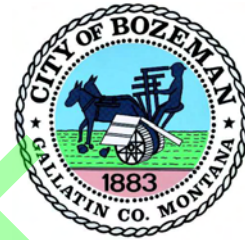


Emergency Management Plan



Emergency Alert System Local Area Plan

For the communities of:
Belgrade, Bozeman, Manhattan, Three Forks, West
Yellowstone and unincorporated Gallatin County

May
2010

I. INTRODUCTION

This Emergency Alert System (EAS) Local Area Plan was developed by the Gallatin Local Area Emergency Communications Committee in cooperation with local broadcast and cable operators, the National Weather Service, Gallatin County, and the cities of Bozeman, Belgrade, Manhattan, Three Forks, and West Yellowstone. The Plan outlines the methods used to disseminate emergency information and warning to the general public in the Gallatin EAS Local Area or any portion thereof, within the broadcast coverage and cable system service areas, at the request of local, State and Federal officials. This local EAS plan may be activated in response to common local emergency situations such as power outages, fires, floods, civil disorders, earthquakes, heavy snows, toxic chemical leaks or any occurrence which poses a danger to life or property.

Acceptance of/or participation in this plan shall not be deemed as a relinquishment of program control, and shall not be deemed to prohibit a broadcast licensee or cable operator from exercising his independent discretion and responsibility in any given situation. Broadcast stations and cable systems originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system to exercise discretion regarding the transmission of emergency information and instructions to the general public is provided by the FCC Rules and Regulations.

II. AUTHORITY

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

A WORD OF CAUTION: The Emergency Services community has acquired a valuable new tool in gaining direct access to all area broadcasters and subject cable operators via the EAS. However, **if not used prudently, you 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 will be 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 out your EAS Alerts. Maintain a good relationship with your local broadcasters and cable operators, and they will come through for you in a crisis.

The EAS can be activated directly through the HAZCollect System. Messages entered through HAZCollect are not screened and are immediately disseminated through the NWS Weather Radio Network.

EAS activation can also be initiated through the NWS Great Falls Forecast Office via phone (406-████-████) or other available communications facilities. The Great Falls Forecast Office may call back the requesting agency to verify authenticity of the request.

In the event the NWS Great Falls Forecast office cannot activate the EAS, request activation of the EAS facilities through the LP-1 (406-████-████) or LP-2 (406-████-████) via phone or other available communications facilities.

2. Contact Format

Designated officials use the following format when contacting the key EAS sources:

"This is (Name/Title) of (Organization). I request that the Emergency Alert System be activated for the Gallatin County because of (Description of emergency)."

3. Details of Transmission

Designated officials and/or EAS source personnel determine transmission details (i.e., live or recorded, immediate or delayed). Officials should provide emergency program material including a description of the emergency, actions being taken by local government, and instructions to the public.

4. Specify Event Code

Local officials in Gallatin County are encouraged to utilize the CEM for all local emergencies. While the local broadcasters are decoding all the SAME Codes listed in Annex C, they are encourage to automatically relay CEM messages.

Civil Emergency Messages (CEM) are intended for initial emergency information. It is highly encouraged that broadcasters automatically broadcast these without requiring human verification at the station.

Administrative Messages (ADR) are intended for non-life threatening incidents or updates to previous messages. Broadcasters are not expected to automatically broadcast these messages.

B. Procedures for Broadcast and Cable System Personnel

1. LP-1 Response to EAS Alert

Upon receipt of a request to activate the local EAS from appropriate authority, the LP-1 (or alternate LP-2) may proceed as follows:

a. ANNOUNCEMENT

Broadcast the following announcement:

"WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW."

b. TRANSMISSION OF EAS CODES

Transmit the EAS header codes and Attention Signal.

c. ANNOUNCEMENT

Transmit the following announcement and material:

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR THE GALLATIN LOCAL AREA BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS WILL FOLLOW."

*** Follow with emergency program ***

d. TERMINATION

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. END-OF-MESSAGE CODE

Transmit the EAS End of Message (EOM) code.

Important Note: For State and local emergencies, broadcasters and cable operators have the option of transmitting only the EAS header and EOM codes without an audio emergency message. This is acceptable so that EAS coded messages can be unobtrusively relayed through areas unaffected by the emergency.

2. *Procedures for Monitoring Stations and Cable Systems*

All other broadcast stations and cable systems are monitoring key sources via EAS monitor receiver/decoders 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-1, 2 or 3.

It is encouraged that all broadcasters in Gallatin County utilize digital Sage ENDECs. This is to simplify troubleshooting, and standardize equipment, as we move to a CAP compliant system.

3. Responsibility to Provide Confirmed Information

To avoid unnecessary escalation of public confusion, all stations and cable systems must be cautious in providing news and information pertaining to the emergency. All messages must be based on definite and confirmed facts. The public must not be left to decide what is or is not fact.

4. Resume Normal Programming

Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made in the station and cable system records. A very brief summary may be sent to the FCC for information purposes only.

V. TESTS

Tests of the EAS shall be conducted on a semi-random or scheduled basis from either the LP1 or LP2 station. Unless a scheduled state test is received from the state primary, the local primary will originate the Required Monthly Test (RMT).

January 2	14:50 hrs
February 2	11:28 hrs
March 2	14:50 hrs
April 2	11:28 hrs
May 2	14:50 hrs
June 2	11:28 hrs
July 2	14:50 hrs
August 2	11:28 hrs
September 2	14:50 hrs
October 2	11:28 hrs
November 2	14:50 hrs
December 2	11:28 hrs

All stations shall schedule Required Weekly Tests (RWT). These are not forwarded or rebroadcast. RWT's are conducted approximately every 6 days plus 1 hour. This is an approximation as tests are not conducted in the middle of the night, and are often run at other times due to conflicts.

VI. ANNEXES

ANNEX AList of designated officials
ANNEX B Approvals
ANNEX C List of EAS codes transmitted by key EAS sources
ANNEX D List of broadcast stations and cable systems
ANNEX E.....Gallatin Area Local Emergency Communications Committee
ANNEX F..... Acronyms

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OPERATOR PLEASE POST

ANNEX A

DESIGNATED OFFICIALS AUTHORIZED TO ACTIVATE THE GALLATIN AREA EAS

Gallatin County Emergency Management Duty Officer
Gallatin County 911 Director, or designee
Incident Commander of Authority Having Jurisdiction

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ANNEX B

APPROVALS

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

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

LECC Chair			
Representing	Name	Signature	Date
Gallatin County			
Representing	Name	Signature	Date
City of Bozeman			
Representing	Name	Signature	Date
City of Belgrade			
Representing	Name	Signature	Date
City of Manhattan			
Representing	Name	Signature	Date
City of Three Forks			
Representing	Name	Signature	Date
Town of West Yellowstone			
Representing	Name	Signature	Date
National Weather Service			
Representing	Name	Signature	Date

ANNEX C

LIST OF EAS CODES TRANSMITTED BY EAS KEY SOURCES

Key EAS Source (County FIPS #)	ORG - Originator	EEE - Event
Local Codes		
030031	CIV	CEM Civil Emergency Message
030031	CIV	ADR Administrative Message
Weather Codes		
030031	WXR	BZW - Blizzard Warning
030031	WXR	AVW - Avalanche Warning
030031	WXR	TOR - Tornado Warning
030031	WXR	TOA - Tornado Watch
030031	WXR	FFA - Flash Flood Watch
030031	WXR	FLW - Flash Flood Warning
030031	WXR	SVR - Severe Thunderstorm Warning
030031	WXR	SVA - Severe Thunderstorm Watch
State Codes		
030031	CIV	CDW - Civil Danger Warning
030031	CIV	CAE Child Abduction Emergency (Amber Alert)
030031	CIV	RMT Required Monthly Test
030031	CIV	EQW - Earthquake Warning
030031	CIV	EVI - Evacuation Immediately
030031	CIV	FRW - Fire Warning
030031	CIV	HMW - Hazardous Materials Warning
030031	CIV	LEW - Law Enforcement Warning
030031	CIV	LAE - Local Area Emergency
030031	CIV	TOE - 911 Telephone Outage Emergency
030031	CIV	NUW - Nuclear Power Plant Warning
030031	CIV	RHW - Radiological Hazard Warning
030031	CIV	SPW - Shelter in Place Warning
030031	CIV	VOW - Volcano Warning
National/Presidential Codes		
030031	EAN	EAN - Emergency Action Notification (National Only)
030031	EAN	EAT - Emergency Action Termination (National Only)

ANNEX D

GALLATIN AREA BROADCAST STATIONS AND CABLE SYSTEMS

Broadcaster	1 st Monitor	2 nd Monitor	3 rd Monitor
Owner: Reier Broadcasting Stations: 1090, 99.9, 1230, 93.7, 97.5, C22 Address: P.O. Box 20, Bozeman 59771-0020 Phone: 406-████-████	NWS	KGLT	
Owner: MSU Stations: 91.9, 89.5, 89.1 Address: SUB Room 374, Bozeman Phone: █████-████	NWS	KBOZ	
Owner: GAPWEST Broadcasting Stations: 96.7, 1450, 95.1, 100.7, 103.5 Address: 125 West Mendenhall, Bozeman Phone: █████-████	KGLT	KBOZ	NWS
Owner: Yellowstone Public Radio Stations: 102.1 Address: 1500 University Drive, Billings Phone: █████-████	??		
Owner: Bresnan Cable Stations: Address: 511 West Mendenhall, Bozeman Phone: 406-████-████	??		
Owner: KTVM Stations: 6 Address: P.O. Box 3118, Butte Phone: 406-████-████	KGLT	KBOZ	NWS
Owner: KBZK Stations: 7 Address: 90 Television Way, Bozeman Phone: 406-████-████	KGLT	KBOZ	NWS
Owner: Three Rivers Stations: Address: 202 5 th , Fairfield Phone: 406-████-████	??		
Owner: Radio West Stations: 920 Address: 15 Madison, West Yellowstone Phone: █████-████	??		
Owner: The Eagle Stations: 104.7, 105.7, 106.9 Address: 8274 Huffine Lane, Bozeman Phone: █████-████	KGLT	KBOZ	NWS

Owner: Christian Media Ministries Stations: 640, 99.1 Address: 2050 Amsterdam Dr. Belgrade Phone: ■■■-■■■-■■■	KGLT	KBOZ	NWS
Owner: KCTZ Stations:7 Address: 1128 East Main, Bozeman Phone: 406-■■■-■■■	KGLT	KBOZ	NWS
Owner: KUSM Stations: 9 Address: Visual Communication Bldg, MSU Phone: 406-■■■-■■■	KGLT	KBOZ	NWS
Owner: 3 Forks Cable Stations: Address: 111 E St, Three Forks Phone: 406-■■■-■■■	KGLT	KBOZ	NWS

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ANNEX E

GALLATIN AREA LOCAL EMERGENCY COMMUNICATIONS COMMITTEE

The Gallatin County Local Emergency Communication Committee is made up of a representative from each participating broadcaster in Gallatin County, Gallatin County Emergency Management, Gallatin County 911, and the National Weather Service. The representative from the Local Primary 1 Station will serve as the Chairman of this committee. The Emergency Management representative will coordinate with the participating stations, schedule meetings, and maintain minutes.

The primary objective of the Gallatin County LECC is to coordinate the Emergency Alert System in Gallatin County. The Gallatin County LECC will meet as necessary to maintain an effective Emergency Alert System. It is anticipated that it will meet approximately once a year.

The Gallatin County LECC recognizes that two upcoming events will require significant changes to this plan in the future.

1. The implementation of Common Alerting Protocol (CAP) by the Federal Emergency Management Agency.
2. The implementation of an ENDEC locally in Gallatin County for activation of the EAS directly from Gallatin County 911 or the Gallatin County Coordination Center. This is anticipated to be implemented in 2011 utilizing a UHF radio feed to the participating stations.

ANNEX F

ACRONYMS

C.F.R.	Code of Federal Regulations
CBJ	City and Borough of Gallatin
EAS	Emergency Alert System
EOM	End of Message
FCC	Federal Communications Commission
LECC	Local Emergency Communications Committee
LP-(1,2,3)	Local Primary (1,2,3)
NWS	National Weather Service
U.S.C.	United States Code