

**EMERGENCY ALERT SYSTEM PLAN
FOR THE STATE OF NEW JERSEY
September 24, 2003**

I. INTRODUCTION

A. PURPOSE OF THE EMERGENCY ALERT SYSTEM - To provide the President with the capability to immediately communicate with and inform the general public during times of national emergency. The Emergency Alert System may also be used by the National Weather Service, heads of State or local governments or their designees as a means of alerting and communicating with the general public during times of national, state or local emergencies.

B. INTENT AND GOAL OF THIS PLAN - The purpose of the New Jersey EAS plan is to set forth procedures and guidelines so as to alert as many members of the general public as quickly as possible about impending danger and to provide instruction for the protection of life and property.

II. AUTHORITY AND AUTHORIZATIONS

A. AUTHORITY - The authorities for the development and publication of this plan are:

1. The Communications Act of 1934 as amended in 1996
2. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, dated April 3, 1984.
3. Title 47, Code of Federal Regulations (CFR), Subpart G, Part 11 Emergency Alert System, as amended.

B. AUTHORIZATIONS - Those individuals or entities authorized to activate EAS include The President of the United States or his designee, the Governor of New Jersey or his designee, Director of Emergency Management of each of New Jersey's 21 counties or his designee, the management of the broadcast outlet or cable facility, and the Meteorologist In Charge of the National Weather Service forecast offices which serve the State of New Jersey.

III. NATIONAL, STATE, AND LOCAL EAS: PRIORITIES

A. NATIONAL - All broadcast and subject cable operators are REQUIRED to participate in the National level EAS. Participating National (NP) stations and cable operators will carry the Presidential message; Non-Participating National (NN) stations will make an announcement and sign off.

B. STATE/LOCAL - Participation in the New Jersey and/or Local Area EAS is voluntary for all broadcasters and cable operators. However, broadcast stations and cable operators electing to participate in the State and/or Local Area MUST follow the procedures found in this plan. Stations designated "NN" (Non-Participating National) MAY participate in the State and/or Local Area EAS without any prior FCC approval, even though they elect not to carry National EAS Alerts.

C. EAS PRIORITIES - EAS Priorities as set forth in the FCC rules [11.44] are as follows:

1. National EAS Messages
2. Local Area EAS Messages
3. State EAS Messages
4. Messages from the National Information Center (NIC)

(These are follow-up messages after a national EAS activation)

IV. INFORMATION SPECIFICALLY FOR:

- A. **EMERGENCY MANAGEMENT OFFICIALS** - Because broadcasters and subject cable operators participate in EAS on a VOLUNTARY basis (meaning no one can force them to carry an EAS alert), your cooperation in using this valuable tool is essential. EAS should be used prudently for short fused, take action emergencies. Transmitted only once, messages should be less than 2 minutes in length and should deal ONLY with “take cover” information. Names of officials involved in the decision and other “press conference” type information should not be used. Because some broadcast stations and cable outlets are unattended or operate in “automatic mode,” they depend on you to send a brief, well-spoken message for a truly serious emergency. Frivolous uses of the system will erode confidence in you and your freedom to use these facilities.

Recognizing the good relationship between Emergency Management officials and various broadcast outlets, local agreements not covered in this plan are in effect in some areas. Such plans and activity are encouraged as long as it does not interfere with the information outlined in this booklet or the spirit of the FCC rules governing EAS.

Municipal Emergency Management officials must clear EAS use with their county coordinator. County coordinators can access EAS by means of either a local agreement with a particular station (such agreements should be reviewed annually for status), or they can access their regional station through the State Police dispatch center in West Trenton. If a local agreement is reached, authentication measures should be put in place to preclude false alarms.

- B. **THE NATIONAL WEATHER SERVICE** - Because broadcasters and subject cable operators participate in EAS on a VOLUNTARY basis (meaning no one can force them to carry an EAS alert), your cooperation in using this valuable tool is essential. EAS should be used prudently for short fused, take action emergencies. Since all broadcast and cable facilities are now required to monitor NOAA weather radio for their area, EAS messages sent over weather radio should be less than 2 minutes in length and should deal ONLY with “take cover” information. While important, the message will be relayed only once with other information that is not a part of EAS being treated as a “Weather Bulletin” or statement.

As with all EAS messages, it will be at the discretion of the broadcast outlet or subject cable facility concerning the telecasting of spring and summer thunderstorm warnings. The SECC encourages Local Primary 1 (LP-1) stations to air the first warning issued in the region noting the approach of these storms. From there it will be up to the local broadcast station or cable outlet to monitor and handle subsequent thunderstorm warnings for the area(s) they serve.

- C. **BROADCASTERS** - While your participation is valuable and strongly encouraged, your participation in state and local EAS is strictly VOLUNTARY. Participation in this plan shall not be deemed as a relinquishment of program control and shall not prohibit broadcast licensees from exercising independent discretion and responsibility in any given situation. Broadcast stations transmitting EAS emergency communications shall be implicitly granted rebroadcast authority. Management of each broadcast station may exercise discretion regarding the broadcast of emergency information and instructions to the general public. The FCC provides this authority under part 11.54 of the Rules and Regulations.

- D. **CABLE OPERATORS** - While your participation is valuable and strongly encouraged, your participation in state and local EAS is strictly VOLUNTARY. Participation in this plan shall not be deemed as a relinquishment of program control and shall not prohibit a cable system from exercising independent discretion and responsibility in any given situation. Cable systems transmitting EAS emergency communications shall be implicitly granted rebroadcast authority. Management of each cable system may exercise discretion regarding the transmission of emergency information and instructions to the general public.

Agreements concerning the airing of emergency messages made with cities or municipalities as part of a local franchise agreement is not subject to the provisions of this plan.

E. (Future Participants)

V. THE NEW JERSEY EMERGENCY COMMUNICATIONS COMMITTEE (SECC)

A. AUTHORITY AND PURPOSE - Organized by the Federal Communications Commission (FCC), the main task of the New Jersey Emergency Communications Committee is to prepare coordinated emergency communications systems, develop state and local emergency communication plans and procedures; act as a liaison between business, organizations and public service entities using emergency communications, encourage studies and research which will improve the overall effectiveness of emergency communications; provide technical advice and recommendations to appropriate state and local authorities and organizations concerning emergency communications; evaluate proposals for technical development of functional emergency communication system plans and procedures within New Jersey.

B. MEMBERS - The chairperson of the SECC shall be nominated by the general membership. The FCC appoints other committee members after having been nominated by the Committee chairperson. There is no limit to the number of members nor their term of service. All members of the SECC serve on a voluntary basis. The Committee consists of a cross section of broadcast and cable engineers, managers, emergency management personnel, weather service personnel, and National Homeland Security officials.

While members of the SECC are employees of various private and governmental corporations, organizations and agencies, the SECC is an independent body and is therefore not under the direct auspices of any of the participating corporations, organizations or agencies to which its members belong.

All EAS related matters are to be handled by the SECC through its chairperson.

More information about the SECC and current listing of members is available upon request from the SECC.

VI. THE NEW JERSEY EMERGENCY ALERT SYSTEM PLAN

A. OVERVIEW - The backbone of the New Jersey Emergency Alerting system rests on the 800 MHz State Police trunking network. This “secure” and “redundant” radio system has the ability to carry emergency messages from the state Emergency Operating Center in West Trenton, to 7 key FM broadcast outlets in the state. This system is designed to operate without intervention on the part of station personnel. Because of this, county emergency management officials have the ability to access the system through the dispatch center of the State Police in West Trenton. Municipal emergency management officials have the ability to access the system through their county emergency management coordinators. Once a station receives an alert over their trunked receiver, it is automatically transmitted to other radio, television and cable outlets in the state using standard EAS protocol. For the EAS Activation Sequence, see page 8. The SECC suggests that decoders be set for pass through of the following codes: “Civil Emergency”, “Evacuation Immediate”, and “Child Abduction Emergency”. A complete list of Event Codes can be found in Appendix “A.”

Another source of EAS activation includes the National Weather Service. Because of this all broadcasters and subject cable operators are required to monitor the NOAA weather Radio transmitter serving their coverage area. Weather service alerts can be transmitted immediately, delayed for review, or set for “log only”. The SECC encourages stations to have their EAS decoders set to alert and pass along “Thunderstorm Warnings”, “Tornado Warnings”, “Flash Flood” and “Flood Warnings”, and in some cases “Tsunami Warnings.” As time goes on, other codes will be added. Broadcast and cable operators should carefully evaluate each new code in light of their service area.

National alerts will be brought into New Jersey through means of New Jersey Network's affiliation with National Public Radio and by a decoder at the State EOC, which monitors the nearest Primary Entry Point (PEP) station WABC in New York. This decoder will pass information to the 7 key stations and therefore to the rest of the state broadcasters and cable operators through the 800MHz trunking system.

B. OPERATIONAL AREAS - New Jersey is divided into 7 operational areas or regions. While boundaries are not exact, EAS users such as the Weather Service and the New Jersey Office of Emergency Management have agreed upon these areas. Where available a class B FM station is used. For a map showing the Operational Areas (Op Area), consult Appendix "B." Each broadcast station and cable operator should be familiar with their Op Area and the LP-1 that serves that region.

C. STATE RELAY NETWORK - This network which consist of the 7 LP-1 stations in the state is designed to provide a continuous stream of information from the state EOC should the need arise. The 2 gateway facilities for this network are WPST and New Jersey Network FM radio system. While serving in this "Network" capacity, the LP-1's will carry the State Primary (SP) designation. All broadcast stations and cable outlets should have the ability to re-transmit messages from their LP-1 station by means of either a "patch" or wired directly into their console.

D. AUTHENTICATION - By its very nature, EAS is meant to be a self-authenticating System. Facilities taking EAS activation request over the telephone can authenticate the request by (1) voice recognition of the caller (2) comparing the call back number given by the caller to a pre-arranged call back telephone number. For LP-1 stations, a list of these numbers is provided in Appendix "G" of this manual.

E. MONITORING ASSIGNMENTS - All FCC licensed facilities will monitor at least 3 sources (1) NOAA Weather Radio (2) their regional LP-1 FM radio station (3) the nearest New Jersey Network FM station or WABC 770 KHz. Local Primary (LP) stations must also monitor the State Police 800MHz trunking system and another assigned LP-1 station whether this is a facility in New Jersey or an adjoining state.

F. THIS SECTION RESERVED FOR EMnet SYSTEM

VII. SYSTEM TEST

A. All broadcasters and subject cable operators are required to transmit Required Weekly Test (RWT) and Required Monthly Test (RMT) with the following exceptions:

-- Class "D" and LPTV stations are required to have EAS decoders but are not required to have EAS encoders. They are not required to run RWT's but must transmit the RMT's minus the header codes and attention signal. LPTV stations must present all EAS information visually, just as all other TV stations must.

-- FM Translators and TV Translators are not required to have EAS equipment and are not required to run RWT's or RMT's.

B. WEEKLY TEST (RWT) - All broadcasters and subject cable operators must initiate their own RWT once each week at random days and times except for the week the RMT is issued. There are no time-of-day restrictions. This 10.5-second test consisting of the EAS header and End of Message codes should be preceded by a brief announcement stating that the following is a test of the Emergency Alert System. A sample script can be found in Appendix C.

All broadcasters and subject cable operators are to "log" all RWT's received from their monitored sources. No further action is required.

C. MONTHLY TEST (RMT) - All broadcasters and subject cable operators must receive and send on a monthly basis, at least one RMT. This test must consist of the EAS digital header codes, the 2-tone attention signal and a brief test script and end of message code. This test is to be conducted between 8:30 AM and sunset on odd numbered months (January, March, May, July, September, November) and between sunset and 8:30 AM on even numbered months (February, April, June, August, October, December).

The SECC has arranged for RMT's to be sent by either an LP-1 station of its choice or by the New Jersey Office of Emergency Management. The test will take place on the third Tuesday of each month. On odd numbered months the test will take place at approximately 10:50 AM. Even numbered months the test will occur at approximately 12:50 AM. All broadcasters and subject cable operators receiving an RMT MUST re-transmit this test within 60 minutes of receiving it. For daytime-only stations receiving nighttime RMT, this test must be re-transmitted within 60 minutes of the daytime only stations sign-on. Transmission of an RMT takes the place of the Required Weekly Test (RWT). Times should be logged for both the receipt and re-transmission of the RWT. Broadcast and cable management should impress upon their staff that re-transmission of this test is not an option. It is an FCC violation for failure to re-transmit this test within 60 minutes of receiving it.

D. OTHER INFORMATION - Required Weekly Test (RWT) do not have to be transmitted during a week that EAS activation occurs. Required Monthly Test (RMT) does not have to be transmitted during a month when there is an EAS activation that includes a 2 tone alert signal and audio message.

The SECC will try it's best to adhere to the published schedule of Required Monthly Test. However, should the test not take place at the scheduled time, there is a 48 hour window for the RMT to be sent within the same time period as the scheduled test. If, after that 48-hour period, no RMT is received, all broadcasters and cable operators are to (1) determine why the test was not received. Check your station equipment by calling your LP-1 station to see if they received and forwarded the test. (2) Document your findings in the station log. (3) Take appropriate corrective action.

EAS encoders will perform RWT's and RMT's according to standard EAS protocol once the required information is entered into the device. The exact procedure for programming a test will vary depending upon the manufacturer of the equipment. Consult your operations manual for information specific to your encoder and practice the procedure prior to attempting to perform an actual test.

E. OTHER TEST – From time to time it may become necessary to conduct an EAS test other than those granted under the authority of an RWT or RMT. Such test must have the approval of the SECC and the agencies involved (NJBA, NWS, NJSP, NJ Cable Association). Furthermore, such test might require a “waiver” of FCC rules. Those seeking to conduct this test must obtain this waiver from the FCC prior to arranging the test. A copy of the FCC waiver and a written request for a “special test” must be sent to the SECC chairperson. It is recommended that special EAS testing be done on or as close to the RMT date and time as possible.

VIII. MONITORING ASSIGNMENTS

A. GENERAL - All broadcast and subject cable operators will monitor at least 3 sources. These sources shall be NOAA Weather Radio, a Primary Entry Point Station and the State/Regional and Local station.

B. NOAA WEATHER RADIO ASSIGNMENT - All broadcasters and cable operators are to have as an input to their EAS decoder, the National Weather Service NOAA Weather Radio station that serves the broadcasters' or cable operators' primary coverage or service area. A list of NOAA frequencies and transmitter locations is located in Appendix “D”. Coverage information is available upon request from either the National Weather Service office in Mt. Holly New Jersey, or the National Weather Service office located in Upton, NY.

C. PRIMARY ENTRY POINT ASSIGNMENT - All broadcasters and cable operators are to have as an input to their EAS decoders a source for receiving national alerts. This is done by means of Primary Entry Point Stations. In New Jersey broadcasters and cable operators have the choice of using 1 of 2 sources. WABC 770 KHz in New York City, or New Jersey Networks FM radio system. As a back up to those choosing to monitor NJN, the State EOC will monitor WABC and will relay alerts through its 800 MHz trunking system to the LP-1 stations.

D. STATE/ REGIONAL/ LOCAL ASSIGNMENT - All broadcasters and cable operators are to have as an input to their EAS decoders a source for receiving State, regional, or local information. This is done by means of the 7 LP-1 FM stations located through out the state. The following is a listing of the LP-1 stations and the areas they serve.

NORTHWEST NEW JERSEY OPERATIONAL AREA

Station	Frequency	Counties Served
WNNJ	103.7 MHZ	Sussex Warren

NORTHEAST NEW JERSEY OPERATIONAL AREA

Station	Frequency	Counties Served
WFME	94.7 MHZ	Bergen Essex Hudson Morris Passaic Union

CENTRAL NEW JERSEY OPERATIONAL AREA

Station	Frequency	Counties Served
WPST	97.5 MHZ	Hunterdon Mercer Middlesex Somerset

NORTHERN COASTAL OPERATIONAL AREA

Station	Frequency	Counties Served
WRAT	95.9 MHZ	Monmouth Ocean (Toms River &

North)

DELAWARE VALLEY OPERATIONAL AREA

Station	Frequency	Counties Served
WKDN	106.9 MHZ	Burlington Camden Gloucester

DELAWARE BAY OPERATIONAL AREA

Station	Frequency	Counties Served
WJKS	97.3 MHZ	Cumberland Salem

SOUTHERN COASTAL OPERATIONAL AREA

Station	Frequency	Counties Served
WFPG	96.9 MHZ	Atlantic Cape May Ocean (south of Toms

River)

All broadcasters and cable operators should monitor the station above that serves your primary coverage or service area. Should for technical reasons (i.e. weak signal, adjacent or co-channel interference) you be unable to receive a reliable signal from the station that serves your primary coverage or service area, you may chose another station which operates within the 60dbu contour of the LP-1 station as an alternate. A letter stating your use of an alternate monitoring source should be sent to the SECC, to the station to be monitored, and a copy retained in your "Public Files". The SECC reserves the right to review a broadcasters or cable operators choice of an alternate source and to make changes if necessary.

E. LP-1 STATION ASSIGNMENTS - All LP-1 Stations should have as an input to their EAS encoder the NOAA Weather Radio which serves their primary coverage area, the next nearest LP-1 station for New Jersey, the State Police 800 MHz trunking receiver, and for stations bordering Pennsylvania or New York an LP-1 station for that state. For LP-1 stations that are not bordering another state, you must monitor the nearest NJN FM station.

XI. ACTIVATION SEQUENCE

A. NATIONAL ALERT - The President of the United States or other federal authorities may utilize the facilities of EAS in a national emergency. Notification of a national EAS alert comes in the form of an EMERGENCY ACTION NOTIFICATION (EAN) from the White House. This notification is distributed nationally via two methods:

- National Public Radio through WBAL in Baltimore to New Jersey Network
- Primary Entry Point (PEP) AM stations such as WABC 770 KHz in New York.

The FCC has outlined the sequence for a national EAS alert in its EAS Handbook. The FCC rules require all broadcasters and cable operators to have a handbook at all operating positions. The SECC encourages EAS participants to become familiar with the Handbook by reviewing it on a periodic basis.

B. STATE/REGIONAL - EAS can be activated on a State or Regional (County) level in several ways:

- PRIMARY - Advise NJSP Operational Dispatch Unit that they may be receiving a telephone call from an EAS station to verify or authenticate your request to activate EAS. Following this telephone the LP-1 station in the affected area. Identify yourself and be prepared to have the station operator record your message or standby for receipt of your Fax. Because radio station telephone numbers change, you must ask for the LP-1 stations fax number at the time of the call. Some LP-1 stations may be automated during certain operating periods. This means that you may not be able to reach anyone at the stations main number. In this case using the EAS Confidential Telephone Listing, the stations chief engineer is to be contacted for assistance.

- **PRIMARY BACKUP** - The State EOC has radio equipment that is capable of transmitting EAS messages live over the LP-1 stations. To activate EAS in this manner, have your message prepared and then contact the State EOC with your request to activate EAS. This procedure is to be used if the above-mentioned activation sequence fails.

- **SECONDARY BACKUP** - As a contingency procedure, the National Weather Service in Mt. Holly is capable of sending EAS messages for alerts other than those related to the weather. Their telephone number is 609-261-6604. (This number is not for public dissemination.) This method of activation should only be used as a last resort.

C. LOCAL - Because LP-1 stations cover a large population, municipal Emergency Management coordinators must put their request for EAS activation through their county Emergency Management office. If approved, the County Emergency Management official will follow the procedure outlined above under State/Regional activation sequence. This procedure does not hinder the municipal emergency management official from contacting his or her local broadcast station or cable system with a request for EAS activation; however the decision to fulfil that request remains the discretion of the broadcast station or cable system. Municipal Emergency Management Officials should be advised that contacting one broadcast station or cable outlet is just that, getting the word to one station that serves your community or those with their televisions connected to cable and turned on.

D. WEATHER - Using Standard Operating Procedures established by the National Weather Service, EAS Alerts will go to broadcasters and cable operators by means of the NOAA Weather Radio system located throughout New Jersey and adjoining states. Should the NOAA weather radio system fail, the Weather Service can use the means of EAS activation noted above under State/Regional.

E. CHILD ABDUCTION EMERGENCY/AMBER ALERT – A Child Abduction Emergency alert (CAE) will be issued by the Missing Persons Unit of the New Jersey State Police through the NOAA radio system and/or the New Jersey State Police 800 MHz trunked radio system. This will be followed by further Facsimile and Email information from the Missing Persons Unit sent to broadcast stations and cable systems. All participating broadcast stations and cable systems are encouraged to update their facsimile and Email with the New Jersey State Police Missing Persons Unit on a regular basis.

Child Abduction Emergencies (Amber Alerts) will last approximately 3 to 6 hours. For the first 3 hours after an “Amber” activation, it is recommended that information be read by radio broadcasters every 15-25 minutes, at the first natural break in programming. Broadcast stations opting to use an “Amber Alert” sounder may do so at this time. For the hours 3 through 6, Amber information should be read every 30 to 60 minutes, at the first natural break in programming. For automated broadcast stations or cable systems, or those operating in unattended mode, it is recommend that their EAS equipment be set to relay the Child Abduction Emergency alert.

A Child Abduction Emergency alert termination message will be sent to the National Weather Service for broadcast over the NOAA radio system and/or over the New Jersey State Police 800 MHz trunked radio system. Also, a CAE termination will be sent to all broadcast stations and cable outlets by the Missing Persons Unit of the New Jersey State Police via facsimile and Email.

Further suggestions and recommendations regarding Child Abduction/Amber Alert programming can be obtained from the New Jersey Broadcasters Association.

F. WIRE SERVICES - EAS activation scripts can be sent to the Associated Press in Trenton by calling 609-392-3622, or by calling their New York City office at 212-621-1670.

APPENDIX “A”

EVENT CODES

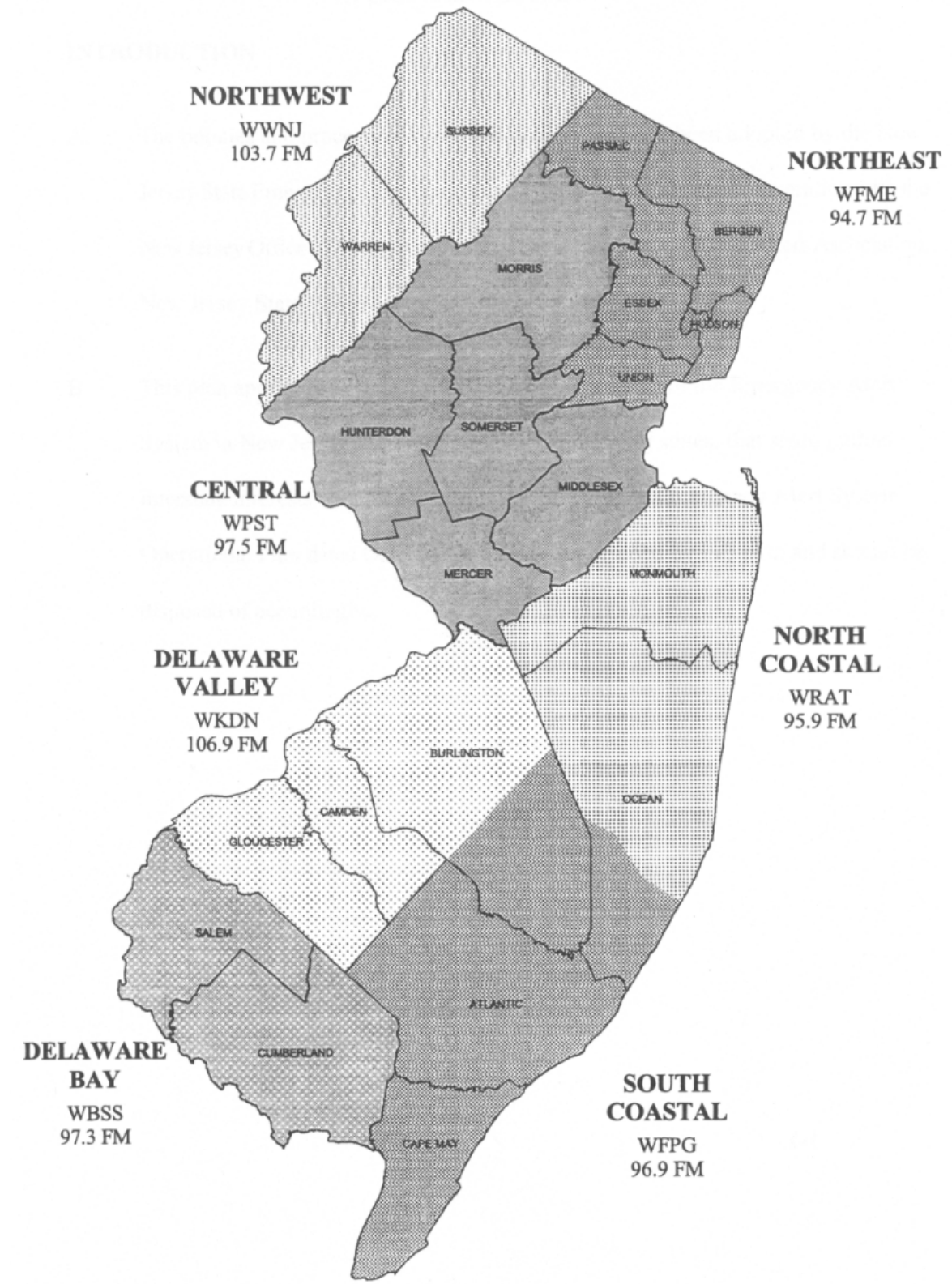
<u>NATURE OF ACTIVATION</u>	<u>EVENT CODE</u>
Administrative Message	ADR (National only)
Avalanche Warning	AVW
Avalanche Watch	AVA
Blizzard Warning	BZW
Child Abduction Emergency	CAE
Civil Danger Warning	CDW
Civil Emergency	CEM
Coastal Flood Warning	CFW
Coastal Flood Watch	CFA
Dust Storm Warning	DSW
Earthquake Warning	EQW
Emergency Action Notification	EAN
Emergency Action Termination	EAT
Fire Warning	FRW
Flash Flood Statement	FFS
Flash Flood Warning	FFW
Flash Flood Watch	FFA
Flood Statement	FLS
Flood Warning	FLW
Flood Watch	FLA
Hazardous Materials Warning	HMW
High Wind Warning	HWW
High Wind Watch	HWA
Hurricane Statement	HLS

Hurricane Warning	HUW
Hurricane Watch	HUA
Immediate Evacuation	EVI
Law Enforcement Warning	LEW
Local Area Emergency	LAE
National Information Center	NIC
National Periodic Test	NPT
Network Message Notification	NMN
911 Telephone Outage Emergency	TOE
Nuclear Power Plant Warning	NUW
Practice/Demo Warning	DMO
Radiological Hazard Warning	RHW
Required Monthly Test	RMT
Required Weekly Test	RWT
Severe Thunderstorm Warning	SVR
Severe Thunderstorm Watch	SVA
Severe Weather Statement	SVS
Shelter in Place Warning	SPW
Special Marine Warning	SMW
Special Weather Statement	SPS
Tornado Warning	TOR
Tornado Watch	TOA
Tropical Storm Warning	TRW
Tropical Storm Watch	TRA
Tsunami Warning	TSW
Tsunami Watch	TAS
Volcano Warning	VOW
Winter Storm Warning	WSW

Winter Storm Watch

WSA

NEW JERSEY EAS OPERATIONAL AREAS



APPENDIX "C"

SAMPLE SCRIPTS

A. REQUIRED WEEKLY TEST (RWT)

1. Discontinue regular programming
2. Announce: "THE FOLLOWING IS A TEST OF THE EMERGENCY ALERT SYSTEM"
3. Transmit RWT EAS protocol
4. Resume regular programming

B. REQUIRED MONTHLY TEST (RMT) FROM A SINGLE LP-1 STATION

1. Discontinue programming
2. Announce: "THE FOLLOWING IS A MONTHLY TEST OF THE EMERGENCY ALERT SYSTEM"
3. Transmit Required Monthly Test with two tone alert
4. Announce: "THIS STATION IS CONDUCTING A TEST OF ITS EMERGENCY ALERT SYSTEM. HAD THIS BEEN AN ACTUAL EMERGENCY, THE ATTENTION SIGNAL YOU JUST HEARD WOULD HAVE BEEN FOLLOWED BY OFFICAL INFORMATION OR INSTRUCTION. THIS CONCLUDES THIS EMERGENCY ALERT SYSTEM TEST."
5. Send End of Message protocol
6. Resume normal programming

C. REQUIRED MONTHLY TEST (RMT) USING STATE RELAY NETWORK

1. Discontinue programming
2. Announce: "THE FOLLOWING IS A MONTHLY TEST OF THE EMERGENCY ALERT SYSTEM"
3. Transmit Required Monthly Test with two-tone alert
4. Announce: THIS STATION IS CONDUCTING A MONTHLY COORDINATED TEST OF ITS EMERGENCY ALERT SYSTEM. HAD THIS BEEN AN ACTUAL EMERGENCY THE ATTENTION SIGNAL YOU JUST HEARD WOULD HAVE BEEN FOLLOWED BY OFFICIAL INFORMATION OR INSTRUCTIONS. THIS CONCLUDES THIS TEST OF THE EMERGENCY ALERT SYSTEM."
5. Send End of Message protocol
6. Resume normal programming

D. REQUIRED MONTHLY TEST (RMT) FROM STATE EOC

1. Discontinue programming
2. Announce: “THE FOLLOWING IS A MONTHLY TEST OF THE EMERGENCY ALERT SYSTEM”
3. Transmit Required Monthly Test with two-tone alert
4. Announce: THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT IS CONDUCTING A TEST OF THE EMERGENCY ALERT SYSTEM. HAD THIS BEEN AN ACTUAL EMERGENCY THE ATTENTION SIGNAL YOU JUST HEARD WOULD HAVE BEEN FOLLOWED BY OFFICIAL INFORMATION OR INSTRUCTIONS. THIS CONCLUDES THIS TEST OF THE EMERGENCY ALERT SYSTEM.”
5. Send End of Message protocol
6. Resume normal programming

E. SAMPLE/ACTUAL SCRIPT FOR BROADCASTERS - EAS ACTIVATION

1. Discontinue programming
2. Announce: “WE INTERRUPT THIS PROGRAM FOR A SPECIAL ANNOUNCEMENT”
3. Transmit EAS protocol for event using two tone alert
4. Announce: “THE EMERGENCY ALERT SYSTEM HAS BEEN ACTIVATED BY (give agency name)”
5. Transmit Message
6. Announce: “THIS HAS BEEN AN EAS ALERT.”
7. Resume regular programming if permitted by alert monitoring EAS sources for additional alerts or instructions

F. SAMPLE/ ACTUAL SCRIPT FOR BROADCASTERS - EAS TERMINATION

1. Discontinue programming
2. Announce: “WE INTERRUPT THIS PROGRAM FOR A SPECIAL ANNOUNCEMENT”
3. Transmit EAS protocol for event using two tone alert
4. Announce: THE EMERGENCY WHICH PROMPTED ACTIVATION OF THE EMERGENCY ALERT SYSTEM HAS BEEN TERMINATED BY AUTHORITY OF (give agency) EFFECTIVE (give time). ALL BROADCAST FACILITIES CAN STAND DOWN AND RESUME NORMAL OPERATIONS”
5. Resume regular programming

**G. SAMPLE / ACTUAL SCRIPT FOR EMERGENCY MANAGEMENT OFFICIALS -
IN-PLACE SHELTERING**

THIS MESSAGE IS FOR (insert county or municipality) RESIDENTS ONLY

This is an official notice from the (insert county) Office of Emergency Management.

The (insert county) Office of Emergency Management has been notified by (insert agency name) that (briefly describe incident and location of incident) and that the following precautions should be taken.

County officials have been advised that at this time there (is or is not) an immediate danger to the public and/or the environment.

However, as a precaution, residents of the following area(s) including (insert jurisdiction/s) should go indoors closing all windows, doors and vents. Turn off all air conditioners.

Key emergency personnel, including monitoring teams, have been dispatched to the designated areas. State and County officials are being kept informed of the situation. Emergency personnel will remain at their assignments until the situation has been alleviated or corrected.

Additional information is available from the (insert county) public information office by calling this number (insert public information telephone number).

Stay tuned to (insert radio station) for further details.

THIS MESSAGE IS FOR (insert county or municipality) RESIDENTS ONLY.

Approval Signature

EAS MESSAGE # _____

Content _____

Date _____

EAS Message Tape # _____

H. SAMPLE / ACTUAL SCRIPT FOR EMERGENCY MANAGEMENT OFFICIALS - EVACUATION

THIS MESSAGE IS FOR (insert county or municipality) RESIDENTS ONLY

This is an official notice from the (insert county) Office of Emergency Management.

The (insert county) Office of Emergency Management has been notified by (insert agency name) that (briefly describe incident and location of incident) and that the following areas should be evacuated.

Residents in (insert county or municipality) are to evacuate their homes and/or places of business and utilize the appropriate evacuation route for their area.

You should take with you a change of clothing, special medication or health needs and important papers such as deeds and insurance documents. Lock your home or business securely.

A detailed description of available evacuation routes will follow the completion of this message.

If you are in an area that has been ordered to evacuate and do not have available transportation, buses will be available along major evacuation routes.

Handicapped residents with special transportation needs should contact available relatives or friends. If no one is immediately available, handicapped residents should contact the appropriate emergency officials and remain indoors until emergency vehicles arrive to provide transportation.

Additional information is available from the (insert county) public information office by calling this number (insert public information telephone number).

Stay tuned to (insert radio station) for further details.

THIS MESSAGE IS FOR (insert county or municipality) RESIDENTS ONLY.

Approval Signature

EAS MESSAGE # _____

Content _____

Date _____

EAS Message Tape # _____

APPENDIX “D”

**NATIONAL WEATHER SERVICE
NOAA RADIO FREQUENCIES**

<u>Location</u>	<u>Frequency</u>	<u>Counties Served</u>
Atlantic City, NJ	162.400 MHZ	Atlantic Burlington Cape May Cumberland Ocean
New York City, NY	162.550 MHZ	Bergen Essex Hudson Middlesex Monmouth Morris Passaic Union
Allentown, PA	162.400 MHZ	Hunterdon Sussex Warren Somerset
Philadelphia, PA	162.475 MHZ	Burlington Camden Gloucester Mercer Salem
Monmouth, NJ	162.450 MHZ	Mercer Middlesex Monmouth Ocean Somerset
Sussex, NJ	162.525 MHZ	Hunterdon Morris Sussex Warren

National Weather Service Website: www.nws.noaa.gov/er/phi

DEFINITIONS

ACTIVATION	The initiation of the EAS by transmission of the EAS codes
AM	Frequency Band from 835 kHz to 1605 kHz
ATTENTION SIGNAL	Eight seconds of two tones (853 & 960 Hz) used as an audio alert
AUTOMATIC INTERRUPTION	The automatic encoding and transmission of EAS Codes for pre-selected events
CFR	Code of Federal Regulations
CLASS D	Non-commercial educational FM radio station with an output of less than 10 watts
DBS	Direct Broadcast Satellite
EAN	Emergency Activation Notification
EAS	Emergency Alert System
EAT	Emergency Action Termination
EIC	Emergency Information Center
EOC	Emergency Operations Center
EOM	End Of Message
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FIPS	Federal Information Processing
FM	Radio Frequency Band from 88 MHZ to 108 MHZ
KHz	Kilohertz or 1,000 Hertz
LP	Local Primary, a source of EAS Local Area messages
LPTV	A low power television station
MHZ	Megahertz or one million hertz
NAB	National Association of Broadcasters
NIC	National Information Center
NJSP	New Jersey State Police
NN	Non-Participation National Source

NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
NWWS	NOAA Weather Wire Service
LOCAL AREA	A geographic area of the state which has been designated by the EAS plan to function as one portion of the EAS distribution network
PEP	Primary Entry Point
PN	Participating National source
RBDS	Radio Broadcasting Data System, a defined protocol for data that is transmitted on the 57 kHz subcarrier of FM radio broadcasting stations.
RMT	Required Monthly Test
RPU	Remote Pickup Unit
RWT	Required Weekly Test
SECC	State Emergency Communications Committee
SOS	State Override System, a system by which EAS can be activated through the NJSP Division Headquarters, whenever a government official cannot establish direct contact with a broadcast station or cable system.
SP	State Primary, a primary source of EAS state programming, which can originate from the governor or authorized representative.
SUBCARRIER	An inaudible portion of the broadcast signal that is added to the program signal of the FM or TV sound.
TV	Television
WATCH	A message that describes a potential threat to the safety of life and/or property.
WARNING	A message that describes imminent or actual threat to the safety of life and/or property.
WRSAME	Weather Radio Specific Area Message Encoder, a device used by the National Weather Service to broadcast data on the national Weather Radio for day-to-day forecast and weather related emergency announcements.
UTC	Coordinated Universal Time

EAS CHECK LIST FOR BROADCASTERS

YOUR LOCAL OPERATION AREA _____

MONITORING ASSIGNMENT & FREQUENCY

EAS DECODER INPUT CHANNEL

- | | | | |
|----|--|--|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

CHECK LIST

- _____ 1. EAS equipment installed and checked periodically for proper operation

- _____ 2. All personnel trained in EAS procedures and in use of EAS equipment (sending and receiving test, logging test, sending and receiving messages using event codes and two-tone alert)

- _____ 3. All weekly and monthly tests received, logged and transmitted

- _____ 4. Current copy of FCC EAS handbook and State EAS plan book at operating location(s)

- _____ 5. Current copy of FCC Rules and Regulations regarding EAS

- _____ 6. Other

