

**EMERGENCY ALERT SYSTEM (EAS)**  
**PROCEDURES FOR**  
**TEXAS EAS DISTRICT NUMBER 15 (CAPITAL AREA)**

**INCLUDES THE FOLLOWING COUNTIES**

Bastrop, Blanco, Burnet, Caldwell, Fayette, Gillespie, Hays, Lee, Llano,  
Travis and Williamson

***I. INTRODUCTION***

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

Acceptance of or participation in this plan shall not be deemed as a relinquishment of program control. Broadcast stations and cable systems originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system for information and instructions to the general public is provided by the FCC Rules.

***II. AUTHORITY***

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

***III. CONCEPT OF OPERATIONS***

For concept of Local Primary Stations, Primary Entry points and a discussion of EAS encoding/decoding equipment, please see Texas EAS Plan.

**A. Local Primary (LP) Stations Activities**

1. State and National EAS Messages
  - a. LP stations receive state and national messages from Primary Entry Points (PEP), National Weather Service (NWS), or the other LP stations.

- b. LPs disseminate state and national messages to broadcasters in the region Region by EAS encoders/decoders for specific type of emergency, county, time period, and originator.

## 2. Local EAS Messages

- a. Local messages are received from local officials by phone, fax or radio
- b. Local messages may be broadcast, with headers and recorded official message, or
- c. Local messages may be reformatted and broadcast.

## B. Area Broadcast Stations

- 1. National and State messages
  - a. State and National messages are received by monitoring LPs and
  - b. Must be rebroadcast with codes and official message.
- 2. Local Messages
  - a. Local messages are received directly from local officials by phone, fax, or radio, or
  - b. Are decoded from the LP
  - c. May be rebroadcast with code and official message, or
  - d. May be reformatted and broadcast reformatted message

## IV. KEY EAS SOURCES

LOCAL PRIMARY SOURCE ONE:	KLBJ AM (590 AM)
LOCATION:	8309 N IH 35, Austin, TX, 78753
EAS MONITORING ASSIGNMENTS:	KASE-FM, WOAI-AM, NWS
CONTACT:	Jim Henkle
TELEPHONE:	(512) 832-4000
UNLISTED TELEPHONE:	(512) 908-4979 (EAS activation number)
HOURS OF OPERATION:	24 hours
LOCAL PRIMARY SOURCE TWO:	KASE FM (100.7 and 98.1 FM)
LOCATION:	3601 S Congress, Bldg F, Austin, TX, 78704
EAS MONITORING ASSIGNMENTS:	KLBJ AM, WOAI-AM, NWS
CONTACT:	Jim Reese
TELEPHONE:	495-1300

UNLISTED TELEPHONE:	
HOURS OF OPERATION:	24 hours
EMERGENCY BACKUP:	NATIONAL WEATHER SERVICE
LOCATION:	2090 Airport Rd., New Braunfels, TX 78130
EAS MONITORING ASSIGNMENTS:	State, Division of Emergency Management
CONTACT:	Larry Eblen
TELEPHONE:	830-629-0130
UNLISTED TELEPHONE:	830-606-3600
HOURS OF OPERATION:	24 hours

## **V. AUTHENTICATION (See ANNEX A)**

### **A. Code Words**

The Code Word will be used by the designated official of a city or county when requesting Capital EAS Region activation. See Appendix A for code words. Code Words may change and Appendix A will be changed. Code words will be changed annually and announced at the annual general meeting.

### **B. Return Phone Calls**

The Local Primary stations or other broadcasters receiving a call directly from a designated official for EAS activation may return the phone call to appropriate number (listed in Annex A) for verification.

Note: National Weather Service (NWS) warnings received via NOAA Weather Radio, NOAA Weather Wire or AP and Reuters wire do not need authentication. NWS sources will be monitored by the two assigned LP sources.

## **VI. IMPLEMENTATION**

### **A. Procedures for Designated Local Officials**

1. Request activation of EAS through KLBJ AM. If you cannot get through to KLBJ-AM, request activation through KASE-FM. If both local primaries are down, contact the National Weather Service. Contact by phone or by fax or other previously arranged alternative method. Only officials in Annex A are authorized to request activation of EAS. Note: When "severe weather" warnings are issued by the NWS, KLBJ AM and KASE FM will be monitoring NWS. Do not request EAS activation for severe weather warnings through the LP's unless your community is under imminent threat and the NWS has not broadcast the warning. Also, immediately notify the NWS.

2. Designated officials use the following format when contacting the key EAS sources: "This is (Name/Title) of (Organization). I request that the Emergency Alert System be activated for the Capital Area because of (Description of emergency)." Use Authentication as noted in paragraph V above.
3. Upon authentication, designated officials and EAS source personnel determine transmission details (i.e., live or recorded, immediate or delayed). Officials should provide emergency program material including a description of the emergency, actions being taken by local government, and instructions to the public. EAS message originators must limit their messages to two minutes, maximum recording time of EAS equipment.
4. Keep a line of communication open if necessary.
5. For an emergency not involving the entire EAS Local Area, authorities may request EAS activation through the cable system and broadcast station serving only the affected area.
6. All counties and cities in the Capital Area are encouraged to develop an EAS relationship with all broadcasters who serve their area within their counties or cities. Your jurisdiction may request EAS activation from only those broadcasters directly serving your community. You may acquire an EAS encoder/decoder to relay your emergency message by phone or by radio to your local stations. You may develop guidelines that are less stringent than paragraph VI.B. below. For Capital Area EAS activations, follow the guidelines in VI.B.

## **B. Guidelines for Local EAS Activation**

The Capital Area EAS Plan will work if our LP's and broadcasters have the utmost confidence in all officials who may request local EAS activation. To maintain the highest confidence of our broadcast community, follow these guidelines:

1. Severity – will aid in reducing loss of life or reducing substantial property damage.
2. Timing – requires immediate public knowledge to avoid adverse impact.
3. Other means of disseminating information are inadequate to ensure rapid delivery.

Remember, you may ask for Capital EAS Area activation even if the major emergency is occurring only within your jurisdictional boundaries if the threat is imminent and will affect a significant area within your jurisdiction. A rule of thumb, if you can reach all areas that may be affected by the threat, with public safety vehicles using sirens and loudspeakers 15 minutes before the hazard arrives then do not request Capital Area EAS activation.

### **C. Procedures for Broadcast and Cable System Personnel**

1. Upon receipt of a request to activate Capital Area EAS from appropriate authority (verify authenticity via method described in V above), the LP's may proceed as follows:
  - a. Broadcast the following announcement: "WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW."
  - b. Transmit the EAS header codes and Attention Signal.
  - c. Transmit the following announcement and material:

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR THE CAPITAL REGION BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS FOLLOW."
  - d. To terminate the EAS message (immediately or later), make the following announcement:

"THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST STATIONS AND CABLE SYSTEMS MAY NOW RESUME NORMAL OPERATIONS."
  - e. Transmit the EAS END of Message (EOM) code.
2. All other broadcast stations and cable systems are monitoring key sources via EAS equipment and will be alerted by the header codes and attention signal. Each station and cable system upon receipt of the signal will, at the discretion of management, perform the same procedures as in step 1 above by transmitting the emergency message from the LP. Broadcast stations and cable systems using automatic interrupt of programming should receive the EOM code before retransmitting State or local level EAS messages. This will prevent downstream locations from missing parts of the EAS message.
3. Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made in the station and cable system records. A very brief summary may be sent to the FCC for information purposes only.
4. Cable systems shall be responsible, on a date to be specified by the Federal Communications Commission, for inserting emergency messages as video crawls

into the programming offered to their subscribers except for the channels retransmitting signals of local broadcast stations that meet the following requirements:

- a. Originate local news programs at the studio facility.
- b. Have weather equipment at the studio facility to support the stations' weather department to determine severe local weather conditions.
- c. Have the ability to run video crawls over network or local programming to advise the public of weather conditions or other public emergencies.
- d. The station's master control center is staffed at all times when the station is on-the-air.
- e. The station general manager will certify the above conditions to the individual cable system that re-transmits their signal to exempt the station from cable system equipment placing video crawls over the broadcast station's programs.

## **VII. CAPITAL AREA EMERGENCY COMMUNICATIONS COMMITTEE**

A Capital Area Emergency Communications Committee (CAECC) will exist to maintain the Capital Area EAS Plan. CAECC will consist of: a representative from radio station management, one from TV station management, a chief engineer from radio or TV, an area cable TV system representative, a representative from the National Weather Service, an emergency manager from Austin/Travis County, and at least one emergency manager from a surrounding county and city. CAECC will meet annually after acceptance of an EAS Plan. CAECC will meet as necessary to develop the Capital Area EAS Plan.

The CAECC will select a chair who will call an annual meeting and other CAECC or sub-committee meetings as needed.

CAECC members will serve two-year terms. New members of the CAECC shall be selected at the annual meeting.

## **VIII. TESTS**

It is the intent of the Austin/Travis County Emergency Management Staff to test the Local EAS plan on a semi-annual basis for the Capital Area. KLBJ AM and KASE FM will be contacted for the Capital Area EAS test on alternating times. The test will be on the first full week after the required monthly test of January and July. The test will be at a time set by CAECC.

All television and radio stations are asked to run the test within the time set by CAECC.

All other jurisdictions may test with stations in or near their jurisdiction as determined by a mutual arrangement. These jurisdictions may call KLBJ AM and KASE FM to simulate a call to insure they have the proper number. If a simulation call is made, also test the passwords.

## **IX. ANNEXES**

ANNEX A: Officials Designated to Activate the Capital Area EAS

ANNEX B: Approvals

ANNEX C: List of broadcast stations and cable systems

ANNEX D: Community Specific Plan

ANNEX E: Capital Area Amber Plan

ANNEX F: List of CAECC Members

## **ANNEX A**

### **OFFICIALS DESIGNATED TO ACTIVATE THE CAPITAL AREA EAS**

Confirmation Password: HP61S4 (Henry, Paul, 6, 1, Sam, 4)

County Judges, Mayors and Emergency Managers or designees in the 11 county EAS District 15 can request a Capital Area EAS activation. Emergency Management officials should be making the call, however if verification is needed, ask the caller to identify one or two figures from the confirmation password. (Example: What are the last two figures in the confirmation password? - S4)

If a call comes in stating that they are an emergency management coordinator and they answer the confirmation password question but the call sounds questionable, ask for a telephone number of their community's 24 hour public safety dispatch. Call the 24 hour dispatch number they give you to see if they are aware of the emergency incident.

If a jurisdiction calls for EAS activation and states they are a county judge, mayor or emergency manager and answers the confirmation password question, it will be up to the handler to verify the incident through the caller's 24 hour public safety dispatch or accept the request for activation.

**IT WILL BE THE RESPONSIBILITY OF THE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR TO PROVIDE THE CONFIRMATION PASSWORD TO THEIR MAYOR/COUNTY JUDGE AND NOTIFY THE CAPITAL EAS REGION OF ANY CHANGES IN PERSONNEL AUTHORIZED TO REQUEST AN ACTIVATION.**

**THE CONFIRMATION PASSWORD IS CONSIDERED CONFIDENTIAL AND SHOULD ONLY BE DISTRIBUTED TO AUTHORIZED PERSONNEL.**

## **ANNEX B**

This Capital EAS Area plan was developed and approved by the Capital EAS Area Emergency Communications Committee.

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

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Dave Matyis, Broadcast EAS Local Area Chair

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Date

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Joe Arellano, National Weather Service

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Date

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Pete Baldwin, Local Government Official Chair

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Date

## ANNEX C

### CAPITAL AREA BROADCAST LIST

The Capital Area Broadcast List of station managers and engineers will follow this sheet as Attachment 1 to Annex C. The Attachment will come from a source that will maintain the list on a regular basis such as the Society of Broadcast Engineers and the Texas Association of Broadcasters.

<b>RADIO</b>		KLBJ-AM	Austin
KXMG-FM	Austin	KLBJ-FM	Austin
KROX-FM	Austin	KEYI-FM	Austin
KGSR-FM	Austin	KOOP-FM	Austin
KJCE-AM	Austin	KHHL-FM	Austin
KVET-AM	Austin	KVET-FM	Austin
KASE-FM	Austin	KFMK-FM	Austin
KPEZ-FM	Austin	KHFI-FM	Austin
KFON-AM	Austin	KAMX-FM	Austin
KKMJ-FM	Austin	KQBT-FM	Austin
KBEY-FM	Marble Falls	KLUV-FM	Austin
KZNX-AM	Austin	KAZI-FM	Austin
KUT-FM	Austin	KIXL-AM	Austin
KINV-FM	Austin	KWNX-AM	Austin
KMFA-FM	Austin	KMHF-FM	Bastrop
KBLK-FM	Burnet	KVLG-AM	La Grange
KBUK-FM	La Grange	KXXS-FM	Llano
KHLB-AM	Marble Falls	KHLB-FM	Marble Falls
KTSW-FM	San Marcos		
<b>TELEVISION</b>		KTBC-TV	Austin
KVR-TV	Austin	KXAN-TV	Austin
KNVA-TV	Austin	KEYE-TV	Austin
KLRU-TV	Austin	KVUE-TV	Austin
KBVO-TV	Austin	KXAM-TV	Llano
KAKW-TV	Austin	KBEJ-TV	Fredericksburg

## ANNEX D

### Community Specific EAS Plan – City of Austin/Travis County

Austin and Travis County will have a community specific EAS Plan. All but one or two of the radio and TV stations in the Capital EAS Region that serve Austin/Travis County have their broadcast stations in the City of Austin. Because of this, the City of Austin and Travis County can send an emergency message directly to all broadcast stations with its radio system without activating the Capital Area EAS Plan. This radio system will not be available until late 2004.

Austin and Travis County will call their request for EAS activations by phone until EAS equipment and the radio system is in place in the Austin/Travis County EOC.

1. **Designated Officials** – Emergency Management Personnel from Austin and Travis County, Austin Fire Department Dispatch, the City of Austin Mayor and the Travis County Judge are authorized to activate Austin/Travis County EAS.
2. **Procedures for Broadcast and Cable System Personnel** – Currently, the City of Austin/Travis County will contact the local primary radio station for Austin EAS activation. Broadcast and cable system personnel will monitor the local primary radio stations and follow the procedures in VI.C. of this plan. In the near future, Austin/Travis County will have EAS encoders and broadcast on a UHF frequency. Broadcast stations in Austin should monitor this UHF frequency as a fourth input on the station's EAS decoder. The procedures to be followed by broadcast personnel will be the same as in VI.C. of this Plan.
3. **Guidelines for Austin and Travis County Activation** – The City of Austin will use the guidelines outlined in V.B. of this Capital Area EAS Plan for Austin/Travis County EAS activation.
4. **Test** – Upon the acquisition of the EAS equipment and a radio frequency for use in activating Austin/Travis County EAS, the Austin/Travis County emergency management will conduct a local test monthly. Radio and TV stations will not be required to re-transmit each of these tests. The only required transmission of the test will be the semi-annual tests described in VIII.



**CAPITAL AREA EAS EMERGENCY  
COMMUNICATIONS COMMITTEE**

<b>NAME</b>	<b>ORGANIZATION</b>	<b>PHONE</b>	<b>TERM EXPIRES*</b>
Pete Baldwin	Travis Co. Emer. Manag.	512-854-4242	2004
Larry Eblen	NWS	830-606-3617	2005
Ken Neafcy	Austin Emer. Manag.	512-370-8800	2004
Jim Reese	KASE FM	512-495-1300	2004
J. Cole McClellan	KWNX, others	512-913-9067	2005
Glenn Patterson	News 8	512-531-8005	2004
Jim Henkle	KLBJ AM	512-832-4000	2005
Mike Wengler	KVUE TV	512-459-2040	2004
Danny Z. Zitterich	Fayette Co. Emer. Manag.	409-968-6469	2005
John Sneed	Williamson Co. Emer. Manag.	512-943-1264	2005
Dave Matyis	Infinity Broadcasting	512-589-6428	2005

\*Terms expire when members are selected at the annual meeting.