

Emergency Alert System (EAS) Procedures

Texas EAS District Number 22

Corpus Christi Region Including the Following Counties:

Aransas, Bee, Jim Wells, Kleberg, Live Oak, Nueces, Refugio and San Patricio

I. INTRODUCTION

This plan was prepared by the Corpus Christi region's Local Emergency Communications Committee (LECC) and the City of Corpus Christi Office of Emergency Management with input and suggestions from State and local officials and Corpus Christi broadcasters. It is used to disseminate emergency information and warning to the public in Corpus Christi EAS District 22 or any portion thereof within the broadcast coverage and cable system service areas at the request of designated local, State, and Federal officials. The Corpus Christi EAS region plan may be activated on a periodic as needed basis in response to emergencies such as: hurricanes, floods, tornadoes, civil disorders, industrial accidents, chemical releases, amber alert or any other occurrence which poses a danger to life or property.

Acceptance of, or participation in this plan, shall not be deemed to prohibit a licensee or cable operator from exercising his/her independent discretion and responsibility in any given situation. The discretion of management of each broadcast station or cable system, regarding the transmission of emergency messages and instructions to the public, is provided by the FCC Rules and Regulations, Part 11. Broadcast stations and cable systems originating emergency communications, shall be deemed to have conferred rebroadcast authority, as specified in Section 11.54(d).

II. AUTHORITY

Title 47 USC 151, 154 (i) & (o), 303, 524 (g), & 606; and 47 CFR 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 Station Activities

1. State and National EAS Messages
 - a. LP stations receive state and national messages from Primary Entry Points (PEPs) or NOAA.
 - b. LPs disseminate state and national messages to

broadcasters in the region by EAS encoders/decoders for specific type of emergency, county, time period, and originator.

2. Local EAS Messages

- a. Local messages are received at LP1 (or LP2 if LP1 is out) from jurisdictions outside of the City of Corpus Christi by **FAX**.
- b. Local messages may be broadcast, with headers and recorded official message.
- 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 LP stations.
- b. They must be rebroadcast with codes and official message.

2. Local Messages

- a. Local messages are decoded from the LP1 (or LP2 if LP1 is out), or the National Weather Service (NWS), or the City of Corpus Christi through METROCOM/CMD center (only for broadcasters within the City limits) and
- b. May be rebroadcast with code and official message.
- c. May be reformatted and broadcast.

C. National Weather Service (NWS)

Originates weather related warnings via EAS to all Region 22 broadcasters.

D. City of Corpus Christi METROCOM/CMD Center

Originates City specific warnings via EAS to all broadcasters within the City limits via a separate UHF link.

E. Military, Federal (non NWS), & State Agencies (Non emergency)

Such governmental entities should contact their local political jurisdiction to inform them of the emergency and the local government will activate or request activation of EAS if needed.

IV. LOCAL PRIMARY STATIONS

Local Primary Source One: KZFM FM 95.5 Mhz
Location: 2117 Leopard St., Corpus Christi, TX, 78401
EAS Monitoring Assignments: NOAA-C.C., WOAI-AM S.A., KTRH-AM
Houston
Contact: John Gifford, C.E.
Phone:
Hours of Operation: 24 hours

Local Primary Source Two: KNCN FM 101.3 Mhz
Location: 5544 Leopard St., Corpus Christi, TX, 78401
EAS Monitoring Assignments: NOAA-C.C., KZFM FM 95.5 C.C., WOAI-AM
S.A.
Contact: Paul Easter, C.E.
Phone:
Hours of Operation: 24 hours

V. Area Broadcast Station (Monitoring Assignments)

VI. AUTHENTICATION (see Annex A)

A. Return Phone Calls & Individualized Code Word

Local Primary stations receiving a FAX directly from a designated official for EAS activation *should* verify with the requesting agency on the message validity. Each jurisdiction should validate their security information (details in Annex A) to the LP stations no later than Jan. 1 each year, or 15 days after an election if there was a change in office.

B. Classified FAX Format

All EAS activation requests to LP stations will use FAX transmissions with a standardized format (See Annex A). If an LP receives a FAX that does not match the proper format then EAS activation will be denied.

C. Unlisted LP Station Number

EAS FAX numbers at the LP stations will be unlisted and reserved solely for the reception of EAS activation requests. If both LP stations are unavailable, officials may FAX EAS activation requests to the City of Corpus Christi's 911/CMD center.

D. National Weather Service EAS

The National Weather Service (NWS) will send EAS messages to all Region 22 broadcasters using their own EAS capabilities. Any FAX message to an LP station requesting EAS activation claimed to be coming from the NWS *must* be verified with the NWS. The NWS will be a send-only EAS site and will not recognize any EAS activation request unless it can be confirmed that the LP1, LP2, and City of Corpus Christi 911/CMD EASs are down.

E. UHF Links to City of Corpus Christi 911/CMD

Like the NWS, EAS messages received by broadcast stations from the 911/CMD center at the City of Corpus Christi do not need verification. An EAS UHF receiver module will be provided to each participating broadcast station within the City limits for this link. A centrally located transmitter will provide the down link to the EAS UHF receivers. The whole system will be activated by the 911/Crisis Management Dispatch (CMD) staff based on an ongoing situation or emergency. They will select and or prepare the appropriate message, send this message via the EAS encoder which will transmit the information via the UHF link to all broadcast stations that have the UHF receiver.

VII. IMPLEMENTATION

A. Procedures for outside City of Corpus Christi

1. Request activation of EAS by FAX through the LP1 (KZFM-FM 95.5) using the designated EAS FAX format and the unlisted FAX number of the LP1. If you cannot get through to the LP1, request activation through LP2 (KNCN-FM 101.3). Only those officials in Annex A are authorized to request activation of EAS. Remember to include your location/scope of the emergency and a description of the danger or a script to be read on the air, including actions you are taking as the government, and instructions to the public.

Note: When severe weather warnings are issued by the NWS, KZFM-FM 95.5 and KN CN-FM 101.3 will be monitoring NWS. Do not request EAS activation for severe weather warnings through the LP unless your community is under imminent threat and the NWS has not broadcast the warning. Also, notify the NWS immediately by phone.

2. The LP station may attempt to verify your FAX so make sure you are at the designated phone number you submitted to the LECC. If your voice and name are not familiar to the person at the LP station they will try to confirm that you are the official who has

issued the FAX. Give them your name and mother's maiden name.

3. After authentication (if requested), your EAS message will be sent once broadcast personnel have read and keyed in the message. The immediacy of the EAS broadcast will depend on the severity of the problem and is at the discretion of the broadcaster.

Note: Both NWS personnel and the City of Corpus Christi's Emergency Management Office and 911/CMD center follow their own internal procedures. A copy of Corpus Christi's Emergency Management & 911/CMD EAS procedures is available to local broadcasters whose offices are located within the Corpus Christi city limits (see Annex E).

B. Guidelines for Local EAS Activation

The Corpus Christi region 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, consider these guidelines before requesting EAS activation:

1. Severity - Will EAS aid in reducing loss of life or reducing substantial property damage?
2. Timing - Is immediate public knowledge required?
3. Effectiveness - Are other means of disseminating information inadequate to ensure rapid delivery to the greatest number of affected people?

C. Procedures for Broadcast and Cable System Personnel

1. After receiving the request to activate the Corpus Christi region EAS from appropriate authority (you *may* verify authenticity via methods described in section IV above), LPs 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 Corpus Christi region because of a local emergency. Important instructions will follow.

**** Follow with emergency program *****

- 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 Messages (EOM) code.
2. All other broadcast stations and cable systems are monitoring local primary stations, the NWS, and the UHF link (inside Corpus Christi city limits only) 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 codes before re-transmitting 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 informational purposes only.
 4. Cable systems shall be responsible.....

VIII. CORPUS CHRISTI LOCAL EMERGENCY COMMUNICATIONS COMMITTEE

A Corpus Christi Local Emergency Communications Committee (Corpus Christi LECC or LECC) will exist to maintain the Corpus Christi region EAS Plan with the assistance of the City of Corpus Christi's Emergency Management Office. The LECC will consist of 6 or more members with emphasis on balancing governmental and private sector representation.

Suggested make-up of LECC:

- A technical services or broadcast industry manager
- A broadcast engineer from a radio station
- A broadcast engineer from a TV station
- A representative from the National Weather Service
- An electrical engineer from the private sector
- An electronic technician
- An Emergency Manager from the City of Corpus Christi

- An Emergency Manager from a surrounding city or county

After acceptance of an EAS Plan, the LECC will meet about every 6 months or as needed to revamp the region's EAS plan. New LECC members are welcome if they match one of the eight suggested professional categories mentioned above and are prepared to make a meaningful contribution to public safety within the region. Contact the City of Corpus Christi's Emergency Management Office for information on LECC meeting times and activities.

IX. **TESTS**

Statewide tests of the Corpus Christi Emergency Alert System will be conducted at least monthly to assure the successful operation of the system. Tests will be initiated by either the State Primary station, the National Weather Service, the City of Corpus Christi's Emergency Management Office or the Department of Public Safety. The City of Corpus Christi's Emergency Management staff will request a test of the EAS Plan periodically, especially for exercises or after modifications have taken place. All tests requested from outside jurisdictions should be cleared with the LECC in advance.

X. **ANNEXES**

Annex A: Certificate of Local Point of Contact and Designated Officials.

Annex B: Approvals.

Annex C: List of broadcast stations and cable systems within the region.

Annex D: List of EAS codes transmitted by the region's EAS encoders.

Annex E: Corpus Christi Internal EAS activation procedures
Restricted to member stations within Corpus Christi's city limits).

ANNEX A

- A. List of Officials Designated to Activate District 22's EAS**
- B. Security Instructions**
- C. Example Templates of Designated Officials**
- D. Classified FAX form**

I. List of Designated Officials:

- A. National Weather Service Meteorologist in Charge (MIC) or designee for the Corpus Christi office,
- B. Division of Emergency Management, Department of Public Safety, Governor's Office, State of Texas and/or their designees,
- C. President of the United States of America,
- D. City of Corpus Christi officials:
 - 1. Mayor
 - 2. City Manager
 - 3. Emergency Management Coordinator (EMC)
 - 4. Chief of Police
- E. Counties in Region 22:
 - 1. County Judges
 - 2. Emergency Management Coordinators
 - 3. Sheriffs
 - 4. A specifically named person selected by the County Judge
- F. Municipalities in Region 22:
 - 1. Mayor
 - 2. Emergency Management Coordinator
 - 3. Chief of Police
 - 4. A specifically named person selected by the Mayor

II. Security Instructions:

The official requesting EAS activation will be asked for the code word, which will be their mother's maiden name. Each designated official will submit their mother's maiden name to the LP stations by Jan. 1 each year, or 15 days after an election if there was a change in office.

KZFM-FM 95.5	unlisted FAX #	_____
KNCN-FM 101.3	unlisted FAX #	_____
C.C. 911/CMD	unlisted FAX #	_____
NWS	phone	_____
C.C. Emer. Man.	phone	_____
C.C. Emer. Man.	FAX #	_____

Example Templates:

County sample template

EAS

**DESIGNATED OFFICIALS FOR THE COUNTY OF _____,
TEXAS**

Jurisdiction	Name	Title	Phone	
_____ Co.	Grant Fur	County Judge	555-8888	
_____ Co.	Jeff Rease	Sheriff	555-8899	
_____ Co.	Martin Brodeur	EMC	555-8999	
_____ Co.	Patrick Roy	County Com. Pct. 1 (designee of Judge)	555-8989	

City sample template:

EAS

DESIGNATED OFFICIALS FOR THE CITY OF _____, TEXAS

Your Individualized Code is your mother's maiden name.

Jurisdiction	Name	Title	Phone	Mother's Maiden Name
City of _____	Theorin Fleury	Mayor	556-7620	Hansen
City of _____	Mario Lemeiux	Police Chief	556-7621	Montclair
City of _____	Sergi Federov	EMC	556-7622	Petrovsky
City of _____	Brett Hull	Asst. EMC (designee of Mayor)	556-7623	La Blanc

A. Standardized FAX Form (on following Page):

III. You may want to make copies of the FAX page and write or type in the relevant information when making an EAS activation request. To obtain a WP 6.1 copy of the FAX page, call Corpus Christi Emergency Management at 880-3700.

EAS

EAS activation requested.

TO: (circle one) **LP1** KZFM-FM 95.5 **LP2** KNCN-FM 101.3

FAX#: _____

FROM:

Jurisdiction: _____

Designated Official: _____

Title: _____

Return Phone: _____

Official's Signature: _____

EMERGENCY MESSAGE:

(circle one) Message ready to air/send or Basic Description, format & send

Message Text:

Fax Cover Page
Date: _____ Time:
Total Number of Pages:

ANNEX B

APPROVALS AND CONCURRENCES

This Corpus Christi Region EAS Plan was developed and approved by the Corpus Christi EAS Local Emergency Communications Committee (LECC).

The plan is coordinated with and distributed to all designated officials in Region 22 as well as all broadcast stations and cable systems listed in ANNEX C.

Steve West (date) LECC Chair, Channel 6 KRYS

Joe Arellano, Jr. (date) National Weather Service
Meterologist in Charge - Corpus Christi Office

Pete Alvarez, Jr. (date) EMC, City of Corpus Christi

ANNEX C

LIST OF BROADCAST STATIONS AND CABLE SYSTEMS WITHIN REGION 22 General Managers and Chief Engineers

Awaiting cable & TV station info.

IV. ANNEX D

V. EAS Codes used in Region 22

VI. Our codes are identical to the standard State EAS codes found in the Texas EAS Plan, Appendix E (p. 18).

A. ***WE WILL LIST THESE IN THE FINAL PLAN***

VII. ANNEX E

VIII. Corpus Christi Internal EAS Activation Procedures

IX. (Restricted to member stations within Corpus Christi's city limits).

- X. The emergency message philosophy for the EAS will be based on three levels of concern:
- XI. Level 1 - Minimal incident, on site or under control with **no impact** to the community (traffic stoppages, minor chemical spills, road closures etc.).
- XII. Level 2 - Incident has the **potential** of impacting the community but is not doing so now (major traffic accident, fire/chemical situation at a fixed facility not impacting the public, Tropical Storm, moderate flooding.)
- XIII. Level 3 - Serious/Major Incident **currently impacting** the community. (Hurricane, evacuation recommendation, major chemical release, tornado on the ground, major traffic and/or maritime incident.)
- XIV. Unanticipated Level 3 Incident:
- XV. Upon discovery of a sudden and unanticipated Level 3 incident, the Emergency Management Office will be notified by the 911/CMD center (or vice versa). The Asst. EMC or his designee will develop a script to be keyed in or read and request EAS activation from the 911/CMD center immediately. The 911/CMD center will broadcast the message over the UHF link to all broadcast stations who should air the message as soon as possible.
- XVI. ***STILL UNDER DEVELOPMENT***