing emergency messages should assume that no one is at the broadcast or cable facilities and must formulate and transmit complete emergency messages. Broadcasters and cable operators simply forward the local emergency information they receive (if they choose to participate at the local level).

#### F. CAUTION STATEMENT

The EAS can be a very powerful tool for emergency management organizations, allowing them to notify the general public of impending or occurring emergency situations in a quick and precise manner. The SECC realizes that such a powerful tool may present a hardship to broadcast stations and cable systems if it is not used prudently and properly and includes the following warning to activating entities (in the State EAS Plan):

**A word of caution:** The Emergency Management/Services community has acquired a valuable tool in gaining direct access to all area broadcasters and subject cable operators via the EAS. However, **if not used prudently, you put yourself in danger of losing this tool. Broadcasters and cable operators are expecting the EAS to be used only for very serious emergencies.** Keep in mind two things. First, some broadcasters and cable operators have their EAS decoders set on Automatic Mode. There is no one there to screen your message and decide if it should be aired. They are depending on you to send an EAS Alert **only for a very serious emergency.** The first time you trigger the system for a frivolous event, you will **lose** the confidence of your area broadcasters and cable operators. The second thing to remember is that broadcasters and cable operators participate in the local-level EAS on a **voluntary** basis. No one can force them to carry your EAS Alerts. Maintain a good relationship with your local broadcasters and cable operators, and they will come through for you in a crisis.

(Washington State EAS Plan, Section 1, page 1, and Section 10, page 22)

## **G. CHANGES TO THE EAS PLAN**

All proposed changes to the EAS plan shall be submitted in writing to Lewis County Department of Emergency Management (DEM who shall bring such proposed changes to the LECC for review.

Changes to this plan may be suggested at any time and will be considered at the regular meeting of the Local Emergency Communications Committee (LECC) unless circumstances require a special meeting at an earlier date. The LECC shall be responsible for evaluating all proposed changes to this plan and shall by a majority vote accept or decline proposed changes.

The LECC shall submit a copy of all changes of the plan to the SECC for final approval.

## **H. ACTIVATING EAS**

Requests to activate EAS should come from the highest available authority for the affected jurisdiction. The event must be such that a potentially life threatening situation is occurring or is imminent and large segments of the population are at risk. The EAS shall only be activated when the time limitations or severity of the incident prohibit information distribution to the media by normal channels.

## **I. PRIMARY AUTHORITY**

Lewis County Emergency Management shall be the primary authority for requesting EAS and AMBER activations to alert and warn residents of life threatening emergencies.

## **J. SECONDARY AUTHORITY**

Only those agencies and personnel in designated positions shall be authorized to request EAS and AMBER activations. Agency authorization information shall be submitted to the LECC. (SEE: Attachment Section, Emergency Alert System (EAS) Authorized Users, page 27).

The issuing entity shall identify a Public Information Officer for questions from the media. The entity shall also ensure the availability of additional personnel to handle inquiries and gather information from the public or other agencies.

## **K. VERIFYING EAS REQUESTS**

E911 Communications shall verify each EAS request PRIOR TO TRANSMISSION to the Local Relay Network (LRN). It is understood that some of the EAS stations will be in an unattended mode at various times, and that there will be no method to authenticate a transmission at the broadcast or cable level. The authentication code shall be issued by the Lewis E911 Communications Manager serving as the EAS Administrator.

E911 Communications shall authenticate the individual/agency by checking the authorized list in the Attachment Section, page 27 for those authorized to submit EAS messages for transmission. Also see: the Attachment Section, pages 28-29 for the Activation Procedures list.

E911 Communications shall notify Emergency Management (DEM) as soon as possible of the EAS request and content of message.

**L. EAS FOLLOW-UP INFORMATION**

Following the initial EAS message, the authorizing authority shall provide further instructions and necessary information to the public to keep them informed of emergency conditions and instructions.

**M. REQUIRED MONTHLY TEST (RMT)**

All EAS testing shall be conducted according to Federal Communications Commission (FCC) rules and in accordance with the Washington State EAS Plan. See: Attachment Section, Test Schedule Sample, page 35.

**N. LOCATION OF LOCAL EAS ENCODER/DECODER**

Lewis County Emergency Management has installed an EAS encoder/decoder unit at the Lewis County E911 Communications office located in the Courthouse, 351 NW North Street, Chehalis, WA 98532.

**IV. SITUATION**

**A. GENERAL**

There is no single effective method of warning or alerting Lewis County residents to imminent danger. There may be times when it is critical to warn the public and local officials of threatening or occurring emergencies and disasters. The EAS is one method or tool to be used, in cooperation with local broadcasters, to accomplish effective public warning.

Examples of incidents that may require warning and the use of the EAS include, but are not limited to:

- Volcano
- Severe weather
- Flood
- Hazardous materials release
- Earthquake

Other hazards as identified in the local and state Hazard Identification and Vulnerability Analysis (HIVA) may warrant the use of the EAS.

## **B. PLANNING ASSUMPTIONS**

1. Implementation of the EAS will be in response to an event that is occurring or will occur within a short period of time, making conventional methods of warning and media notification inadequate.
2. Lives may be in jeopardy unless immediate precautions are taken.
3. EAS encoder, decoder, and radio repeater systems are functional.
4. Other methods of warning will be used in addition to EAS.
5. EAS will be more effective if the public is properly equipped with radios, television, and self-alerting battery powered backup National Oceanic and Atmospheric Administration (NOAA) weather radios.
6. Radio, television, and cable providers will broadcast EAS messages in a timely manner.
7. EAS is a voluntary system, and is not 100% reliable. Limitations include the functionality of the radio system infrastructure, the use of radio and television by the intended recipients of the message, and the timely broadcast of messages by the radio, television, and cable providers.

## **V. CONCEPT OF OPERATIONS**

### **A. GENERAL**

The State Emergency Communications Committee (SECC) has divided Washington State into several Local Areas. Each Local Area is administered by a Local Emergency Communications Committee (LECC). The LECCs are responsible for designing and writing a Local Area Plan that is part of the Washington State EAS Plan.

The EAS operates through coordinated participation on the part of the radio and television stations, as well as cable television companies. Authorized federal, state and local authorities, may activate the EAS to warn the public of potential life threatening events.

EAS broadcast is designed to work independent of human intervention. Activating entities issuing emergency messages should assume that no one is at the broadcast or cable facilities. It is critical that the activating entities formulate and transmit complete emergency messages. Broadcast and cable operations will simply forward the local emergency information they receive (if they choose to participate at the local level).

Certain equipment is required to initiate EAS messages. An encoder generates messages, which may be preset requiring only the pressing of a button. A decoder accepts digital bursts and translates it into an audio and/or printed message. Audio messages are limited to 2 minutes and must contain concise warning instructions. Before the message is broadcast or displayed, two 8-second attention bursts are initiated and the upcoming message is announced.

## **B. LOCAL RELAY NETWORK (LRN)**

The Local Emergency Communications Committee (LECC) has developed a Local Relay Network (LRN) that is one of the sources monitored in the EAS web. Local emergency management entities input local EAS information into the LRN. Broadcast and cable facilities receive that information either directly from the LRN or via another source which monitors the LRN. This information is then passed to the public through the broadcast network. SEE: Attachment Section, page 39 for the Local Relay Network (LRN) Chart.

The LRN operates on the 155.745 MHz for transmitting and 155.100 MHz for receiving. All local EAS information must be input into this repeater system. The LRN repeater system is located at the following locations:

- Crego Hill, LAT. 46-36-17.3, LG. 123-03-30.4
- Hopkins Hill, LAT. 46-33-43, LG. 122-20-21

Any entity wishing to input EAS information into the repeater must be an authorized user as designated by the LECC. The licensee of the repeater is Lewis County who has granted permission for all entities authorized by the LECC to use the repeater for EAS purposes. A current list of those entities authorized to request input of local EAS information is located in the Attachment Section, EAS Authorized Users, page 27.



It is the responsibility of the activating entities to obtain a transmitter and receiver (or transceiver) and related equipment to activate and monitor the LRN repeater, an EAS encode/decode device to generate and monitor EAS information, and any other necessary equipment (computer terminal, software, microphone, etc.). The LECC is not responsible for providing the necessary equipment.

The location of an EAS encoder must meet the following criteria:

- Secure against unauthorized access
- Staffed 24 hours/day
- Auxiliary power available
- Direct communications with emergency service agencies and officials
- Able to access the LRN repeater.

### **C. GENERAL PROTOCOL**

The EAS uses a specific protocol described in detail in the Federal Communications Commission (FCC) Rules and Regulations and in the State EAS Plan. EAS encode/decode devices allow operations to input information in plain English, automatically converts that information into digital data, and outputs it as an audio signal similar to a computer modem. The encoder formats the information to match the EAS protocol.

EAS activations (tests or alerts) will consist of up to four elements:

- A header code
- An attention signal
- A voice message
- An end of the message code

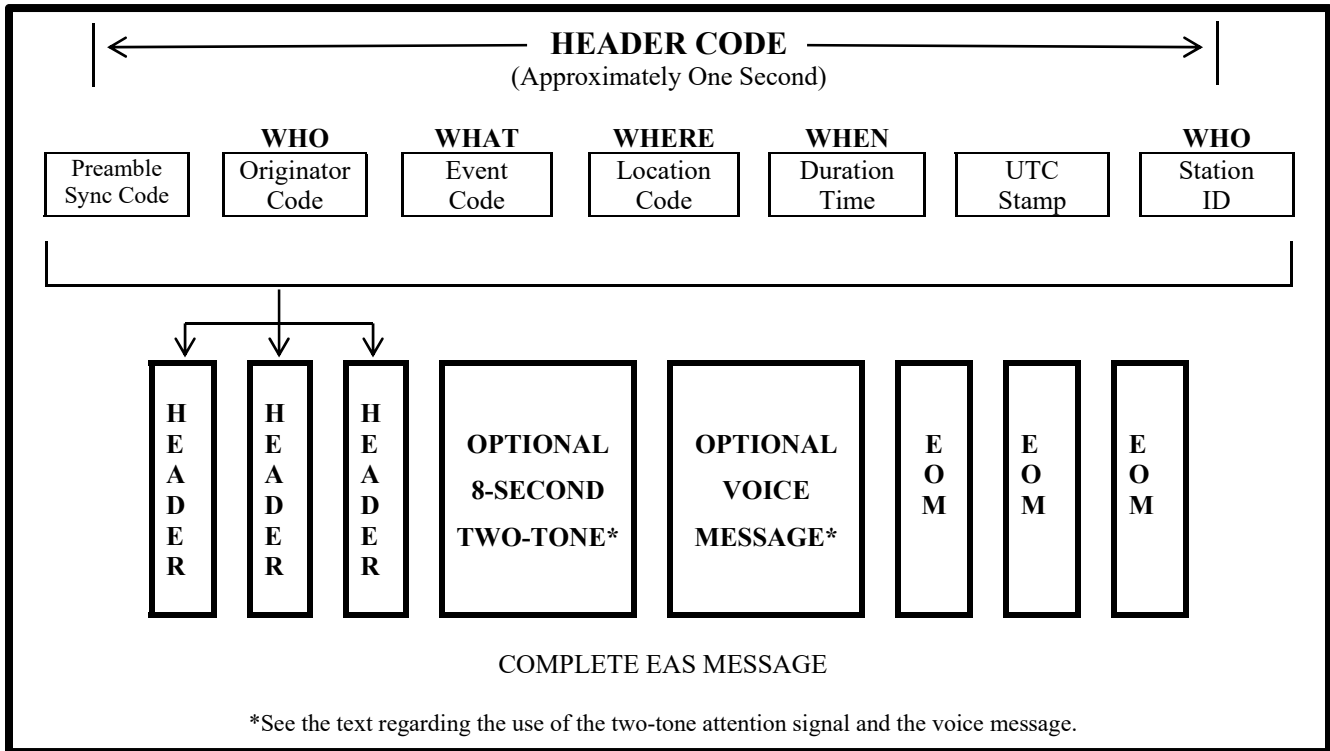
All EAS activations will include a header code data burst. To ensure proper reception by EAS decoders, the header code will be sent three times, with a one-second pause after each transmission. The header code contains the basic EAS message in digital form.

Following the header code, a two-tone attention signal may be used to alert listeners and viewers that an EAS activation has occurred and that a voice message will follow. The attention signal should be used if, and only if, a voice message will be included as part of the alert.

A voice message will follow the attention signal. Use of the two-tone attention signal and a voice message will be determined by the originator of the alert; they are not required, but if one is used the other must accompany it. The voice message should give a concise description of the emergency and may give additional information not included in the header codes.

All EAS activations will conclude with an end-of-message code date burst. To ensure proper reception of EAS decoders, the end-of-message code will be sent three times, with a one-second pause after each transmission.

The following diagram shows the relationship of the four EAS elements. It also shows the information included in the header codes.



#### D. INITIAL SETUP OF EAS ENCODE/DECODE DEVICES

When an EAS encode/decode device is first installed, it will be necessary to enter certain information into the software (such as what organization operates the unit, where it is located, the date and time, etc.).

##### 1. Originator Code:

Describes the type of entity originating EAS activation. The only originator codes are:

<b>EAN</b>	- Emergency Action Notification Network
<b>PEP</b>	- Primary Entry Point System
<b>NWS</b>	- National Weather Service
<b>CIV</b>	- Civil authorities
<b>EAS</b>	- Broadcast station or cable system

**2. L-Code:**

Identifies the broadcaster, cable operator, weather service office, civil authority, or nuclear/industrial plant, which operated the encoder that transmitted or re-transmitted an activation.

“L-CODE” identification must adhere to the following formats:

- **Broadcasters:** Use station call letters at the L-Code Identifier.

Examples:     **Single station** - KXXX (FM)  
                   **Two stations** - KXXXKYYY  
                   **Three or more stations** - the call letters of one of the stations is sufficient. The other stations sending the alert should keep a log of alerts sent, as should the station that was identified in the L-code portion of the header.

- **Cable Television:** Refer to the State EAS Plan, TAB 19 for instructions for cable systems.
- **Civil Authority:** L-codes for civil authorities will be constructed in the following manner:

Portion of the Code	Source of Characters
First four characters	First four letters of the name of jurisdiction (Name of county, city, etc.)
Next two characters	Abbreviations of the type of jurisdiction CO = County CY = City TN = Town VL = Village TP = Township MY = Municipality
Last two characters	Abbreviation of the type of agency: SH = Sheriff FD = Fire Department PD = Police Department TA = Traffic Authority ES = Emergency Services EG = Emergency Government EM = Emergency Management

Examples:     **LewiCOSH** - Lewis County Sheriff’s Office

**ChehCYPD** = Chehalis Police Department

- **Military Groups:** Military groups should use the following as L-Code identifiers:

Army	U.S. ARMY
Navy	U.S. NAVY
Air Force	AIRFORCE
Marine Corps	U.S.M.C.
Coast Guard	U.S.C.G.

- **Industry:** Refer to the State EAS Plan, TABS 18 and 19 for instructions regarding Industry.

Consult the operator manual for the proper information and procedures for setting up specific EAS encode/decode devices.

### 3. **Programming an EAS Event**

The EAS encoder will require three basic pieces of information from the alert originator when being programmed for an EAS alert:

- The type of event
- The locations affected by the event
- The duration of the event

### 4. **Event Code:**

An **Event Code** defines the type of alert message being sent. Each type of emergency requires a unique event code. The Federal Communications Commission (FCC) has defined numerous event codes for use by the EAS. A list of codes valid to the Lewis County EAS is included in Attachment Section, Washington State EAS Event Codes Master List, pages 33 & 34. It is possible to add new event codes by making a request to the LECC for a new code. If the LECC agrees with the need for the code, it will pass the request on to the SECC. If the SECC agrees with the need for the code, it will pass the request on to the FCC for approval. Only those event codes approved by the FCC may be used.

### 5. **Location Code:**

A **Location Code** defines the geographic area affected by the emergency. EAS location codes are based on the Federal Information Processing System (FIPS) codes. In the FIPS code system, each state is assigned a two-digit number preceded by a zero. Each county in each state has been

assigned a three-digit number that follows the state number. The combination of the state number and the county number gives each county in the entire country a unique five-digit identification number (SSCCC). The EAS precedes this five-digit number with an additional one-digit number to break down each county into nine different areas so that a portion of a county in any state can be defined using a single six-digit number (PSSCCC).

The boundaries of the smaller county portions described by the “P” portion of the EAS location code are determined by the LECC in close cooperation with county government officials and local emergency management officials.

- **Location Code Examples:**  
The FIPS code for **Washington State** is 053  
The FIPS code for **Lewis County** is 041

**Examples of Lewis County codes:**

Entire Location Code	Area Described
053041	Entire Lewis County
153041	Section 1 of Lewis County

**6. Event Duration Code:**

An **Event Duration Code** defines how long an alert is expected to be in effect. When the alert is issued, the originator must determine the duration. Valid durations can be entered in 15-minute segments up to one hour and then in 30-minute segments beyond one hour. For example:

0015	15 minutes
0030	30 minutes
0045	45 minutes
0100	1 hour
0230	2 hours 30 minutes
0400	4 hours

**Programming Note:**

The method used to enter the required information into the EAS encoder will vary according to the type of encoder and related equipment being used. In most cases the device will use plain English and will be very straight-forward. Consult the operator manual for instructions specific to the encoder being used.

## **7. Local EAS Activation Procedure**

In the event of an emergency, an authorized individual should contact an activating entity and request that an EAS alert be issued. Proper identification and authentication procedures should be followed (See: Item K. Verifying EAS Requests, page 4 for additional instructions) to ensure that the person requesting the activation is authorized to do so. Preparation and transmission by the activating entity should include the following steps:

1. Authenticate the emergency.
2. Determine whether a voice message is needed.
3. Assure that the encoder is programmed with the correct Event Code, Location Code, and Time Duration.
4. Check the voice message, if one is required, for clarity and accuracy.
5. Ensure the LRN channel is clear to send the EAS message.
6. Send the message.
7. Verify that the message was sent correctly.

## **8. The Voice Message:**

A voice message is not required when originating the EAS alert, but is highly recommended since radio cannot present EAS information visually and listeners cannot decipher the information contained in the EAS header codes. A voice message must be less than two minutes in length. The FCC rules state that decoders must be capable of recording “at least two minutes of audio or test messages.” Most decoders are not capable of recording more than two minutes of audio. The most concise and precise the voice message, the better it is.

The Federal Emergency Management Administration (FEMA) has provided guidelines for voice messages in their publication CPG 1-41, “Emergency Alert System: A Program Guide for State and Local Jurisdictions”. Refer to that document for detailed information regarding the formulation of voice messages.

## **9. Message Composition**

It is recognized that emergency situations requiring the use of EAS are time critical and warning of the public must be done immediately. Messages must be clear, provide direction, and include the following information:

1. The name and title of the persons delivering the message
2. What will happen

3. When it will happen
4. Where it will happen
5. Geographic area affected (if multiple jurisdictions affected, include all)
6. Emergency protection measures for the public
7. If evacuation is required, identify the hazard area and specify desirable transportation routes or direction of travel for evacuees.
8. Reassurance that officials are addressing the incident
9. A statement encouraging people to avoid using telephone systems for the first few hours, except for life threatening emergencies
10. Advise the public to listen to their local radio station for more emergency information. KELA (1470 AM) and KMNT (102.9 FM) are identified as the Local Primary stations for Lewis County.

(See: Attachment Section; Pre-prepared Message, pages 40-42).

## 10. REQUEST FOR ACTIVATION

When the incident commander or highest ranking official at the scene of an incident determines that an EAS message is needed to help save lives, they will contact Emergency Management to request activation of EAS. Emergency Management will contact Lewis County E911 Communications and request the appropriate data be transmitted.

If Emergency Management is not immediately available, the local EAS activation authority may directly request the activation through E911 Communications.

If the local encoder/decoder is inoperable, the request may be directly sent to the State Division of Emergency Management for dissemination.

It is the responsibility of Lewis County Emergency Management, or the requesting entity, to confirm the incident with a reliable source such as the dispatch center or incident commander. (Broadcast stations will automatically air all EAS messages and may have no mechanism to confirm or edit information.) **It is critical that the entity requesting the alert authenticate the information prior to transmission to broadcasters.**

## 11. NOTIFICATION TO AFFECTED AGENCIES

Whenever possible, notification to affected jurisdictions and government officials will occur simultaneously with the sending of the EAS message. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made.

In addition to affected jurisdictions, notification must be made to State EMD. A request for State EMD to notify other counties to advise of the activation of EAS may be necessary. The method of notification may include but is not limited to telephones, radios, computers, ACCESS, and the National Warning System (NAWAS).

The activation of EAS for any purpose will generate calls from the public, government officials, and the media. Whenever possible, affected jurisdictions should be contacted at the same time the EAS message is being generated.

## **12. LOCAL AUTHORIZATION**

This plan shall be in force and operational when signed by the appropriate county government officials, county emergency management director, the chairperson of the LECC, and the chairperson of the SECC. Authorization shall continue until a formal request to terminate participation in the plan is submitted to the LECC.

## **13. LECC MEETINGS**

The LECC will meet every two (2) years, and after a local EAS activation, to review this local plan and its effectiveness and to make sure all participants are satisfied with their participation. LECC meetings are open to all interested parties and are not restricted to committee members. For the date, time and location of the next LECC meeting, contact the LECC chairperson or Lewis County Department of Emergency Management.

## **14. CHANGES TO THE PLAN**

Changes to this plan may be suggested at any time and will be considered at the regular meeting of the LECC unless circumstances require a special meeting at an earlier date. All proposed changes must be submitted in writing to the LECC chairperson. Following approval by the LECC, all changes, except general housekeeping issues, must be submitted to the SECC for final approval.

# **VI. RESPONSIBILITIES**

## **A. WASHINGTON STATE EMERGENCY MANAGEMENT DIVISION (EMD)**

- Coordinate EAS activation should an incident affect more than two counties in Southwest Washington. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.



- Assist Lewis County with EAS and AMBER Alert notifications when the Local Relay System (LRN) is inoperative.
- Provide technical support liaison as necessary for the Lewis County EAS program.

#### **B. NATIONAL WEATHER SERVICE (NWS)**

- Activate the EAS for weather related incidents affecting multiple jurisdictions.
- Maintain an active 24-hour EAS monitoring network.
- At the request of Lewis County, re-broadcast local EAS alerts over NOAA Weather Radio.

#### **C. LEWIS COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)**

- Coordinate the maintenance of EAS equipment so that it can be activated 24-hours a day.
- Designate personnel who will send EAS messages.
- Develop and conduct training for communications personnel on EAS operating procedures.
- Ensure proper testing of the EAS plan and equipment on a regular basis.
- Maintain a position on the LECC and provide oversight of the committee business records.
- Provide feedback to the LECC on EAS concerns, testing process, and actual activations.

#### **D. LOCAL EMERGENCY COMMUNICATIONS COMMITTEE (LECC)**

- Approve the local EAS and AMBER plans for Lewis County.
- Address issues involving EAS within Lewis County.
- Approve and deny requests for changes to the local EAS and AMBER plans.
- Help ensure the Local Relay Network (LRN) is functioning properly and all authorized participants are informed of EAS protocol.
- Submit changes to the EAS and AMBER Plans to the SECC for their approval
- Conduct at least one (1) meeting every two years for a program review.

#### **E. E911 COMMUNICATIONS**

- Maintain primary responsibility for initiating the EAS activation request for incidents occurring within Lewis County.
- Maintain EAS equipment so that it can be activated 24-hours a day.
- Ensure proper training of personnel on the policies and procedures governing the EAS.
- Actively participate in the local EAS testing process.
- Ensure proper testing of the equipment on a regular basis.

- Follow established EAS protocol when sending EAS alerts.
- Complete EAS follow-up notification procedures.
- Document and file all EAS tests and alerts
- Provide feedback to the Department of Emergency Management on EAS concerns.

## **F. EAS AUTHORIZING ENTITIES**

- Ensure proper training of personnel on the policies and procedures governing the EAS.
- Actively participate in the local EAS testing process and provide feedback to the Department of Emergency Management on EAS concerns.
- Follow established EAS protocol when requesting EAS alerts
- Complete EAS follow-up notification procedures.

## **G. BROADCASTERS**

- Maintain an active 24-hour Local Rely Network (LRN)
- Monitor the LRN for EAS activations
- Forward the EAS message to the public through the broadcast network.
- Relay the required monthly test (RMT) (primary station - KELA).

## **VII. TRAINING & TESTING**

### **A. TRAINING**

The Lewis County Emergency Communications Committee (LECC) will establish procedures and suggested training plans that include detailed instructions for use of the encoder/decoder at Lewis County E911 Communications.

Training of all operators is critical to the success of the EAS system.

Training should also include familiarity with event codes, their application to various emergencies, and the guidelines for preparing voice messages. This training will be useful in understanding alerts originated by other agencies and relayed via the repeater.

It is the responsibility of the managers of broadcast stations, cable systems, and activating entities to assure that all pertinent personnel in their organizations are properly trained to operate all relevant aspects of the EAS system that applies to their situation.

### **B. TESTING**

Testing is an important aspect of the EAS. EAS testing will be conducted according to the Federal Communications Commission (FCC) rules. Testing will ensure that the system is operational and will help to pinpoint and correct hardware, software and operational problems.

E911 Communications will conduct all tests in accordance with the State EAS Plan.

### **Required Monthly Tests/Required Weekly Tests**

FCC rules specify that broadcasters and cable systems must run a Required Monthly Test once each month, and that during the weeks when an RMT does not run, a Required Weekly Test (RWT) must run. There are some exceptions to this which are detailed in the FCC Rules and Regulations, Part 11.61 (a)(6). The RWT is originated at each broadcast/cable facility and is scheduled randomly by that facility. The RMT is a coordinated test that contains all the elements of an actual EAS alert (header codes, two-tone alert, voice message, end-of-message codes). It originates from different locations each month based on guidelines established by the SECC and runs on dates and at times determined by the EAS Test Coordinator under the guidance of the SECC. A sample RMT schedule is provided in the Attachment Section, page 35.

In those months when the RMT is scheduled to originate from the Local Operational Areas via the LRN, it will be originated by one of the activating entities in this local area. The LECC will assign activating entities to originate the RMT during the months when the test will be originated in the local operational area.

Note that the days and times of the RMTs are determined by the SECC. The LAECC simply determines which entity will originate the RMT during the months it is to be originated locally.

If an activating entity is unable to perform the RMT, the LECC should be notified and coordinate with another activating entity or the LP station to run the test as scheduled. When sending an RMT, the following settings should be used:

**Event code:** RMT  
**Location codes(s):** [ONLY counties in the local operational area!]  
**Duration:** 30 minutes

The voice message will consist of the following script:

**“This is a test of the Emergency Alert System. In the event of an emergency, this system would bring you important information. This test is now concluded.”**

The RMT script can be read in nine to ten seconds. All other elements of the RMT (the header codes, attention signal and end of message codes) take from 19 to 21 seconds to complete, depending on the number of location codes contained in the header. The goal of writing this short test script was to fit the entire test into a 30 second time period. Originators should make every attempt to complete this test within 30 seconds. Pre-recording the script at the length needed to achieve this is highly recommended.

### **LRN Tests**

The LRN will be tested periodically to ensure it remains functional. The LECC will assign an activating entity to issue one test each week using the RWT event code (RWTs are not forwarded automatically; the air product of broadcast stations and cable system will not be affected). A representative of the LP station shall periodically check the station log to confirm receipt of the LRN weekly tests and will notify the LECC if tests are not received successfully. A sample LRN test schedule is included on page 35.

**\*Local Area Emergency Communications Committee (LAECC)**  
(Emergency Alert System - EAS)

Membership List - 2016

<b>1. Lewis County Emergency Management</b>	<b>Steve Mansfield</b> Office: (360) 740-3310 Cell: (360) 520-2871  <a href="mailto:Steve.Mansfield@lewiscountywa.gov">Steve.Mansfield@lewiscountywa.gov</a>
<b>2. Lewis County Radio</b>  Vice Chair	<b>Scott Mattoon</b> Office: (360) 740-1292 Cell: (360) 520-0391  <a href="mailto:scott.mattoon@lewiscountywa.gov">scott.mattoon@lewiscountywa.gov</a>
<b>3. Radio Station</b>  Chair	<b>Larry Miner</b> KELA/KMNT Office: (360) 736-3321 Cell: (360) 520-0440  <a href="mailto:Larryminer@bicoastalmedia.com">Larryminer@bicoastalmedia.com</a>
<b>4. News Media</b>	<b>Matt Shannon</b> KITI Office: (360) 736-6397 Ext. 23 Cell: (360) 520-1095  <a href="mailto:mshannon@live95.com">mshannon@live95.com</a>
<b>5. Radio Station: KACS</b>	<b>Cameron Beierle</b> Office: (360) 740-9436 Cell: (360) 219-6599  <a href="mailto:manager@kacs.org">manager@kacs.org</a>
<b>6. Radio Station: KCED, Centralia College</b>	<b>Gil Elder</b> Office: (360) 736-9391, Ext. 434 Cell:  <a href="mailto:gelder@centralia.edu">gelder@centralia.edu</a>

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<b>7. Lewis County E911 Communications</b>	<b>David Anderson</b> Office: (360) 740-3394 Cell: (360) Personal Cell:  <a href="mailto:David.Anderson@lewiscountywa.gov">David.Anderson@lewiscountywa.gov</a>
<b>8. Chehalis Police Department</b>	<b>Glenn Schaffer</b> Office: (360) 748-8605 Cell: (360) 508-1342  <a href="mailto:gschaffer@ci.chehalis.wa.us">gschaffer@ci.chehalis.wa.us</a>
<b>9. Centralia Police Department</b>	<b>Stacy Denham</b> Office: (360) 330-7680 Cell:  <a href="mailto:sdenham@cityofcentralia.com">sdenham@cityofcentralia.com</a>
<b>10. Local AMBER Review Committee Representative (LARC)</b>	<b>Gene Seiber</b> Office: (360) 740-1324 Cell: (360) 880-2884  <a href="mailto:Gene.Seiber@lewiscountywa.gov">Gene.Seiber@lewiscountywa.gov</a>
<b>11. Washington State Patrol</b>	<b>Doug Pardue</b> Office: (360) 748-2194 Cell: (360) 520-4120  <a href="mailto:doug_pardue@wsp.wa.gov">doug_pardue@wsp.wa.gov</a>
<b>At Large - Lewis County Fire Chiefs</b>	<b>Mike Kytta</b> Office: (360) 736-3975 Cell: (360) 508-1195  <a href="mailto:mkytta@cityofcentralia.com">mkytta@cityofcentralia.com</a>  <b>Jeff Jaques</b> Home: (360) 497-3801 Cell: (360) 508-0133  <a href="mailto:jjaques@randlefire.org">jjaques@randlefire.org</a>
<b>At Large Representative State Radio Officer</b>	Office: Cell

### \*Broadcast Stations

<b>Radio</b>	<b>Participating Stations</b>	<b>Non-Participating Stations</b>
	<b>KELA - 1470 AM KMNT - 104.3 FM</b>	<b>KXXO - 96.1 FM</b>
	<b>KITI - 1420 AM; 95.1 FM</b>	<b>KRQT - 107.1 FM</b>
	<b>KCED - 90.1 FM</b>	<b>KBAM - 1270 AM</b>
	<b>KACS - 90.5 FM</b>	<b>KLYK - 105.5 FM</b>
	<b>KNBQ - 102.9 FM</b>	<b>KEDO - 1400 AM</b>

<b>TV</b>	<b>Channel 2 - KATU TV</b>	<b>Channel 8 - KGW TV</b>
	<b>Channel 4 - KOMO TV</b>	<b>Channel 10 - KOPB TV</b>
	<b>Channel 5 - KING TV</b>	<b>Channel 11 - KSTW TV</b>
	<b>Channel 6 - KOIN TV</b>	<b>Channel 12 - KPTV (FOX)</b>
	<b>Channel 7 - KIRO TV</b>	<b>Channel 13 - KCPQ (Q-13)</b>

\*See Lewis County Emergency Management Database for Contact Numbers

## Lewis County EAS Monitoring Assignments

(Also known as Tab 10 in the Washington State EAS Plan)

Freq Call	Call	COL	M-1	M-2	M-3	M-4	Remarks
19	KCKA	Centralia	KIRO 710	NWS 162.55	KPLU 88.5	NWS 162.475	Program Origination Point - KBTC Tacoma
88.9	KSWs	Chehalis					Part of NWPR - No Local Input Program Origination Point - Pullman
89.3	KBSG	Glenoma (East of Morton)	KELA 1470	NWS 162.475	NWS 162.425		Need Monitoring Confirmation
90.1	KCFL	Glenoma (East of Morton)	KELA 1470	NWS 162.475	NWS 162.425		Need Monitoring Confirmation
92.1	KTYG LP	Onalaska	KELA 1470	NWS 162.475			Need Monitoring Confirmation
91.3	KCED	Centralia	KELA 1470	NWS 162.475	KMNT 104.3		
95.1	KITI	Winlock	KELA 1470	NWS 162.475	SRN 155.475	LRN 155.100	
102.9	KNBQ	Centralia	KIRO 710	KPLU 88.5	NWS 162.55	KELA 1470	Program origination point - Seattle - Clear Channel Transmitter - Capital Peak, SW of Olympia
104.1	New						Application for translator to re- broadcast KRXV Site, possibly Ceres Hill
104.3	KMNT	Chehalis	KIRO 710	NWS 162.475	LRN 155.100	SRN 155.475	
1420	KITI	Centralia	KELA 1470	NWS 162.475	SRN 155.475	LRN 155.100	
*1470 LP	KELA	Centralia	KIRO 710	NWS 162.475	LRN 155.100	SRN 155.475	Local Primary Lewis County Area

\* Indicates station is a Local Primary.  
 Indicates station is receiving messages from the MyStateUSA Cap Server.



### \*Local Operational Area Network Matrix

AREA NAME	COUNTIES	LP STA	SRN SITE	NOAA SITE & FREQUENCY	LRN FREQUENCY
West Clallam	West Portion Clallam	KVAC-KLLLM	Ellis	Neah Bay 162.55	
Clallam	East Portion Clallam	KONP	Galbraith	Miller PK 162.55	
Coastal	W. Jefferson Grays Harbor Pacific	KXRO-KDUX	BawFaw or Naselle	BawFaw 162.475 or Naselle 162.400 or Mt. Octopus 162.425	
Northern Puget Sound	Whatcom San Juan Skagit	KGMI-KISM	Galbraith	Miller PK 162.425	
Central Puget Sound	Island Snohomish Kitsap King Pierce E. Jefferson	KIRO-AM	Gold	Cougar Mtn. 162.55 or Miller PK 162.425	
Mason - Thurston	Mason Thurston	KGY AM/FM	Gold	Cougar Mtn. 162.55 or BawFaw 162.475	
<b>Lewis</b>	<b>Lewis</b>	<b>KELA-KMNT</b>	<b>BawFaw</b>	<b>BawFaw 162.475</b>	<b>Lewis County Public Works Transmit: 155.745 Receive: 155.100</b>
Wahkiakum Cowlitz	Wahkiakum Cowlitz	KBAM - KRQT	BawFaw	BawFaw 162.475 or Naselle 162.40	

\*National Source: KIRO-710 or SRN

## Local (LECC) Chairs

(Also known as Tab 2 in the Washington State EAS Plan)

Region	Representative
<b>Central Puget Sound</b>  <b>Phil Johnson</b>	Office: (206) 361-6428 Cell: (206) 930-9369 <a href="mailto:p_johnson58@msn.com">p_johnson58@msn.com</a>
<b>Clallam County</b>  <b>Todd Ortloff</b>  <b>Mark Lamb</b>	Office: (360) 457-1450 Cell: (360) <a href="mailto:Todd@konp.com">Todd@konp.com</a> Mark Lamb: Office: (360)374-6220 <a href="mailto:mark@forksbroadcasting.com">mark@forksbroadcasting.com</a>
<b>Coastal</b>  <b>Pat Anderson</b>	Office: (360) 533-1320 Cell: (360) 590-0830 <a href="mailto:pat@kdux.com">pat@kdux.com</a>
<b>Columbia Basin</b>  <b>Sean Davis</b>  <b>Tami Peterson</b>	Office: (509) 546-5846 Cell: (509) 492-1373 <a href="mailto:sdavis@co.franklin.wa.us">sdavis@co.franklin.wa.us</a>  Tami Peterson Office: (509)547-1618 tpeterson@cherrycreekradio.com
<b>Jer Hill</b>	<a href="mailto:JerHill@wsu.edu">JerHill@wsu.edu</a>
<b>Columbia Gorge</b> (Administered by Oregon)  <b>Chris Murray</b>	Office: (541) 484-9400 Cell: (541) 729-9394 <a href="mailto:lchabod@kmge.fm">lchabod@kmge.fm</a>
<b>Cowlitz-Wahkiakum</b>  <b>Beau Renfro</b>	Office (360) 795-3242 Cell: (360) 957-3724  <a href="mailto:renfrob@co.wahkiakum.wa.us">renfrob@co.wahkiakum.wa.us</a>
<b>Doug Fisher</b>	Cell: (360) 957-7115 <a href="mailto:doug@comtekservice.com">doug@comtekservice.com</a>
<b>Inland NW</b>  <b>Marlin Jackson</b> (LECC Chair)  Tim Anderson  Grant County Area: Jim Davis	Office: (509) 329-4908 Cell: (509) 993-2669 <a href="mailto:marlinj@kxly.com">marlinj@kxly.com</a> Office: (509) 329-4900 Cell: (509) 939-8080 Office: (509) 765-3441

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Emergency Alert System (EAS) Plan

Region	Representative
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<b>Lewis County</b> <b>Steve Mansfield</b>	Office: (360) 740-1151 <a href="mailto:dem@lewiscountywa.gov">dem@lewiscountywa.gov</a>
<b>Vacant</b> <b>KELA/KMNT</b>	Office:
<b>Mason - Thurston</b> <b>Ruth Brownstein</b>	Office: (360) 867-6897 Cell: <a href="mailto:brownstr@evergreen.edu">brownstr@evergreen.edu</a>
<b>North Central</b> <b>Don Eckis</b>	Office: (509) 682-6996 Cell: (509) 750-5821 <a href="mailto:doneckis@wsu.edu">doneckis@wsu.edu</a>
<b>North Puget</b> <b>Dillan Honcoop, Chairman</b> <b>KGMI/Cascade Radio</b>	Office: (360) 734-9790 Cell: (360) 815-7368 <a href="mailto:dillon@kgmi.com">dillon@kgmi.com</a>
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<b>Okanogan</b> <b>John Andrist</b>	Office: (509) 826-0300 Cell: (509) 322-2755 <a href="mailto:jandrist@ncidata.com">jandrist@ncidata.com</a>
<b>Yakima Valley</b> <b>Jim Hall</b> <b>Mark Kennedy</b>	Office: (509) 574-1904 Cell: (509) 969-9905 <a href="mailto:Jim.hall@ci.yakima.wa.us">Jim.hall@ci.yakima.wa.us</a> Office: Cell: (509) 225-2352 <a href="mailto:Mark.kennedy@kndo.com">Mark.kennedy@kndo.com</a>

Send Updates to: **Clay Freinwald**  
Office: (253) 939-1414  
Cell: (206) 947-6115  
  
[K7cr@blarq.net](mailto:K7cr@blarq.net)  
or  
Via the State EAS Remailer

## Emergency Alert System (EAS) Authorized Users

NOTE: This authority includes both EAS and AMBER activation authorities.

Organization	Authorized Users (By title only, not name)	EAS	AMBER
Lewis County BOCC	Commissioners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lewis County Sheriff's Office	Sheriff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lewis County Central Services	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lewis County Public Works	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lewis County Public Health & Social Services	Health Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chehalis City/*Police Department	City Manager/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Centralia City/*Police Department	City Manager/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Morton City/*Police Department	City Manager/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mossyrock City/*Police Department	City Manager/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Napavine City/*Police Department	Mayor/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Town of PeEll/*Marshall's Office	Mayor/Marshall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Toledo City/*Police Department	Mayor/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vader City	Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Winlock City/*Police Department	Mayor/Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

\* AMBER Alerts must be authorized by a law enforcement agency

## Activation Procedures

(For AMBER activation, SEE: AMBER Plan)

### Local Operational Area:

ACTION BY:	ACTION TAKEN:
<b>Requesting Entity:</b>	<ol style="list-style-type: none"><li>1. Verifies that a situation exists that falls under the guidelines for an EAS activation and meets the following criteria:<ul style="list-style-type: none"><li>• Lives are in danger.</li><li>• EAS has potential to save lives.</li><li>• Effective warning cannot be accomplished by other means.</li></ul></li><li>2. Contacts DEM (Primary Activating Authority) with request for EAS activation. If unable to contact DEM, make contact with a secondary activation authority. (SEE: Attachment Section, EAS Authorized Users, page 27)</li></ol>
<b>Activating Authority:</b>	<ol style="list-style-type: none"><li>3. Verify all information from the requesting entity.</li><li>4. Identify the corresponding event code.</li><li>5. Determine need for voice message. If voice message is needed, select from one of the pre-recorded messages or write out a script that properly addresses the emergency. Include all applicable information addressed under Standard Operating Procedures-MyStateUSA, 7 A-H; pages 44-46.</li><li>6. Contact E911 Communications with request to activate EAS.</li></ol>

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<b>ACTION BY:</b>	<b>ACTION TAKEN:</b>
<b>E911 Communications</b>	<ul style="list-style-type: none"> <li>7. Verifies the authentication code of the requestor and inputs the EAS data as instructed by the requestor.</li> <li>8. Transmits the EAS message to the Local Relay Network.</li> <li>9. Verifies that the message has been transmitted.</li> <li>10. Records transmission data.</li> </ul>
<b>Broadcasters (LRN)</b>	<ul style="list-style-type: none"> <li>11. Receives EAS notification through the encoder/decoder on the Local Relay Network.</li> <li>12. Broadcasts the message to the public.</li> </ul>
<b>Activating Authority:</b>	<ul style="list-style-type: none"> <li>13. Ensures all affected local entities are notified.</li> <li>14. Contacts State EMD and advises them of the EAS activation. Determines the need for EMD to broadcast a regional EAS message.</li> <li>15. As necessary, provides follow-up EAS messages with information and instructions to the public.</li> </ul>
<b>Requesting Entity:</b>	<ul style="list-style-type: none"> <li>16. Provides a PIO to coordinate the EAS public and media inquiries.</li> </ul>

## Washington State Activation Procedures

*Only the Governor or his/her designated representative, the state Emergency Management Director or their designated representative, or The National Weather Service Meteorologist-in-Charge, Seattle Weather or their designated representatives are authorized to initiate (activate the statewide Emergency Alert System (EAS)).*

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It is assumed and encouraged that local activation of the EAS will occur first for most events and state-level activation will rarely occur.

Actual activation messages will be initiated through the State Emergency Operations Center's (EOC's) 24-hour duty officer system.

There are two general conditions whereby the state EAS System will be activated:

1. An event of a magnitude requiring a message from state officials through the EOC.

Most circumstances dictate that coordination, discussion, and a decision process will take place between the duty officer, and the Emergency Management Director, leading to the decision to issue an EAS message on the system.

*It must be recognized that a rare circumstance, such as a time critical lifesaving action requirement, could dictate that the duty officer make a quick decision to initiate a very short-fuse alert message before consultation with appropriate management. The duty officer is so empowered.*

2. A local official contacts the EOC requesting the state issue a message via the system on behalf of the locals.

Reasons could vary from known equipment/system failure to personnel problems. For the purpose of this plan, "local official" is the same as identified to activate in a local area EAS plan.

A request from a local entity will come through the duty officer system via the 24-hour, toll-free line, or via Comprehensive Emergency Management Network (CEMNET) radio, satellite radio, National Warning System (NAWAS), or the Radio Amateur Civil Emergency Services (RACES) network. Such a request should be discussed with the Operations Supervisor, the Public Information Officer (PIO), and the Director, if possible. In addition, the local official making the request should also participate in the decision to use EAS and help compose the audio message to be given.

Under paragraph (1) or (2) above, following an EAS activation, it must be assumed that the activation of the system by the EOC or Duty Officer will generate immediate calls from both print and broadcast media.

At the **local level**, pre-recorded Public Service Announcements (PSAs) should be available, and public information staff should be available immediately following the issuance of the alert message to provide necessary follow-up and answers to media queries.

At the **state level**, the Emergency Management Division, Public Information Office will provide follow-up input to the broadcast and print media in the form of PSAs or press releases for state-level activations, commensurate with the severity of the event.

**Once the decision is made to initiate an EAS message, the following steps will be taken by the duty officer or appropriate communications operator:**

1. Bring up the operating screen for EAS on the EAS computer and confirm that computer time and EAS encoder times agree. (This is critical).
2. Point and click on “select scenario” then scroll with the arrow to select the event of interest.
3. Select the appropriate screen to type in the voice message to be recorded. Contents of this message are critical and must be carefully worded. In some cases, the message will already be available in the pre-scripted scenario in the selected boilerplate. In most cases, the message will have to be composed, typed in, then read and recorded.
4. Change/input **dates, times, location, and duration** in the appropriate boxes on the screen.
5. Select and follow recording instructions on the screen and record a new voice audio message. This audio message should be no longer than two minutes and should be pre-scripted before recording. The area should be as quiet as possible during the recording).
6. Select appropriate PREVIEW screen and verify all correct data is entered. If time allows, listen to the recorded message for contents and quality. Select “Done”. At this point, the screen should have a “READY” block in the lower left-hand corner of the screen.
7. *Choose the area of the state to be alerted by “selecting” (pressing the button marked) either “All sites” or “East WA” or “West WA” on the ZETRON Console for EAS. You should have green lights next to (left of) all sites you want the message to go out on.*
8. If the preview is satisfactory, click on “READY” and then click on “SEND”. The message is then sent automatically by the system.
9. If time and “tasks to do” allow, make a short announcement on NAWAS that the state has activate the EAS for the alert message. Try to target the affected jurisdictions.



10. Finally, even though the time in the alert message gives an event duration, it is wise to make a conscious decision to officially terminate the event with a short EAS message. This is a discussion and decision process by the appropriate officials as they see fit, but should be sent as soon as practical after the event is over.
11. Updates or continuation of an alert beyond its initial expiration date/time may be broadcast as either an “alert extension” or by a PSA.
12. Notify the Initial Response Team (IRT) PIO as to the message you have sent out.

## Washington State EAS Event Codes Master List

<b>ADR</b>	Administrative Message	<b>LAE</b>	Local Area Emergency
<b>AVA</b>	Avalanche Watch	<b>LEW</b>	Law Enforcement Warning
<b>AVE</b>	Avalanche Warning	<b>NIC</b>	National Information Center
<b>BZW</b>	Blizzard Warning	<b>NMN</b>	Network Message Notification
<b>CAE</b>	Child Abduction Emergency	<b>NPT</b>	National Periodic Test
<b>CDW</b>	Civil Danger Warning	<b>NUW</b>	Nuclear Power Plant Warning
<b>CEM</b>	Civil Emergency Message	<b>RHW</b>	Radiological Hazard Warning
<b>CFA</b>	Coastal Flood Watch	<b>RMT</b>	Required Monthly Test
<b>CFW</b>	Coastal Flood Warning	<b>RWT</b>	Required Weekly Test
<b>DMO</b>	Practice/Demo Warning	<b>SPS</b>	Special Weather Statement
<b>DSW</b>	Dust Storm Warning	<b>SPW</b>	Shelter in Place Warning
<b>EAN</b>	Emergency Action Notification	<b>SMW</b>	Special Marine Warning
<b>EAT</b>	Emergency Action Termination	<b>SVA</b>	Severe Thunderstorm Watch
<b>EQW</b>	Earthquake Warning	<b>SVR</b>	Severe Thunderstorm Warning
<b>EVI</b>	Evacuation Immediate	<b>SVS</b>	Severe Weather Statement
<b>FFA</b>	Flash Flood Watch	<b>TOA</b>	Tornado Watch
<b>FFS</b>	Flash Flood Statement	<b>TOE</b>	911 Telephone Outage Emergency
<b>FFW</b>	Flash Flood Warning	<b>TOR</b>	Tornado Warning
<b>FLA</b>	Flood Watch	<b>TRA</b>	Tropical Storm Watch
<b>FLS</b>	Flood Statement	<b>TRW</b>	Tropical Storm Warning
<b>FLW</b>	Flood Warning	<b>TSA</b>	Tsunami Watch
<b>FRW</b>	Fire Warning	<b>TSW</b>	Tsunami Warning
<b>HMW</b>	Hazardous Materials Warning	<b>VOW</b>	Volcano Warning
<b>HWA</b>	High Wind Watch	<b>WSA</b>	Winter Storm Watch
<b>HWW</b>	High Wind Warning	<b>WSW</b>	Winter Storm Watch

## Washington State EAS Event Codes Master List (Not yet approved by the FCC)

<b>CES</b>	Civil Emergency Statement	<b>MLA</b>	Military Priority Activation
<b>CEW</b>	Civil Emergency Warning	<b>MLS</b>	Military EAS Statement
<b>CEX</b>	Civil Emergency Text Message	<b>MLT</b>	Military Test
<b>ENS</b>	Environmental Statement	<b>MLX</b>	Military Text Message
<b>ENW</b>	Environmental Warning	<b>NUS</b>	Nuclear Plant Statement
<b>ENX</b>	Environmental Text Message	<b>NUT</b>	Nuclear Plant Test
<b>EQS</b>	Earth Quake Statement	<b>PLS</b>	Police EAS Statement
<b>EQX</b>	Earth Quake Text Message	<b>PLT</b>	Police Test
<b>EVS</b>	Evacuation Statement	<b>PLX</b>	Police Text Message
<b>EVW</b>	Evacuation Warning	<b>SHA</b>	Sheriff Priority Activation
<b>EVX</b>	Evacuation Text Message	<b>SHS</b>	Sheriff EAS Statement
<b>FRS</b>	Fire Statement	<b>SHT</b>	Sheriff Test
<b>FRT</b>	Fire Test	<b>SHX</b>	Sheriff Text Message
<b>FRW</b>	Fire Warning	<b>STA</b>	State Priority Activation
<b>FRX</b>	Fire Text Message	<b>STS</b>	State EAS Statement
<b>IPS</b>	Industrial Plant Statement	<b>STT</b>	State Test
<b>IPT</b>	Industrial Plant Test	<b>STX</b>	State Text Message
<b>IPW</b>	Industrial Plant Warning	<b>TRA</b>	Traffic Announcement
<b>IPX</b>	Industrial Plant Text Message	<b>TRE</b>	Traffic Emergency
<b>LAA</b>	Local Area Priority Activation	<b>TRT</b>	Traffic Authority Test
<b>LAS</b>	Local Area EAS Statement	<b>TRX</b>	Traffic Text Message
<b>LAT</b>	Local Area Test	<b>TST</b>	Self - Test
<b>LAX</b>	Local Area Text Message		

## SAMPLE – Updated Annually Required Monthly Test (RMT) Schedule - 2011

Date	Day	Time	Originator
January 4	Tuesday	1450	DEM
February 6	Sunday	0725	E911
March 11	Friday	0750	E911
April 20	Wednesday	0945	ST EMD
May 2	Monday	1505	E911
June 11	Saturday	0750	E911
July 8	Friday	0950	ST EMD
August 12	Friday	0750	E911
September 21	Wednesday	1015	NWS
October 4	Tuesday	0750	E911
November 9	Wednesday	1025	E911
December 6	Tuesday	0750	E911

<sup>1</sup> The April test will be part of the state’s earthquake preparedness drill. Since that will occur in the daytime, March has been switched to a nighttime test. The preparedness drill will occur between 9:45 AM and 10:00 AM. (The date and time are determined annually by the state.)

<sup>2</sup> The September test will run as part of the NWS tsunami communications test for the west coast and Alaska and the state’s “Drop, Cover, and Hold” earthquake drill. (The date and time are determined annually by the National Weather Service and State EMD.)

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Nighttime test: Local sunset to 8:30 AM Daytime tests: 8:30 AM and local sunset.

Nighttime tests are no longer scheduled in the middle of the night so people with weather radios will not be disturbed by their radios being activated by an RMT.

This schedule deviates from the originator schedule in the state plan so that local areas are not responsible for all nighttime tests. The State EMD will not activate in the middle of the night in consideration of the participants in the CSEPP program.

The NWS will not activate in the middle of the night in consideration of those people who are alerted by the tone alert system.

Exact times are shown. This will help traffic, programming, and operations departments prepare for the incoming tests.

The April, May, and September tests deviate from the standard test pattern (day/night, first full week of the month) due to the scheduling of the earthquake preparedness drill in April, the lahar drill in May, and the tsunami comms test in September.

The May RMT will be part of Pierce County’s annual lahar test. (1<sup>st</sup> Tuesday of the month, 10 AM, Central Puget Sound area.)

NWS will originate in September because it is “Weather Radio Awareness Month”, the month of the NWS tsunami comms test, and the state earthquake drill.

The October test coincides with a FEMA-required activation and survey of tone-alert radios in Franklin and Benton counties.

Broadcast stations and cable systems have 1 hour to forward an RMT after receiving it.

No test scheduled at 11 AM on Tuesdays due to the regular EMD weekly test.

No tests scheduled at Noon on Wednesdays due to the regular NWS weekly test.

No test scheduled on Sundays to eliminate the problems caused by broadcaster’s weeks starting on different days.

(Except February, 2011 due to the late policy change).

Columbia Gorge schedule determined by the Oregon RMT schedule.

## EAS DEFINITIONS & ACRONYMS

The following definitions apply to EAS terms that have been used in the development of this local area plan. For a more comprehensive list of EAS terms, see the Washington State EAS Plan, FCC Rules and Regulations, Part II, FEMA Publication CPG 1-40, or other EAS-related publications.

<b>TERM</b>	<b>DESCRIPTION</b>
<b>Activation</b>	The initiation of the EAS by transmission of an EAS message or codes.
<b>Activating Entity</b>	An Emergency Management partner entity that activates the local EAS.
<b>AMBER</b>	<b>America's Missing: Broadcast Emergency Response.</b>
<b>Attention Signal</b>	Eight to twenty-five seconds of two tones (835 Hz and 960 Hz) used as an audio alert.
<b>CIV</b>	Originator code for civil authorities for EAS activation.
<b>DEM</b>	Division of Emergency Management, Lewis County Sheriff's Office
<b>EAN</b>	Emergency Action Notification. National-level EAS alert.
<b>EAN Network</b>	The interconnection of the federal government with national networks and program suppliers used to disseminate the EAN message.
<b>EAS</b>	Emergency Alert System.
<b>EAS Alert</b>	An EAS activation in an actual emergency.
<b>EAS Decoder</b>	A device, which monitors sources and decodes incoming EAS messages. A decoder accepts digital bursts and translates them into an audio and/or printed message.
<b>EAS Encoder</b>	A device used by EAS participants to originate EAS alerts by creating the EAS codes for transmission to other participants and the public. The encoder generates messages that may be preset for quick release to other participants and the public.
<b>EAS Test</b>	EAS activation for testing purposes.
<b>Emergency Alert System</b>	<b>(EAS)</b> The national alerting system composed of broadcast networks; cable networks and program suppliers; AM, FM, and TV broadcast stations; low power televisions (LPTV) stations; cable systems; and other entities and industries operating in an organized basis during emergencies at the national, state, or local levels. It requires that at a minimum all participants use a common EAS protocol, as defined in FCC Rules Part 11.31, to send and receive emergency alerts.
<b>End of Message Code</b>	ASCII data string that signifies the end of an EAS message.
<b>Event Code</b>	A three-character ASCII code in the EAS header that denotes the type of event for which an EAS test or alert is issued.

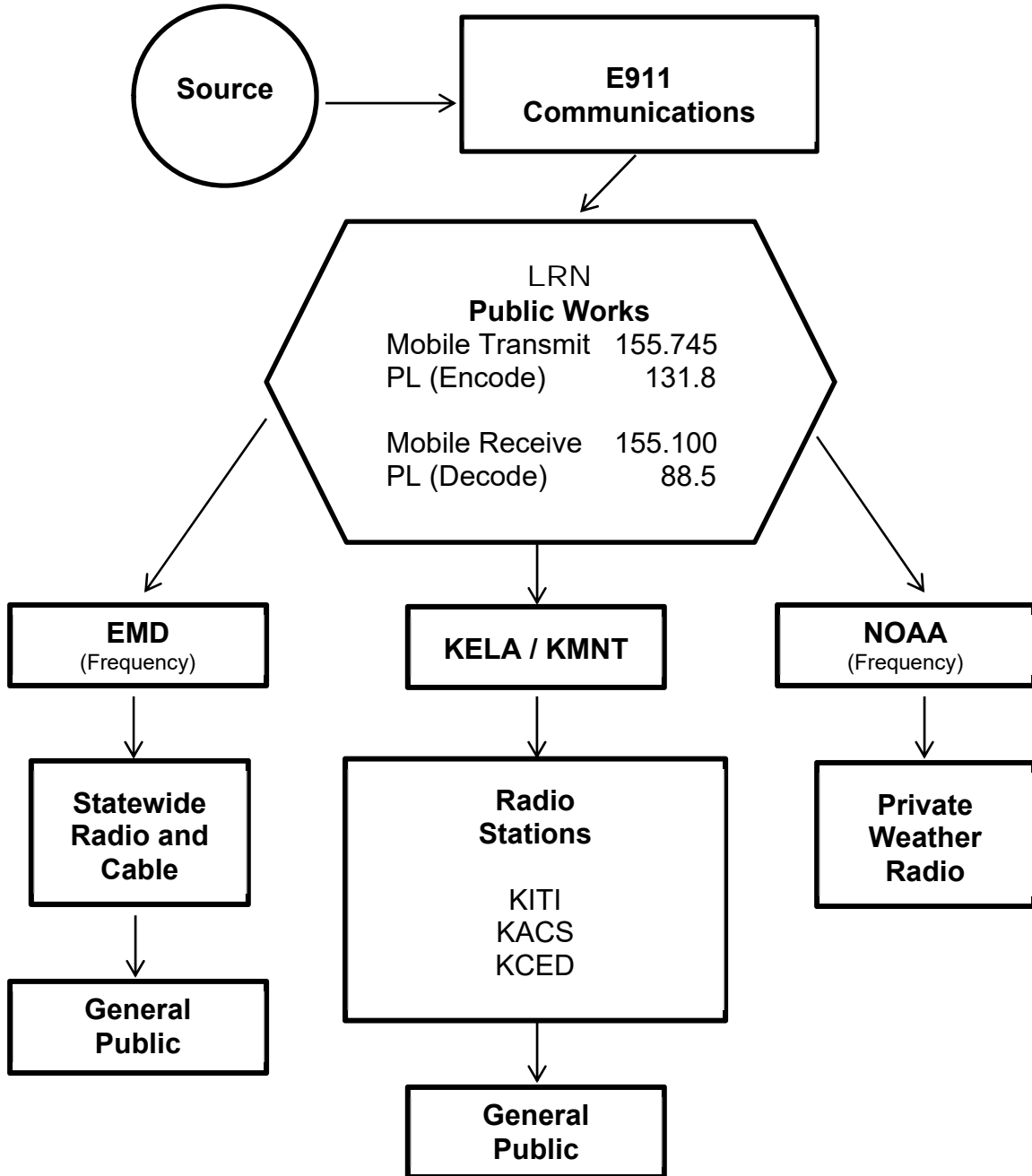
Lewis County  
Emergency Alert System (EAS) Plan

<b>TERM</b>	<b>DESCRIPTION</b>
<b>FCC</b>	Federal Communications Commission. One of three federal agencies that participate in EAS.
<b>FIPS Codes</b>	Federal Information Processing System number assigned to states and counties defining geographic areas.
<b>Header Codes</b>	A single string of intelligent ASCII data that includes the originator, event, location, time period, and other basic information concerning an EAS test or alert.
<b>L-Code</b>	The portion of the EAS header code which describes the targeted geographic area for the EAS message.
<b>LECC</b>	Local Emergency Communications Committee.
<b>Local Area Plan</b>	The plan developed by a committee in each local operational area that outlines the EAS system and procedures for that particular area. The local area plan for the appropriate operational area is included in the state plan.
<b>Local Emergency Communications Committee</b>	<b>(LECC)</b> A committee made up of representatives from broadcast radio and television stations, cable systems, county/city government and emergency management. It is a subcommittee of the Washington State Emergency Communications Committee and is responsible for approving and administering the plan.
<b>Local Operational Area</b>	An operational subdivision of the state.
<b>Location Code</b>	A six-digit ASCII code in the EAS header that specifies the location of an emergency utilizing the five character FIPS code of a state and county, and a sixth character to designate one of nine divisions of a county.
<b>LP</b>	Local Primary. One or more broadcast stations in each local area has been designated as a local primary station. The LP is the primary source of EAS programming for the local area. A local area may have more than one LP, in which case the stations are designated LP-1, LP-2, etc.
<b>LPTV</b>	Low-power television station.
<b>LRN</b>	Local Relay Network. A radio or other communications system used to distribute sources of local operational area EAS information to broadcast stations and cable systems in the local area.
<b>National Alert</b>	EAS alert of national origin.
<b>NN</b>	Non-participating National. Broadcasters which elect not to participate in national level EAS. These stations must sign off the air during national alerts, but may elect to participate in local EAS.
<b>NOAA</b>	National Oceanic and Atmospheric Administration. One of three federal agencies that participate in EAS.
<b>NOAA Weather Radio</b>	<b>(NWR)</b> A service of the National Weather Service that provides continuous broadcasts of the latest weather information and any weather-related emergency warnings to a local area. NWR uses seven VHF radio frequencies.

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<b>TERM</b>	<b>DESCRIPTION</b>
<b>Nuclear Plant / Industrial Plant</b>	Nuclear and other industrial plants with a potential for dangerous conditions may have their own specific EAS plans which must conform to EAS standards and be approved by the LAECC.
<b>NWR</b>	NOAA Weather Radio.
<b>NWS</b>	National Weather Service. NWS is an operation of NOAA that is directly responsible for issuing local weather-related emergency alerts and warnings in addition to day-to-day forecasts and other weather activities.
<b>Originator</b>	The entity that originates an EAS alert.
<b>Originator Code</b>	A three-character ASCII code in the EAS header that identifies the entity that originates an EAS test or alert.
<b>PEP</b>	Primary Entry Point. A broadcast station which can serve as an entry point for national EAS information in the event that the primary national alerting methods are inoperable.
<b>PN</b>	Participating National. Broadcast stations and cable systems that deliver all levels of EAS to the general public, including local information.
<b>Protocol</b>	A standard set of guidelines by which digital information is encoded and decoded, including the common code structure, the character set used, the sequence and timing of codes, and modulation technique used for radio transmission.
<b>RMT</b>	Required Monthly Test. A coordinated monthly test of EAS operations involving the full receiving and transmission of EAS codes, attention signal, EAS test programming, and EAS end-of-message codes.
<b>RWT</b>	Required Weekly Test. An independent weekly test of EAS equipment only involving the decoding and encoding of EAS header codes and end-of-message codes.
<b>SECC</b>	State Emergency Communications Committee.
<b>SRN</b>	State Relay Network. A system of facilities used to distribute state EAS activations and programming across the state.
<b>State EAS Plan</b>	A document that outlines the organization and implementation of EAS in Washington State. It includes monitoring assignments, actions to be taken in emergency activations, and other guidelines for broadcasters and cable personnel in use of the EAS in Washington State.
<b>State Emergency Communications Committee (Washington)</b>	<b>(SECC)</b> The state committee who administers the EAS plan at the state level.
<b>Time-Duration Code</b>	A four-digit ASCII code in the EAS header that defines how long the EAS activation is valid.

## Local Relay Network (LRN) Chart





PRE-PREPARED MESSAGE  
EMERGENCY ALERT SYSTEM (EAS)

*The attached EAS sample form may be used or altered as needed to enact an alert message.*

MESSAGE

**This is the** (state: name of person and entity delivering EAS message) . . . **the following is not a test; I repeat the following is not a test.** A (state: situation along with location and affected areas).

**This** (state: situation) **has the potential to** (describe: the potential for damage to life and property). **People in and around** (state: location) **are threatened.**

**If you are in the area(s) of** (state: location and evacuation/safety instructions to public). **Do not delay. Do not call 911.** (State: evacuation/safety instructions to public).

REPEAT MESSAGE

**I repeat, this is not a test.** (State: situation along with location and affected areas.)

**This** (state: situation) **has the potential to** (describe: the potential for damage to life and property). **People in and around** (state: location) **are threatened.**

**If you are in the area(s) of** (state: location and evacuation/safety instructions to public). **Do not delay. Do not call 911.** (State: evacuation/safety instructions to public again.)

**Stay tuned to your local radio station for further details. This is an emergency message from** (state: name of person and entity delivering the message).

*See Attached Example Message & Form*

EXAMPLE MESSAGE  
EMERGENCY ALERT SYSTEM (EAS)

*The attached EAS sample form may be used or altered as needed to enact an alert message.*

MESSAGE

This is **Lewis County Sheriff Steve Mansfield**. The following is not a test; I repeat the following is not a test. **A hazardous materials accident has occurred on I-5 near exit 72 in Napavine.**

This **hazardous materials accident involves a large spill of an unknown chemical substance** that has the potential to **cause serious injury and or loss of life to those in and around the area who are unprotected**. People in and around the **area of I-5 near exit 72, Napavine** are threatened.

If you are in the area of **I-5 exit 72, Napavine**, you should **immediately evacuate the area, or shelter in place**. Do not delay. Do not call 911. **Immediately evacuate the area or shelter in place.**

REPEAT MESSAGE

I repeat, this is not a test. **A hazardous materials accident has occurred on I-5 near exit 72, Napavine.**

This **hazardous materials accident involves a large spill of an unknown chemical substance** that has the potential to **cause serious injury and or loss of life to those in and around the areas who are unprotected**. People in and around the **area of I-5 near exit 72, Napavine** are threatened.

If you are in the area(s) of **I-5 near exit 72, Napavine**, you should **immediately evacuate the area or shelter in place**. Do not delay. Do not call 911. **Immediately evacuate the area or shelter in place.**

Stay tuned to your local radio station for further details. This is an emergency message from **Lewis County Sheriff Steve Mansfield**.

PRE-PREPARED MESSAGE FORM  
EMERGENCY ALERT SYSTEM (EAS)

MESSAGE

This is the \_\_\_\_\_ . The following is not  
(Name of person and entity delivering EAS message)  
a test; I repeat the following is not a test. A \_\_\_\_\_  
\_\_\_\_\_  
(Situation along with location and affected areas)

This \_\_\_\_\_ has the potential to \_\_\_\_\_  
(Situation) (Describe: the potential for damage to life and property).  
\_\_\_\_\_

People in and around \_\_\_\_\_ are threatened.  
(Location)  
If you are in the area(s) of \_\_\_\_\_  
(Location and evacuation/safety instructions to public)

Do not delay. Do not call 911. \_\_\_\_\_  
(Evacuation/safety instructions to public)

REPEAT MESSAGE

I repeat, this is not a test. A \_\_\_\_\_  
\_\_\_\_\_  
(Situation along with location and affected areas)

This \_\_\_\_\_ has the potential to \_\_\_\_\_  
(Situation) (Describe: the potential for damage to life and property).  
\_\_\_\_\_

People in and around \_\_\_\_\_ are threatened.  
(Location)  
If you are in the area(s) of \_\_\_\_\_  
(Location and evacuation/safety instructions to public)

Do not delay. Do not call 911. \_\_\_\_\_  
(Evacuation/safety instructions to public)

Stay tuned to your local radio station for further details. This is an emergency message  
from \_\_\_\_\_  
(Name of person and entity delivering the message).

Lewis County  
Emergency Alert System (EAS) Plan

Date of Departmental Review:	Approval Date:	Effective Date:	Expiration Date:
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STANDARD OPERATING PROCEDURE - MyStateUSA

1. **TITLE:** Lewis County Department of Emergency Management MyStateUSA Operating Instructions.

2. **PURPOSE AND SCOPE:**

This SOP describes the operating procedures for use of the Lewis County Department of Emergency Management's (DEM) MyStateUSA System to initiate:

Emergency Telephone Notification (ETN) Calls  
Internal Emergency Message (email / text / fax) Alert  
Non-Emergency Message (email / text / fax) Alert  
Emergency Alert System (EAS) Broadcast

The use of the ENDEC System to initiate:

Emergency Alert System (EAS) Broadcast

3. **REFERENCES AND FORMS:**

- A. Lewis County – Comprehensive Emergency Management Plan, as amended.
- B. Title 47 U.S.C. 151, 154 (i) & (o), 303 O, 524(g) & 606; and 47 C.F.R. Part 11, FCC Rules & Regulations, Emergency Alert System, as amended.
- C. Washington State Emergency Alert System Plan, as amended.
- D. Lewis County Emergency Alert System Plan

4. **DEFINITIONS:**

- A. **Emergency Telephone Notification (ETN):** A component of the MyStateUSA system that sends an emergent text to voice phone message to individuals / businesses from a user selected map area and / or database list.
- B. **Emergency Alert System (EAS):** A national alerting system composed of broadcast (television & radio) and cable network providers issuing emergency warnings/information to the public that may help save lives.
- C. **Emergency Internal Message:** A component of the MyStateUSA system that sends an email to individuals / groups from a user selected database list or preformatted email template.
- D. **Non-Emergency Message:** A component of the MyStateUSA system that sends an email to individuals / groups from a user selected database list.
- E. **Emergency:** A situation posing an extraordinary threat to the safety of life and property. Examples include floods, earthquakes, winter snow or wind storms, hazardous material accidents, civil disorders, and radiological emergencies.
- F. **Serious Emergency:** An emergency situation as noted above in which the following criteria are met:
  - Lives are in danger.
  - Direction provided by EAS has the potential to save lives.
  - Effective warning cannot be accomplished by other means.

Note: MyStateUSA can send a user selected combination of text-to-voice phone call, text message, email, and/or fax with any of the above alerts.

**5. RECORDS KEPT:**

- A. MyStateUSA System Administrator Record of Training / Acceptable Use Memo(s)
- B. MyStateUSA System Message / Broadcast Electronic Log(s).

**6. GENERAL INFORMATION:**

- A. The MyStateUSA ETN can be utilized in conjunction with an EAS Broadcast (see EAS Activation Plan) or as a stand-alone alert that provides emergent information to user selected geographic areas. Follow-up non-emergent instructions for the public will be disseminated by the responsible agency through normal media channels.
- B. There is no single method of warning available for Lewis County, so a combination of warning methods must be utilized (EAS, Emergency Telephone Notification (ETN), email, public address systems, door to door notifications, etc.).
- C. The National Weather Service (NWS) will activate the EAS for all weather related incidents.
- D. Washington State Emergency Management (EMD) will activate the EAS for events that affect multiple counties (i.e. earthquakes).
- E. DEM, E911 Communications, and any other authorized designees listed in the EAS Plan can originate an ETN within the county.
- F. Notification of affected jurisdictions and government officials will occur as near simultaneous to the transmission of the ETN as possible by phone, radio, email, or other means possible. In addition to local notifications, Washington State EMD must be promptly apprised of the situation generating ETN alert.
- G. Technical procedures for sending an EAS Broadcast and/or ETN Alert are vastly different based on launching platform; however emergent message content is the same as noted in the Message Preparation section of both SOPs.
- H. While issuance of ETN alert is time-critical, the message must be clear and provide specific direction. All messages must include the following when applicable:
  - The name of the agency issuing the warning.
  - What type of event is threatening (has or will happen).
  - Where it will happen and the geographic area affected.
  - Recommended emergency protective measures (shelter in place, prepare for/evacuate, etc.).
  - If evacuation is required, identify the hazard area and specify desirable transportation routes or direction of travel for evacuees to seek safety.
  - Reassure citizens that officials are addressing the incident.
  - A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies.
  - Advise the public to listen to their local news stations for additional emergency information.

**7. SPECIFIC INSTRUCTIONS – Message Preparation:**

**INCIDENT COMMANDER (IC)**

Upon determining that an ETN message must be initiated to preserve lives, the IC will contact their ETN initiating agency or alternate with the following information:

A. Name of agency requesting/issuing the warning (i.e. Fire Service or Law Enforcement Agency):

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B. What type of event will/is threatening – incident type (i.e. Train derailment with a release of poisonous gas):

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C. What is the geographic area affected – area immediately affected and downwind/stream areas to be affected (i.e. Boundaries – North/South from/to; East/West from/to):

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D. Recommended emergency protection measures – Shelter-In-Place (SIP) and/or Evacuate:

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E. If evacuation is required, what are the recommended routes/direction of travel and destination (if known) for evacuees:

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F. A brief statement on what is being done to address the situation (reassurance statement):

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**INITIATING AGENCY**

Upon receiving a request to initiate an ETN message the Initiating Agency must verify:

- The emergency situation and ensure that it meets all the following criteria:
  - Lives are in danger
  - Direction provided by ETN has the potential to save lives
  - Effective warning cannot be accomplished by other means.
  
- Prepare a voice message based on items A-F (above) received from the IC and include items G and H below.

G. A statement encouraging people to avoid using the telephone systems for the first few hours except for life-threatening emergencies:

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H. A statement advising the public to monitor their local news stations for additional emergency information:

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**8. STEP-BY-STEP INSTRUCTIONS:**

Section A. for MyStateUSA Logon

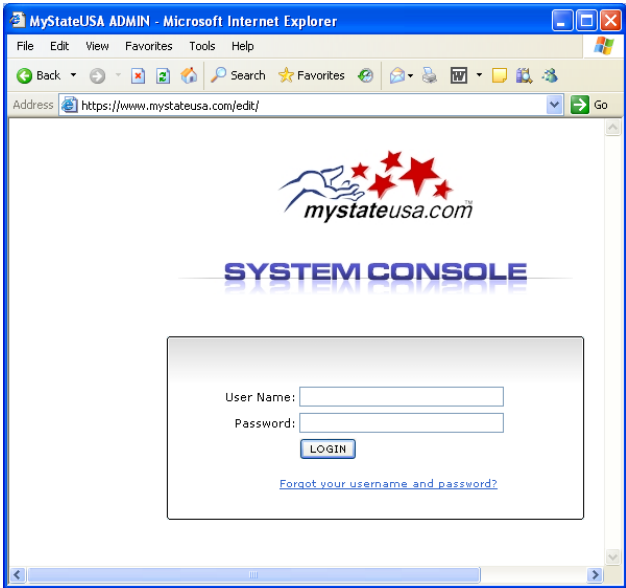
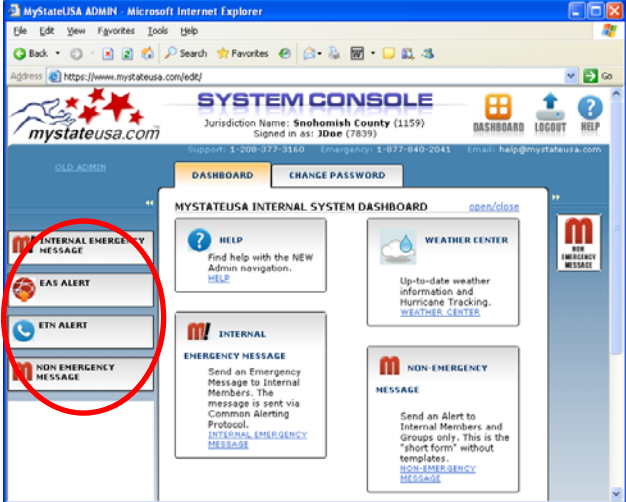
Section B. for Emergency Telephone Notification (ETN) Calls

Section C. for Internal Emergency Message (email / text) Alert

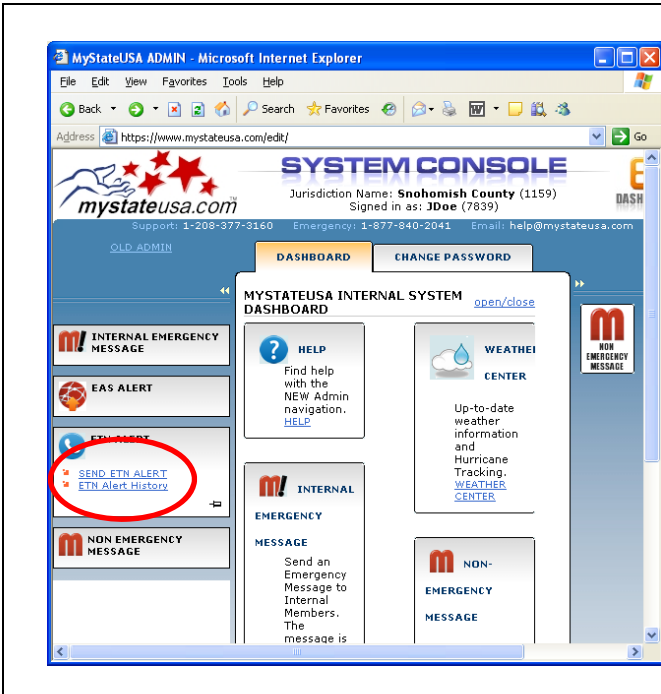
Section D. for Non-Emergency Message (email / text) Alert

Section E. for Emergency Alert System (EAS) Broadcast – VIA MyStateUSA System

Section F. for Emergency Alert System (EAS) Broadcast – VIA Endec System

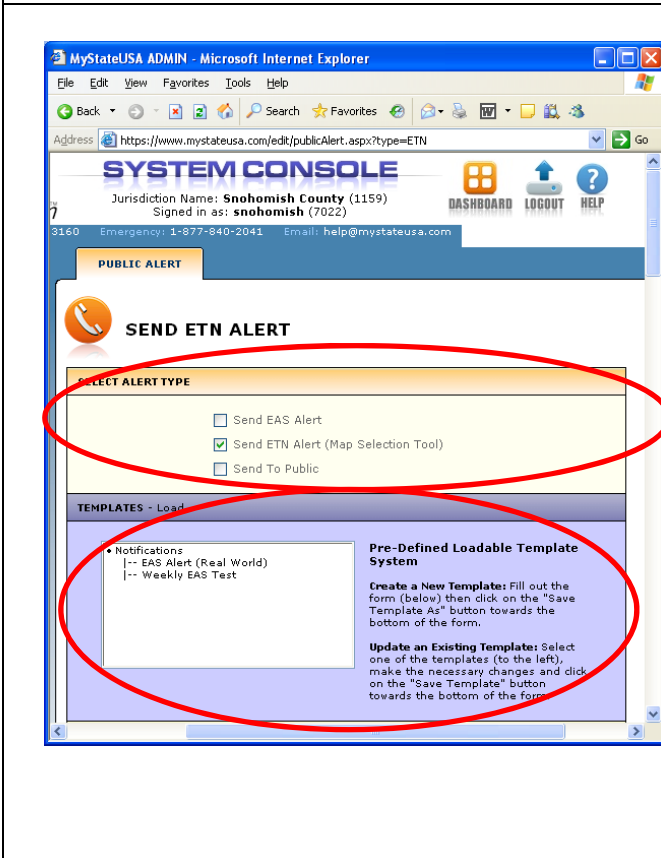
 A screenshot of a Microsoft Internet Explorer browser window titled "MyStateUSA ADMIN - Microsoft Internet Explorer". The address bar shows "https://www.mystateusa.com/edit/". The main content area features the MyStateUSA logo (a hand holding stars) and the text "SYSTEM CONSOLE". Below this is a login form with two input fields: "User Name:" and "Password:". A "LOGIN" button is positioned below the password field. A link "Forgot your username and password?" is located below the login button.	<p><b>Section A – MyStateUSA Logon:</b></p> <ol style="list-style-type: none"><li>1. Open Internet Explorer.</li><li>2. Navigate to the MyStateUSA Admin Logon Portal at: <a href="https://www.mystateusa.com/edit/">https://www.mystateusa.com/edit/</a></li><li>3. Input your User Name and Password and click the “LOGIN” button.</li></ol>
 A screenshot of the MyStateUSA System Console dashboard. The page title is "SYSTEM CONSOLE" and the jurisdiction is "Snohomish County (1159)". The user is signed in as "Doe (7839)". The dashboard contains several sections: "HELP" (Find help with the NEW Admin navigation), "WEATHER CENTER" (Up-to-date weather information and Hurricane Tracking), "INTERNAL EMERGENCY MESSAGE", "EAS ALERT", "ETH ALERT", "NON EMERGENCY MESSAGE", "INTERNAL EMERGENCY MESSAGE" (Send an Emergency Message to Internal Members), and "NON-EMERGENCY MESSAGE" (Send an Alert to Internal Members and Groups only). A red circle highlights the "INTERNAL EMERGENCY MESSAGE" and "EAS ALERT" buttons in the left-hand navigation menu.	<ol style="list-style-type: none"><li>4. You are now at the MyStateUSA System Console; select the function you would like to initiate as highlighted by the red circle on the left:</li></ol> <p>Note: System Console view may vary slightly based upon permissions assigned to your account.</p>





**Section B – Emergency Telephone Notification (ETN):**

1. From the ETN menu you can:  
Send ETN Alert  
View ETN History
2. Select “Send ETN Alert.”



You are now at the compose ETN Alert Form:

**a. Select Alert Type Block:**

Send ETN Alert is automatically selected and requires no further input.

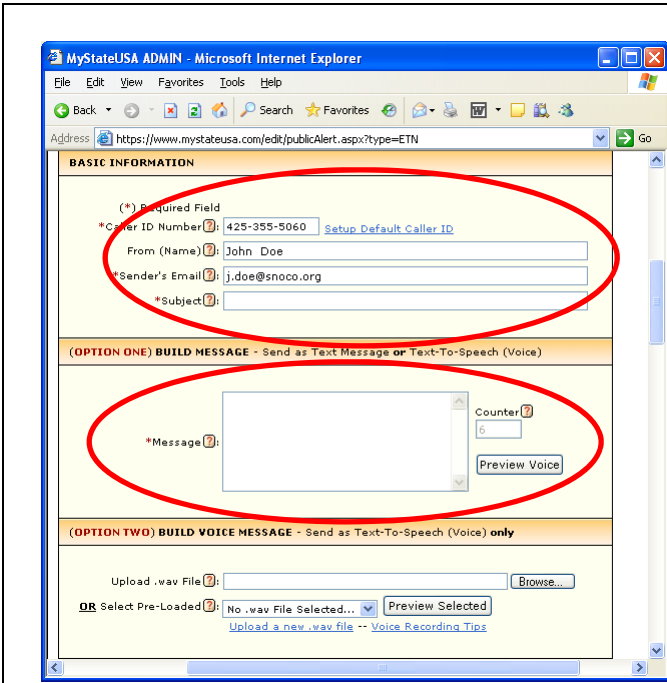
Depending upon your assigned account privileges you may have the authority to send an EAS broadcast in conjunction with an ETN Alert; to utilize check the EAS block.

Instructions on the use of the ETN Map tool are contained in Section C below.

**b. Templates – Load Block:**

Will load pre-configured information into various blocks of the Alert Form.

Use your mouse pointer to select a Template from the menu, a selected Template will highlight in blue.



**c. Basic Information Block:**

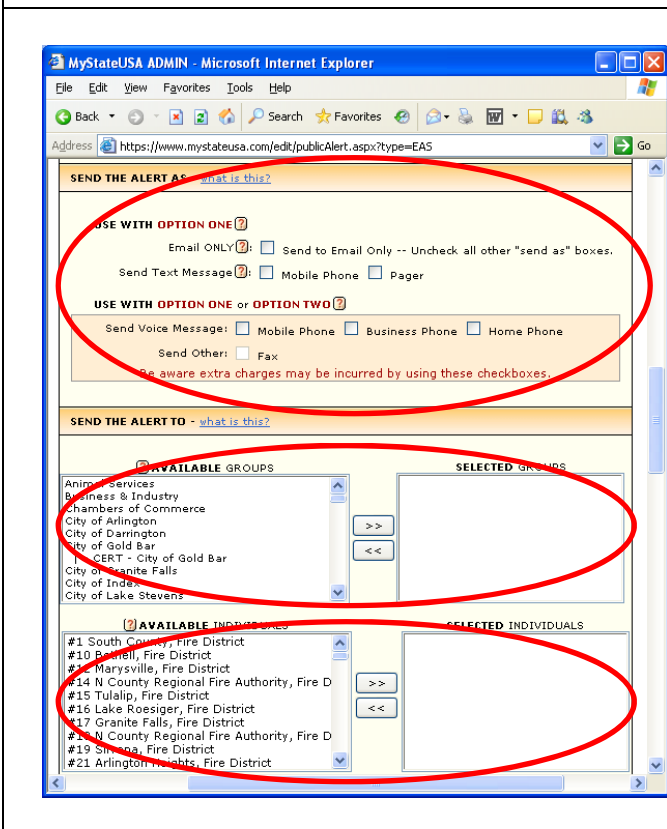
**Caller ID Number, From, and Sender's Email** will auto-fill with information stored in your profile.

**Subject:** Select a clear and concise subject line.

**d. Build Message Block:**

**Message:** Script a clear, concise message using laymen's terms.

Always start with: "This is Name / Title, with Organization"; briefly describe the incident / threat; area/people at risk; and recommended protective measures.



**e. Send The Alert As Block:**

ETN messages may be sent as text message, email, fax, voice, or any combination of the above. The default is email and text messages.

Check the appropriate options to accomplish the ETN Alert.

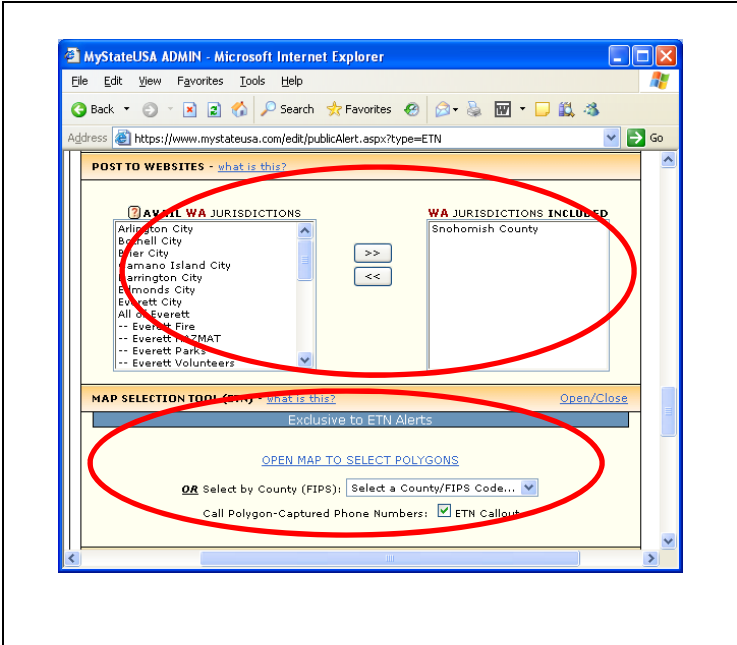
Note: Text to Voice messages and Faxes incur a .16 cent charge per each number called.

**f. Send The Alert To Block:**

You can send the ETN alert to Groups and Individuals.

Select the Available Groups or Individuals from the left column and click the ">>" button to move them to the "Selected" column on the right.

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**g. Post To Websites Block:**

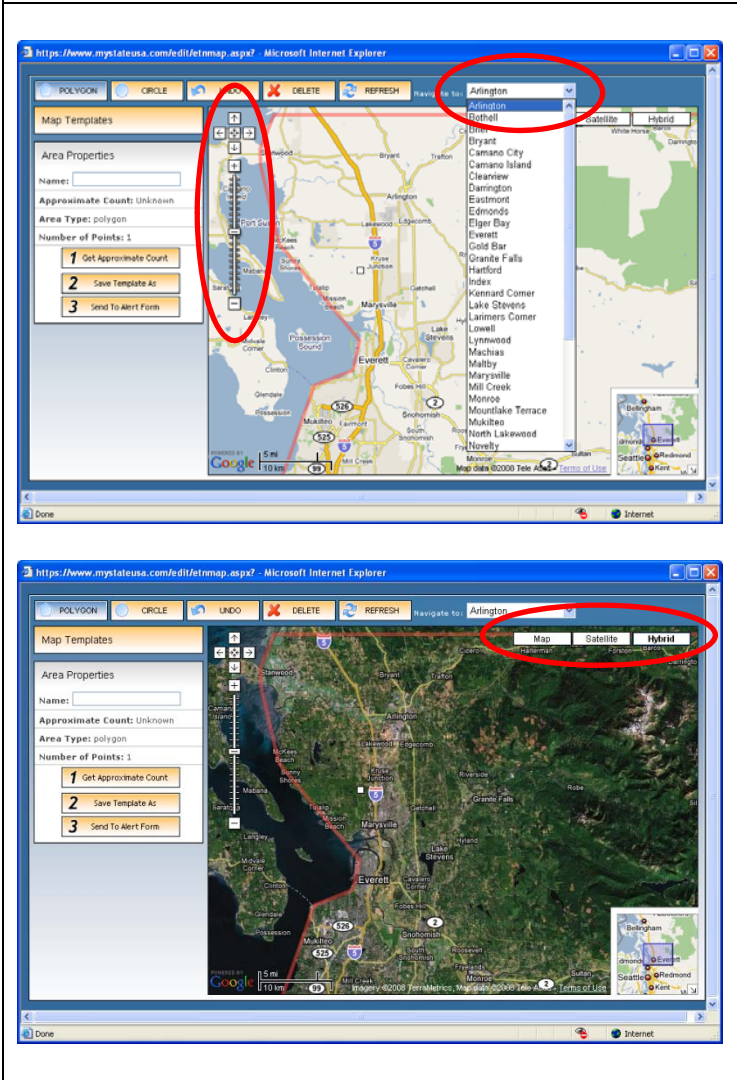
Lewis County is automatically selected and no further action is required.

This will post the information contained in your ETN Alert to the Lewis County **Public** MyStateUSA page.

**h. Map Selection Tool (ETN) Block:**

To select the calling area for the ETN Alert click on the "OPEN MAP TO SELECT POLYGONS" option.

The ETN Map window will open.

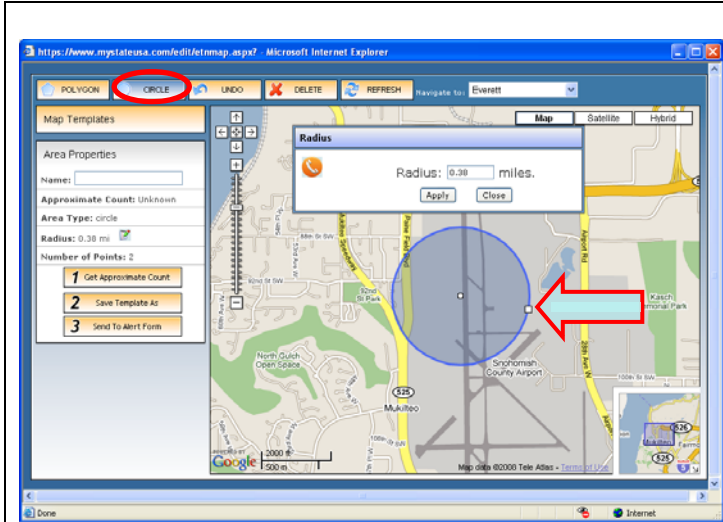


**i. ETN Map Window:**

You can navigate around the ETN map by utilizing the map move / zoom tool (left circle) or the city select (right circle) drop down menu.

You may also place your mouse pointer on the ETN map and left click drag to move the displayed area.

You can switch between map, satellite, or hybrid map views by selecting the desired option on the top right of the map screen.



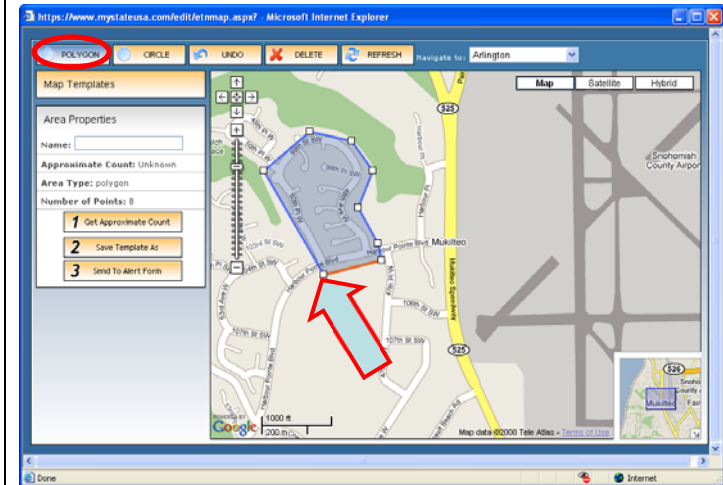
**i. ETN Map Window (continued):**

You can select a user defined circular area of the map by utilizing “Circle” button.

Then mouse click an area on the ETN map, the “Radius” block will appear as well as a small dot on the map.

Enter an initial value for the circle radius in the “Radius” block, a highlighted circle will appear corresponding to the location and size you initially selected.

You can change the size of the circle by left mouse clicking / dragging the outer circle dot.

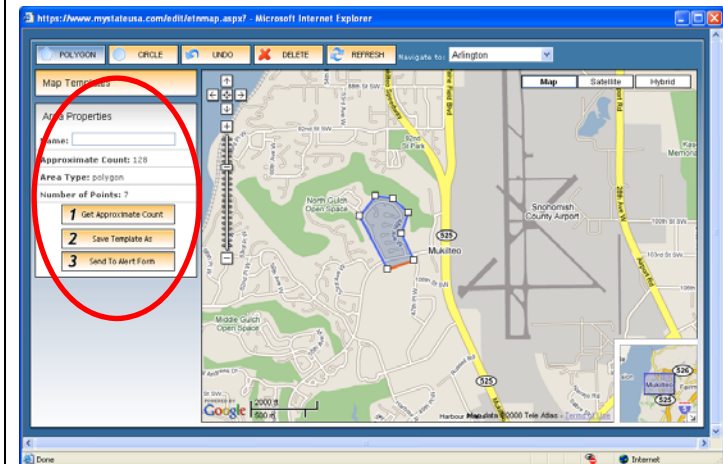


You can change the circle location by left mouse clicking / dragging the inner circle dot.

-----  
You can select a user defined polygon area of the map by utilizing “Polygon” button.

To create your polygon press and hold the “Shift” while left mouse clicking points around the desired map area.

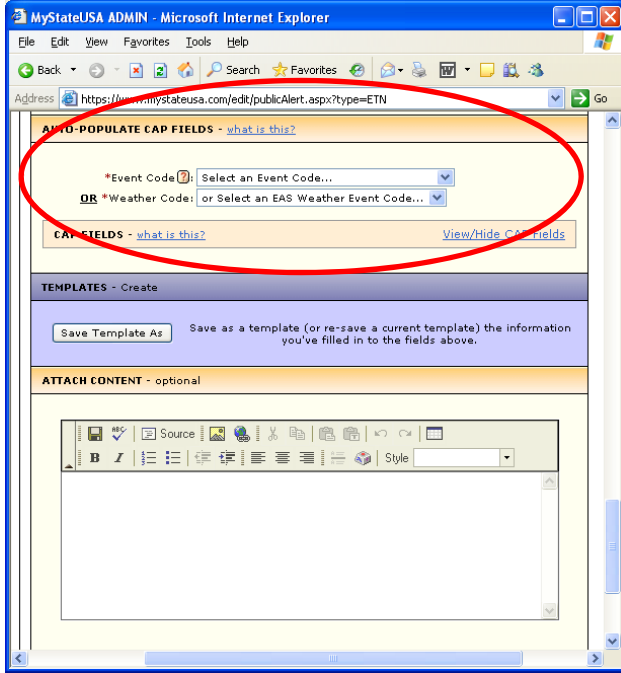
You may choose as many points as needed to create your call area.



If necessary once an area is selected you can move individual points by place the mouse cursor over the point you want to move by left mouse click and drag the point to the desired area.

-----  
After creating your call area polygon select the “1 Get Approximate Count” option. This will provide you with the number of homes / businesses in your call polygon that will receive the ETN call.

Select “3 Send to Alert Form” to transfer your call area selection. This will bring up a message box asking if you are finished with the map tool. Select “Yes” to continue.



**j. Auto-Populate CAP Fields Block:**

You must select an “Event” or Weather” Code appropriate to the ETN Alert you are sending.

See “Section B”, sub-paragraph “i” above for a complete list of Event and Weather codes.

Note: **Event** or **Weather** codes are part of the Common Alerting Protocol (CAP) that will automatically fill parts of your ETN message based upon code selected.

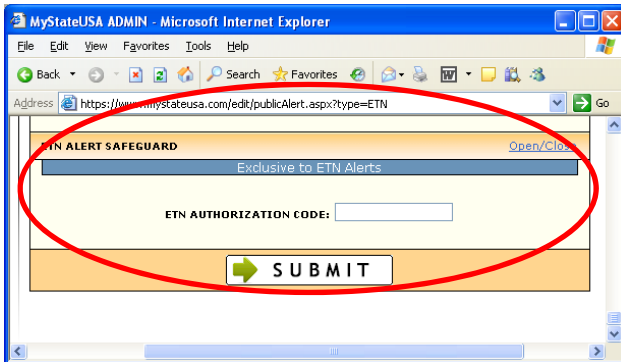
Select Event or Weather Code if / as appropriate to the alert you are sending.

**k. Templates – Create Block**

Not used to send an ETN Alert.

**l. Attach Content – Optional Block:**

Not normally used for an ETN Alert.

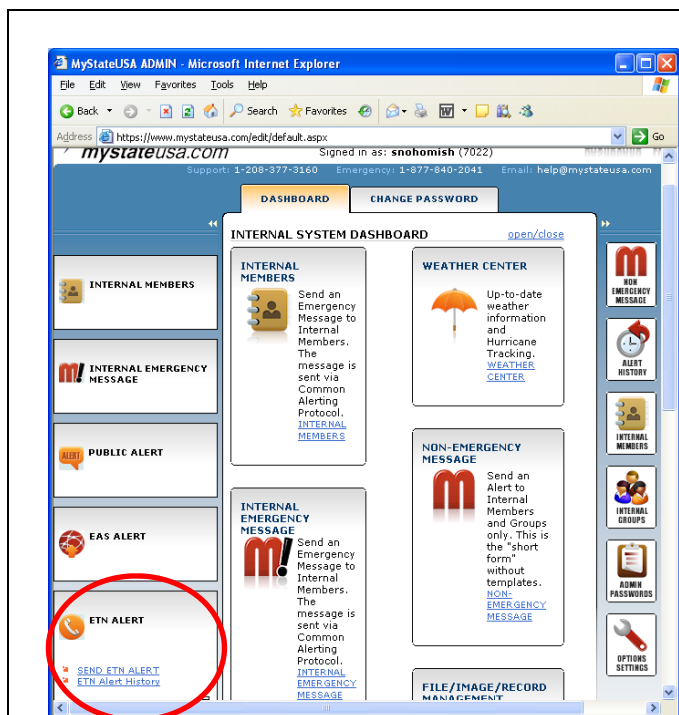


**m. ETN Alert Safeguard Block:**

**ETN Authorization Code:** Enter your assigned authorization code.

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-----

Select the “**Submit**” button to send the ETN Alert.

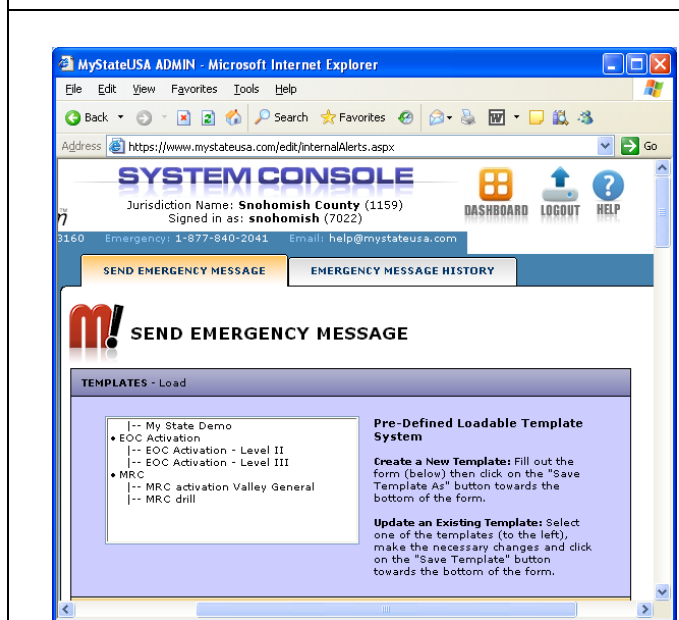


**Section C – Internal Emergency Message:**

1. From the Internal Emergency Message menu you can:

- Send Emergency Message
- View Emergency Message History

2. Select “Send Emergency Message”



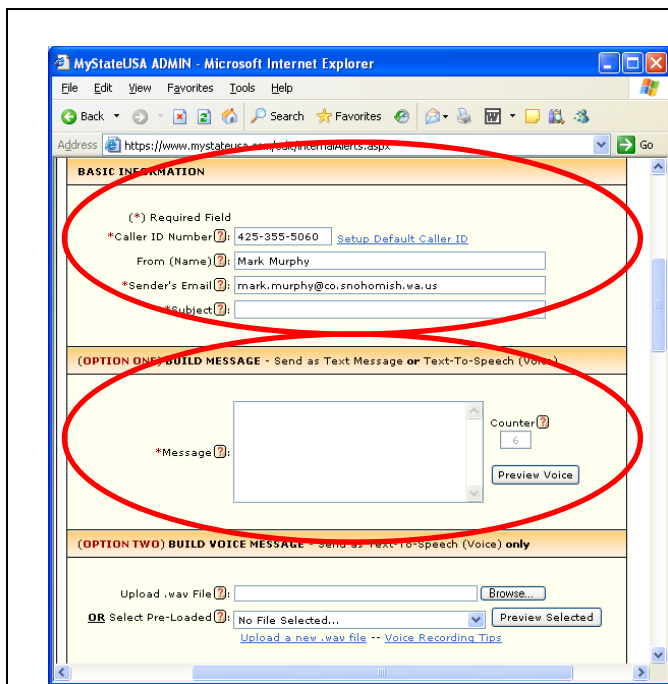
You are now at the Send Emergency Message Form:

**a. Templates – Load Block:**

Will load pre-configured information into various blocks of the Internal Emergency Message Form.

Use your mouse pointer to select a Template from the menu, a selected Template will highlight in blue.

Note: Use of a predefined template will speed the broadcast process and ensure proper notification of DEM Staff.



**b. Basic Information Block:**

**Caller ID Number, From, and Sender's Email** will auto-fill with information stored in your profile.

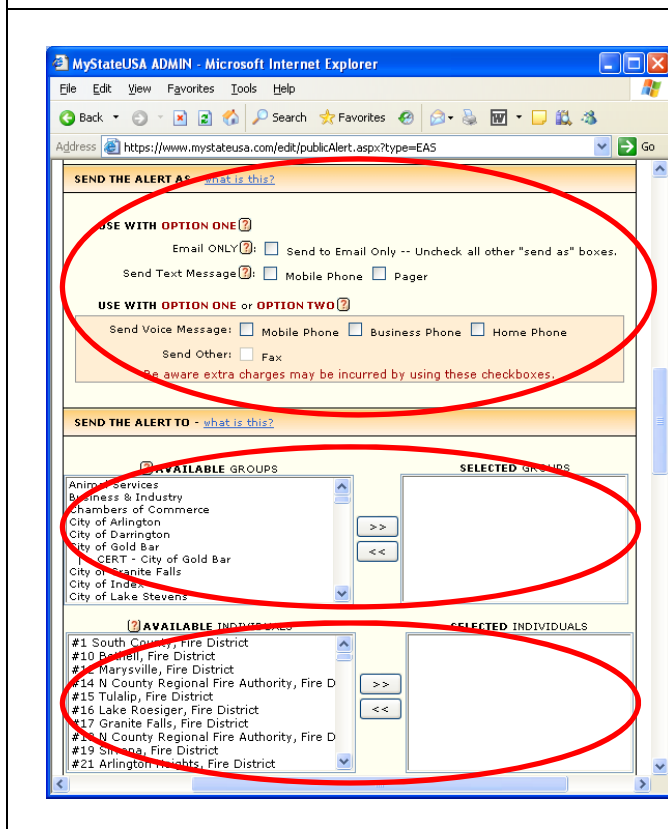
**Subject:** Select a clear and concise subject line.

**c. Build Message Block:**

**Message:** Script a clear, concise message.

**d. Build Voice Message Block:**

Not normally used for a Internal Emergency Message.



**e. Send The Alert As Block:**

Internal Emergency Messages may be sent as text message, email, fax, voice, or any combination of the above. The default is email and text messages.

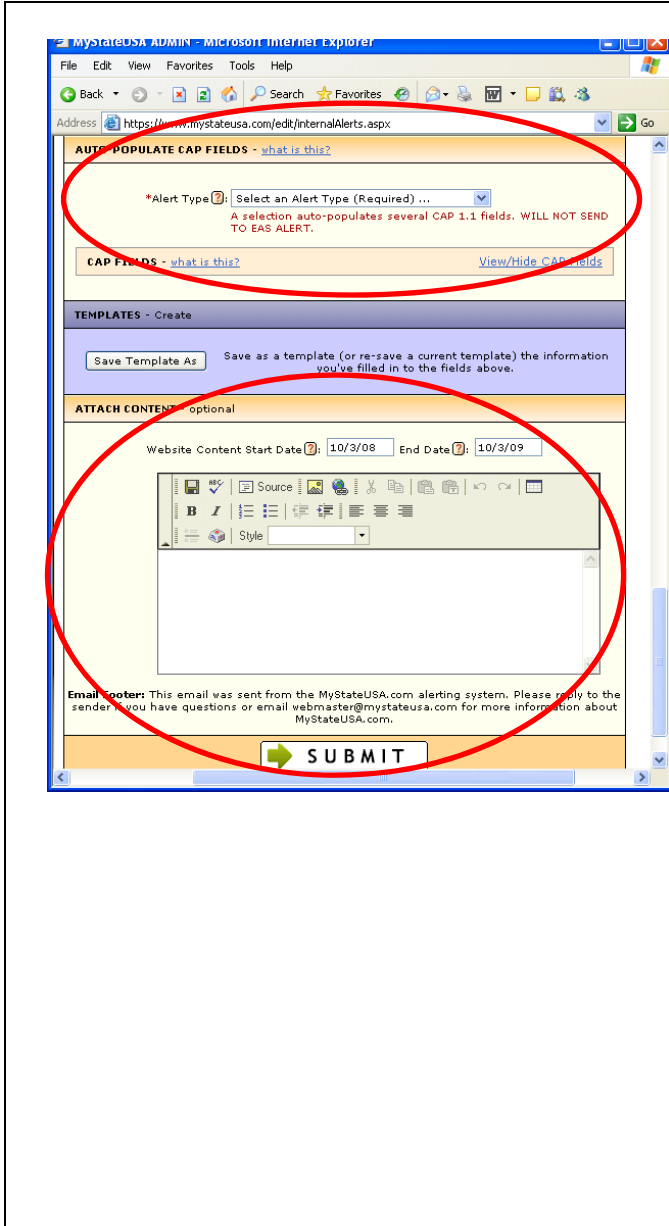
Check the appropriate options to accomplish the ETN Alert.

Note: Text to Voice messages and Faxes incur a .16 cent charge per each number called.

**f. Send The Alert To Block:**

You can send Internal Emergency Message to Groups and Individuals.

Select the Available Groups or Individuals from the left column and click the ">>" button to move them to the "Selected" column on the right.



**g. Auto-Populate CAP Fields Block:**

You must select an “Event” Code appropriate to the Internal Emergency Message you are sending.

See “Section B”, sub-paragraph “i” above for a complete list of Event codes.

Note: **Event** codes are part of the Common Alerting Protocol (CAP) that will automatically fill parts of your message based upon code selected.

Select Event as appropriate to the alert you are sending.

**h. Templates – Create Block:**

Will save pre-configured information into various blocks of the Internal Emergency Message Form.

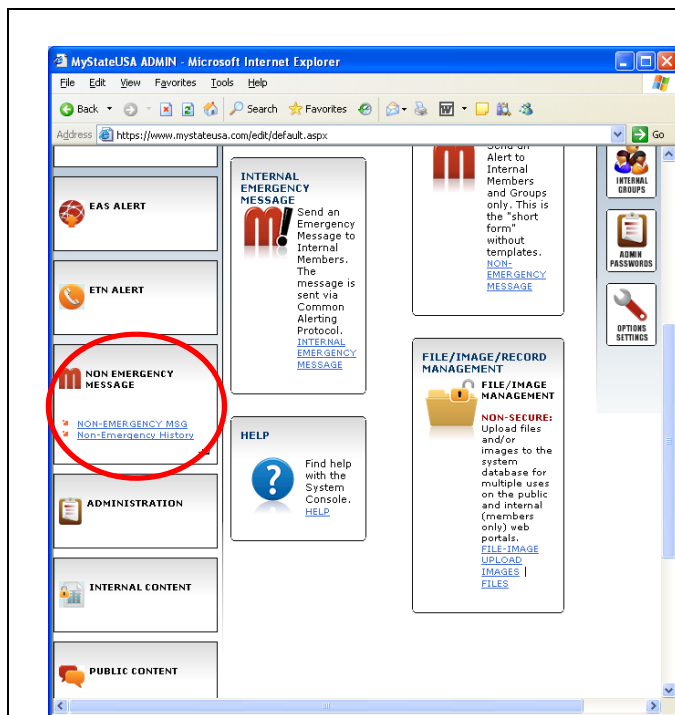
**i. Attach Content Block:**

Allows posting of text, web-site links, and / or jpeg images to the MyStateUSA **Internal** web-site.

The default posting length is 1 year; you can change this setting to a longer or shorter period.

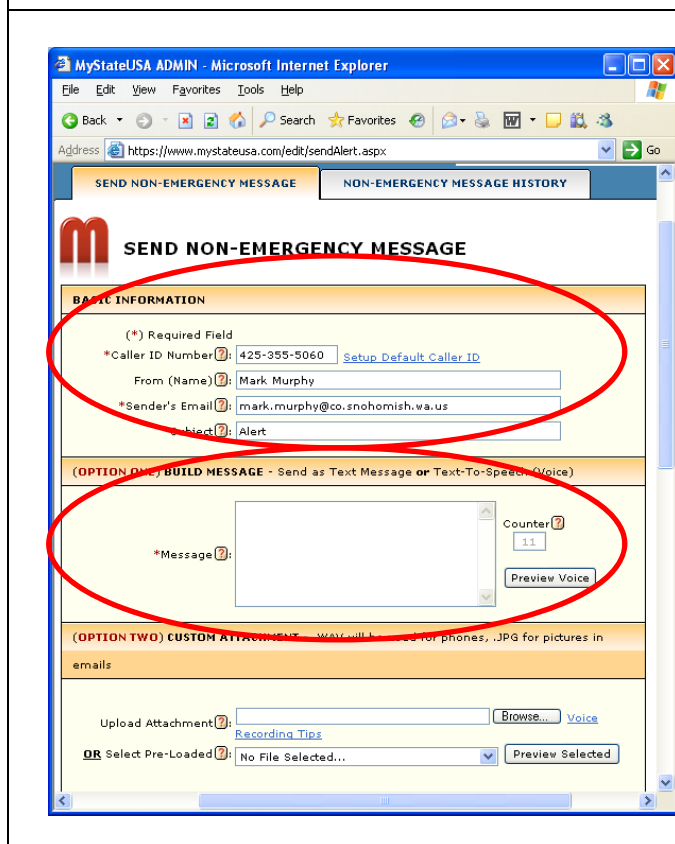
-----  
-----  
Select the **Submit** button to send the Internal Emergency Message.





**Section D – Non-Emergency Message:**

1. From the Internal Emergency Message menu you can:
  - Send Non-Emergency Message
  - View Non-Emergency Message History
2. Select “Send Non-Emergency Message”



You are now at the Send Non-Emergency Message Form:

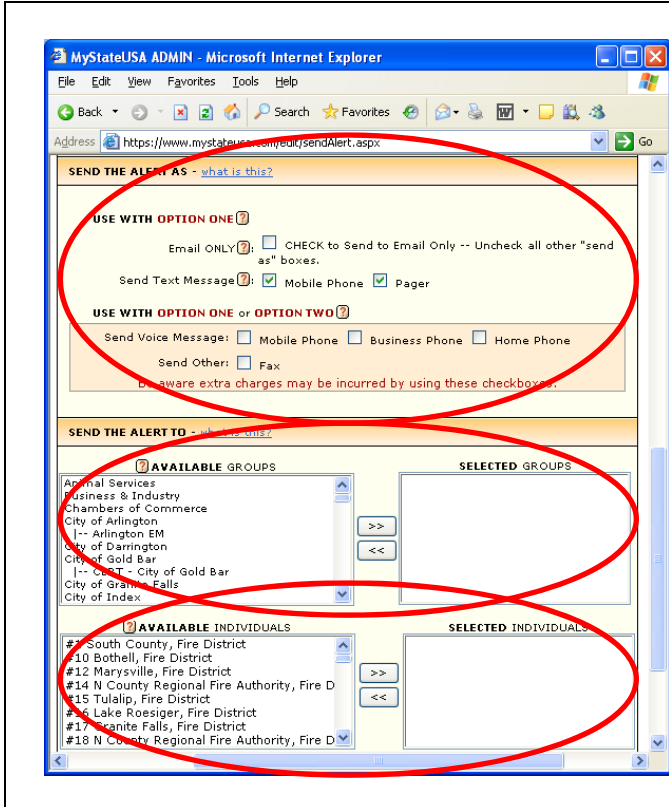
**a. Basic Information Block:**

**Caller ID Number, From, and Sender's Email** will auto-fill with information stored in your profile.

**Subject:** Select a clear and concise subject line.

**b. Build Message Block:**

**Message:** Script a clear, concise message.



**c. Send The Alert As Block:**

ETN messages may be sent as text message, email, fax, voice, or any combination of the above. The default is email and text messages.

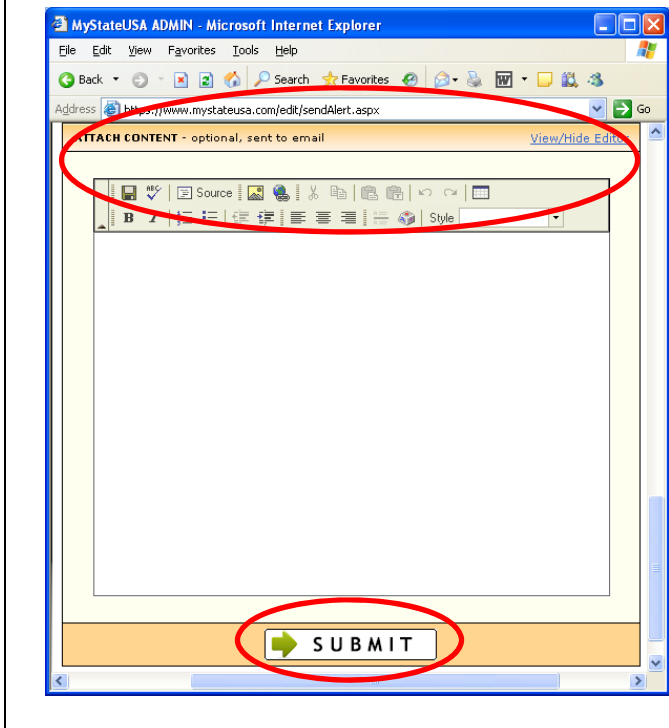
Check the appropriate options to accomplish the ETN Alert.

Note: Text to Voice messages and Faxes incur a .16 cent charge per each number called.

**d. Send The Alert To Block:**

You can send the ETN alert to Groups and Individuals.

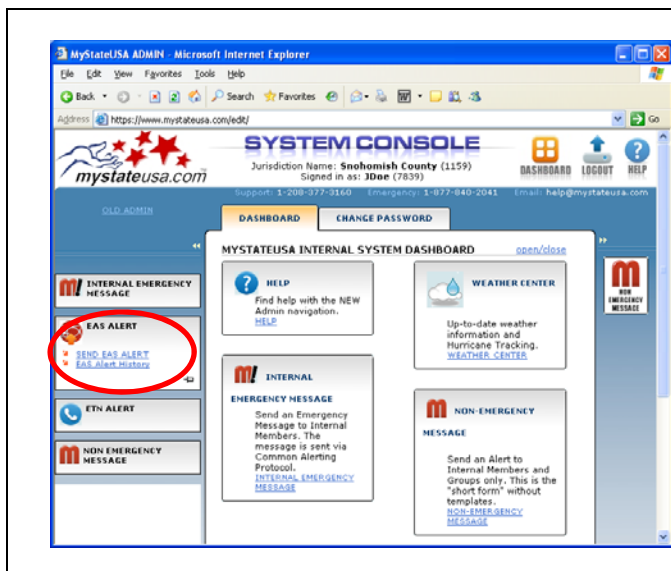
Select the Available Groups or Individuals from the left column and click the ">>" button to move them to the "Selected" column on the right.



**e. Attach Content Block:**

Allows the addition of text, web-site links, and / or jpeg images to the Non-Emergency Message.

-----  
-----  
Select the "Submit" button to send the Non-Emergency Message.



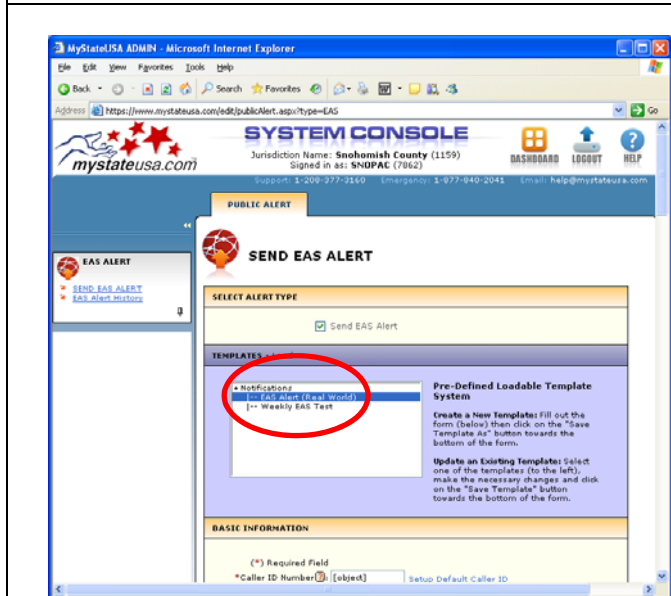
**Section E – Emergency Alert System (EAS) Broadcast VIA MyStateUSA System:**

EAS Broadcast Alerts will activate various participating television and radio systems with a warning tone and message.

1. From the EAS menu you can:

- Send EAS Alert
- View EAS History

2. Select “Send EAS Alert.”



You are now at the compose EAS Alert Form:

**a. Select Alert Type Block:**

Send EAS Alert is automatically selected and requires no further input.

Depending upon your assigned account privileges you may have the authority to send an ETN broadcast in conjunction with an EAS Alert; to utilize check the ETN block.

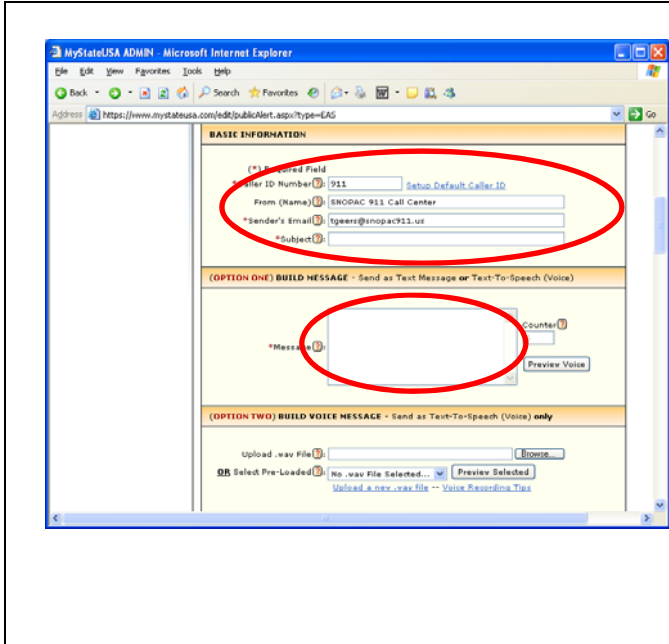
Instructions on the use of the ETN Map tool are contained in Section C below.

**b. Templates – Load Block:**

Will load pre-configured information into various blocks of the Alert Form.

Use your mouse pointer to select a Template from the menu, a selected Template will highlight in blue.

Note: Use of a predefined template will speed the broadcast process and ensure proper notification of DEM Staff.



**c. Basic Information Block:**

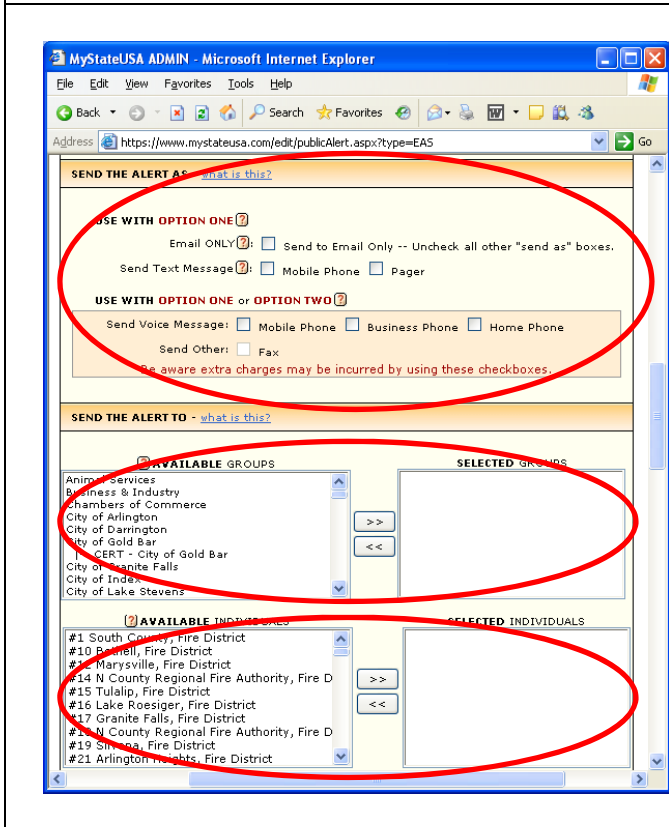
**Caller ID Number, From, and Sender's Email** will auto-fill with information stored in your profile.

**Subject:** Select a clear and concise subject line.

**d. Build Message Block:**

**Message:** Script a clear, concise message using laymen's terms.

Always start with: "This is Name / Title, with Organization"; briefly describe the incident / threat; area/people at risk; and recommended protective measures.

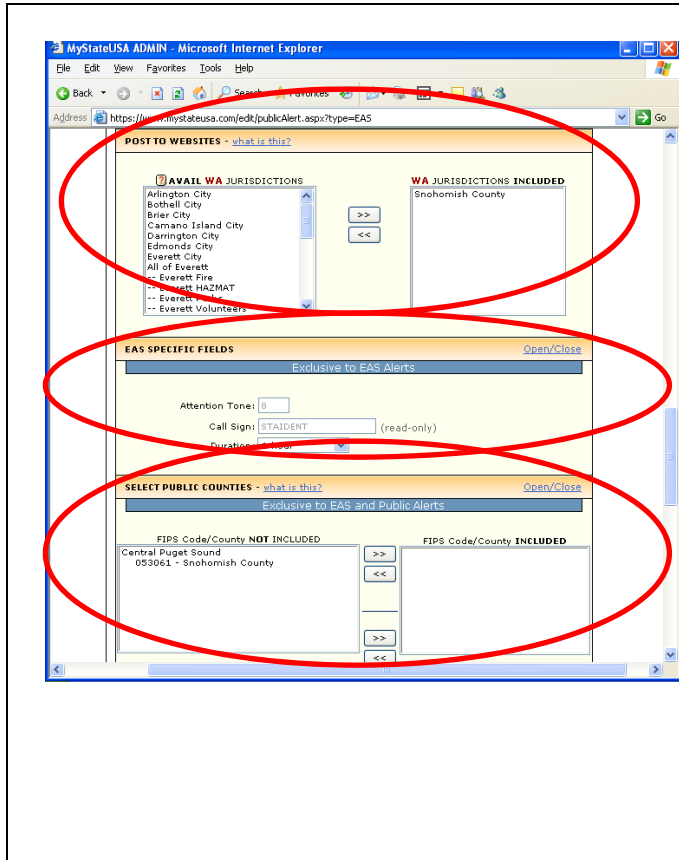


**e. Send Alert As & Send Alert To Blocks:**

No action is required if using a predefined template.

In all other cases utilize the default settings.

Lewis County  
Emergency Alert System (EAS) Plan



**f. Post to Websites Block:**

Lewis County is automatically selected and no further action is required.

This will post the information contained in your ETN Alert to the Lewis County **Public** MyStateUSA page

**g. EAS Specific Block:**

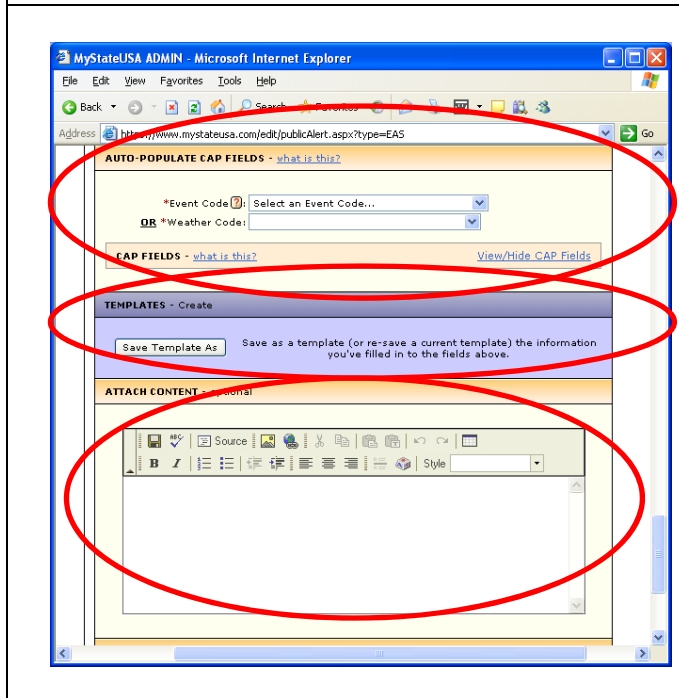
Accept the default.

**h. Select Public Counties Block:**

The "Lewis County" option is only utilized to conduct the EMD scheduled Required Monthly Test.

The "053041" is utilized to conduct Required Weekly Test and Real World EAS broadcast for Lewis County.

Highlight the desired option with your mouse pointer and click the ">>" button to move the selection to the "Included" block.

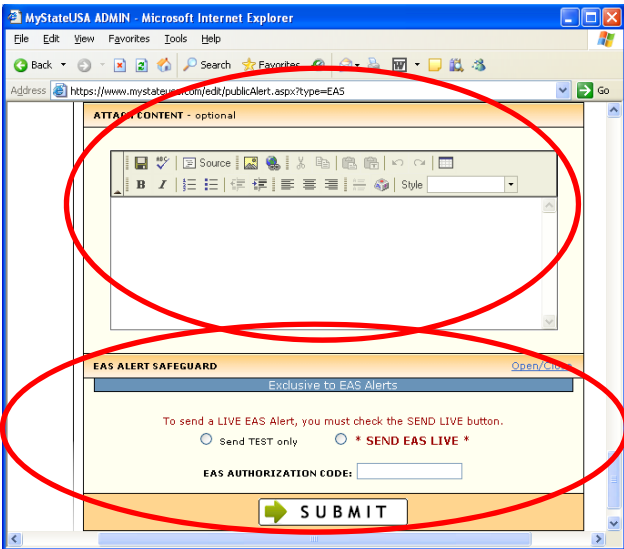


**i. Auto-Populate CAP Fields Block:**

You must select an "Event" or Weather" Code appropriate to the EAS message you are sending.

See list of Event and Weather Codes below

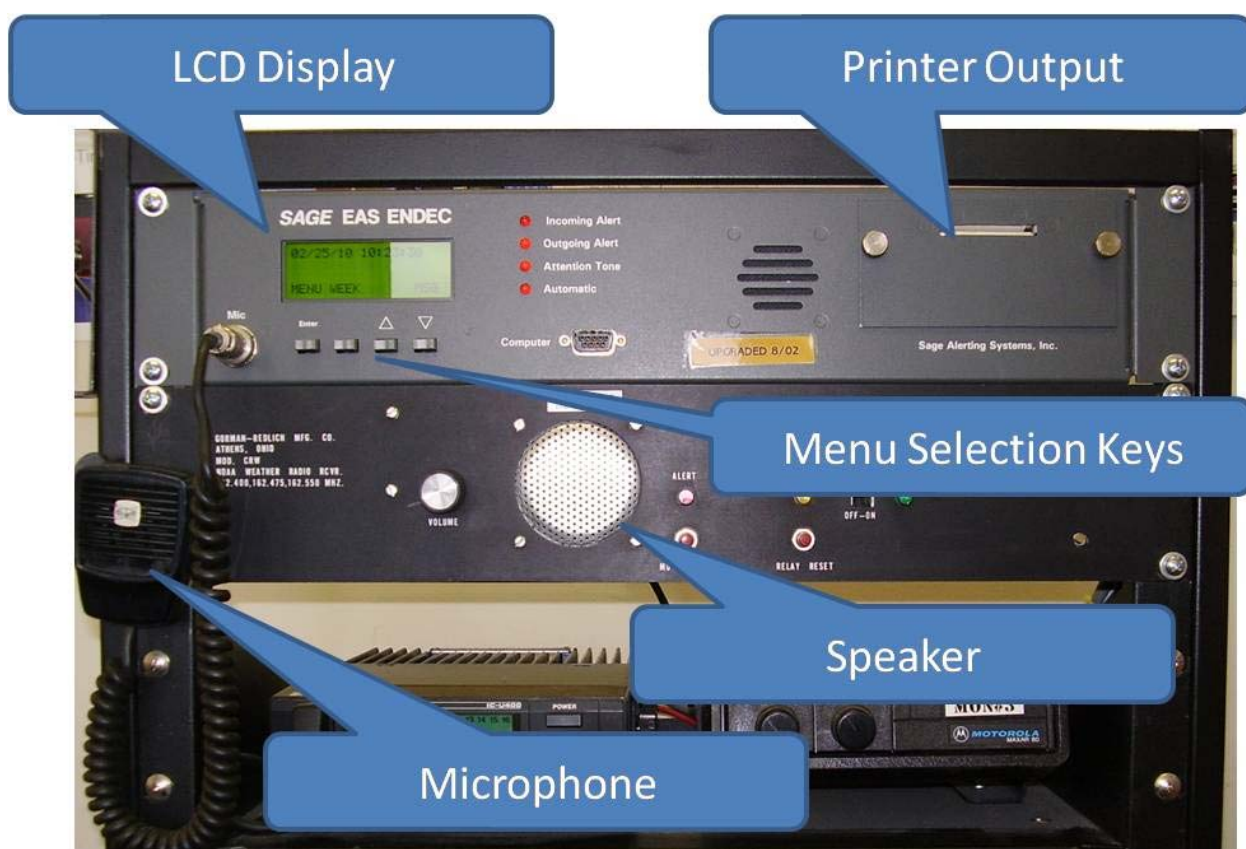
<p>RWT - Required Weekly Test</p> <p>Select an Event Code...</p> <p>ADR - Administrative Message</p> <p>CAE - Child Abduction Emergency</p> <p>CDW - Civil Danger Warning</p> <p>CEM - Civil Emergency Message</p> <p>DMO - Practice/Demo Warning</p> <p>EVI - Evacuation Immediate</p> <p>FRW - Fire Warning</p> <p>HMW - Hazardous Materials Warning</p> <p>LAE - Local Area Emergency</p> <p>LEW - Law Enforcement Warning</p> <p>NMN - Network Message Notification</p> <p>NUW - Nuclear Power Plant Warning</p> <p>RHW - Radiological Hazard Warning</p> <p>RMT - Required Monthly Test</p> <p>-----</p> <p>RWT - Required Weekly Test</p> <p>SPW - Shelter in Place Warning</p> <p>TOE - 911 Telephone Outage Emergency</p>	<p>&lt;-- Event Codes.</p>
<p>or Select an EAS Weather Event Code...</p> <p>or Select an EAS Weather Event Code...</p> <p>AVA - Avalanche Watch</p> <p>AVW - Avalanche Warning</p> <p>BZW - Blizzard Warning</p> <p>CFA - Coastal Flood Watch</p> <p>CFW - Coastal Flood Warning</p> <p>DSW - Dust Storm Warning</p> <p>EQW - Earthquake Warning</p> <p>FFA - Flash Flood Watch</p> <p>FFS - Flash Flood Statement</p> <p>FFW - Flash Flood Warning</p> <p>FLA - Flood Watch</p> <p>FLS - Flood Statement</p> <p>FLW - Flood Warning</p> <p>HLS - Hurricane Statement</p> <p>HUA - Hurricane Watch</p> <p>HUW - Hurricane Warning</p> <p>HWA - High Wind Watch</p> <p>HWW - High Wind Warning</p> <p>SMW - Special Marine Warning</p> <p>SPS - Special Weather Statement</p> <p>SVA - Severe Thunderstorm Watch</p> <p>SVR - Severe Thunderstorm Warning</p> <p>SVS - Severe Weather Statement</p> <p>TOA - Tornado Watch</p> <p>TOR - Tornado Warning</p> <p>TRA - Tropical Storm Watch</p> <p>TRW - Tropical Storm Warning</p> <p>TSA - Tsunami Watch</p> <p>TSW - Tsunami Warning</p> <p>VOW - Volcano Warning</p> <p>WSA - Winter Storm Watch</p> <p>WSW - Winter Storm Warning</p>	<p>&lt;-- Weather Codes.</p>

	<p><b>j. Attach Content Block:</b> Not normally used for an EAS broadcast.</p> <p><b>k. EAS Alert Safeguard Block:</b> Select either “<b>Send TEST only</b>” or “<b>SEND EAS LIVE</b>” button as appropriate.</p> <p><b>EAS Authorization Code:</b> Enter your assigned authorization code.</p> <p>----- -----</p> <p>Select the “<b>Submit</b>” button to send the EAS broadcast.</p>
---	--

## Section F – Emergency Alert System (EAS) Broadcast VIA Endec System:

The SAGE EAS ENDEC is a bare-bones automated system currently utilized to initiate EAS messages in Lewis County. It is comprised of these basic components:

- A. **LCD Display** provides a 4-line display for the interactive menu operating of the SAGE system via the Menu Selection Keys. Note the menu should display the correct date and local time (plus one hour); if the system does not display the correct date/time it is likely that your message will not be forwarded. See the SAGE ENDEC User's Guide for specific details/instructions.
- B. **Printer Output** provides a means to print a log of EAS messages received/transmitted.
- C. **Menu Selection Keys** are utilized to cycle through and select preprogrammed system options.
- D. The system **Microphone** provides the means to record a verbal EAS message.
- E. The **Speaker** provides a means to preview recorded EAS messages prior to broadcast as well as received EAS messages initiated from other EAS stations.





**SPECIFIC INSTRUCTIONS – Message Transmission:**



*Note: You may need to utilize the ^ scroll keys as picture above to select the appropriate option from the menu.*

**Record Audio Message**

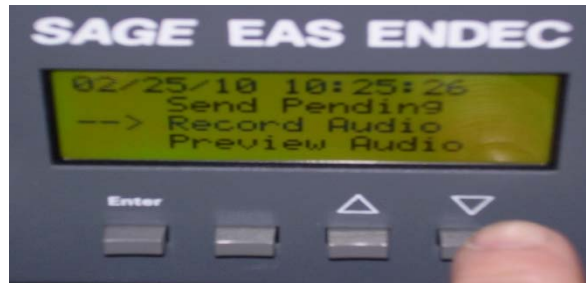
← **1.** Under the word MENU press the ENTER button and the display below will appear:



← **2.** From this menu select **Alerts** option and press the ENTER button and the display below will appear:



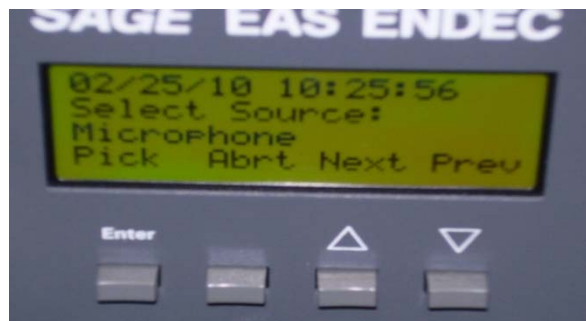
**3.** Scroll down this menu and select **Record Audio** option and press the Enter button → and the display below will appear:



**4.** The Password is 1111, press Enter 4 times and the display below will appear:



**5.** Select the **Microphone** option and press the Enter button →





← **6.** Use the microphone Push-to-Talk (PTT) button to start\* recording message.

**Hold the microphone very close to your mouth and speak loudly!**

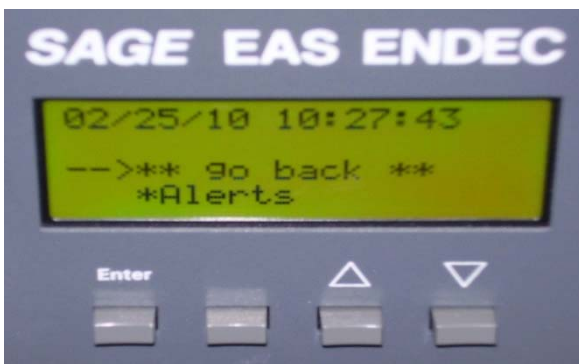
The message may not exceed 2 minutes in length.

**Release the PTT button to end recording.**



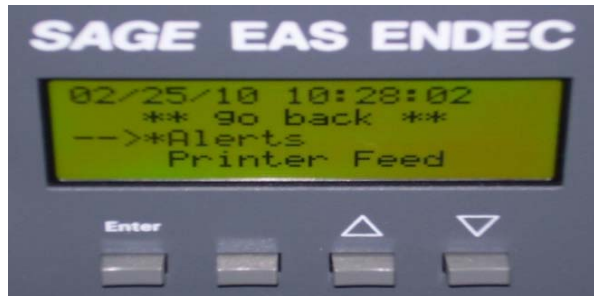
← **7.** Scroll down and select option **Preview Audio** and press Enter to listen to the recorded message.

If not satisfied with recorded message then select option **Record Audio** and re-record message according to procedures previously outlined.



← **8.** When satisfied with recorded message then scroll back up on the menu and select option **\*\* go back \*\*** and press Enter.

The display below will appear:



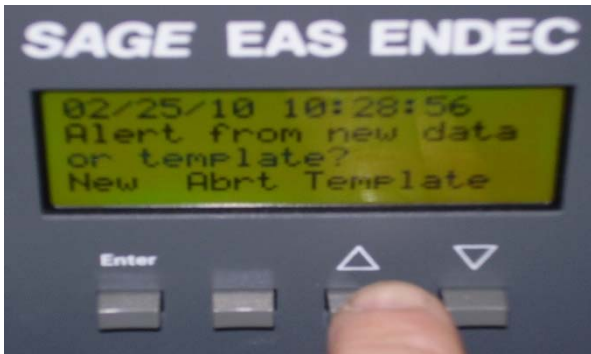
*You are now ready to send the EAS alert.*



10. Select the Originate Alert option and → press the Enter button and the display below will appear:

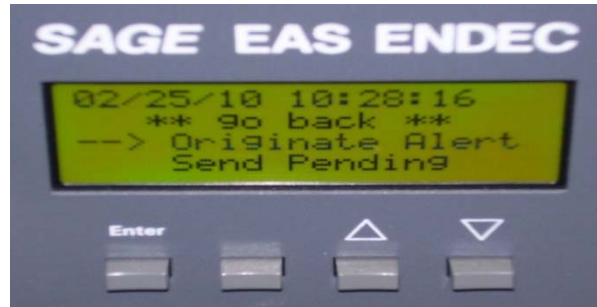


13. Use the **NEXT** arrow key to choose → the appropriate **Template** for the EAS message and press the **Enter** button; the display below will appear:

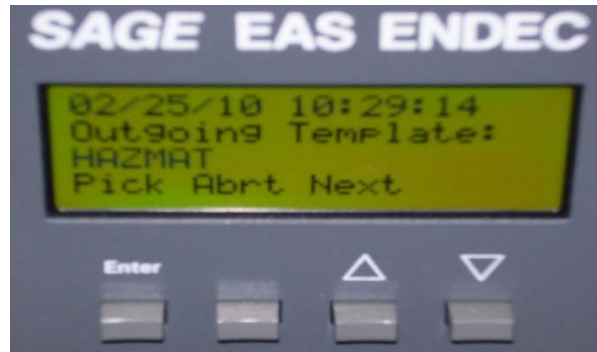


## SEND Recorded EAS Message

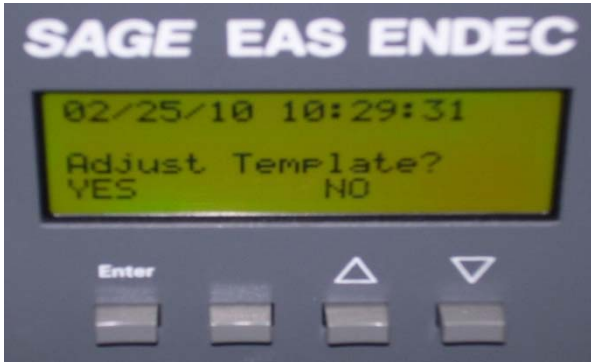
← 9. Select the \*Alerts option and press the Enter button and the display below will appear:



← 11. Once again you will be prompted to enter a Password; the Password is 1111, press Enter 4 times and the display below will appear:



← 12. Press the up scroll key to choose Alert from **Template** and the display below will appear:



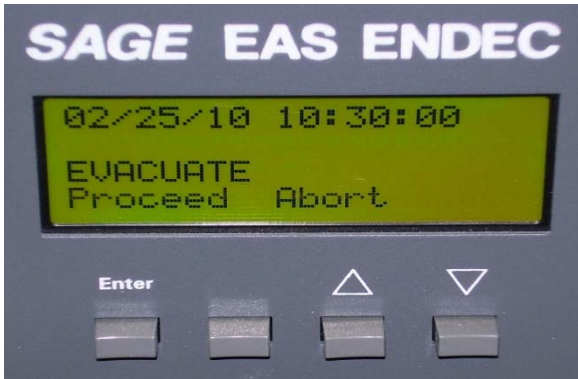
← **14.** Press **NO** on the Adjust Template option and the display below will appear:



Duration means how long you want the alert to be active – **It should be set to 3 hours.**

*Note: If duration is not set to 3 hours adjust appropriately.*

**15.** If correct press the Enter button → and the display below will appear:



← **16.** You are at the Proceed/Abort display; to send the EAS message press the Proceed button.

You will hear 3 burst tones (sounds like a honk) followed by the recorded message (i.e. the last recorded audio). The message will then conclude with three burst tones.

*Note: You can also monitor local broadcast stations for the retransmission of your EAS message.*

**17.** Check with any local broadcast station to confirm their retransmission of your alert.

**APPROVAL SIGNATURES**

**DEM Manager:** Steve Mansfield

**Date:**

**APPROVAL SIGNATURES**

**DEM Manager:** Steve Mansfield

**Date:**

## MyStateUSA Procedures and Trouble-shooting Techniques

**MyStateUSA administrative login website:** (<https://mystateusa.com/edit/>)

Definitions	
Term	Definition
<b>MyStateUSA</b>	An E-mail program used by State Emergency Management and Lewis County for distribution of Emergency Alert System (EAS) and Emergency Management Warning Plan messages to response partners and the public.
<b>Super Administrators</b>	Top level MyStateUSA operators that assign new users and passwords and troubleshoot issues with the MyStateUSA Emergency Alert System (EAS) notifications for emergency information dissemination. Authorities include all features assigned to “Administrators” as well as the following: <ul style="list-style-type: none"><li>• Create and approve outgoing emergency messages</li><li>• Create and train new “Administrators”</li><li>• Create and train new “Recipients”</li><li>• Assign and change administrative passwords</li><li>• Troubleshoot access and operational issues</li></ul>
<b>Administrators</b>	Personnel authorized to perform routine tests and disseminate a variety of pre-approved messages. Authorities include: <ul style="list-style-type: none"><li>• Performing routine weekly and monthly Emergency Alert System (EAS) test messages</li><li>• Send out pre-approved messages</li><li>• View internal members and groups in the Lewis County system</li><li>• View history (EAS tests/alerts &amp; non-emergency EAS messages)</li><li>• Create non-emergency messages as directed</li></ul>
<b>Recipients</b>	Registered emergency management response partner authorized to receive emergency and/or non-emergency messages via the Lewis County MyStateUSA Voice-Over-internet (VOI) system.
<b>Emergency Messages</b>	Time sensitive incident/event notification and updates issued to response partners and the public via the EAS Radio Stations.
<b>Non-Emergency Messages</b>	Routine information dissemination to a variety of emergency management partners and the general public. Examples include but are not limited to annual preparedness campaigns, event status reports, training opportunities, and dissemination of state/federal program information.

## Procedures - MyStateUSA

### I. Create a new “Recipient” entry:

- A. Select “Internal Members” box located in the far left column
- B. Select “Internal Members” in the drop down menu
- C. Check the list of alphabetical names to see if the person is already on the list

#### 1. If they are on the list:

- a. Click on the name to check their basic information
  - 1. The “Edit Member” screen will appear
  - 2. Edit or add the necessary information
  - 3. Scroll down to the bottom of the page and select “Submit” to save the new information.

#### 2. If they are not already on the list:

- a. Click on “Add a member” in the file list tab at the top
  - 1. The “Internal Member Details” screen will appear
  - 2. Complete the “Basic Information” section
    - a. “First” and “Last Names” are required
    - b. “User Name” and “Password” are optional (not used for recipients)
      - 1) User Name - Lewis County E-mail address
      - 2) Password - First + Last Name and phone extension (example: stevemansfield3310)
    - c. Required fields: Address, City, State, Zip Code for all and E-mail for Lewis County and/or Blackberry devices
    - d. Skip the “Profile Photo Upload” Section
    - e. Optional sections include: Agency/Business, Job Title, Contact Type, Credentials, Web Page, Notes
    - f. Complete “Status” as “Available” (meaning they can receive EAS messages)
  - 3. Complete the “Contact Devices” Section
    - a. Enter the Recipient’s “Mobile Phone” number with area code (example: (360) 880-1111)
    - b. Enter the service “Provider”. Select the “Find Provider” button. (It will look up the cell number and enter the

- provider drop-down entry for you). Verify it is the correct provider
- c. Enter a second “Mobile Phone or Pager number for the Recipient (optional) by following the same steps (a & b above) as the first mobile phone
  - d. Enter the Recipient’s “Business Phone” number (optional text to speech EAS Message)
  - e. Enter the Recipient’s “Home Phone” number (optional text to speech EAS Message)
  - f. Option to the Alternate or 2<sup>nd</sup> Mobile Phone number but the EAS Message will not go to them
  - g. Enter the “Fax” number for test EAS Messages
  - h. The automated “Test -to-Speech” mobile phone (GOVT) option is not currently in use -- DO NOT ENTER A PHONE NUMBER HERE
4. Skip the “Organize” section
  5. Click on the “Submit” button on the bottom center of the page to complete the process
  6. To review the entered data, go back to the “Internal Members” on the file list at the top
    - a. Check the list for the name you entered and review your data entry
    - b. Make any needed corrections
  7. Notify the new Recipient by E-mail that they will be receiving EAS Messages. Note: Lewis County personnel also receive their login and password in the E-mail.

## **II. Create a new “Administrator” (Dispatcher) entry or “Super Administrator”:**

- A.** Select the “Administration” box located in the far left column
- B.** Select “Administrator Passwords” on the drop down menu
- C.** Select “Add Administrator” from the file list on top
- D.** You will then be on the “Add / Edit Administrator” page and see “Administrator Password Details”
- E.** Start filling in the “Basic Information” of the new Administrator (First Name, Last Name)
- F.** The “User Name” will auto load with Last Name and First Name of the new administrator
- G.** Assign a password (Use the First Name, followed by the Last Name, and the phone extension, without any spaces. Example: stevemansfield3310)
- H.** Check the “Password Never Expires” box

- I. Complete the basic information by using the Administrator's county E-mail address and phone number with a zip code of 98532.
- J. The "Jurisdiction Name" and "URL Address" will automatically load the Lewis County information
- K. Skip the "Profile Photo Upload" section
- L. Skip the "Your Security Questions" section -- this can be completed by the new Administrator when they sign in.
- M. Scroll down to the "Individual Assigned Permissions" Section. The Administrator (Dispatcher) and Super Administrators will have different permissions as follows:

**1. Administrator (Dispatcher):**

- a. In the "Internal Members" section, check all boxes except "Edit Internal Members"
- b. In the "EAS Alert" section, check both boxes
- c. In the "Non-Emergency Message" section, check both boxes
- d. In the "Administration" section, check "Options Settings" only
- e. Continue to item "N" below

**2. Super Administrator:**

- a. Select "Inline Permission" (only for Super Administrators)
- b. In the "Internal Members" section, check all boxes
- c. In the "EAS Alert" section, check both boxes
- d. In the "Non-Emergency Message" section, check both boxes
- e. In the "Administration" section, check both "Option Settings" and "Administrative Passwords"
- f. Continue to item "N" below

- N. Skip the "Lock Administrator to Specific Groups" section
- O. Skip the "Assign Specific Topics" section
- P. Click "Submit" at the bottom center of the page to create the new administrator's file.
- Q. Click "Administrative Passwords" from the file list at the top
- R. To confirm the information was saved, look for the new entry name in the listing. Click on the name and click on the "Add / Edit Administrator" page to see the added data, except the password. CAUTION: Check to ensure the "Password Never Expires" box is checked.
- S. Review the data and make any needed corrections. Scroll down to the bottom of the page and click "Submit" to accept the changes
- T. Send an E-mail notification to the new Administrator / Super Administrator with the login and password.

**III. Prepare Message Form for Use with Tests, Emergency and Non-emergency messaging**



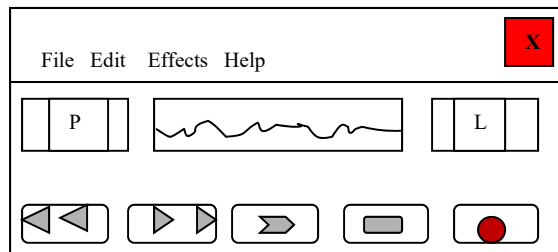
Before a weekly-monthly test, an Emergency EAS alert or non-emergency message is sent over the MyStateUSA network, a written message should be drafted on the

Emergency Alert System (EAS) Message Form, see pages 77-79 for the form and samples; also see pages 44-45 for message content samples.

#### IV. Procedure for Creating a “Wave” File

##### A. Prepare the computer

1. Assure your microphone is plugged into the computer.
2. Make sure your speakers are on and volume up.
3. Go to the START on the lower tool bar
4. Select the “All Programs”
5. Select “Accessories”
6. Select “Entertainment”
7. Select “Sound Recorder”
8. You will see:



##### B. Recording your message:

1. Move your cursor (mouse arrow) to the red dot, on the right (the record button)
2. Read the message into the microphone
3. Move the cursor (mouse arrow) to the rectangle box second from right (the stop button). The length of the message will display on the right side of the wave bar.

##### C. Review and playback of message:

1. Review your message by moving your cursor (mouse arrow) to the double arrow box pointing left (“rewind” far left button). The Position Timer will go back to 0.00 (on the left of the wave bar).
2. Move your cursor (mouse arrow) to the single right arrow (“play” button), listen to the recorded message.

##### D. To delete and re-record a message:

1. If the message is incorrect or you want to re-record the entire message, set the Position time to 0.00 sec.
2. Select “Edit” on the top of the Sound Recorder Box.
3. Select “Delete After Current Position”
4. Another box will appear “All data after the position 0.00 seconds will be deleted. Do you want to continue?” Select “OK” and it will delete the recorded message.
5. To re-record a message, repeat Step 3.

**E. Save the message:**

1. If the message is “OK”, then you are ready to save the message as a wave file. Select “File” on the top left corner of the Sound Recorder Box.
2. Move your curser (mouse arrow) and select “Save As”. A “Save As box” will appear.
3. Select the “Save in” location and File name. (Your file name should include the date created in name). Example of file name: Amber Alert Smith 01-04-11.
4. The Save as Type will automatically display “Sounds (\*.wav) which is a wave file.

**F. File copy of message:**

1. If the message is OK, then you are ready to save the message as a wave file. Select “File” on the top left corner of the Sound Recorder Box.
2. Move your curser (mouse arrow) and select “Save As”. A “Save As” box will appear.
3. Select the “Save in” location and file name. (Your file name should include the date created in name). Example of file name: Amber Alert Smith 01-04-11.
4. The Save as Type will automatically display “Sounds (\*.wav) which is a wave file.

**V. Performing a Test (Weekly or Monthly), issuing an EAS Message or distribution of Non-emergency messages via the MyStateUSA system** (Dispatchers in training may also create a practice demonstration warning [DMO] that does not get transmitted).

After completing steps III “Creating a Message Form” and IV “Creating a Wave File” above (Wave files are already completed and attached for tests), follow the procedures in options A, B, or C below:

**A. Performing a Required Weekly or Monthly EAS Test**

(E911 Communications Dispatchers are approved for distribution of Required Weekly Tests [RWT] and Required Monthly Tests [RMT] after receiving training and a password). **RWT is not disseminated** to the radio stations; **RMT will be disseminated** to the radio stations. An annual schedule of the RMT dates and times is developed and sent out by State EMD (check with Emergency Management for copies of the current schedule). The following procedures should be used to conduct a weekly or monthly EAS Alert test:

**1. Open computer to the MyState USA webpage.**

Open Internet website: <http://mystateusa.com/edit/>. On left, click “EAS Alert.” Click “Send EAS Alert”. **Enter your User Name and Password Login** (assigned from the DEM Manager, the Program Administrator). The Computer opens to the “**System Console**” page.

**2. Look up the EAS Authorization Code.**

In the small boxes on the left side of the screen, left click once on the “Administration” box. It opens a drop-down menu. Select “Options-Settings” with a single left click. Scroll to the bottom section titled “**EAS ALERT DEFAULTS**”. The box labeled “**Set EAS Authorization Code**” contains the word everyone in Lewis County must use to active a message. **Write this code down so you will have it to enter on the message.**  
**NOTE: The word should be entered in all lower case letters.**

**3. Open the EAS Alert Page.**

Return to the top of the “System Console” page and single left click on the second box on the left: “**EAS Alert**”. Single left click on the “**SEND EAS ALERT**” drop down message. It will open a “**SEND EAS ALERT**” **Public Alert tab** page.

**4. Select the Template for the message to be sent.**

In the first purple section, “Templates”, click on the pre-loaded **RWT** (Required Weekly Test) **or RMT** (Required Monthly Test) to select the test to be performed.

**5. Attach the WAV file (for Audio).**

Scroll down to the third Orange section titled “**ATTACH A FILE**”. In the first box, “**Upload.wav File**”, make one left click on the “**Browse**” box. It should open to your files so you can select the file location you need (for DEM the path is: Dept Share on ‘fs2\Sheriff (S):\Sheriff\EM\EAS\2010\MyStateUSA\ws\_30003.wav).

**6. Submit EAS Message.**

Scroll to the last orange section on the page, “**EAS Alert Safeguard**”. Check the radial button: “**SEND EAS LIVE**”. Enter the “**EAS Authorization Code**” in the box from step # 2 above (should be all lower case letters). Click once in the “**SUBMIT**” box with the green arrow at the bottom of the page.

A processing box will appear, asking: “**Are you ready to send alert?**”. Check “**yes**”. When complete, the alert report will appear. **Print and file a copy**. If the test doesn’t complete, contact your supervisor for instructions.

**B. Issuing an Emergency EAS Message** (authorization to broadcast must be received from one Administrator on the “**Broadcast Authorization List**” page 76, prior to distributing the message).

See the [Alert Sense User Guide & Administration Manual](#), Chapter 5 - “Sending Alerts to the Public”

- C. Distribution of Non-Emergency Messages** (authorization to broadcast must be received from one “Non-Emergency” Administrator on the “**Broadcast Authorization List**” page 76, prior to distributing the message).

See the Alert Sense User Guide & Administration Manual, Chapter 10 - “Non-Emergency Message”

## **VI. Troubleshooting - Administrator Inability to Login into MyStateUSA**

### **Resetting the Password (NOTE: Passwords must contain at least 8 characters):**

Generally when Administrators are locked out of the program, it is the result of a password failure. To clear the problem, follow these steps:

- A.** Click the “Administration” box located in the far left column
- B.** Select “Administrator Passwords” from the drop down menu
- C.** Click the users name from the list to open the “Basic Information” section
- D.** Check the “Failed Login Attempts” section. If the number is greater than 3, the user will be locked out. To allow user entry again, the “Basic Information” page must be updated. Follow these procedures:
  - 1.** Go to the “Password” section and uncheck “Password Never Expires”
  - 2.** Scroll down to the bottom of the page and click “Submit”. This will refresh the “Basic Information” screen. Open up the Password block -- it should show “Failed Login Attempts: 0”
  - 3.** Clear the “Password” box and enter a new password (First Name, Last Name and telephone extension: Example, “stevemansfield3310”)
  - 4.** Once the new password has been entered, check the “Password Never Expires” box
  - 5.** To save the new password and make it non-expiring, scroll down to the bottom of the page and click “Submit”.
- E.** Test the new password to make sure it is working properly so the user can login by the following steps:
  - 1.** Log out as an Administrator
  - 2.** Re-enter the MyStateUSA website using the user name (E-mail address) and the new password you assigned the user.
  - 3.** Once the verification is complete, notify the user by E-mail and provide the new password

## \*Broadcast Authorization List - 2016

**\*Board of County Commissioners, Elected Officials, and Department Directors** are authorized to distribute messages when training has been completed.

### **Emergency EAS Message** - Super Administrators

Contact one of the following Super Administrators (in order listed) to receive approval to distribute a prepared **Emergency EAS Message**:

Manager, DEM  
Chief Criminal Deputy, LCSO  
E911 Communications Manager  
Central Communications Director  
Undersheriff, LCSO  
Sheriff, LCSO

### **Non-Emergency Messages**

Non-emergency Messages should be distributed through the Lewis County Alert program:

### **MyStateUSA Troubleshooting** - Emergency Management

The following staff should be contacted to assist with password and program issues:

E911 Manager

**NOTE: Municipal leaders, Fire Districts, and other entities** may access the system through the Lewis County Department of Emergency Management staff.

**Emergency Alert System  
Message Form**

<b>Date:</b>	<b>Time:</b>	<b>Subject:</b>	
<b>Message:</b> (Messages over 130 to 150 characters will be split into two messages)			
<b>Requested by:</b>		<b>Title:</b>	<b>Agency:</b>
<b>Phone contact:</b>		<b>E-mail:</b>	
<b>EAS Authorization by:</b>		<b>Code Given:</b>	
<b>Dispatcher:</b>		<b>Wave File path:</b>	
<b>Date Sent:</b>	<b>Time Sent:</b>		

**Emergency Alert System  
Message Form**

<b>Date:</b>	<b>Time:</b>	<b>Subject:</b>	
<b>Message:</b> (Messages over 130 to 150 characters will be split into two messages)			
<b>Requested by:</b>		<b>Title:</b>	<b>Agency:</b>
<b>Phone contact:</b>		<b>E-mail:</b>	
<b>EAS Authorization by:</b>		<b>Code Given:</b>	
<b>Dispatcher:</b>		<b>Wave File path:</b>	
<b>Date Sent:</b>	<b>Time Sent:</b>		

Lewis County  
Emergency Alert System (EAS) Plan

**SAMPLE Emergency Alert System Message  
RWT (REQUIRED WEEKLY TEST)**

<b>Date:</b> 02-04-11	<b>Time:</b> 1300	<b>Subject:</b> RWT (Required Weekly Test)	
<b>Message:</b> (Messages over 130 to 150 characters will be split into two messages)			
<b>This is a test, only a test, of the Lewis County Emergency Alert System. End of Test.</b>			
<b>Requested by:</b> Steve Mansfield		<b>Title:</b> Manager	<b>Agency:</b> Emergency Management,
<b>Phone contact:</b> (360) 740-1151		<b>E-mail:</b> Steve.Mansfield@lewiscountywa.gov	
<b>EAS Authorization by:</b> Steve Mansfield			<b>Code Given:</b> "management"
<b>Dispatcher:</b> Barbara Glenn		<b>Wave File path:</b>	
<b>Date Sent:</b> 02-04-11	<b>Time Sent:</b> 1315 Hours		

**SAMPLE Emergency Alert System Message  
RMT (REQUIRED MONTHLY TEST)**

<b>Date:</b> 03-15-11	<b>Time:</b> 0930	<b>Subject:</b> RMT (Required Monthly Test)	
<b>Message:</b> (Messages over 130 to 150 characters will be split into two messages)			
<b>This is a test, only a test, of the Lewis County Emergency Alert System. End of test.</b>			
<b>Requested by:</b> Craig Larsen		<b>Title:</b> Manager	<b>Agency:</b> Lewis County E911 Communications
<b>Phone contact:</b> (360) 740-3394		<b>E-mail:</b> craig.larsen@lewiscountywa.gov	
<b>EAS Authorization by:</b> Craig Larsen			<b>Code Given:</b> "management"
<b>Dispatcher:</b> Barbara Glenn		<b>Wave File path:</b> \em\cas\2010\mystateusa\ws.30003.wav	
<b>Date Sent:</b> 03-15-11	<b>Time Sent:</b> 1015		

Lewis County  
Emergency Alert System (EAS) Plan

**SAMPLE Emergency Alert System Message  
DMO**

<b>Date:</b> 01-10-11	<b>Time:</b> 2100	<b>Subject:</b> DMO Test
<b>Message:</b> (Messages over 130 to 150 characters will be split into two messages)		
<b>This is a test, only a test, of the Lewis County Emergency Alert System. End of test.</b>		
<b>Requested by:</b> Barbara Glenn		<b>Title:</b> Supervisor
		<b>Agency:</b> Lewis County E911 Communications
<b>Phone contact:</b> (360) 740-1105		<b>E-mail:</b> Barbara.glenn@lewiscountywa.gov
<b>EAS Authorization by:</b> Barbara Glenn		<b>Code Given:</b> "management"
<b>Dispatcher:</b> Barbara Glenn		<b>Wave File path:</b>
<b>Date Sent:</b> 01-10-11	<b>Time Sent:</b> 2105	

**\*SAMPLE Emergency Alert System Message  
EAS Alert**

\*Repeat message twice

<b>Date:</b> 09-10-11	<b>Time:</b> 1000	<b>Subject:</b> Hazardous Materials Spill
<b>Message:</b> (Messages over 130 to 150 characters will be split into two messages)		
<b>This is Lewis County Sheriff Steve Mansfield. The following is not a test, I repeat, the following is not a test. A hazardous materials accident has occurred on I-5 near Exit 72, Napavine. If you are in the area of I-5 Exit 72, Napavine, you should immediately evacuate the area or Shelter-in-Place.</b>		
<b>Requested by:</b> Steve Mansfield		<b>Title:</b> Sheriff
		<b>Agency:</b> Lewis County Sheriff's Office
<b>Phone contact:</b> (360) 740-1300		<b>E-mail:</b> steve.mansfield@lewiscountywa.gov
<b>EAS Authorization by:</b> Steve Mansfield		<b>Code Given:</b> "XXXXXX"
<b>Dispatcher:</b> Barbara Glenn		<b>Wave File path:</b> \create-save-email-attach to EAS
<b>Date Sent:</b> 09-10-11	<b>Time Sent:</b> 1005	