

This tab serves as a guideline for creating Tab 8, the Local Operational Plan. The State EAS Plan is to be posted at each station or system operation point. The only tabs different between one operational area or another within the state plan is Tab 8. Local officials and the state SECC approve the local plan, and then it gets inserted into the state plan that is posted at the station or system. The necessary elements for a Local Plan shall include the following:

1. Name the Operational Area.

What will the operational area be called in the state plan.

2. Geography.

Define the areas the operational area encompasses. Include counties and/or portions of counties covered.

3. Define the Primary Station(s).

These would be considered the Local Primaries. They can take different forms. Local Chairs can consider two primaries, a main and a back up. In this scenario, designations shall be LP-1 and LP-2. This provides redundant back up in the event one station cannot relay the message. In large geographic areas, more than one primary station may be necessary to cover different geographic portions of the same operational area. In this scenario, designations could be called as an example LP-N and LP-S to designate north and south portions. Primary stations are those that are most willing to monitor additional sources and allow local public safety agencies program access to the station. Primary station should also have excellent 24-hour coverage to all the other outlets within the operational area.

List the stations used as primary's with contact information. It should include names, addresses, phone numbers, and fax numbers, and e-mail addresses.

4. Define the Primary EAS Access Point.

This would be the 911 centers, dispatch centers, or emergency management offices where the EAS encoders are located. Define the agencies that have the ability to generate an EAS message. List the contact persons for each agency. It should include names, addresses, phone numbers, and fax numbers, and e-mail addresses. If the system is activated by the primary station, using its encoder, then list the person(s) that have the responsibility to make those requests.

5. Appendixes:

These items will differ from each operational area due to the unique nature the organizations involved. The four common appendixes would include:

- a. A Memorandum of Understanding with the primary station(s).
- b. Specific Monitoring Assignments that help define those published in Tab 4 of this state plan.
- c. Primary EAS Access Point Source(s).

6. Primary Station Agreement:

This appendix to a local plan is specified in the FCC rules as the LP1 agreement. To help the public safety sector understand what is being asked of these stations it can be called the "Primary Station Memorandum of Understanding". M.O.U.'s is a language used within the public safety sectors as a means of developing an understanding as to who will do what during certain events. It covers the voluntary side of EAS activations.

Those stations and systems that monitor the primary should have an understanding as to what emergency messages the primary station will forward, and who the primary station will be monitoring for those emergencies. The FCC mandates that each station and system must monitor a minimum of two EAS sources. There are however, four sources of EAS messages. Therefore it becomes the responsibility of primary stations to supply those additional monitoring sources.

The "M.O.U." should list the sources the primary stations will monitor and list the events it has agreed to forward.

7. Additional Monitoring Frequencies:

In certain operational areas, it may not be possible for one primary stations signal to reach the receivers of other stations and systems within the same area. Therefore, through the use of translators, cable systems, and local relay networks, additional frequencies will need to be listed. This is an aid to stations to help determine which frequency is best in each area to insure all four EAS sources are monitored or relayed.

8. The "Primary EAS Access Point"

This appendix is the most detailed and specific part of any Local Plan. It spells out how the local areas public safety sectors can activate the EAS in their communities to relay messages that are critical to the live health and property of its citizens. It specifies the details as to how an emergency message is activated and who is activating it. Among the elements required to create a strong and organized local plan should include the following:

- d. **Criteria:** Define the criteria as to what is an emergency. It usually includes the fact that the event must be an immediate threat to life health or property and that the broadcast of this event by the mass media will result in significant results.

A table of which EAS events used agreed to by the LAECC committee should be included in the criteria.

- e. **Security:** Define how the security procedures are in place to prevent false activations or activations that fall outside the designated criteria.
- f. **Activations:** Activating the EAS creates a large interest within the community that will generate questions from the public and the media. Define the additional measures taken to inform other sectors in the operational area. They should include communications with other P.S.A.P.'s, Public Information Officers, and Emergency Management Staff personnel.

- g. **Training and Testing:** This appendix should include how training to use the EAS in the local operational area is conducted. Monthly Tests and “DMO” coded messages are used to facilitate training of the personnel that would actually activate the system. How do Weekly tests get performed? Who will schedule training sessions? Training is a very important part of any local plan. When the emergency events occur that warrant activations, a properly trained staff will insure the message will get on the air.
- h. **Certification:** This portion should include a list of agencies within the operational area that would have a need to activate the EAS. They would include but not limited to; police departments, fire departments, public works departments, dangerous industrial plant, and forest services.
- i. **Review Process:** This portion is used to create a mechanism for accountability. Broadcasters and cable system operators should be able to address the public safety sector any time after the EAS has been activated. It is a good way to talk about what went right or what did not, and what can be done in the future to make it work better. Even if the EAS is not activated, the LAECC should meet on a regular basis to discuss the local plan and make changes as necessary.
- j. **LAECC:** The members of the Local Emergency Communications Committee should be listed with the local plan. The local plan needs to be distributed to every station and system in the defined operational area. A list of those stations and systems is included in Tab 4 of this plan. Any minor changes should trigger a re-distribution effort to those media members. Any major changes to the local plan should be submitted to the State SECC for consideration at the semi-annual meetings.