EMERGENCY ALERT SYSTEM

Lower Columbia
Local EAS Area Plan

Serving Cowlitz County and Wahkiakum County

December 2005

Updated DEC 2018

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Local EAS Area Plan

I. INTRODUCTION

1. The Emergency Alert System

The Emergency Alert System is a national alerting system composed of broadcast networks, cable networks and program suppliers, AM, FM, and other TV broadcast stations, low power television (LPTV) stations, cable systems, and other entities and industries operating on an organized basis during emergencies at the national, state and local levels. It provides government officials a mechanism to issue emergency warnings to the public through local broadcasters when emergency information may help save lives. 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 EAS Areas. Each Local Area is administered by a Local Area Emergency Communications Committee (LAECC) which is an integral part of the Local Emergency Planning Committee. The LAECC's are responsible for designing and writing a LOCAL AREA PLAN which will become a part of the Washington State EAS Plan.

This is the LOCAL OPERATIONAL AREA PLAN for the Lower Columbia Operational Area which includes Cowlitz and Wahkiakum Counties of Washington State. This plan contains procedures for emergency officials and local broadcasters to transmit emergency information to the public during a local emergency using EAS.

The Emergency Alert System 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 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 the local broadcast stations and local cable systems via a LOCAL RELAY NETWORK (LRN), and forwarded to the public by those facilities. A voice message may also be included as a 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 LAECC and 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 will simply forward the local emergency information they receive (if they participate at the local level).

NOTE: The EAS is **only one** of a number of other - more effective - communications methodologies at the disposal of the Community Emergency Communications System in Cowlitz County.

2. Authorization

This plan was prepared by the Lower Columbia EAS Local Area Emergency Communications Committee (LAECC). It provides guidelines to local authorities for the distribution of emergency information and warnings to the public in the Lower Columbia EAS Operational Area. This Local EAS Plan may be activated by authorized officials 24 hours a day in response to time critical emergencies such as severe weather, floods, civil disorders, earthquakes, hazardous materials accidents or any occurrence which poses a danger to life and property.

This plan written in accordance with Title 47 U.S.C. 151, 154 (i) and (o), 303 (r), 524(g) 606; and 47 C.F. R. Part 11, FCC Rules and Regulations, Emergency Alert Systems (EAS).

3. The LAECC

The LAECC for this local EAS area is made up of a representative from broadcast radio and television stations, cable systems, county government, and emergency service agencies in Cowlitz and Wahkiakum counties. It is a sub-committee of the Washington SECC and is responsible for administering this local plan. A list of current committee members is located in Appendix 1.

4. Caution Statement

The EAS is a very powerful tool for emergency management organizations, allowing them to notify the general public of impending or occurring emergency situations in a quick manner. The SECC realized that such a powerful tool may present a hardship to broadcast stations and cable systems if it is not used prudently and properly and included 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 it is not used prudently, you can 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)

5. Scope

This plan provides guidelines for activating the EAS in the Lower Columbia EAS Operational Area which includes Cowlitz and Wahkiakum Counties. All guidelines and procedures established by the Washington State EAS Plan will be followed.

6. Policy

   It is the policy of all participating agencies to activate the EAS in order to alert and warn residents of life threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibit information distribution to the media by normal channels.

7. Situation

   There will be times when it is critical to warn the public and local officials of threatening or occurring emergencies or disasters. There is no single method of warning available in the Lower Columbia Local Operational Area so a combination of warning methods must be utilized. The EAS is only one of many, more effective methods used to warn the public, and it is the one used in cooperation with local broadcasters and cable providers.

   Examples of incidents that may require warning and the use of the EAS include: severe weather, flood, windstorms, earthquake, volcano, hazardous materials releases and other natural or man-caused emergencies/disasters as identified in the Hazard Identification and Vulnerability Analysis.

8. Planning Assumptions

   - The event is occurring or will occur within a short period of time, making conventional methods of warning and media notification inadequate.
   - Lives may be in jeopardy unless immediate precautions are taken.
   - EAS transmitters and receivers, and the radio system infrastructure will be functioning properly.
   - A number of other more effective methods of warning will be used in addition to the EAS, when possible.
   - EAS is only a useful method of warning if televisions or radios are turned on.
   - Radio, television and cable providers will broadcast EAS messages in a timely manner.

II. EAS DEFINITIONS

The following definitions apply to the EAS terms which 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 11, FEMA Publication CPG 1-40, or other EAS related publications.

Activating Entity	An Emergency Management Organization which activates the local EAS.
Attention Signal	Eight to twenty-five seconds of two tones (834 Hz and 960 Hz) used as an audio alert.
EAS	Emergency Alert System
EAN	Emergency Action Notification. National-level EAS alert.
EAS Decoder	A device which monitors sources and decodes incoming EAS messages.
EAS Encoder	A device used by EAS participants to originate EAS alerts by creating the EAS codes for transmission to other participants and to the public.
Event Code	A three character ASCII code in the EAS header that denotes the type of event for which an EAS test or alert is issued.
L-Code	The portion of the EAS header code which describes the targeted geographic area for the EAS message.
LAECC	Local Area Emergency Communications Committee
Location Code	A six-digit ASCII code in the EAS header that specifies the location of an emergency utilizing the five character FIPS code of the state and county, and a sixth character to designate one of nine divisions of a county.
LP	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.
LRN	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.
NN	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.
NOAA	National Oceanic and Atmospheric Administration

NWS	National Weather Service
Industrial Plant	Iindustrial 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.
Originator Code	A three-character ASCII code in the EAS header that identifies the entity which originates an EAS test or alert.
PEP	Primary Entry Point. A broadcast station which can serve as an entry point for national EAS information in the event that the national alerting methods are inoperable.
PN	Participating National. Broadcast stations and cable systems which deliver all levels of EAS to general public, including local information.
Protocol	A standard set of guidelines by which digital information is encoded and decoded, including the common structure, the character set used, the sequence and timing of codes, and modulation technique used for radio transmission.
RMT	Required Monthly Test
RWT	Required Weekly Test
SECC	State Emergency Communications Committee
SRN	State Relay Network. A system of facilities used to distribute state EAS activations and programming across the state.
State EAS Plan	A document which 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.

III. THE EAS "WEB"

One of the keys to the success of the EAS is its "web architecture". Web architecture refers to the network that is formed when the broadcast stations and cable systems monitor multiple sources for EAS information. The SECC has the responsibility of developing and maintaining monitoring assignments for each broadcast station and cable system in such a way as to build an efficient monitoring web. A current list of the broadcast and cable facilities in this local area and their EAS designations can be found in Appendix 2.

IV. LOCAL RELAY NETWORK

The LAECC has developed a Local Relay Network (LRN) which is one of the sources monitored in the EAS web. Local emergency management entities input local EAS information into the LRN, and broadcast and cable facilities receive information either directly from the LRN or via another source which monitors the LRN and passes the information along (most often the LP station). Refer to Appendix 3 for a diagram of the LRN.

At the heart of the LRN is a repeater system located at Mt. Brynion (Kelso, WA and operating on 450.600 Mhz). All local EAS information must be input into this repeater. Any entity wishing to input EAS information into the repeater must be granted permission by the LAECC. The licensee of the repeater is KZOE Radio and has granted permission for all entities authorized by the LAECC to use the repeater for EAS purposes only. A current list of those entities authorized to input local EAS information is located in Appendix 4.

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 LAECC is not responsible for providing the necessary equipment.

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

- Secure against unauthorized access
- Auxiliary power available
- Direct communications with emergency service agencies and officials
- Able to access the LRN repeater

V. AUTHENTICATION

Each entity which operates an EAS encoder shall be responsible for its use at all times. A method of authentication and identification of personnel and information shall be developed by each entity to ensure that access to the encoder is limited to those people who are authorized to activate the system. This information shall be submitted to the LAECC and included in Appendix 5 of this local plan.

It is imperative that all EAS information input into the LRN be accurate. Broadcasters and cable operators will assume the information was authorized and valid as received. Some facilities may be operating in "authentic" mode in which case the EAS information will be immediately broadcast with absolutely no human intervention. No authentication will take place at the broadcast or cable facilities; the information must be correct when it leaves the origination point.

VI. EAS PROTOCOL

The EAS uses a specific protocol described in the FCC Rules and Regulations and in the State EAS Plan. EAS encode/decode devices allow operators to input information in plain English, then automatically convert the digital information into digital data and output it as an audio signal, just like 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
- An aural message
- An end of message code

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

Following the header code, a two-tone alert signal may be used to alert listeners and viewers that an EAS activation has occurred and that a voice message will follow. The alert 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. See Section X on Page 14 for guidance on the formulation of voice messages.

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

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

HEADER CODE (approximately one second)

* See the text regarding the use of the two-tone attention signal and the aural message

COMPLETE EAS MESSAGE

VII. INITIAL SETUP OF EAS ENCODE/DECODE DEVICES

When an EAS encode/decode device is first installed, it will be necessary to enter certain information (such as what organization operate the unit, where it is located, the date and time, etc.) into the software. Three pieces of information warrant an explanation in the local plan.

The ORIGINATOR CODE describes the type of entity originating an EAS activation. The only originating codes are:

EAN .....Emergency Activation Notification Network
PEP .....Primary Entry Point System
NWS ....National Weather Service
CIV .....Civil Authorities
EAS.....Broadcast Station or Cable System

An "L-Code" identifies the broadcaster, cable operator, Weather Service office, civil authority, or nuclear/industrial plan 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 as 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 as should the station which 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 Authorities:

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	Abbreviation of the type of jurisdiction: CO = County VL = Village CY = City TP = Township TN = Town MY - Municipality
Last two characters	Abbreviation of type of agency: SH = Sheriff ES = Emergency Services FD = Fire Department EG = Emergency Government PD = Police Department EM = Emergency Management TA = Traffic Authority

Examples: COWLCOEM Cowlitz County Department of Emergency Management
WAHKCOSH Wahkiakum County Sheriff

Military Groups:

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

ARMY .....U.S. Army
NAVY ..... U.S. Navy
AIR FORCE .....U. S. Air Force
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.

VIII.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:

1. The type of event
2. The locations affected by the event
3. The duration of the event Event Code

The EVENT CODE defines what type of alert is being used. Each type of emergency requires a unique event code. The FCC has defined numerous event codes for use in the EAS. A list of valid event codes is included in Appendix 6. It is possible to add new event codes by making a request to the LAECC for a new code. If the LAECC agrees with the new 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.

Location Code

A LOCATION CODE defines the geographic area affected by the emergency. EAS location codes are based on the Federal Information Processing Systems (FIPS) codes. In this system, each state has been assigned a two-digit number and each county in the state has been assigned a three-digit number. The combination of 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 the 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 LAECC in close cooperation with county government officials and local emergency management officials. Maps and descriptions of the county subdivisions are included in Appendix 7.

Location Code Examples:

The FIPS code for Washington State is 53; Cowlitz County is 015; and Wahkiakum County is 069. Here are some examples of EAS location codes for the local EAS area:

EAS LOCATION CODE		AREA DESCRIBED
053015	=	Entire Cowlitz County
353015	=	Section 3 of Cowlitz County
053069	=	Entire Wahkiakum County
953069	=	Section 9 of Wahkiakum County

Event Duration Code

An EVENT DURATION CODE defines how long an alert is expected to be in effect. The duration must be determined by the originator when the alert is issued. Valid durations can be entered in 15 minute segments up to one hour then 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 type of encoder and the related equipment being used. In most cases, the devise will use the plain English and will be very straight forward. Consult the operator manual for instructions specific to the encoder being used.

IX. 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. Prior identification and authentication procedures should be followed (see Section V, Page 8, and Appendix 5) to ensure that the person requesting the activation is authorized to do so. Preparation and transmission by activating entity should include the following steps:

1. Authenticate the emergency
2. Determine whether a voice message is needed
3. Assure that the encode 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 the message was sent correctly

X. THE VOICE MESSAGE

A voice message is not required when originating an 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 more concise and precise the voice message, the better it is.

XI. TRAINING FOR EAS PARTICIPANTS

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.

XII. TESTING

Testing is an important aspect of EAS. Testing will ensure that the system is operational and will help to pinpoint and correct hardware, software and operational problems.

Required Monthly Tests/Required Weekly Tests

FCC rules specify that broadcasters and cable systems must run a Required Monthly Test once each month, and during the weeks that the RMT does not run, a Required Weekly Test (RWT) must run. (There are some exceptions 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 which 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 times determined by the EAS Test Coordinator under the guidance of the SECC. The basic plan and schedule is distributed by the SECC each year (Appendix 8).

MONTH	TIME FRAME	SOURCE	ORIGINATOR
January	DAY/8:30 AM to Local Sunset	SRN	Washington State DEM
February	NIGHT/Local Sunset to 8:30 AM	LRN	Local EAS Areas
March	DAY/8:30 AM to Local Sunset	LRN	Local EAS Areas
April	NIGHT/Local Sunset to 8:30 AM	SRN	Washington State DEM
May	DAY/8:30 AM to Local Sunset	LRN	Local EAS Areas
June	NIGHT/Local Sunset to 8:30 AM	LRN	Local EAS Areas
July	DAY/8:30 AM to Local Sunset	SRN	Washington State DEM
August	NIGHT/Local Sunset to 8:30 AM	LRN	Local EAS Areas
September	DAY/8:30 AM to Local Sunset	LRN	Local EAS Areas
October	NIGHT/Local Sunset to 8:30 AM	NOAA	NWS
November	DAY/8:30 AM to Local Sunset	LRN	Local EAS Areas
December	NIGHT/Local Sunset to 8:30 AM	LRN	Local EAS Areas

SRN = Test will come from a State Relay Network transmitter (155.475 Mhz) or will be relayed
LRN = Test will come from the Local Relay Network stations or will be relayed
NOAA = Test originated by the National Weather Service and distributed via NOAA Weather Radio

Test schedules may be modified by the SECC. See Appendix 8 for current test schedule.

In those months when the RMT is scheduled to originate from the Local EAS Areas via the LRN, it will be originated by one of the activating entities in the local area. The LAECC will assign activating entities to originate the RMT during the months when the test will be originated in the local EAS area. The schedule is located in Appendix 8.

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

Event code: .....RMT
Duration code(s):.....[ONLY counties in the local EAS 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 signal 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 LAECC will assign an activating entity to issue one test each week using the RWT event code (RWT's are not forwarded automatically; the air product of broadcast stations and cable systems 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 LAECC if the tests are not received successfully. An LRN test schedule is included in Appendix 8.

XIII. LOCAL AUTHORIZATION

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

XIV. LAECC MEETINGS

The LAECC will meet as needed and on an annual basis to review/update the local plan as necessary. LAECC meetings - as integrated unto the Local Emergency Planning Committee - are open to all interested parties and are not restricted to committee members. For the time, date, and location of the next LAECC meeting, contact the LAECC chairperson.

XV. CHANGES TO THE PLAN

Changes to the plan may be suggested at any time and will be considered at the regular meeting of the LAECC unless circumstances require a special meeting at an earlier date. All proposed changes must be submitted in writing to the Emergency Management Director. Following approval by the LAECC, all changes must be submitted to the SECC for final approval.

XVI. APPROVALS AND CONCURRENCES

Emergency Management Director Cowlitz County	Date	Emergency Management Director Wahkiakum County	Date
LAECC Chairperson	Date	SECC Chairperson	Date

APPENDIX 1

Local Area Emergency Communications Committee Membership List

Mailing Address	Contact	Phone/Fax Numbers
KZOE (FM) 3609 Columbia Heights Road Longview, WA 98632	Danny Houle, Manager EAS Local Area Chairman	3
Cowlitz County Dept. of Emergency Management	Ernie Schnabler, Director Lori Hendrickson, Coordinator Larry Hembree, Coordinator	
Wahkiakum County Dept. of Emergency Management P.O. Box 65 64 Main Street Cathlamet, WA 98612	Sheriff Mark Howie Beau Renfro, EM Coordinator	howiem@co.wahkiakum.wa.us
BiCoastal Media KBAM -- KRQT -- KEDO -- KLYK -- KPPK 1323 14th Avenue Longview, WA 98632	Kevin Taylor	
KLOG (AM) – KUKN (FM) 506 Cowlitz Way W. Kelso, WA 98626	Ray Byers	
KJVH (FM) 1130 14th Avenue Longview, WA 98632	Jennifer Burkheiser	
Comcast Cable	Jeff Wilcox Jon Davison Todd Clark Dean Melby	
KLTV, Channel 11 P.O. Box 12 Longview, WA 98632	Barry Verrill	
Day Wireless 39 International Way Longview, WA 98632	Earl Garber	
Weyerhaeuser Radio Services 209 Douglas Street Longview, WA 98632	Don Fiest	
LCARA / ACS 312 S.W. 1st Avenue Kelso, WA 98626	Randy Greeley	
Cowlitz County Sheriff's Office P.O. Box 390 Kelso, WA 98626	Sheriff Brad Thurman	
Washington State Patrol 1823 Baker Way Loop Kelso, WA 98626		
Longview Police Department P.O. Box 128 Longview, WA 98632	Chief Jim Duscha	
Castle Rock Police Department P.O. Box 475 Castle Rock, WA 98611	Chief Scott Neves	

Mailing Address	Contact	Phone/Fax Numbers
Kelso Police Department Kelso, WA 98626	Chief Darr Kirk	[redacted]
Kalama Police Department P.O. Box 297 Kalama, WA 98625	Chief Raffael Herrera	[redacted]
Woodland Police Department P.O. Box 9 Woodland, WA 98674	Chief Jim Kelly	[redacted]
Longview Fire P.O. Box 128 Longview, WA 98632	Chief Jim Kambeitz	[redacted]
Cowlitz 2 Fire & Rescue 701 Vine Street Kelso, WA 98626	Chief Dave LaFave	[redacted]
Fire District #5 P.O. Box 332 Kalama, WA 98625	Chief Victor Leatzow	[redacted]
Clark Co. F&R (for Woodland) P.O. Box 9 Woodland, WA 98674	Chief John Nohr	[redacted]
Cowlitz Fire District #6 Castle Rock 146 A Street Castle Rock, WA 98611	Chief Bill LeMonds	[redacted]
Cowlitz Fire District #1 160 Pinkerton Dr. Woodland, WA 98674	Chief Eric Dehning	[redacted]
Cowlitz Fire District #7 11670 Lewis River Rd Ariel, WA 98603	Chief Gary Stuart	[redacted]
Cowlitz Fire District #3 5051 Spirit Lake Hwy Toutle, WA 98649	Chief Garrett Foster	[redacted]
Cowlitz Fire District #4 101 First St Ryderwood, WA 98581		[redacted]

APPENDIX 2

Broadcast Stations and Participating Cable Systems
in the Lower Columbia Local Operational Area

Mailing Address	Contact	Phone/Fax Numbers
BiCoastal Media KBAM -- KRQT -- KEDO -- KLYK -- KPPK 1323 14th Avenue Longview, WA 98632	Kevin Taylor	[redacted]
KLOG (AM) – KUKN (FM) 506 Cowlitz Way W. Kelso, WA 98626	Ray Byers	[redacted]
KJVH (FM) 1130 14th Avenue Longview, WA 98632		[redacted]
WAY-FM 3609 Columbia Heights Road Longview, WA 98632 P.O. Box 1000 Kelso, WA 98626	Danny Houle danny@wayfm.com	[redacted]
Comcast	Jeff Wilcox Jon Davison Jon Davison Todd Clark Dean Melby	[redacted]
KLTV P.O. Box 12 Longview, WA 98632	Barry Verrill	[redacted]

APPENDIX 3

Local Operational Area
Local Relay Network Diagram

APPENDIX 4

Roster of Authorized Activating Entities

Organization/Contact	Address	Phone/Fax/E-Mail
Cowlitz County DEM Ernie Schnabler	312 S.W. First Avenue Kelso, WA 98626	P: (360) 577-3130 F: (360) 577-3009 E: dem@co.cowlitz.wa.us
Wahkiakum County DEM Sheriff Mark Howie	P.O. Box 65 Cathlamet, WA 98612	P: (360) 795-3242 F: (360) 795-3145 E: howiem@co.wahkiakum.wa.us

APPENDIX 5

Local Operational Area
Authentication Procedures

The EAS system in the Lower Columbia Operational Area is currently activated at the Cowlitz County Department of Emergency Management (EOC) and follows the DEM-internal Emergency procedures and protocols.

The same is true for Wahkiakum County Emergency Management.

APPENDIX 6

Local Operational Area EAS Event Codes

ADR	Administrative Message
BZW	Blizzard Warning
CEM	Civil Emergency Message
DMO	Practice/Demo Warning
EAN	Emergency Action Notification
EAT	Emergency Action Termination
EVI	Evacuation Immediate
FFA	Flash Flood Watch
FFS	Flash Flood Statement
FFW	Flash Flood Warning
FLA	Flood Watch
FLS	Flood Statement
FLW	Flood Warning
HWA	High Wind Watch
HWW	High Wind Warning
NIC	National Information Center
NPT	National Periodic Test
RMT	Required Monthly Test
RWT	Required Weekly Test
SPS	Special Weather Statement
SVA	Severe Thunderstorm Watch
SVR	Severe Thunderstorm Warning
SVS	Severe Weather Statement
TOA	Tornado Watch
TOR	Tornado Warning
TSA	Tsunami Watch
TSW	Tsunami Warning
WSA	Winter Storm Watch
WSW	Winter Storm Warning

CES	Civil Emergency Statement
CEW	Civil Emergency Warning
CEX	Civil Emergency Text Message
ENS	Environmental Statement
ENW	Environmental Warning
EQS	Earthquake Statement
EQX	Earthquake Text Message
EVS	Evacuation Statement
EVW	Evacuation Warning
EVX	Evacuation Text Message
FRS	Fire Statement
FRT	Fire Test
FRW	Fire Warning
FRX	Fire Text Message
IPS	Industrial Plant Statement
IPT	Industrial Plant Test
IPW	Industrial Plant Warning
IPX	Industrial Plant Text Message
LAA	Local Area Priority Activation
LAS	Local Area EAS Statement
LAT	Local Area Test
LAX	Local Area Text Message
MLA	Military Priority Activation
MLS	Military EAS Statement
MLT	Military Test
MLX	Military Text Message

NUS	Nuclear Plant Statement
NUT	Nuclear Plant Test
NUW	Nuclear Plant
NUX	Nuclear Plant Text Message
PLA	Police Priority Activation
PLS	Police EAS Statement
PLX	Police Text Message
SHA	Sheriff Priority Activation
SHS	Sheriff EAS Statement
SHT	Sheriff Test
SHX	Sheriff Text Message
STA	State Priority Action
STT	State Test
STX	State Text Message
TRA	Traffic Announcement
TRE	Traffic Emergency
TRX	Traffic Authority Test
TST	Self Test

APPENDIX 7

Local Operational Area

COWLITZ COUNTY
Map and Description of EAS Boundaries

APPENDIX 7

Local Operational Area

WAHKIAKUM COUNTY
Map and Description of EAS Boundaries

[To be developed by Wahkiakum County]

APPENDIX 8

Local EAS Area Test Schedule

Lower Columbia
Required Monthly Test Schedule

The required test schedule for Cowlitz County and Wahkiakum County follows the schedule as provided annually by the SECC.

APPENDIX 9

Activation Procedures for the Emergency Alert System (EAS)

Purpose

EAS provides government officials one of several mechanisms to issue emergency warnings to the public through local broadcasters when emergency information may help save lives.

Policy

The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media via normal channels. A combination of a number of warning methods (which may include EAS) are utilized in Cowlitz County to warn and notify the public in an emergency.

Authorized federal, state and local authorities may activate EAS to warn the public of potential life threatening events. The National Weather Service is responsible for activating EAS for severe weather events.

Criteria for Requesting Activation of EAS

The official requesting EAS activation will be required to assess the situation and determine if the nature and scope of the incident warrant activation of the Emergency Alert System. The following guidelines are intended to assist in determining the appropriateness of EAS activation for an incident:

1. Do time limitations or incident severity prohibit use of other warning methods?
2. Will the use of EAS potentially save lives?
3. Are Protective Actions required of the public? (Protective actions include evacuation or shelter-in-place).
4. Are conventional methods of warning and regular/normal media notification inadequate?

The use of EAS must be determined on a case-by-case basis. The following are some examples of incident types that may require activation of EAS.

- Earthquake
- Flooding
- Windstorm
- Landslides
- Volcanic Eruption
- Hazardous Materials Release
- Reservoir and Dam Breaks or Dike Failure
- Gas Line/Pipeline Breaks or Explosions
- Severe Weather (Note: The National Weather Service is generally but not exclusively responsible for activating EAS for severe weather events)

Activating Agency

For localized non-weather related incidents, the Cowlitz County Department of Emergency Management is the agency responsible for activating EAS and sending warnings.

The decision to activate EAS for weather related incidents will generally but not exclusively be the responsibility of the National Weather Service.

If the local EAS activation authority (Cowlitz County DEM) is unable to activate the EAS system, DEM may request EAS activation through the Washington State Emergency Management Division.

Officials Authorized to Activate the Emergency Alert System

Each City and the County shall determine which officials shall be authorized to request activation of EAS. The following officials may authorize the activation of EAS for their jurisdiction:

County	Longview	Kelso	Castle Rock	Kalama	Woodland
DEM Duty Officer	Incident Commander (Time permitting, the IC shall notify Executive Officials if/when EAS is to be activated)	Incident Commander (Time permitting, the IC shall notify Executive Officials if/when EAS is to be activated)	Mayor (or designee)	Mayor (or designee)	Mayor (or designee)
Board of County Commissioners	City Manager (or designee)	City Manager (or designee)	Incident Commander	Incident Commander	Incident Commander
Sheriff (or designee)					
Incident Commander					

Procedures for Requesting EAS Activation

When requesting EAS activation, local authorized officials shall be responsible for doing the following:

1. Assess the situation to ensure that the use of EAS is appropriate for the incident.

2. Complete the "Emergency Alert System Request and Check-Off List" form. (Note: If you do not have the form, you should be prepared to provide the necessary information about the event at the time you request activation of EAS).

3. Notify DEM to request EAS activation.
   - Monday-Friday 8:00 a.m. to 5:00 p.m. – Call DEM at 360-577-3130
   - After business hours and on weekends – Call dispatch at 360-577-3098

Emergency Alert System
Request and Check-Off List

Person requesting the activation:	Title:	Organization:	Call Back #:
What type of event is occurring:			
Geographic locations where incident is occurring (geographic area affected, is it multi-jurisdictional, etc.):			
The public should continue to listen to one of the following radio stations: KZOE 90.3 AM, KBAM 1270 AM, KEDO 1400 AM, KLYK 94.5 FM KLOG 1490 AM, KUKN 105.5 FM, or tune to Channel 40 on your television.			
Protective measures advised (evacuation, shelter-in-place, etc.):			
Evacuation areas:			
Evacuation routes:			
Shelter-in-place instructions:			
Other instructions:			
Local emergency personnel request the public stay off their telephones and cell phones unless it is a life-threatening emergency. This will allow the telephone lines to be used by emergency workers.			
OPTIONAL INFORMATION: A brief statement from the issuing agency addressing the incident:			
Date/Time:	Person/organization sending message:		