

CITY OF NEW YORK

NEW YORK CITY LOCAL EMERGENCY COMMUNICATIONS COMMITTEE

EMERGENCY ALERT SYSTEM

LOCAL PLAN

I. INTRODUCTION

In the event of an emergency in the City of New York (“City”), authorized City government officials must have the ability to communicate information and instructions to the public. Accordingly, the New York City Local Emergency Communications Committee (“NYC LECC”) has developed the Emergency Alert System (“EAS”) Local Plan (“Plan”). This Plan is the FCC-mandated document outlining the City’s EAS.

The Plan outlines the procedures that are to be used by designated City officials, local broadcasters and cable television operators to disseminate emergency information and instructions to the public in the City’s five boroughs, or in any portion thereof, at the request of designated City government officials.

The EAS activation procedures set forth in the Plan may be initiated in response to any occurrence that poses an actual or a potential danger to life or property if it appears that timely information and instructions cannot adequately be communicated to the public by other means.

The Plan includes:

- ? The general agreement between area broadcasters, cable television operators and the City regarding the local EAS;
- ? A description of the composition and operations of the NYC LECC;
- ? Activation authority and procedures for City EAS alerts and tests;
- ? Encoder monitoring assignments, setups and codes; and
- ? Any other Plan elements that are unique to the City.

II. AUTHORITY

Title 47 U.S.C. 151, 154(i) and (o), 303(r), 544(g) and 606; and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS) as it pertains to day-to-day emergency operations.

This Plan is an adjunct to the FCC’s EAS Rules and is not meant to be a summary, in whole or in part, of those Rules. FCC Rules, Part 11, contain the general rules regarding the EAS. FCC Rules are to take precedence in case of any apparent, albeit unintended, discrepancy.

III. LOCAL EMERGENCY COORDINATION COMMITTEE

The NYC LECC Co-Chairs shall be two designees of the Mayor of the City of New York, a representative of the radio broadcast industry and a representative of the cable television industry. The Co-Chairs are listed in Appendix A.

A. NYC LECC Meetings and Plan Revisions

The NYC LECC shall meet annually to review and consider revisions to the Plan. In particular, such revisions may be made for purposes of ensuring consistency with New York State's EAS Plan and to reflect any FCC rule changes.

IV. PARTICIPATION AND PRIORITIES

A. National EAS Participation

All broadcasters and subject cable operators are required to participate in the National-level EAS. Participating National ("PN") stations and cable operators will carry the Presidential message. Non-Participating National ("NN") stations will make an announcement and sign off. All broadcasters and subject cable operators must transmit a Required Weekly Test ("RWT"). In addition, once a month, broadcasters must re-transmit a Required Monthly Test ("RMT"). These actions are required of all broadcasters and subject cable operators, regardless of their "PN" or "NN" EAS status.

B. State and Local EAS Participation

Participation in the State and/or Local Area EAS is voluntary for all broadcasters and cable operators. However, any broadcast stations or cable operators electing to participate in the State and/or Local Area EAS must follow the procedures in this Plan.

NOTE: Even though they may elect not to carry National EAS Alerts, stations designated "NN" (Non-Participating National) may participate in the State and/or Local Area EAS without any prior FCC approval.

C. Conditions of EAS Participation

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

D. Emergency Alert System Priorities

EAS Priorities as set forth by the FCC are as shown in Table 1:

Table 1. Emergency Alert System Priorities

Priority Level	Priority
First	National EAS Messages
Second	Local Area EAS Messages
Third	State EAS Messages
Fourth	Messages from the National Information Center (NIC)*

*Messages from the NIC are follow-up messages sent after a national EAS activation.

V. ORGANIZATION AND CONCEPTS OF NEW YORK CITY EAS

A. Station Designations

FCC EAS Station Designations reflect the status of every broadcast station and cable operator and of state and local authorized personnel. There are six designations, as shown in Table 2:

Table 2. EAS Designations

EAS Designation	Full Title	Definition
NP	National Primary	Primary source of all National EAS alerts. These stations, along with the NWS will receive and relay National level EAS alerts.
SP	State Primary	The New York State Emergency Management Office (“SEMO”) is a primary source of EAS messages from New York’s Governor or his/her designated representative.
SR	State Relay	Part of the New York State Relay Network and relays National and State emergencies.
LP	Local Primary	Primary source of all local EAS messages. These stations were previously the EBS CPCS-1 stations. They will be relaying National, City and Weather alerts.
PN	Participating National	Most broadcasters and cable operators are designated as “PN.” These sources deliver all levels of EAS to the general public.
NN	Non-participating National	Broadcasters which have elected not to participate in the national level EAS. These stations must have specific authorization from the FCC, and must sign off the air during a national emergency.

B. Other Definitions

The other terms to be used in the organization of the City's EAS Plan are as shown in Table 3:

Table 3. Other Definitions

Abbreviation	Full Title	Definition
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C. Primary and Secondary Delivery

This Plan shows a recommended primary and secondary delivery method for each level of EAS alert or test. Stations/operators that elect to monitor the two assigned sources will have two paths for each alert. Stations/operators that monitor all four assigned sources will have three paths for all alerts. Stations that have NYC800RN receivers should monitor it as source number 3. Stations/operators without a NYC800RN receiver should monitor a station in their area with such a receiver as their source 3. [Stations /operators adding optional sources should select NOAA/NWS vhf radio stations as one of their activation sources.]

VI. KEY NEW YORK CITY EAS SOURCES

A. City Officials Authorized to Order and Activate a Local EAS Alert

Only the Mayor of the City of New York, or his/her designated representative, is authorized to order and activate a local EAS alert or test.

B. City Local Primary Sources (LPs)

WABC-AM, WCBS-AM, WFAN-AM and WINS-AM have been designated as the City’s LP-1 stations. As such, they will serve as the main entry facility for City-level EAS alerts and tests originating from authorized City officials.

These stations have entered into memorandums of understanding with the City to fulfill their LP-1 duties. These include, but not are limited to, their agreement to immediate retransmit of EAS alerts and tests in the same form as transmitted to them by the City.

1. LP-1: WABC-AM

The following information will be provided to the appropriate government officials and broadcasters/operators as an addendum.

Location
EAS Codes in Encoder/Decoder
EAS Monitoring Assignments
Contact
Telephone
Unlisted Telephone
Hours of Operation
Communications Facilities

2. LP-1: WCBS-AM

The following information will be provided to the appropriate government officials and broadcasters/operators as an addendum.

Location
EAS Codes in Encoder/Decoder
EAS Monitoring Assignments
Contact
Telephone
Unlisted Telephone
Hours of Operation
Communications Facilities

3. *LP-1: WFAN-AM*

The following information will be provided to the appropriate government officials and broadcasters/operators as an addendum.

Location
EAS Codes in Encoder/Decoder
EAS Monitoring Assignments
Contact
Telephone
Unlisted Telephone
Hours of Operation
Communications Facilities

4. *LP-1: WINS-AM*

The following information will be provided to the appropriate government officials and broadcasters/operators as an addendum.

Location
EAS Codes in Encoder/Decoder
EAS Monitoring Assignments
Contact
Telephone
Unlisted Telephone
Hours of Operation
Communications Facilities

VII. GUIDANCE FOR ORIGINATORS OF EAS ALERTS

A. Guidance for Emergency Service Personnel

An encoder can be used to generate an EAS message for transmission to broadcasters and cable operators. In an emergency, a government official who is authorized to activate an EAS alert would encode the EAS notification. Such notification begins with a short burst of digital information, known as a header code, which alerts receiving decoders of the coming message. The header code includes such information as type of alert being issued, affected areas and duration. The header code is followed by an attention signal, an analog audio reading of the emergency information and a digital end-of-message code.

The encoder transmits the emergency message, by radio, telephone, or microwave, to area broadcasters and cable operators simultaneously. It automatically triggers their EAS decoders, which decipher the digital information contained in the alert. Radio and television stations with decoders can broadcast this information immediately to their listening audiences. Cable operators with decoders can program the information to display automatically on all of their channels at the same time.

NOTE: Emergency Services agencies have acquired a valuable new tool in gaining direct access to all area broadcasters and cable operators via the EAS. However, if not used prudently, there is danger of losing this tool. **Broadcasters and cable operators are expecting the EAS to be used only for life-threatening emergencies.** Keep in mind two things. First, some broadcasters and cable operators have their EAS Decoders set on Automatic Mode. Unattended operation of broadcast or cable facilities means there is no one available to screen a message and decide if it should be aired. They are depending on you to send EAS alerts only for very serious emergencies. **If you trigger the system for a frivolous event, area broadcasters and cable operators as well as the public will lose confidence in the system.** 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. **Maintaining a good relationship with local broadcasters and cable operators is critical to their support for civil authorities during a crisis.**

B. Guidance for Broadcaster/Operators

FCC Rules, Part 11, Subpart B, sections 11.32 and 11.33, respectively, set forth the equipment requirements for EAS encoders and decoders. Broadcaster/operators should take note that the section 11.33 rules, pertaining to decoders, were amended by the FCC on April 16, 2002.

C. Guidance for National Weather Service Personnel

It is expected that most weather-related alerts will originate from the National Weather Service (“NWS”). NWS personnel issue EAS Weather Alerts via the National Oceanic and Atmospheric Administration’s (“NOAA”) National Weather Radio (“NWR”) using the NOAA-SAME/EAS Codes. NWS procedures should be followed relating to the transmission of the SAME/EAS Codes.

VIII. EMERGENCY ALERT SYSTEM PROTOCOL

Encoder-activated EAS alerts and tests will consist of up to four elements:

1. A header code (mandatory)
2. An attention signal (optional)
3. An aural or text message (optional)
4. An end-of-message code (mandatory)

A. Header 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 FCC has mandated that the EAS header code contain the following elements sent in the following sequence:

ZCZC-ORG-EEE-PSSCCC-TTTT-JJHHMM-LLLLLLLL

Table 4. Header Code Sequence

Code	Name of Code	Definition
ZCZC	Start Code	Identifier, sent as ASCII characters ZCZC, to indicate start of ASCII code. Sent automatically by EAS encoder.
ORG	Originator Code	Code describing type of entity originating EAS activation. Preset once by user, then sent automatically by Encoder. See subsection 1 for codes.
EEE	Event Code	Code describing the type of event that has occurred. Determined by user each time an alert is sent. See subsection 2 for codes.
PSSCCC	Location Code	Code identifying the affected state, county and the location in the county. Determined by user each time an alert is sent. See subsection 3 for codes.
TTTT	Duration Code	Code defining how long the alert is expected to be in effect. Determined by user each time an alert is sent. See subsection 4 for example codes.
JJHHMM	Date and Time of Day Code	Indicates date and time of day the EAS was activated. Sent automatically by Encoder. See subsection 5.
LLLLLLLL	Encoder Identifier Code	Identifies Broadcaster, Cable operator, Weather Service office, Civil Authority or industrial plant operating Encoder. Preset once by user, then sent automatically by Encoder. See subsection 6 for codes.

1. *New York City Originator Codes (“ORG”)*

Following are the only Originator Codes to be used by sources in the New York City.

Table 5. New York City Originator Codes

Originator Code	To Be Used By
WXR	Only National Weather Service
CIV	Only Authorized Government Officials
EAS	All Broadcasters and Cable Operators

2. *Event Codes (“EEE”)*

The following FCC mandated Event Codes are the only ones to be used in the New York City by anyone and for any purpose. No codes may be added without FCC approval.

Table 6. FCC Mandated Event Codes

National Codes (Required)

Event Code	Nature of Activation
EAN (National only)	Emergency Action Notification
EAT (National only)	Emergency Action Termination
NIC	National Information Center
NPT	National Periodic Test
RMT	Required Monthly Test
RWT	Required Weekly Test

State and Local Codes (Optional)

Event Code	Nature of Activation
ADR	Administrative Message
AVW*	Avalanche Warning
AVA*	Avalanche Watch
BZW	Blizzard Warning
CAE *	Child Abduction Emergency
CDW *	Civil Danger Warning
CEM	Civil Emergency Message
CFW *	Coastal Flood Warning
CFA *	Coastal Flood Watch

EQW *	Earthquake Warning
EVI	Evacuation Immediate
FRW *	Fire Warning
FFW	Flash Flood Warning
FFA	Flash Flood Watch
FFS	Flash Flood Statement
FLW	Flood Warning
FLA	Flood Watch
FLS	Flood Statement
HMW *	Hazardous Material Warning
HWW	High Wind Warning
HWA	High Wind Watch
HUW	Hurricane Warning
HUA	Hurricane Watch
HLS	Hurricane Statement
LEW *	Law Enforcement Warning
LAE *	Local Area Emergency
NMN *	Network Message Notification
TOE *	911 Telephone Outage Emergency
NUW *	Nuclear Power Plant Warning
DMO	Practice/Demo Warning
RHW *	Radiological Hazard Warning
SVR	Severe Thunderstorm Warning
SVA	Severe Thunderstorm Watch
SVS	Severe Weather Statement
SPW *	Shelter in Place Warning
SMW *	Special Marine Warning
SPS	Special Weather Statement
TOR	Tornado Warning
TOA	Tornado Watch
TRW *	Tropical Storm Warning
TRA *	Tropical Storm Watch
TSW	Tsunami Warning
TSA	Tsunami Watch
WSW	Winter Storm Warning
WSA	Winter Storm Watch

* **NOTE:** Effective May 16, 2002, broadcasters and cable operators may upgrade their existing EAS equipment to add the event codes indicated above with an asterisk (“*”) on a voluntary basis until their equipment is replaced. All models of EAS equipment manufactured after August 1, 2003 must be capable of receiving and transmitting these event codes. Broadcasters and cable operators replacing their EAS equipment after February 1, 2004 must install equipment that is capable of receiving and transmitting these event codes.

3. *New York City Location Codes (“PSSCCC”)*

EAS location codes are based on Federal Information Processing System (“FIPS”) codes. Each state has been assigned a number and each county in each state has been assigned a number. The combination of the state number and the county number gives each county in the entire country a unique identification number. This makes up the “SSCCC” portion of the EAS location code.

An additional digit at the head of the FIPS code, represented by the “P”, makes up the EAS location code. This digit, further defining the location described by the FIPS code, allows each county to be broken down into nine smaller areas. The boundaries of the smaller areas are have been set forth in the New York State EAS Plan, as approved by the FCC.

- ? “P” – The initial “P” digits, each representing the portion of the New York City county they precede, are shown in Table 7:

Table 7. New York City County-Location Codes

County-Location Code	Location in County
0	ALL (OR UNSPECIFIED PORTION) OF COUNTY
1	Northwest
2	North
3	Northeast
4	West
5	Central
6	East
7	Southwest
8	South
9	Southeast

- ? “SS” – The subsequent 2-digit code for New York State is always 36.
- ? “CCC” – The remaining 3 digits indicate the New York City counties, shown in Table 8:

Table 8. New York City County Codes

County Code	County
005	Bronx
047	Kings (Brooklyn)
061	New York (Manhattan)
081	Queens
085	Richmond (Staten Island)

4. Duration Code (“TTTT”)

The duration code, defining how long the alert is expected to be in effect, must be determined by the alert originator each time an alert is sent. Valid durations can be entered in 15-minute segments for time periods of less than one hour, and in 30-minute segments for periods exceeding an hour. Example duration codes are shown in Table 9.

Table 9. Example Duration Codes

Duration Code	Duration
0015	Fifteen minutes
0030	Thirty minutes
0045	Forty-five minutes
0230	Two Hours, thirty minutes
0400	Four hours

5. Day and Time of Day Code (“JJJHHMM”)

The duration of the event is calculated as starting from this time. The day of code is in Julian calendar days (“JJJ”) of the year, and the time in hours and minutes (“HHMM”) when the message was originally released by the originator uses 24-hour Universal Coordinated Time. This is sent automatically by the EAS encoder.

6. Encoder Identifier Code (“LLLLLLL”)

The encoder identifier code identifies the entity that operated the encoder that transmitted or retransmitted the EAS activation. The information is programmed into the encoder at initial setup and is automatically added to the EAS header by the encoder.

For a City originated activation, the 8-character L-Code is always “NYCITYEM”.

B. Attention Signal

Following the header code, a two-tone attention signal may be used to alert listeners and viewers that an EAS activation has occurred and that an aural message will follow. The attention signal should be used if, and only if, an aural message will be included as part of the alert. All NWS RWT and designated warnings will use the 1050 Hz-tone alarm.

Per FCC rules, the two-tone attention signal must consist of the fundamental frequencies of 853 and 960 Hz transmitted simultaneously and must be from 8 to 25 seconds in duration. The two-tone attention signal and aural message are not required for state and local alerts. Their use will be determined by the originator of the alert.

C. Aural or Text Message

An EAS alert may also include an aural message, which would be transmitted following the attention signal. The originator of the alert may supply an aural message of up to, but not more than, two minutes in duration. EAS decoders are required to have the capability to record and store at least two minutes of audio information.

D. End-of- Message Code

All EAS alerts must contain an end-of-message code burst. The code burst is sent three times to ensure proper reception by decoders. A system failure will occur if this code is not sent to reset decoders of all broadcasters/operators that carried that alert. The end-of-message character string is comprised of four ASCII “N” characters (“NNNN”).

IX. ACTIVATION PROCEDURES – Non-Encoder Equipped

The following procedures shall be used to implement EAS alerts when the City’s encoder equipment is inoperable or otherwise unavailable.

A. Procedures for City Officials

Upon determining that the City’s EAS should be activated, designated City officials shall proceed as follows:

1. Authorization

Designated authorizing official (Mayor, or designee) activates EAS. Emergency message is prepared.

a. Emergency Message format

The Message may include: (i) identity of City official, (ii) nature of emergency, (iii) actions being taken by government and (iv) instructions to the public.

***** Example Emergency Message *****

“THIS IS (NAME), MAYOR OF THE CITY OF NEW YORK ON THE EMERGENCY ALERT SYSTEM. A LARGE FORCE OF BRITISH TROOPS HAS BEEN SIGHTED APPROACHING THE AREA. THEY ARE EXPECTED TO ARRIVE IN APPROXIMATELY 3 HOURS. CITY OFFICIALS HAVE BEGUN MOBILIZING CANNONS AND ISSUING ARMAMENTS AT THE BUNKER HILL MUSTERING CENTER. ALL PATRIOTS ARE TO REPORT THERE IMMEDIATELY. ALL OTHERS ARE ADVISED TO TAKE COVER UNTIL FURTHER NOTICE.

2. Activation

Designated activating official (Mayor, or designee) contacts LP-1 engineer via priority phone, 800 MHz radio or other available communications, and requests activation of LP-1’s EAS facilities.

a. Contact format

***** Activating Official Uses This Format When Contacting the LP-1 *****

"THIS IS (NAME), MAYOR OF THE CITY OF NEW YORK. I AM REQUESTING ACTIVATION OF NEW YORK CITY’S EMERGENCY ALERT SYSTEM DUE TO (BRIEF NATURE OF EMERGENCY)."

I AUTHENTICATE AS FOLLOWS: (CODE WORD SEQUENCE)."

b. Code word sequence

The legitimacy of an EAS alert (or test) is verified by comparing the code word sequence provided by the activating official to that which OEM reissues monthly to the LP-1.

Testing Code Word Sequence	To be reissued monthly by OEM
Actual Alert Code Word Sequence	To be reissued monthly by OEM

NOTE: All parties to the Plan shall maintain the confidentiality of any code words, and the physical security of any encoders/decoders under their control, according to standards promulgated from time to time by OEM.

3. Specific Area Activation

For an emergency not involving the entire City, the designated officials may authorize and request activation of the EAS through the broadcast station and cable system serving only the affected area.

B. Procedure for LP-1 Engineers

Upon receiving a request to activate the City’s EAS from appropriate authority, the LP-1 shall proceed as follows:

1. Authentication

LP-1 engineer designated to receive activation request authenticates code word sequence.

2. Record Emergency Message

Engineer alerts City official when ready to begin recording emergency message.

3. Transmit Header Code

See Section VII.A

4. *Transmit Attention Signal*

See Section VII.B

5. *Transmit Program Announcement*

***** Transmit the Following Program Announcement *****

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE NEW YORK CITY EMERGENCY ALERT SYSTEM. THIS IS NOT A TEST. PLEASE STAY TUNED FOR AN IMPORTANT MESSAGE."

6. *Transmit Emergency Message*

***** Transmit the Pre-Recorded Emergency Message *****

See Section IX.A(1)(a)

7. *Terminate Alert*

a. *Transmit termination announcement*

***** Transmit the Following Termination Announcement *****

"THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST STATIONS AND CABLE SYSTEMS MAY NOW RESUME NORMAL OPERATIONS."

b. *Transmit EAS end-of-message code*

See Section VII.D

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

C. Procedure 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, transmit the emergency message from the LP-1.

X. ACTIVATION PROCEDURES – Encoder Equipped

The following procedures shall be used to implement EAS alerts when the City's encoder equipment is available and operable.

A. Procedures for City Officials

Upon determining that the City's EAS should be activated, designated City official shall proceed as follows:

1. Authorization

Designated authorizing official (Mayor, or designee) activates EAS. Message is prepared.

a. Format of Message

See Section IX.A(1)(a)

2. Advise LP-1 of Activation

If time permits, activating official (Mayor, or designee) contacts LP-1 to advise of impending activation.

a. Contact format

***** Activating Official Uses This Format When Contacting the LP-1 *****

"THIS IS (NAME), MAYOR OF THE CITY OF NEW YORK. PLEASE PREPARE FOR ACTIVATION OF NEW YORK CITY'S EMERGENCY ALERT SYSTEM VIA ENCODER. THE CITY EXPECTS TO ACTIVATE WITHIN (APPROXIMATE TIME FRAME)"

3. Program Encoder – Header Code, Event Code, Attention Signal

Authorized City official programs EAS encoder with message type, affected area and message time duration header codes and time requested by the activating official.

? Send EAS header code, with event code, three times
(1 second pause)

? Send EAS attention signal for 8 seconds
(1 second pause)

4. Record Emergency Message

? Send Emergency message
(1 second pause)

See Section IX.A(1)(a)

5. Terminate Alert

? Send end-of-message code three times

XI. REQUIRED EMERGENCY ALERT SYSTEM TESTS

The following requirements, regarding both required weekly tests (“RWT”) and required monthly test (“RMT”), apply to all cable operators and all broadcasters, “PN”, as well as “NN” stations. Even stations that have elected not to participate in local EAS alerts, must still rebroadcast their local RMT every month. There are two exceptions to these rules. First, Class “D” FM and low-power television (“LPTV”) stations need not have an EAS Encoder. However, they must have an EAS Decoder. While these stations are exempt from running the weekly digital code RWT test, they must retransmit monthly RMT tests as outlined below (minus the EAS header codes and attention signal). In addition, LPTV stations must present all EAS information visually, just as all other TV stations must do. The second exception is for FM Translator and TV Translator stations, which are not required to have any EAS equipment.

A. Required Weekly Test

1. *Transmission*

All broadcasters and cable operators must initiate a required weekly test (RWT) once a week at random days and times except for the week of the RMT test. There are no time-of-day restrictions. This is a 10.5-second test, consisting only of the EAS Header and End-of-Message Codes. An appropriate entry regarding transmission must be made in the Station Log.

2. *Reception*

All broadcasters and subject cable operators receiving a RWT from one of their monitored sources must log receipt of this test. No further action is required.

B. Required Monthly Test

1. *Transmission*

47 C.F.R. 11.61 requires monthly tests of the EAS. It is the intention of this Section B (Required Monthly Test) that such monthly tests incorporate, as frequently as practicable, testing of the local EAS reflected in this Plan. It is recognized that the need to test national level inputs to the EAS may affect the ability of broadcasters or cable operators to fully test the local EAS aspects of the system as part of every monthly test. It is also recognized that to the extent broadcasters and cable operators are or become subject to state or other local government EAS plans other than the local EAS reflected in this Plan, there will be a need for such broadcasters and cable operators to periodically test state or local level inputs from jurisdictions other than the City. The LECC will be responsible for coordinating testing needs of the City and other jurisdictions to assure that the RMT contemplated by 47 C.F.R. 11.61 test the full capabilities of the local EAS reflected in this Plan with sufficient frequency to assure reliable performance in an actual emergency. It is anticipated that the goal reflected in the preceding sentence will require, at a minimum, that the full local EAS system contemplated in this Plan be tested as soon as possible after the adoption of this Plan and thereafter at least once every three times the RMT under 47 C.F.R. 11.61 is performed.

Except as consistent with appropriate coordination with other jurisdictions as described in the preceding paragraph, RMTs will be initiated by the City's Emergency Operations Center ("EOC") located at the New York City Office of Emergency Management in all odd numbered months (daytime tests) and in all even numbered months (nighttime tests). During the designated week for this test, all other broadcasters and cable operators are to wait for this test and then react as described in subsection 2, below, "RMT Scheduling." These tests will use the Event Code "RMT."

2. RMT Scheduling

a. Week and time of day

RMTs shall always occur during the first full Sunday-through Saturday week of the month. Time frame and origination of the RMT tests shall adhere to the format shown in Table 11

Table 10. RMT Schedule

Month	Time Frame	Originating Station
January	Day	TBD (City EOC)
February	Night	TBD (City EOC)
March	Day	TBD (City EOC)
April	Night	TBD (City EOC)
May	Day	TBD (City EOC)
June	Night	TBD (City EOC)
July	Day	TBD (City EOC)
August	Night	TBD (City EOC)
September	Day	TBD (City EOC)
October	Night	TBD (City EOC)
November	Day	TBD (City EOC)
December	Night	TBD (City EOC)

b. Recommended time constraints

The Originating Station is requested to use discretion in scheduling times for RMTs. Since all broadcasters and cable operators are required to rebroadcast this test within 60 minutes of receiving it, care should be taken not to put undue hardship on broadcasters when they are carrying their highest-revenue programming. On a daily basis, these periods would include all major newscasts: early morning, noon, evening, and late evening.

In addition, the times of major events should be avoided, such as pre-planned Presidential speeches, hours of a major national or local news story carried outside of normal newscast hours, local and national election coverage, and sporting events like the World Series and Super Bowl.

c. Reception and retransmission

All broadcasters and cable operators receiving an RMT test must re-transmit this test within 60 minutes of receiving the test. Broadcast and cable management should impress

upon their staff that re-transmission of this test is not an option. It is violation of FCC rules to fail to re-transmit this test within 60 minutes of receiving it. The best policy may be to set the EAS unit for a 60-minute automatic countdown upon receiving an RMT. If the operator on duty does not send the test manually within that window, the EAS unit will do it when time runs out.

C. Time-Duration and County-Location Codes

1. Time-Duration

Time-duration used in the EAS header code for all EAS tests shall be 90 minutes.

2. County-Location

County-location codes used in the EAS Header Code for EAS Tests shall conform to the guidelines set forth below.

a. LP stations

All tests, RWT and RMT, shall include the Location Code for all counties in that LP station's local area of responsibility.

b. PN and NN stations and cable operators

RMT tests shall be re-transmitted unchanged, except for the "L-Code". Thus, RMTs will include all counties present in the original message. For the RWT originated each week by each PN and NN station, and each cable operator, the county-location code used shall be the county for the broadcaster's City of License, or cable operator's Community of License.

XII. EMERGENCY ALERT SYSTEM TEST SCRIPTS AND FORMATS

The following test scripts and formats shall be used by City emergency officials, broadcasters and cable operators to originate EAS tests when the City's encoder/decoder equipment is available and operable.

NOTE: EAS encoders will perform RWTs and RMTs according to standard EAS protocol once the required information is entered into the device. The exact procedures 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.

A. Required Weekly Tests

No script is used for the RWT. The entire test takes 10.5 seconds. (Though standard RWTs are not scripted, RWTs initiated by the NWS follow an NWS script.)

B. Required Monthly Tests

Originators of the Required Monthly Tests shall use the following format. All other broadcasters and subject cable operators will receive the test in this format and must retransmit it within 60 minutes in the same format.

1. RMT Format and Script

***** Transmit the Following Test Script *****

“THIS IS A TEST OF THE EMERGENCY ALERT SYSTEM. IN THE EVENT OF AN EMERGENCY, THIS SYSTEM WOULD PROVIDE IMPORTANT INFORMATION. THIS TEST IS NOW CONCLUDED.”

The RMT script can be read in nine to ten seconds. All other elements the RMT (the header codes, attention signal and end of message codes) take from 19 to 21 seconds to complete, depending on the number of location codes in the header. The goal of this short test script was to fit the entire test into a 30-second time period. Originators should make every attempt to complete their test within 30 seconds. Pre-recording the script at the length needed to achieve this is highly recommended.

2. Optional Test Introduction and Wrap-ups

In addition to the required elements in the RMT format, broadcasters and cable systems may elect to add an optional introduction to the test and/or an optional test wrap-up. When a test is received, the station could run the optional introduction followed by a one-second pause, retransmit the RMT as outlined above, run the test wrap-up, and then return to regular programming. The content of the introduction and wrap-up is entirely up to the broadcasters and subject cable operators.

***** Example of an Optional Test Introduction *****

“THIS STATION, IN COOPERATION WITH NATIONAL, STATE, AND LOCAL OFFICIALS, PARTICIPATES IN THE EMERGENCY ALERT SYSTEM. THE FOLLOWING IS AN EAS TEST.”

***** Example of an Optional Test Wrap-Up *****

“FOR INFORMATION REGARDING THE EMERGENCY ALERT SYSTEM, CONTACT THIS STATION OR YOUR LOCAL EMERGENCY SERVICES ORGANIZATION.”

XIII. APPROVAL AND CONCURRENCE

IN WITNESS WHEREOF, the New York City Local Emergency Communications Committee (NYC LECC) Members have executed this Emergency Alert System Local Plan for the City of New York, as of _____, 2004.

Edward Skyler
NYC LECC Co-Chair
New York City Mayoral Designee

Date

Joseph Bruno
NYC LECC Co-Chair
New York City Mayoral Designee

Date

Kevin Plumb
NYC LECC Co-Chair
Radio Broadcast Industry Designee

Date

Larry Pestana
LECC Co-Chair
Cable Television Industry Designee

Date

APPENDICES

APPENDIX A

The City of New York's
Local Emergency Communications Committee Co-Chairs

APPENDIX B

Officials Designated to Authorize and Activate
The City of New York's Emergency Alert System

APPENDIX C

LP-1 Stations
Participating Broadcasters
& Cable Television Operators

APPENDIX A

**THE CITY OF NEW YORK
LOCAL EMERGENCY COMMUNICATIONS COMMITTEE
CO-CHAIRS**

Edward Skyler, Mayor's Press Secretary

NYC LECC Co-Chair
New York City Mayoral Designee

Joseph Bruno, Commissioner of the Office of Emergency Management

NYC LECC Co-Chair
New York City Mayoral Designee

Kevin Plumb, WABC Radio

NYC LECC Co-Chair
Radio Broadcast Industry Designee

Larry Pestana, Time Warner Cable

LECC Co-Chair
Cable Television Industry Designee

APPENDIX B

OFFICIALS DESIGNATED TO AUTHORIZE AND ACTIVATE THE CITY OF NEW YORK'S EMERGENCY ALERT SYSTEM

Name	Michael R. Bloomberg
Title	Mayor, City of New York
Office	New York City Office of the Mayor
Business Phone	212-788-3000
Business E-Mail	http://nyc.gov/html/mail/html/mayor.html
Fax	212-788-3229

APPENDIX C

LP-1 Stations Participating Broadcasters & Cable Television Operators

LP-1: WABC-AM

Location: 2 Penn Plaza, NY, NY 10121
EAS Codes in Encoder/Decoder: FIPS Code 036061
EAS Monitoring Assignments: WQEW / WHUD
Contact: Kevin Plumb, Director of Engineering
Telephone: 212-613-8964
Unlisted Telephone: 212- 613-3860 (master control)
Hours of Operation: 24 Hours
Communications Facilities

LP-1: WCBS-AM

Location: 524 West 57th Street, NY, NY 10019
EAS Codes in Encoder/Decoder: FIPS Code 036061
EAS Monitoring Assignments: WFAN / WQXR
Contact: Mark Olkowski, Engineering Manager
Telephone: 212-315-7130
Unlisted Telephone: 212-975-2127 (master control)
Hours of Operation: 24 Hours
Communications Facilities

LP-1: WFAN-AM

Location: 34-12 36th Street, Astoria, NY 11106
EAS Codes in Encoder/Decoder: FIPS Code – 036061
EAS Monitoring Assignments: WCBS-AM / WPLJ-FM
Contact: Mark S. Olkowski, Engineering Manager
Telephone: 212-315-7130
Unlisted Telephone: 718-361-9082 (not 24-7) or 718-472-7288 (Manned 24-7)
Hours of Operation: 24 Hours
Communications Facilities

LP-1: WINS-AM

Location: 888 Seventh Ave. New York, NY 10106
EAS Codes in Encoder/Decoder: FIPS Code – 036061
EAS Monitoring Assignments: WABC / WPLJ
Contact: Mark S. Olkowski, Engineering Manager
Telephone: 212-315-7130
Unlisted Telephone: 212-315-7077 (master control)
Hours of Operation: 24 Hours
Communications Facilities

The NYC EAS plan was last edited on 6/14/04 at 11:45 am