



EAS Tab B
GUIDE TO THE WASHINGTON STATE EAS
10.10.16
Clay Freinwald & Phil Johnson

The Washington State EAS is administrated, at the State level, by the State Emergency Communications Committee (SECC) and at the Local or Operational Area levels by Local Emergency Communications Committees. The following information is designed to connect you with this activity.

THE EAS 'POINT PERSON'

It is highly recommended that every EAS Participant (Radio & TV station and Cable System) have an EAS Point person whose responsibility is EAS Compliance. This person could be the Chief Operator, or another person assigned this responsibility.

THE WASHINGTON STATE EAS REMAILER (Listserv)

This system is how we communicate with each other regarding various aspects of EAS. It is the primary vehicle for the distribution of information about SECC and LECC Meetings, updates to the State EAS Plan, FCC and FEMA notices, testing of EAS systems, news and related information, questions and answers about EAS and related topics, technical help etc.

It is vital that all EAS Participants have someone on their staff subscribed to this system. Usually this is the EAS Point Person. To subscribe to the EAS Remailer – Go here – <http://sea.sbe16.org/mailman/listinfo/eas-wa>

Important –

- 1- This is a self- administrated system. In other words, you are responsible for subscribing, changing email addresses, unsubscribing etc.
- 2- When posting a message to the system – Please do **not** include other addresses, as this may prevent your message from being received by Remailer subscribers.
- 3- If you desire, you can check the box near the bottom of the page to receive a daily digest of emails posted to the system. If you do not choose this option, you will receive emails posted to the system shortly after they are sent.
- 4- There are often attachments to emails on the Remailer. Be sure that email system that you are using will accept attachments. If it does not, you may wish to speak to your IT person about this. He or she may have recommendations for a work-around.

- 5- **NOTE: Digest subscribers will not receive attachments to messages.** However, you can view those attachments by going to this link: <http://sea.sbe16.org/mailman/listinfo/eas-wa> and clicking on "EAS-WA Archives.". You can then view the monthly list by selecting Thread, Subject, etc. You must then go to the attachments list at the bottom of the page and look for the one you need (it will usually be a .DOC file).
- 6- To verify that you are subscribed, you are welcome to send a test message to the system. Understand that if you are subscribed to the digest version, the response will be delayed.
- 7- Make sure the email address you use to sign up on the system is one that's used for both sending and **receiving** messages. If your address rejects incoming messages, the mail server may cancel your subscription
- 8- The list administrator is Phil Johnson - p_johnson58@msn.com

THE WASHINGTON STATE EAS PLAN

The Washington State EAS Plan is a comprehensive, multiple section, dynamic document that consists of various sections called Tabs. These sections are periodically updated with those updates distributed via the EAS Remailer. Additionally, the Plan is posted on the WEMD Web Site.

To properly house the EAS Plan you will need the following –

- 1 – A large 3-Ring Binder
- 2- A set of Tab Index Dividers, an example is shown on the last page of this document.

To obtain the plan go here –

<http://mil.wa.gov/other-links/emergency-alert-system>

And follow the directions. You will need to down-load and print all the information from Tab 0 through Tab 31. (Be sure your printer has plenty of paper)

- Be sure and pay close attention to Tab 31 – (Tab Index) This provides you with an index of the items in the plan. Note the Right Column 'Date of Release'. This is the date that the Tab was updated. This date should correspond to the date in the 'blue-box' on the top of each Tab.
- Some Tabs do not provide you with all the information, but rather provide a 'Link' to where that information can be found. For instance – Links to Local Area Plans are found in Tab 12 etc.

- The plan is designed to be a location where all your EAS Materials can be housed, for example, there are provisions made to include Tabs for FCC Related items, such as the EAS Handbook, FCC EAS Rules etc. These items should be downloaded from their sources and placed in in the binder.
- Your copy of the Plan should be customized for your facility and/or Operational Area. For example -
 - Tab 10, Monitoring Assignments - You need only to download/print and place in your binder the section for your Operational Area. Example – If your facility is with the Central Puget Operational Area – You should place Tab 10-A under your Tab 10.
 - TAB 12, Operational Area EAS Plan – You need only to download/print and place in your binder the Plan for your area.

CONTACTING OTHERS INVOLVED WITH EAS IN OUR STATE

- Tab 1 – is a list of SECC Members and their contact information
- Tab 2 – is a list of LECC and Local Emergency Management officers.
- You are always welcome to post an EAS related question to the EAS Remailer

AT YOUR OPERATING POSITION

Each EAS Participant should have –

- 1- An – Updated and current – copy of the Washington State EAS Plan
- 2- A copy of the FCC EAS Handbook -

<https://transition.fcc.gov/pshs/eas/ETRS/EASOperatingHandbook2016.pdf>

QUESTIONS ?

Questions are always welcome – Please post them to the EAS Remailer

PARTICIPATION

The EAS in Washington State can be described as a ‘Cooperative and Collaborative’ activity. The majority of what we do is the work of volunteers working with State and Federal government entities. Volunteers are always sought and welcome regardless of experience or

skill level. The need is most critical at the local level, working with the LECC. If you would be willing to help- Please let us know via a simple message on the EAS Remailer.

Example of the Tab Divisions used with the Washington State EAS Plan

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