

***EMERGENCY ALERT SYSTEM  
(EAS)  
FOR THE INLAND NORTHWEST  
EAS REGION  
MARCH 2007  
(PUBLIC)***

***INCLUDES THE FOLLOWING COUNTIES:***

***IN WASHINGTON***

***Okanogan, Ferry, Stevens, Pend Oreille, Chelan, Douglas, Grant, Lincoln, Spokane, Adams, Whitman, Garfield, Asotin***

***IN IDAHO***

***Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Clearwater, Nez Perce, Lewis, Idaho***

***IN MONTANA***

***Lincoln, Sanders***

## Record of Changes

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## TABLE OF CONTENTS

I.	<b>INTRODUCTION</b>	4
II.	<b>CHILD ABDUCTION PLANS</b>	5
	AMBER ALERT PLAN (CAE... Child Abduction Emergency).....	5
	AMBER Alert Plan Planning Guidelines.....	6
	AMBER Alert Plan Criteria.....	7
	Broadcaster Follow-up Announcement Schedule.....	7
	Sample AMBER Broadcaster Follow-up Announcement Text.....	10
III.	<b>MISSING PERSON SAFETY ADVISORY PLAN</b>	13
IV.	<b>EAS CRITERIA</b>	16
V.	<b>SAFETY ADVISORY CRITERIA</b>	17
VI.	<b>AUTHORITY</b>	17
VII.	<b>KEY EAS SOURCES</b>	18
	LOCAL PRIMARY SOURCE (LP-1): KXLY FM 99.9 and AM 920 radio (LP-1a).....	18
	LOCAL PRIMARY SOURCE (LP-2): KHQ-6 TV.....	18
VIII.	<b>AUTHENTICATION</b>	19
IX.	<b>ACTIVATION PROCEDURES FOR EAS</b>	19
X.	<b>ACTIVATION PROCEDURES FOR SAFETY ADVISORIES</b>	20
XI.	<b>OFFICIALS AUTHORIZED TO ACTIVATE THE SYSTEM</b>	20
XII.	<b>CHECKLIST FOR ACTIVATING EAS</b>	21
XIII.	<b>SAFETY ADVISORY CHECKLIST</b>	24
XIV.	<b>TESTS</b>	27
XV.	<b>ANNEXES</b>	27
	ANNEX A: EMERGENCY MANAGEMENT CONTACTS.....	28
	ANNEX B: LIST OF EAS CODES TRANSMITTED BY EAS SOURCES.....	31
	ANNEX C: LIST OF BROADCAST AND CABLE STATIONS IN EAS REGION.....	32
	ANNEX D: TABLE OF STATION MONITORING ASSIGNMENTS.....	32
	ANNEX E: DESCRIPTION OF REQUIRED TESTS.....	38
	ANNEX F: WASHINGTON STATEWIDE AMBER ALERT PLAN.....	39
	ANNEX G: IDAHO STATEWIDE AMBER ALERT PLAN.....	47
	ANNEX H: MONTANA STATEWIDE AMBER ALERT PLAN.....	57
	ANNEX I: SIGNATORIES.....	61

## **I. INTRODUCTION**

The Local Emergency Communications Committee (LECC) for the Inland Northwest EAS Region has determined that major media from Spokane and Coeur d'Alene have significant viewer and listener audiences in about 13 counties in Washington, 10 counties in north Idaho and Lincoln and Sanders counties in northwest Montana. This committee has established procedures for issuing emergency messages to the public utilizing major media from Spokane and Coeur d'Alene. The Inland Northwest Region EAS plan has been distributed to Emergency Managers and Sheriff's for these 25 counties to provide guidance for them, if activation of the major media is part of their emergency communications procedures. These procedures must be followed any time emergency officials wish to use the Spokane or Coeur d'Alene media to issue emergency messages to their community. Counties may develop local plans in support of the Inland Northwest Regional plan as so long as it does not deter from the intent. A copy of all local plans must be provided to both Spokane and Kootenai County Dispatch Centers and reviewed by the LECC.

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 independent discretion and responsibility in any given situation. Broadcast stations and cable systems originating emergency communications shall be deemed to have rebroadcast authority. The concept of management of each broadcast station and cable system to exercise discretion regarding the transmission of emergency information and instruction to the general public is provided by FCC rules.

It is important that County Emergency Managers, Sheriff's, radio, television, and cable media be familiar with this plan and follow its guidelines. Provisions of the plan have been developed through extensive discussions during the Inland Northwest Local Emergency Communication Committee (LECC) meetings and have been designed to give quick and reliable access to the system while providing security and authentication for broadcasters.

The Inland Northwest LECC and Spokane/ Coeur d'Alene Broadcasters have agreed that it is important to authenticate and prepare EAS messages. All messages will be entered into the Inland Northwest EAS system through the Spokane County Sheriff's Dispatch Office or the Kootenai County 911 Center, either by voice or telephone FAX. The Kootenai County 911 Center will act as a backup for Washington State counties whenever the Spokane County Sheriff's Dispatch Office is not available. The Spokane County Sheriff's Dispatch Office will in turn act as backup for counties in north Idaho and northwest Montana whenever the Kootenai County 911 Center is not available. Washington and Idaho State Emergency Management Centers also function as additional backup in case of a region-wide failure for EAS activation. The Kootenai County 911 Center or the Spokane County Sheriff's Dispatch Office may also activate EAS statewide by contacting the appropriate State Emergency Management Office.

Under an agreement with the Department of Homeland Security (DHS), the National Weather Service will immediately broadcast bulletins issued by the DHS using the NOAA Weather Radio

(NWR) and EAS to rapidly disseminate the information to the broadcasters and public. The Inland Northwest EAS plan has assigned NWR as a required monitoring assignment for all broadcast stations under the plan coverage.

## **II. CHILD ABDUCTION PLANS**

**The Washington, Idaho and Montana State AMBER Alert Plans/Systems are normally used by law enforcement agencies in the INLAND NORTHWEST EAS REGION.**

Five child abduction alert plans/systems have been incorporated into this document. They are the Inland Northwest Amber Alert plan, the Idaho State plan, the Washington State plan, the Montana Amber Alert System and the Inland Northwest Missing Person Safety Advisory.

The **AMBER** Plan is activated for abducted children when law enforcement believes the child is in danger of serious bodily harm or death. When events meet the requirements of this plan, EAS and Web Portal activation may be requested through either the WSP Spokane communications center for Washington, the Idaho State Police for Idaho or the Montana Criminal Justice Information Network (CJIN) for Montana. You may request multi-state activation also at that time. EAS activations for Amber Alerts should normally be done on at least a statewide basis through WSP, ISP or CJIN, but local officials retain final authority for determining the bulletin type, scope and level of dissemination for providing missing child or missing person information to the media and public. See annex F, G and H for complete versions of the Washington and Idaho statewide plans and the Montana Amber Alert System.

The **Missing Person Safety Advisory** plan is for vulnerable persons such as Alzheimer's patients that are in danger of serious bodily harm. This plan accommodates slightly lower alert situations and is activated using the Safety Advisory procedures as well as an email dissemination process. The Missing Person Safety Advisory Plan allows for the additional dissemination of photographs and fingerprints. For this reason, the Missing Person Safety Advisory Plan will be activated any time the AMBER Alert plan is in force and EAS has been activated. The Missing Person Safety Advisory plan will then provide additional information using telephone fax and email. The Missing Person Safety Advisory plan may be activated independently whenever law enforcement determines that activation of EAS is not necessary, such as during a situation for a missing person/child where Law Enforcement has determined that the individual is in imminent danger of serious bodily harm or a victim of criminal intent.

### **AMBER ALERT PLAN (CAE... Child Abduction Emergency)**

#### **Purpose**

The AMBER Alert Plan is a cooperative effort between law enforcement agencies and Washington's and Idaho's local broadcast stations and cable providers.

The AMBER Alert Plan provides law enforcement agencies access to broadcast stations and cable systems during the critical minutes following the initial report of child abduction.

## **AMBER Alert Plan Planning Guidelines**

The AMBER Alert Program Plan is a local and state based, voluntary enhancement of the local Emergency Alert System (EAS). It is a provision of the Local Emergency Communications Committee's (LECC) EAS Plan. Any local law enforcement organization desiring use of the EAS to broadcast abducted child emergency alerts ( CAE ) in its community must comply with the guidelines set forth in this section of the Inland Northwest EAS plan and/or annexes F, G and H of the Washington and Idaho State Amber Alert Plans, or the Montana Amber Alert System.

### **The following guidelines are provided for the deployment of the AMBER Alert System:**

- Activation points should be a 24-hours facility to be able to furnish follow-up information and receive reports from the public or other agencies.
- Bulletins intended for dissemination only to counties in the Inland Northwest EAS plan should be issued through the Spokane County Dispatch Office for Washington counties and through the Kootenai County 911 Center for counties in north Idaho and northwest Montana.
- Statewide or multi-state activation of the Amber Alert Plan will be accomplished through the Washington State Patrol for Washington, through the Idaho State Police for Idaho and through the Montana DOJ for Montana. You may request that they expand the alert to other states if desired. The ISP, WSP and Montana DOJ will assure that Amber Alert Guidelines are met and help the alert originator to activate EAS and the Amber Alert Portal.
- The actual broadcast of an AMBER Alert is voluntary and the misuse of this privilege might be cause for broadcasters and cable operators to cease to participate in disseminating these messages.
- The FCC-approved event code for a child abduction emergency alert is "CAE."
- **It is extremely important that the Amber Alert message contain a contact and phone number to call for additional information or to relay information received. This is normally included at the end of the Amber Alert form.**

## AMBER Alert Plan Criteria

After considering all the facts and circumstances of the incident, all elements 1 through 6 below should be satisfied, for the incident to qualify as an AMBER Alert. Events that do not meet the criteria for an Amber Alert message may be disseminated to the media and public using the Inland Northwest Missing Person Safety Advisory procedures or local press release, or through an ISP or WSP public information officer bulletin.

1. A child is known to have been abducted and is not simply missing, a runaway or lost.
2. The abducted child is believed to be in danger of death or serious bodily injury.
3. The AMBER Alert activation should occur within: 4 hours of the event for the State of Washington plan, within 12 hours for the Idaho plan; no timeline is noted in the Montana Amber Alert system.
4. The child must be 17 years or younger, or with a proven mental or physical disability, and police must believe that the person has been abducted (unwillingly taken from his or her environment without permission from the child's parent or guardian).
5. There must be enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child. Must include as much of the following information as possible: Where the abduction took place;
  - √ A specific physical description of the child [can include clothing worn when last seen; height, weight, age, hair and eye color, hair length, any additional distinguishing physical characteristics];
  - √ A physical description of the abductor [can include approximate height, weight, hair color/length, eye/skin color, clothing; any distinguishing physical characteristics];
  - √ Place last seen; direction of travel if known;
  - √ Description of the vehicle [can include color, make, model, license number, approximate year (older, newer)];
  - √ Known mental or physical conditions or other pertinent information.
6. The incident must be reported to and investigated by a law enforcement agency.

## Broadcaster Follow-up Announcement Schedule

Following the broadcast of the AMBER Alert EAS message through Washington, Idaho or Montana state relay networks, the message will be forwarded through broadcast media outlets.

At this time and throughout the alert, broadcasters should refer to the Portal at <http://www.amberalert911.com> as the single source for the latest detailed AMBER Alert information and photos. The local law enforcement agency in charge that has web portal user access or the WSP, the ISP or the Montana CJIN will add updated information including Amber Alert cancellations to the Portal as it becomes available from the law enforcement agency in charge. The Portal will automatically push simultaneous notification that new information is available to those signed up on the web portal which includes broadcasters, law enforcement, the public and many partners who forward AMBER Alerts to a wide collection of audiences

Once the station has transmitted the initial AMBER Alert, the following procedures are recommended:

- √ During the first three (3) hours after the broadcast of the initial AMBER Alert message the station should broadcast AMBER Alert follow-up announcements every 20 minutes, at a minimum, unless the AMBER Alert is terminated sooner. These messages should be announcements voiced by station personnel and can be incorporated into regular station programming as the station sees fit.
- √ The AMBER Alert follow-up announcements must not be a retransmission of the initial AMBER Alert, nor include the EAS header tones, event codes, etc.
- √ During the **second** three (3) hours stations with live personnel should broadcast an AMBER Alert follow-up announcement once every half-hour, at a minimum, unless the AMBER Alert is terminated sooner.
- √ After six (6) hours, the station, in its discretion, may continue to broadcast the AMBER Alert follow-up announcements until the AMBER Alert is formally terminated by the activating law enforcement agency, or at the agency's request.

**ADDITIONAL CONSIDERATIONS:** 1. The plan is voluntary between participating broadcasters, cable operators and law enforcement agencies. 2. The report of a child abduction is time sensitive. An AMBER Alert activation will be most effective if broadcast as soon as possible after the child abduction. The establishment of lengthy authorization call-down lists or a procedure that requires obtaining activation approval from a particular law enforcement officer is discouraged, as they could be counter productive. 3. A Local AMBER Alert Program Plan should establish the basic guidelines to be followed for the activation of an AMBER Alert.



The following is some of the information that if known about the abduction should be provided to either the WSP Communications Center, the Idaho State Police, the Montana CJIN, the Spokane County Sheriff's Dispatch Office or the Kootenai County 911 Center for activation of a regional, statewide or multi-state AMBER Alert EAS Message :

We have just received this important information regarding an abducted child in

\_\_\_\_\_. The \_\_\_\_\_ is  
(Area, District, City and/or County, State) (Law Enforcement Jurisdiction(s))

looking for a child who was last seen at \_\_\_\_\_  
(Location)

and is believed to be in danger. The child's name is \_\_\_\_\_. He/She is  
(Name)

\_\_\_\_\_ years old, \_\_\_\_\_ with \_\_\_\_\_ hair and was last seen wearing \_\_\_\_\_  
(age) (gender) (color)

\_\_\_\_\_. Authorities say that the child may be in the  
(Description of clothing)

company of \_\_\_\_\_ and they may be traveling in a  
(Name, Description, clothing, etc.)

\_\_\_\_\_ that was last seen heading \_\_\_\_\_  
(Vehicle make, model, color, license plate #)

\_\_\_\_\_. If you have any information on the whereabouts of  
(Direction and street/city location)

this child, \_\_\_\_\_, please contact \_\_\_\_\_ immediately.  
(Name or Description of Child) (contact telephone number)

## Sample AMBER Broadcaster Follow-up Announcement Text

“K\*\*\* has an Amber Alert advisory. An Amber Alert has been issued for Washington State. K\_\_\_\_\_ (listeners/viewers) are advised to look for (vehicle description), driven by (suspect description). The victim is (victim details) has been abducted by a non-family member and is at risk of physical harm. If you see a (vehicle description), please dial 911 immediately, and tell the operator you have an Amber Alert sighting for the Washington State Patrol, the Idaho State Police or the Montana CJIN. Again, if you see (vehicle description), please dial 911.”

Law enforcement agencies that elect to activate only a regional Amber Alert through the Spokane County Sheriff's Dispatch Office or Kootenai County 911 Center should use the following forms. **You should make copies of these forms to have them readily available for emergency use when needed. Remember, each dispatch center is a backup to the other. Be sure you have copies of both forms in the event you may have to use the backup**

**AMBER ALERT EMERGENCY NOTIFICATION**

**INLAND NORTHWEST OPERATIONAL AREA**

**EMERGENCY ALERT SYSTEM**

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**This message has originated from: Spokane County Sheriff' Office**

**IMMEDIATELY NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**

**Make additional copies and distribute to all affected personnel.**

**(Studio control, newsroom, telephone switchboard, etc.)**

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**This AMBER ALERT has been activated at the request of:**

**Name of Agency:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The AMBER ALERT situation requiring emergency action is:**

**AMBER ALERT EMERGENCY NOTIFICATION**

**INLAND NORTHWEST OPERATIONAL AREA**

**EMERGENCY ALERT SYSTEM**

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**This message has originated from: The Kootenai County 911 Center**

**IMMEDIATELY NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**

**Make additional copies and distribute to all affected personnel.**

**(Studio control, newsroom, telephone switchboard, etc.)**

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**This AMBER ALERT has been activated at the request of:**

**Name of Agency:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The AMBER ALERT situation requiring emergency action is:**

### **III. MISSING PERSON SAFETY ADVISORY PLAN**

The Inland Northwest LECC has also approved use of Safety Advisory plan procedures to relay information to the media and others on missing persons such as Alzheimer patients. This will be accomplished using the “Safety Advisory” procedures.

The guidelines for activation will be as follows:

1. Law enforcement officials must believe the missing person is in danger of serious bodily harm or a victim of criminal intent.
- 2. Do not activate this plan for runaways or child custody contention cases where imminent threat of serious bodily injury or death has not been determined by Law Enforcement. If necessary those event may be handled only as a breaking news story with information to the media by a local spokesperson.**

The Spokane County Sheriff's Office or Kootenai County 911 Dispatch Center will forward information on the missing person, and a picture if available, to the media and others using a FAX for initial notification and then followed by an email. Procedures for “Safety Advisories” outlined in this document will be followed for the Missing Person Safety Advisory Plan.

**County officials activating this plan from other than Kootenai County or Spokane County must keep in mind that they will probably need to contact their local broadcast media also to disseminate missing person information since the Inland Northwest Safety Advisory plan only activates the major Spokane media that serves eastern Washington and north Idaho.**

**Copies of the Spokane County Sheriff's Dispatch and the Kootenai County 911 Center's Missing Person's forms follow this page. You should make copies of these forms to have them available for emergency use when needed. Remember, each dispatch center is a backup to the other. Be sure you have copies of both forms in the event you may have to use the backup dispatch center.**

**MISSING PERSON SAFETY ADVISORY**

**INLAND NORTHWEST OPERATIONAL AREA**

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**This message has originated from: Office of the Sheriff (Spokane County)**

**NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**  
**Make additional copies and distribute to all affected personnel.**  
**(Studio control, newsroom, telephone switchboard, etc.)**

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**This Missing Person Safety Advisory has been issued at the request of:**

**Name of Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Control Room Operator, please check your e-mail for additional information and/or photo of the missing person.

**The Missing Person requiring emergency action is:**

**MISSING PERSON SAFETY ADVISORY**

**INLAND NORTHWEST OPERATIONAL AREA**

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**This message has originated from: The Kootenai County 911 Center**

**NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**  
**Make additional copies and distribute to all affected personnel.**  
**(Studio control, newsroom, telephone switchboard, etc.)**

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**This Missing Person Safety Advisory has been issued at the request of:**

**Name of Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Control Room Operator, please check your e-mail for additional information and/or photo of the missing person.

**The Missing Person requiring emergency action is:**

## IV. EAS CRITERIA

In an effort to standardize guidelines for the activation of the Emergency Alert System for the Inland Northwest Region, officials responsible and authorized to initiate activation must believe that a “Life Threatening Emergency” exists or major property damage is likely, and feel that an area wide notification is necessary. The LECC has compiled a list of examples of typical emergencies that might require a regional EAS activation. The activation of the EAS system should only occur when there is an imminent potential for a disaster causing the loss of life or major property damage! Some examples of incidents that would warrant the activation of the EAS system are:

- Major fires that involve the evacuation of people, i.e. "Firestorm 1991" and the Spokane Hangman Hills fire.
- Significant and major hazardous/toxic materials spill, i.e. train derailments, commercial carrier spills, major gas line ruptures, etc.
- Significant and major spills may involve the evacuation of people. Significant spills are capable of environmental damage or have the potential for an immediate hazard to the public and may need state level response. Major spills present a very high or immediate risk to people, property, or the environment and will definitely need state level response.
- The National Weather Service may issue EAS messages for severe weather warnings such as tornado, flash flood, severe thunderstorm, winter storm, or the rapid onset of flooding etc.; as well as updated messages for these events, providing that immediate notification to the public is essential and the messages meet the criteria for EAS notification. Otherwise, alternative methods of dissemination, such as a “Safety Advisory” should be considered.
  - Dam failures, i.e. Post Falls Dam, Upriver Dam etc.
  - Natural disasters, i.e., Mount St. Helens, extreme avalanche potential, major earthquakes, etc.
  - Civil disorder emergencies, i.e. riots, snipers, etc.
  - Roadway failures, i.e. bridge failure, major road washout/collapse, etc.

EAS activation is not limited to these events alone. It is hoped that by using them as a measuring guide, it will help to determine if an incident meets the implied criteria for activation. The message may actually be sent to the media in the form of an EAS broadcast, Safety Advisory, or breaking news story. Each County Sheriff or Emergency Manager will aid in determining the type of message that is most appropriate. The Spokane County Sheriff's Dispatch Office or Kootenai County 911 Center may also assist with this determination. If Spokane or Kootenai County dispatch does not feel that relayed information fits the criteria for the requested message, they may call the requesting jurisdiction to verify. However, the requesting jurisdiction has final say as to the level of the message request.



## **V. SAFETY ADVISORY CRITERIA**

There is also a need to have the ability to issue important emergency messages to the public that need rapid dissemination, but do not quite meet the standards for EAS activation. This level of message will be identified as a "Safety Advisory". The Safety Advisory message should be used for emergency events that may produce serious property damage or have the remote potential for loss of life or serious injury for a significant number of people in the region. The Safety Advisory will receive rapid dissemination through the media but will not activate the EAS audible tones and may not interrupt programming.

Some examples of the types of incidents that would NOT normally activate the EAS but COULD be issued as a Safety Advisory are as follows:

- Widespread telephone line outages or 911 failures.
- The NWS may issue Safety Advisories for weather warnings/advisories that present a threat to property and a remote threat for loss of life, but does not quite meet EAS criteria. The events must be short-fused and need immediate dissemination to the public.
- Water shortages (unless fire protection is compromised or it presents a real threat to a significant segment of the community).
- Power lines down that impact a large area.

Local officials always have the final determination on the need to issue an emergency message; however, this may actually be issued to the media in the form of an EAS broadcast, Safety Advisory, or breaking news story. Each County Sheriff or Emergency Manager will assist in advising on the type of message that is most appropriate for the event.

The Spokane County Sheriff's Dispatch Office or Kootenai County 911 Center may also assist with this determination. If Spokane or Kootenai County dispatch feels that relayed information does not fit the criteria for the requested message they may call the requesting jurisdiction to verify. However, the requesting jurisdiction has final say as to the level of the message request.

## **VI. AUTHORITY**

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

## **VII. KEY EAS SOURCES**

### **LOCAL PRIMARY SOURCE (LP-1): KXLY FM 99.9 and AM 920 radio (LP-1a)**

LOCATION: SPOKANE, WA

EAS EMERGENCY CODES: all EAS codes

EAS MONITORING ASSIGNMENTS: WA State Emergency frequency (155.475 MHz),  
Spokane EOC, KHQ-TV SAP channel, Spokane NWR 162.40 MHz

### **LOCAL PRIMARY SOURCE (LP-2): KHQ-6 TV SAP**

LOCATION: SPOKANE, WA

EAS EMERGENCY CODES: All EAS codes

EAS MONITORING ASSIGNMENTS: Spokane EOC, WA State Emergency frequency,  
KXLY-AM radio, NOAA weather radio 162.40 MHz, KXLY-FM radio

### **SPOKANE COUNTY SHERIFF'S DISPATCH OFFICE**

LOCATION: Spokane, WA

EAS EMERGENCY CODES: All EAS codes

MONITORING ASSIGNMENT: Washington State emergency frequency  
(155.475 MHz), Spokane NWR 162.40 MHz, Idaho State EOC radio,  
Spokane NWS radio link to Dispatch.

### **NATIONAL WEATHER SERVICE**

LOCATION: Spokane, WA

EAS EMERGENCY CODES: All EAS codes

### **KOOTENAI COUNTY 911 CENTER**

LOCATION: Coeur d'Alene, ID

### **WASHINGTON STATE EMERGENCY MANAGEMENT**

### **IDAHO STATE BUREAU OF HOMELAND SECURITY**

### **COUNTY EMERGENCY MANAGERS AND SHERIFF'S WITHIN THE INLAND NORTHWEST EAS PLAN**

EAS EMERGENCY CODES: ADR, CEM, EVI, RMT, RWT

## **VIII. AUTHENTICATION**

Authentication is accomplished by all messages going through either the Spokane County Sheriff's Dispatch Office, Kootenai County 911 Center or direct from the National Weather Service using NOAA Weather Radio and in coordination with the Spokane Sheriff. When additional authentication is requested by the Spokane Sheriff's Office or Kootenai County 911 Center, the officer issuing the emergency message will respond with the authentication code at the bottom of the required hard copy facsimile form. Messages received from the Spokane County Sheriff's Office or Kootenai County 911 Center through the LP-1 or LP-2 stations and from the National Weather Service through NOAA Weather Radio can be considered by the broadcast media as authenticated and may be broadcast without additional authentication.

## **IX. ACTIVATION PROCEDURES FOR EAS**

Officials authorized to activate the Emergency Alert System or issue Safety Advisories throughout the Inland Northwest EAS region are limited to the County Sheriff or designee, County Emergency Manager or designee, or National Weather Service Meteorologists or as determined by written local procedures as to "Designee". All of these messages will be issued through the Spokane County Sheriff's Department or Kootenai County 911 Center, with the exception that messages issued by the National Weather Service using NOAA Weather radio may go directly to the LP-1/2 Stations and then coordinated by radio with the Spokane County Sheriff's Office. Voice messages to the Spokane County Sheriff's Office or Kootenai County 911 Center should utilize radio facilities when ever possible. The official activating **EAS** must furnish a hard copy of the emergency message. Hard copy of the message will normally be furnished by telephone fax. The fax/email message must be on the official form provided to each County by the Spokane County Sheriff's Office or Kootenai County 911 Center. This form will include an authentication password that will verify each message. The originator must limit the message to no more than 2 minutes and keep in mind that it is for direct presentation on the air and must be typed and not hand written. The originator shall telephone the appropriate center, either Spokane or Kootenai immediately following the sending of a FAX or Email alerting them of the incoming message. After forwarding the message to the media, the Spokane County Sheriff's Office or Kootenai County 911 Center will contact the official originating the message to notify them that it has been successfully transmitted through the system. The National Weather Service need not send a hard copy fax of EAS messages since they access the system directly. In the case of multiple EAS message issuance from various sources, the Spokane County Sheriff's Office or Kootenai County 911 Center may combine them for broadcast.

**NOTE: Only Spokane County Sheriff's Dispatch has the capability to receive Email messages**

**Washington and Idaho State Emergency Management will also function as backup to both Kootenai County and Spokane County Dispatch centers in case both fail. In addition, these State agencies can be notified if statewide EAS dissemination is needed.**

An EAS message sent to the Inland Northwest LP-1 or LP-2 should activate all radio and television stations that service the community impacted by the emergency, as long as local plans are in place to monitor for appropriate EAS event and location codes. This will alleviate the need for decisions by secondary radio or television station personnel to determine if a message should be broadcast or not.

## **X. ACTIVATION PROCEDURES FOR SAFETY ADVISORIES**

All requests for dissemination of "**Safety Advisories**" throughout the Inland Northwest EAS Region will also go through the Spokane County Sheriff's Office or Kootenai County 911 Center. Only the Sheriff of each County or designee, the County Emergency Manager or designee, or National Weather Service Meteorologists are authorized to initiate these messages. This will normally be accomplished through voice radio contact or telephone with the hard copy of the message furnished through telephone fax and/or followed with an email, unless a reliable alternative is developed. Again, the fax/email message must be completed on the form provided by the Spokane Sheriff's Office or Kootenai County 911 Center. The originator shall telephone the appropriate center, either Spokane or Kootenai immediately following the sending of a FAX or Email alerting them of the incoming message. After forwarding the message to the media, the Spokane County Sheriff's Office or Kootenai County 911 Center will contact the official originating the message to notify them that it has been successfully transmitted through the system. The messages must be typed and not hand written, no more than 2 minutes long, and be acceptable for direct broadcast. The fax message may be followed up or replaced by an email message. The Spokane County Sheriff's Office or Kootenai County 911 Center will forward the fax/email message to those media identified to receive Safety Advisories. They will also complete an email message with any supplemental information that is available and will then notify the initiating official that the message has been successfully transmitted. There is no need to update Safety Advisories once an hour but your Public Information Officer (PIO) shall inform the media when the event is terminated. It should be remembered that this is not an EAS message and will only go to the major media in Spokane and Coeur d'Alene. County officials must develop an operating plan to also get these messages to other radio and television stations in or serving their county, to assure that the greatest number of people in the community receive the message.

**NOTE: Only Spokane County Sheriff's Dispatch has the capability to receive Email messages**

It was intended that television stations handle Safety Advisories by a video crawl, or similar method, without the need to interrupt programming. Radio stations would handle these messages as they would any rapidly breaking news event, however, would not need to interrupt programming. The method for handling Safety Advisories would remain at the discretion of station management.

## **XI. OFFICIALS AUTHORIZED TO ACTIVATE THE SYSTEM:**

- (1) County Sheriff or trained designee**
- (2) County Emergency Manager or trained designee**
- (3) National Weather Service**

## **XII. CHECKLIST FOR ACTIVATING EAS**

### **ACTIVATING EAS CHECKLIST**

**USE EAS ONLY WHEN THERE IS AN IMMINENT POTENTIAL FOR A DISASTER CAUSING LOSS OF LIFE or MAJOR PROPERTY DAMAGE!**

- 1) Be sure message fits guide lines for EAS dissemination!
  - a. Only Sheriff or designee, County Emergency Manager or designee, or National Weather Service can activate the EAS system.
- 2) Radio voice or land line voice message to Spokane County Sheriff's Office Dispatch or to the Kootenai County 911 Center. Give them the EAS password on the bottom of the form as needed for verification. NOAA Weather Radio to LP-1and/or LP-2.
- 3) Send a hard copy or Email of the message to Spokane County Sheriff's Office Dispatch or hard copy only to Kootenai County 911 Center (except National Weather Service).
  - a. This message must be on the form provided to each County by the Spokane Sheriff's Office or Kootenai County 911 Center.
  - b. Hard copy/Email must be typed and in a form that can be used for direct broadcast (limit to area within box on form).
- 4) Spokane or Kootenai will call back originator to confirm message has been released to the Media?

**EAS is for the initial message only. Originator must provide update information to the media using a PIO or through follow-up press releases or interviews. Update information should be provided at least hourly with information on the termination of an event provided rapidly.**

Copies of the Spokane County Sheriff's Dispatch and the Kootenai County 911 Center's EAS forms follow this page. You should make copies of these forms to have them available for emergency use when needed. Remember, each dispatch center is a backup to the other. Be sure you have copies of both forms in the event you may have to use the backup dispatch center. Note: The phone numbers listed above are for emergency use only and are not to be given to the public!!!

**EMERGENCY ALERT NOTIFICATION  
INLAND NORTHWEST OPERATIONAL AREA  
EMERGENCY ALERT SYSTEM**

This message has originated from: Spokane County Sheriff's Office

---

**IMMEDIATELY NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**  
**Make additional copies and distribute to all affected personnel.**  
**(Studio control, newsroom, telephone switchboard, etc.)**

---

This Emergency Alert System has been activated at the request of:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

The situation requiring emergency action is:

Inland Northwest Regional Emergency Alert System Plan

**EMERGENCY ALERT NOTIFICATION  
INLAND NORTHWEST OPERATIONAL AREA  
EMERGENCY ALERT SYSTEM**

This message has originated from: The Kootenai County 911 Center

---

**IMMEDIATELY NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**  
**Make additional copies and distribute to all affected personnel.**  
**(Studio control, newsroom, telephone switchboard, etc.)**

---

This Emergency Alert System has been activated at the request of:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

The situation requiring emergency action is:

### **XIII. SAFETY ADVISORY CHECKLIST**

#### **SAFETY ADVISORY CHECKLIST**

**A Safety Advisory message should be used for emergency events that may produce serious property damage or have the remote potential for loss of life or serious injury for a significant number of people in the region.**

- 1) Be sure message fits guide lines for Safety Advisory dissemination! Only Sheriff or designee, County Emergency Manager or designee or National Weather Service can activate the system.**
- 2) Radio or land line voice message to Spokane County Sheriff's Office Dispatch or the Kootenai County 911 Center. Give them the safety advisory password on the bottom of the form, as needed for verification.**
- 3) FAX a hard copy or Email of the message to Spokane County Sheriff's Office Dispatch or hard copy only to Kootenai County 911 Center. They will broadcast fax and or email your message to appropriate radio and television stations.**
  - a. The fax/Email message must be on the form provided to each County by the Spokane Sheriff's Office or Kootenai County 911 Center.**
  - b. Hard copy must be typed and in a form that can be used for direct broadcast (limit to area within box on form).**
- 4) Copies of the Spokane County Sheriff's Dispatch and Kootenai County 911 Center's Safety Advisory forms follow this page. You should make copies of these forms for use during emergency situations. Remember, each dispatch center is a backup to the other. Be sure you have copies of both forms in the event you may have to use the backup dispatch center.**

**Note: The phone numbers listed above are for emergency use only and are not to be given to the public!!!**



**SAFETY ADVISORY**  
**INLAND NORTHWEST OPERATIONAL AREA**

**This message has originated from: Spokane County Sheriff's Office**

---

**NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**  
**Make additional copies and distribute to all affected personnel.**  
**(Studio control, newsroom, telephone switchboard, etc.)**

---

**This Safety Advisory has been issued at the request of:**

**Name:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Safety advisories are issued for emergency events that may produce serious property damage or have the remote possibility of the loss of life. They are meant to be scrolled on TV and broadcast on radio as station programming allows.

Public Copy

**SAFETY ADVISORY**  
**INLAND NORTHWEST OPERATIONAL AREA**

**This message has originated from: The Kootenai County 911 Center**

---

**NOTIFY STUDIO CONTROL OPERATOR OF THIS MESSAGE**  
**Make additional copies and distribute to all affected personnel.**  
**(Studio control, newsroom, telephone switchboard, etc.)**

---

**This Safety Advisory has been issued at the request of:**

**Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Safety advisories are issued for emergency events that may produce serious property damage or have the remote possibility of the loss of life. They are meant to be scrolled on TV and broadcast on radio as station programming allows.

Public Copy

## **XIV. TESTS**

Tests of the EAS procedures shall be conducted on a random or scheduled basis from a point which would normally originate an emergency message. In addition to monthly state originated tests, local monthly tests will be conducted by the Spokane Sheriff's Dispatch Office, the Kootenai County 911 Center and the National Weather Service and other organizations designated by the Inland Northwest LECC. A schedule for the test will be established by the broadcast industry and distributed annually. Both Washington and Idaho will conduct monthly tests for the Inland Northwest EAS plan. The National Weather Service will normally originate a Required Weekly Test (RWT) into the system each Wednesday between 11 am and noon. A schedule of the Required Monthly Tests (RMT) will be posted in Annex E of this plan.

## **XV. ANNEXES**

Annex A: List of designated officials and emergency phone numbers  
Annex B: List of EAS codes transmitted by key EAS sources  
Annex C: List of Broadcast stations and cable stations in EAS region  
Annex D: Table of station monitoring assignments  
Annex E: Schedule of Required Monthly Tests (RMT)  
Annex F: Approvals and Signatures

## **ANNEX A: EMERGENCY MANAGEMENT CONTACTS**

### **IDAHO**

#### **Idaho Bureau of Homeland Security**

Vicki Miller, Idaho State EAS Chair

#### **Bureau of Homeland Security North Idaho**

Jay Baker, Area Field Officer

#### **Bureau of Homeland Security North Central Idaho**

Debi Ruppe, Area Field Officer

#### **Benewah County Emergency Management**

Wayne Foxworth, Director

#### **Bonner County Emergency Management**

Bob Howard, Director

#### **Boundary County Emergency Services**

David Kramer, Director

#### **Kootenai County Office of Emergency Management**

Sandy Von Behren, Director

#### **Sheriff Rocky Watson**

Kootenai County Sheriff's Department

#### **Latah County Disaster Services**

Sandy Rollins, Coordinator

#### **Lewis County Emergency Management**

David Hasz, Coordinator

#### **Nez Perce County Office of Emergency Management**

Melvin Johnson, Director

#### **Shoshone County**

Lt. Darell Braaten, Disaster Services  
Director

#### **Clearwater County Emergency Management**

Don Gardner, Coordinator

#### **Idaho County**

Ms. Trudy Slagle, Administrative  
Assistant

### **MONTANA**

#### **Lincoln County Emergency Management Agency**

Marc McGill, Director

#### **Sanders County Office of Emergency Management**

Bill Naegeli, Emergency Manager

### **WASHINGTON**

#### **Washington State EMD**

Washington Emergency Management

#### **Adams County**

Jay Weise  
DEM

#### **Asotin County**

George "Butch" Aiken, Director  
DEM

**Chelan County**

Sheriff Mike Harum, Director

**Douglas County**

Eric Cunningham, Coordinator

**Ferry County**

Pete Werner, Sheriff (Director)

Greg Palmier/Coordinator

DEM

**Garfield County**

Clay Barr, Director

DEM

**Grant County**

Sam Lorenz, Fire Marshal, Director

Michele Haughton, Coordinator

**Lincoln County**

Wade Magers, Sheriff

Tammie Boyd, Coordinator

**Okanogan County**

Scott Miller, Coordinator

Glenda Beauregard, assistant

**Pend Oreille County**

JoAnn Boggs, Director

**Spokane County DEM**

Tom Mattern, Deputy Director

Bill Hansen, Coordinator

**Stevens County**

Craig Thayer, Sheriff

Rick Anderson, Deputy Director

**Whitman County DEM**

Mark Janowski, Coordinator

PUBLIC COPY

## **ANNEX B: LIST OF EAS CODES TRANSMITTED BY EAS SOURCES**

<u>KEY EAS SOURCE</u>	<u>ORIGINATOR</u>	<u>EVENT</u>	<u>COUNTY FIPS #</u>
Spokane County Sheriff's Dispatch	CIV	ALL EVENTS	ALL COUNTIES
Kootenai County 911 Center	CIV	ALL EVENTS	ALL COUNTIES
National Weather Service, Spokane	NWS	ALL EVENTS	ALL COUNTIES IN PLAN AREA
KXLY AM AND FM RADIO	EAS	ALL EVENTS	ALL COUNTIES IN PLAN AREA
KHQ-TV SAP CHANNEL	EAS	ALL EVENTS	ALL COUNTIES IN PLAN AREA
SURROUNDING COUNTIES IN PLAN AREA (EMERGENCY MANAGERS, AND SHERIFFS OR DESIGNEES)	CIV	ALL EVENTS,	HOME COUNTY OR.... OTHERS IF JOINT INFO CENTER

THIS IS A LIST OF EAS CODES THAT MAY BE ISSUED BY THE EAS SOURCES LISTED. HOWEVER, MESSAGES MUST STILL MEET THE CRITERIA OUTLINED IN THIS PLAN. THE ORIGINATOR MAY USE AN EAS MESSAGE, SAFETY ADVISORY, OR OTHER APPROPRIATE COMMUNICATIONS TO GET EMERGENCY INFORMATION TO THE PUBLIC, DEPENDING ON THE PERCEIVED THREAT. KEEP IN MIND THAT THE EAS PROGRAM IS VOLUNTARY FOR ALL BROADCASTERS UNLESS A NATIONAL MESSAGE IS TRANSMITTED. IT IS IMPORTANT TO REMEMBER THAT EAS MESSAGES ARE FOR MAJOR LIFE THREATENING EVENTS THAT IMPACT A SIGNIFICANT POPULATION IN THE COMMUNITY.

### **EVENT CODES LIST**

REQUIRED MONTHLY TEST.....	RMT
REQUIRED WEEKLY TEST.....	RWT
TORNADO WARNING.....	TOR
SEVERE THUNDERSTORM WARNING....	SVR
SEVERE WEATHER STATEMENT.....	SVS
SPECIAL WEATHER STATEMENT.....	SPS
FLASH FLOOD WARNING.....	FFW
FLASH FLOOD STATEMENT.....	FFS
FLOOD WARNING.....	FLW
FLOOD STATEMENT.....	FLS
WINTER STORM WARNING.....	WSW
BLIZZARD WARNING.....	BZW
DUST STORM WARNING.....	DSW
EVACUATION IMMEDIATE.....	EVI
CIVIL EMERGENCY MESSAGE.....	CEM
CHILD ABDUCTION EMERGENCY .....	CAE
PRACTICE/DEMO WARNING.....	DMO
ADMINISTRATIVE MESSAGE.....	ADR
EMERGENCY ACTION NOTIFICATION....	EAN
EMERGENCY ACTION TERMINATION.....	EAT
EVACUATION IMMEDIATE.....	EVI
AVALANCHE WATCH.....	AVA
AVALANCH WARNING.....	AVW
CIVIL DANGER WARNING.....	CDW
EARTHQUAKE WARNING.....	EQW
FIRE WARNING.....	FRW
HAZARDOUS MATERIALS WARNING.....	HMW
LOCAL AREA EMERGENCY.....	LAE
LAW ENFORCEMENT WARNING.....	LEW
NUCLEAR POWER PLANT WARNING.....	NUW
RADIOLOGICAL WARNING.....	RHW
VOLCANO WARNING.....	VOW

### **ANNEX C: LIST OF BROADCAST AND CABLE STATIONS IN EAS REGION**

See monitoring assignments chart in Annex D.

### **ANNEX D: TABLE OF STATION MONITORING ASSIGNMENTS**

See attached tables following this page. Note that cable station assignments are being developed by the LECC.



## WASHINGTON STATE EAS MONITORING ASSIGNMENTS Including the Idaho Panhandle

**Email corrections to – Washington State EAS Remailer**

**#1& #2 EAS Monitor are FCC requirements.**

Freq/ Chan	Call	Licensed City	EAS Area	1st EAS Monitor	2nd EAS Monitor	3rd EAS Monitor	4th EAS Monitor	Note #
162.4	NWS	Spokane	Inland	Spokane EOC	Washingt on SRN			
453.3	WNHW 951	Spokane County EOC	Inland	Washington EOC	Idaho EOC	NWS Spokane	KXLY FM	
2	KREM	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.4	CH 6 * SAP	
4	KXLY	Spokane	Inland	Spokane * EOC	NWS *	SRN * 155.475	KXLY * 920	
6	KHQ	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400	SRN * 155.475	
7	KSPS	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400	CH 6 * SAP	
8	KSPS-DT	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400		
10	KWSU	Pullman	Inland	KXLY * 99.9	CH 6 * SAP	NWS * 162.40		
13	KXLY-DT	Spokane	Inland	Spokane* EOC	NWS *	SRN * 155.475	ON	
15	KHQ-DT	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400	12	
17	KWSU	Pullman	Inland				??	
20	KREM- DT	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.4	UC	
22	KSKN	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.4		
24	KBGC	Pullman	Inland					
28	KAYU	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400		
30	KAYU- DT	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400	WAIT	
34	KGPX	Spokane	Inland	KXLY * 99.9	CH 6 * SAP	NWS * 162.4		
36	KSKN- DT	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.4	??	
88.3	KMLW	Moses Lake	Inland					
88.3	KMLW	Moses Lake	Inland					
88.5	KRLF	Pullman	Inland	NWS * 162.550	KLSY * 99.9	KHQ-6 * SAP		
88.7	KAGU	Spokane	Inland					
89.5	KEWU	Cheney	Inland					
89.9	KPLW	Wenatchee	Inland	KPQ 560				
90.1	KUGR	Pullman	Inland					
90.1	KQWS	Omak	Inland	KXLY * 99.9	SRN * 155.475	CH 6 * SAP	NWS * 162.4	

# Inland Northwest Regional Emergency Alert System Plan

90.3	KWRS	Spokane	Inland					
90.5	KNWV	Clarkston	Inland	KXLY * 99.9	NWS * 162.4	CH 6 * SAP		
90.7	KLWS	Moses Lake	Inland					
90.7	KZUU	Pullman	Inland					
90.7	KNWR	Ellensburg	Inland	NWS Wenatchee	KQQ (sap)	KPQ FM		
91.1	KPBX	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400	CH 6 * SAP	
91.5	KLWS	Moses Lake	Inland	KXLY * 99.9	SRN * 155.475	CH 6 * SAP	NWS * 162.4	
91.5	KUBS	Newport	Inland					
91.5	KLWS	Moses Lake	Inland					
91.9	KSFC	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400	CH 6 * SAB	
92.1	KCRK	Colville	Inland	NWS * 162.400	KXLY * 99.9			
92.1	K221B1	East Wenatchee	Inland	KPQ * 560	NWS * 162.475			
92.1	KCRK	Colville	Inland	NWS Spokane	KHQ (sap)	KXLY FM		
92.3	KULE	Ephrata	Inland	KDRM * 99.3				
92.7	KNCW	Omak	Inland	KPQ FM	NWS 162.525			
92.9	KZZU	Spokane	Inland	Spokane* EOC	NWS * 162.400	SRN * 155.475	CH 6 SAP	
93.5	KOZI	Chelan	Inland	KPQ * 102.1	NWS * 162.475	SRN * 155.475		
93.7	KDRK	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400		
93.9	KTAC	Ephrata	Inland					
94.1	KCLK	Clarkston	Inland	KRLC AM	NWS Lewiston	KOZE FM	KHQ (sap)	
95.9	KZML	Quincy	Inland	KPQ * 102.1	NWS * 162.450			
96.1	KIXZ	Opportunity	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400		
96.3	KRCW	Royal City	Inland					
96.7	KWWW	Quincy	Inland	KPQ * 102.1	KPQ * 560	NWS * 162.475		
96.9	KEZE	Spokane	Inland	Spokane* EOC	NWS * 162.400	SRN * 155.475	CH 6 * SAP	
97.3	KKRS	Davenport	Inland	KXLY * 99.9	NWS * 162.400			
97.5	KZLN	Othello	Inland	KPQ 560				
97.7	KYSN	Wenatchee	Inland	KPQ * 102.1	KPQ * 560	NWS * 162.475		
98.1	KISC	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400		
98.5	KEYG	Grand Coulee	Inland	KXLY * 99.9	KPQ * 560	NWS * 162.475		
98.9	KKZX	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.55		
99.3	KDRM	Moses Lake	Inland	KPQ *	CH 6 *	NWS *	LRN *	

# Inland Northwest Regional Emergency Alert System Plan

				102.1	SAP	162.450	453.625	
99.5	KZZL	Pullman	Inland	KWSU * 1250	KXLY * 99.9			
99.5	KAAP	Rock Island	Inland	KPQ * 102.1	KPQ * 560	NWS * 162.475		
99.5	KZZL	Colfax	Inland	KXLY FM	NWS Lewiston	KWSU AM	KHQ (sap)	
99.9	KXLY	Spokane	Inland	Spokane * EOC	NWS * 162.400	SRN * 155.475	CH 6 * SAP	LP1a
100.3	KWIQ	Moses Lake	Inland	KPQ * 560	KBSN * 1470			
101.1	KEYF	Cheney	Inland	KXLY * 920	NWS * 162.400			
101.1	KOHO	Leavenworth	Inland	KPQ * 102.1	KPQ * 560			
101.9	KTSL	Medical Lake	Inland					
102.1	KPQ	Wenatchee	Inland	SRN * 155.475	NWS * 162.475	KHQ * CH 6	LRN * 153.995	LP2
102.5	KRAO	Colfax	Inland	KWSU * 1250	KXLY * 99.9			
102.9	KVAB	Clarkston	Inland					
103.3	KWLN	Wilson Creek	Inland	KPQ * 560	NWS * 162.475			
103.9	KYWL	Spokane	Inland	KXLY * 920	NWS * 162.400			
104.3	KHTR	Pullman	Inland	KWSU * 1250	KZFN * 106.1			
104.3	KZBE	Omak	Inland	KPQ FM	NWS 162.525			
104.7	KEEH	Spokane	Inland					
104.9	KMJY	Newport	Inland					
104.9	KKRV	Wenatchee	Inland	KPQ * 560	NWS * 162.475			
105.7	KAEP	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400		
106.3	KVLR	Twisp	Inland	KPQ FM				
106.5	KSPO	Dishman	Inland					
106.7	KZPH	Cashmere	Inland	KPQ * 102.1	KPQ * 560	NWS * 162.475		
107.1	KAZZ	Deer Park	Inland	KXLY * 99.9	NWS 162.400			
107.9	KMBI	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.4		
560	KPQ	Wenatchee	Inland	SRN * 155.475	NWS * 162.475	KHQ * CH 6	LRN * 153.995	LP1
590	KQNT	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400		
630	KXLI	Opportunity	Inland	Spokane* EOC	NWS * 162.400	SRN * 155.475	CH 6 * SAP	
680	KOMW	Omak	Inland	KPQ FM	NWS 162.525			
700	KMJY	Newport	Inland					
730	KULE	Ephrata	Inland	KDRM * 99.3				
790	KJRB	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400		

# Inland Northwest Regional Emergency Alert System Plan

810	KTBI	Ephrata	Inland					
840	KMAX	Colfax	Inland	KWSU * 1250	KXLY * 99.9			
900	KKRT	Wenatchee	Inland	KPQ * 560	NWS * 162.475			
920	KLXY	Spokane	Inland	Spokane* EOC	NWS * 162.400	SRN 155.475	CH 6 * SAP	LP1
970	KTRW	Spokane	Inland					
1020	KWIQ	Moses Lake	Inland	KPQ * 560	NWS * 152.450			
1050	KDRK	Dishman	Inland					
1150	KQQQ	Pullman	Inland	KWSU * 1250	KZFN * 106.1			
1230	KBSN	Spokane	Inland	NWS * 162.55	KXLY * 920			
1230	KOZI	Chelan	Inland	KPQ * 102.1	NWS * 162.475	SRN * 155.475		
1240	KCVL	Colville	Inland	NWS * 162.400	KXLY * 99.9			
1250	KWSU	Pullman	Inland	KXLY * 99.9	SRN * 155.475	CH 6 * SAP	NWS * 162.4	
1280	KAQQ	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400		
1330	KMBI	Spokane	Inland	KXLY * 99.9	KXLY * 920	NWS * 162.4		
1340	KWWX	Wenatchee	Inland	KPQ * 102.1	KPQ * 560	NWS * 162.475		
1370	KWNC	Quincy	Inland	SRN * 155.475	NWS * 162.475	KHQ * CH 6	LRN * 153.995	
1400	KRSC	Othello	Inland		KPQ FM			
1430	KCLK	Clarkston	Inland	KRLC AM	NWS Lewiston	KHQ (sap)	KOZE FM	
1450	KCLX	Colfax	Inland	KWSU * 1250	KXLY * 99.9			
1470	KBSN	Moses Lake	Inland	KPQ * 102.1	CH 6 * SAP	NWS * 162.450	LRN * 453.615	
1490	KEYG	Grand Coulee	Inland					
1510	KGA	Spokane	Inland	KXLY * 920	KXLY * 99.9	NWS * 162.400		
3	KLEW	Lewiston	Idaho/Inland	KRLC * 1350	KOZE * 96.5	NWS * 162.55	CH 6 * SAP	
12	KUID	Moscow	Idaho/Inland	KXLY FM *	KHQ 6 * SAP	NWS * 162.55	KRPL * 1400	
26	KCDT	Coeur D'Alene	Idaho/Inland	KXLY FM *	KHQ 6 * SAP	NWS * 162.55	KRPL * 1400	
32	KLEW-DT	Lewiston	Idaho/Inland	KRLC * 1350	KOZE * 96.5	NWS * 162.55	ON	
35	KUID-DT	Moscow	Idaho/Inland	KXLY FM *	KHQ 6 * SAP	NWS * 162.55	KRPL * 1400	
45	KCDT-DT	Coeur D'Alene	Idaho/Inland	KXLY FM *	KHQ 6 * SAP	NWS * 162.55	KRPL * 1400	
89.3	KUOI	Moscow	Idaho/Inland	KXLY FM*	CH 6 * SAP	NWS * Lewiston	KWSU * AM	
90.1	KNOW	Cottonwood	Idaho/Inland	KXLY * 99.9	NWS * 162.4	CH 6 * SAP		
90.1	KNWO	Cottonwood	Idaho/Inland	KRFA FM	NWS Lewiston		KHQ (sap)	
91.7	KRFA	Moscow	Idaho/Inland	KXLY *	NWS *	CH 6 *		

# Inland Northwest Regional Emergency Alert System Plan

				99.9	162.4	SAP		
92.7	KORT	Grangeville	Idaho/Inland	KOZE FM	NWS	KHQ (sap)		
94.5	KHTQ	Hayden	Idaho/Inland	KXLY * 99.9	NWS *	CH 6 * SAP		
95.3	KPND	Sandpoint	Idaho/Inland	KXLY FM	NWS Spokane	KHQ (sap)		
95.3	KLER	Orofino	Idaho/Inland	KOZE AM	NWS Lewiston	KRFM FM		
96.5	KOZE	Lewiston	Idaho/Inland	KRLC AM	NWS Lewiston	KHQ (sap)		
97.5	KTWD	Wallace	Idaho/Inland	KXLY * 99.9	NWS * 162.400			
101.5	KATW	Lewiston	Idaho/Inland	KRLC AM	NWS Lewiston	KOZE FM	KHQ (sap)	
102.5	KSPT	Sandpoint	Idaho/Inland	KXLY AorF	NWS Spokane	KHQ (sap)		
103.1	KCDA	Post Falls	Idaho/Inland	KXLY * 99.9	KXLY * 920	NWS * 162.400		
106.1	KZFN	Moscow	Idaho/Inland	KXLY FM*	CH 6 * SAP	NWS * Lewiston	KOZE * FM	
106.9	KMOK	Lewiston	Idaho/Inland	KOZE AM	NWS Lewiston	Idaho EOC		
620	KWAL	Wallace	Idaho/Inland	KVNI AM	KHQ (sap)	KUID	NWS Spokane	
950	KOZE	Lewiston	Idaho/Inland	KRLC AM	NWS Lewiston	KHQ (sap)		
1080	KVNI	Coeur d'Alene	Idaho/Inland	KXLY * 99.9	NWS *	CH 6 * SAP		
1230	KORT	Grangeville	Idaho/Inland	KOZE FM	NWS Lewiston	KHQ (sap)		
1240	KOFE	St. Maries	Idaho/Inland	KXLY AorF	NWS Spokane	KHQ (sap)		
1300	KLER	Orofino	Idaho/Inland	KOZE AM	NWS Lewiston	KRFA FM		
1350	KRLC	Lewiston	Idaho/Inland	KOZE AM	NWS Lewiston	KHQ (sap)	Idaho EOC	
1400	KRPL	Moscow	Idaho/Inland	KXLY FM*	CH 6 * SAP	NWS * Lewiston	KOZE * FM	
1400	KSPT	Sandpoint	Idaho/Inland	KXLY FM	NWS Spokane	KHQ (sap)		
1450	KBFI	Bonniers Ferry	Idaho/Inland	KXLY AorF	KHQ (sap)	NWS Bonniers Ferry	ICAC 455.450	

CH6 SAP = The Separate Audio Program Channel from KHQ-TV, Channel 6, Spokane.

**BOLD with an \*** = Information provided by station.

Not Bold = Assigned by SECC

## **ANNEX E: DESCRIPTION OF REQUIRED TESTS**

### **Required Weekly Test (RWT)**

FCC regulation requires broadcasters and cable systems to originate Required Weekly Tests. Other entities (Weather Service, Emergency Management etc.) are also choosing to originate weekly tests. Each Broadcaster and cable system must originate these tests at least once a week at random days and times. The individual broadcaster determines the date and time of the test.

These tests use the event code RWT. The location codes should include all counties in the station's coverage area. The test must consist of at least the EAS header and EOM (end of message code).

### **Required Weekly Test Reception**

Each station should expect to receive a Required Weekly Test from each broadcast source that is monitored. The reception of these tests should be logged in the station records. If the tests are not received in a particular week, the source should be contacted to determine the reason for failure. Log this information in place of the test reception.

### **Required Monthly Test (RMT)**

Once each month the EAS "web" is tested. These tests are originated by an agency that is responsible for originating actual alerts. The test is then retransmitted by each broadcaster and cable system in the area. When a broadcaster or cable system receives an RWT, they have 15 minutes to repeat the test on air. The reception and retransmission of the test must be logged. If a test is not received in any particular month, you must contact the source.

### **Inland Northwest Operational Area EAS Required Monthly Test Schedule**

Will be developed and posted during December of each year.

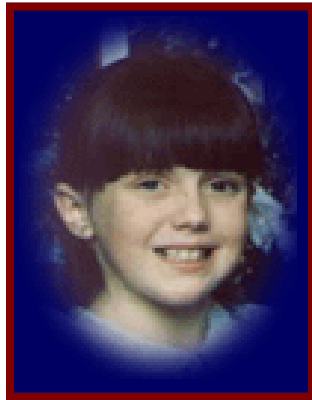
### **Script of Required Monthly Test**

No more than 10 to 15 seconds in length:

THIS IS A TEST OF THE EMERGENCY ALERT SYSTEM CONDUCTED BY  
(ORIGINATING OFFICE) AT (DATE AND TIME).

## **ANNEX F: WASHINGTON STATEWIDE AMBER ALERT PLAN**

# **Washington Statewide AMBER Alert Plan**



**A**merica's  
**M**issing  
**B**roadcast  
**E**mergency  
**R**esponse

*The Washington Statewide AMBER Alert Plan is named for 9-year-old Amber Hagerman of Arlington, Texas. In 1996, she was abducted while riding her bicycle and brutally murdered. This Plan organizes a rapid response by law enforcement, state agencies, broadcasters, and the public to recover an abducted child and apprehend the suspect.*

### Approval of This Plan

On behalf of Washington broadcasters, local and state law enforcement, and agencies providing emergency management, transportation and Information Technology services, the undersigned agree to establish and adopt this Washington Statewide AMBER Alert plan.

<a href="#"><u>Washington Association of Sheriffs and Police Chiefs</u></a> <i>--President</i> <i>(Sheriff, Douglas County)</i> <b>Dan LaRoche</b>		
<i>--President &amp; CEO</i> <b>Mark Allen</b>		
<a href="#"><u>Washington State Patrol</u></a> <i>-- Chief</i> <b>Lowell M. Porter</b>		
<a href="#"><u>Washington Military Department</u></a> <i>--The Adjutant General</i> <b>Major General Timothy J. Lowenberg</b>		
<a href="#"><u>Department of Transportation</u></a> <i>--Secretary</i> <b>Douglas B. MacDonald</b>		
<a href="#"><u>Washington State Department of Information Services</u></a> <i>-- Director and State CIO,</i> <b>Stuart McKee</b>		



## **1. Introduction**

AMBER Alert in Washington is a program of voluntary cooperation between broadcasters, cable systems, and local and state law enforcement agencies to enhance the public's ability to assist in recovering abducted children. AMBER Alert notification is supported by the [AMBER Alert Web Portal](#) (Portal) and the [Emergency Alert System \(EAS\)](#). The Federal Communications Commission has authorized activation of the EAS for AMBER Alerts using the "child abduction emergency" code.

## **2. Scope and Authority of Statewide and Local AMBER Alert Plans**

The Washington Statewide AMBER Alert Plan solely governs and authorizes the use of EAS and the Portal for AMBER Alerts throughout Washington State.

The Washington AMBER Alert Statewide Plan takes effect when the local law enforcement agency has determined in its investigation that the incident qualifies under the criteria of the Washington Statewide AMBER Alert Plan and the local law enforcement agency requests the WSP to initiate activation of the EAS and the Portal.

This statewide plan recognizes approved local AMBER Alert plans, which specify local law enforcement agency procedures to investigate a child abduction case, approve AMBER Alert activations, coordinate community response and direct the recovery of the child.

Local AMBER Alert plans previously approved by the State Emergency Communications Committee (SECC) are recognized as approved plans provided that activation criteria satisfy the Statewide AMBER Alert criteria in section 5.

By January 1<sup>st</sup>, 2005 all agencies without an approved plan will develop a plan or have a mutual aid agreement in place with an agency that has an approved plan.

The approval process for local AMBER Alert Plans will include approval by the Local Area Emergency Communications Committee (LAECC) and the SECC.

## **3. AMBER Alert Activation Approval and Scope**

Approval for activation of an AMBER Alert will be by the investigating agency, contingent on the agency having an existing approved AMBER Alert Plan. No further review of the decision is required. Investigating agencies that do not have an approved plan will use an agency with an approved plan through

established mutual aid agreements as defined in section 2 above. Otherwise the WSP will be the approving agency. No other organizations are authorized to approve AMBER Alert activations.

The WSP (and agencies approving alerts for other agencies through mutual aid agreements) are accountable to provide timely activation decisions that are consistent with this plan's criteria and cognizant of the circumstances.

All AMBER Alert activations of the EAS and the Portal will be statewide in scope.

When an agency with an approved AMBER Alert plan decides to activate an AMBER Alert the agency must notify the WSP. The WSP will provide the local agency secured access to the Portal. The WSP, as the sole point of contact, will coordinate all AMBER Alert activities with the [Emergency Management Division](#) and the [Department of Transportation](#) on the local agency's behalf.

Following authorized approval of AMBER Alert activation and notification to WSP:

- The [Washington State Emergency Management Division \(EMD\)](#) will activate the EAS for an AMBER Alert and is the only agency authorized to do so.

- The local law enforcement agency is authorized to use the Portal to activate, update and cancel the AMBER Alert as the case warrants. Upon request of the local law enforcement agency, the WSP may activate the Portal.

The approving agency will identify a point of contact for media and other law enforcement agencies at the time of activation.

When an incident does not qualify under the criteria for an AMBER Alert, the WSP will offer press releases, the Missing Children Clearing House, and other notification methods available at that time.

#### **4. Governance of the Statewide AMBER Alert Plan**

Local and state law enforcement, broadcasters, and emergency management officials combine their efforts through the following Statewide AMBER Alert governance model to recover abducted children.

##### **State AMBER Alert Manager**

The WSP is the lead agency for the Washington Statewide AMBER Alert Plan. The Chief of the WSP is the State AMBER Alert Manager and has final

decision-making authority over all aspects of the Statewide AMBER Alert Plan. While the Chief of the WSP is ultimately accountable for program success, this responsibility is shared with other entities that form the AMBER Alert Advisory Committee.

**AMBER Alert Advisory Committee**

The AMBER Alert Advisory Committee provides administrative oversight to develop, implement, review, and recommend revisions to all aspects of the Washington Statewide AMBER Alert Plan. Such recommendations are made to the State AMBER Alert Manager. The [AMBER Alert Advisory Committee charter](#) further defines its purpose, membership, authority and decision making process.

**AMBER Alert Review Committee**

The AMBER Alert Review Committee conducts after action reviews of all AMBER Alert activation requests and alerts. It evaluates the effectiveness and timeliness of key decisions, actions, and results. The committee recommends policy and procedure improvements to the AMBER Alert Advisory Committee. This review committee is convened by the Washington Association of Sheriffs and Police Chiefs and is further defined by its charter.

**Portal Operations Group**

This committee assesses Portal usability, recommends improvements and implements changes to the Portal. Recommendations are made to the Advisory Committee and the State AMBER Alert Manager.

**State Emergency Communications Committee**

This committee has been delegated authority by the FCC to create the [State EAS plan](#) and manage EAS operations in Washington. Broadcasters must comply with the SECC's State EAS Plan to be in compliance with FCC regulations.

## 5. AMBER Alert Criteria

All elements 1 through 5 should be satisfied, after considering all the facts and circumstances of the incident, for the incident to qualify as an AMBER Alert.

1. The child is under eighteen (18) years of age and is known to be abducted and is not a runaway or thrown away from home.
2. The abducted child is believed to be in danger of death or serious bodily injury.
3. The AMBER Alert activation should occur within 4 hours of the event qualifying under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.
4. There must be enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child. (Must include as much of the following information as possible)
  - √ Where the abduction took place;
  - √ A specific physical description of the child [can include clothing worn when last seen; height, weight, age, hair and eye color, hair length, any additional distinguishing physical characteristics];
  - √ A physical description of the abductor [can include approximate height, weight, hair color/length, eye/skin color, clothing; any distinguishing physical characteristics.]
  - √ Place last seen;
  - √ Description of the vehicle [can include color, make, model, license number, approximate year (older, newer);]
5. The incident must be reported to and investigated by a law enforcement agency.

## 6. Broadcaster Follow-up Announcement Schedule

Following the broadcast of the AMBER Alert EAS message through the state relay network, the message will be forwarded through broadcast media outlets.

At this time and throughout the alert, broadcasters should refer to the Portal at <http://www.amberAlert911.com/> as the single source for the latest detailed AMBER Alert information and photos. The local law enforcement agency in charge will add updated information to the Portal as it becomes available. The Portal will automatically push simultaneous notification that new information is available to broadcasters, law enforcement, the public and many partners who forward AMBER Alerts to a wide collection of audiences.

Once the station has transmitted the initial AMBER Alert:

- √ During the first three (3) hours after the broadcast of the initial AMBER Alert message the station should broadcast AMBER Alert follow-up announcements every 20 minutes, at a minimum, unless the AMBER Alert is terminated sooner. These messages should be announcements voiced

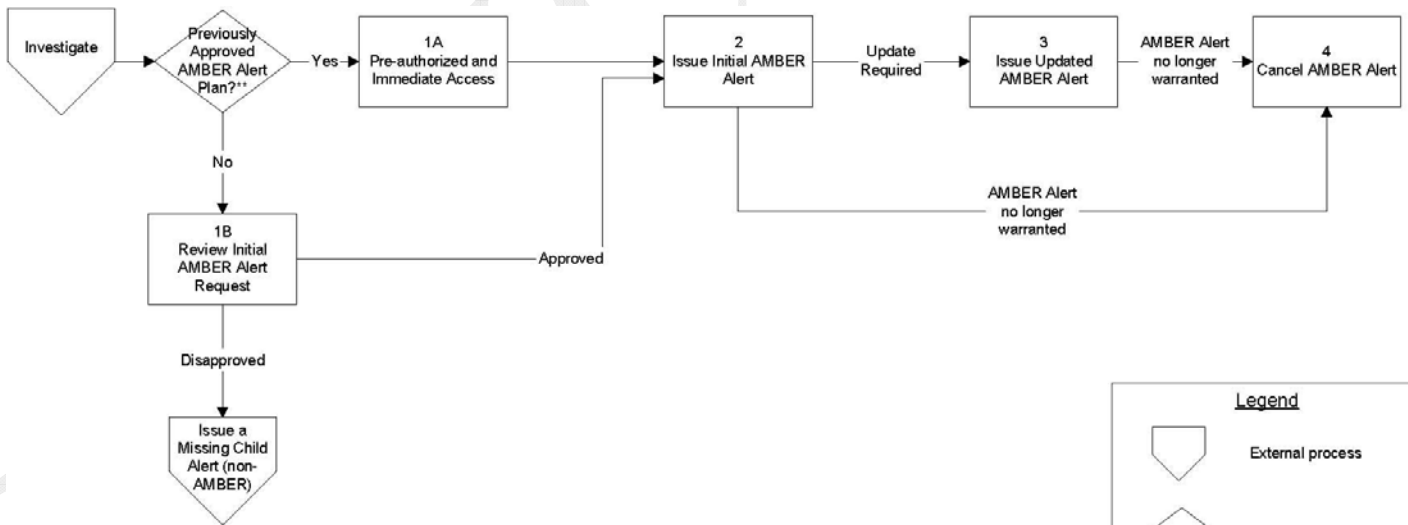
by station personnel and can be incorporated into regular station programming as the station sees fit

- ✓ The AMBER Alert follow-up announcements must not be a retransmission of the initial AMBER Alert, nor include the EAS header tones, event codes, etc.
- ✓ During the **second three (3) hours** stations with live personnel should broadcast an AMBER Alert follow-up announcement once every half-hour, at a minimum, unless the AMBER Alert is terminated sooner.
- ✓ After six (6) hours, the station, in its discretion, may continue to broadcast the AMBER Alert follow-up announcements until the AMBER Alert is formally terminated by the activating law enforcement agency, or at the agency's request.

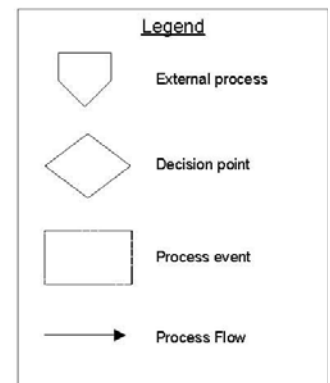
## 7. Procedures

The following diagram and associated event descriptions (in table format) reflects the high level AMBER Alert process flow and is further detailed in the AMBER Alert User Procedures.

### Process Diagram



**\*\* A Law Enforcement agency with a previously approved AMBER Alert Plan or one with an existing mutual aid agreement with another Law Enforcement agency having an approved plan qualifies.**



## 8. Sample AMBER Alert EAS Message Script (for use by EMD)

This is an activation of the AMBER Alert System.

We have just received this important information regarding an abducted child in

\_\_\_\_\_. The \_\_\_\_\_ is  
(Area, District, City and/or County) (Law Enforcement Jurisdiction(s))

looking for a child who was last seen at \_\_\_\_\_  
(Location)

and is believed to be in danger. The child's name is \_\_\_\_\_. He/She is  
(Name)

\_\_\_\_\_ years old, \_\_\_\_\_ with \_\_\_\_\_ hair and was last seen wearing \_\_\_\_\_  
(age) (gender) (color)

\_\_\_\_\_. Authorities say that the child may be in the  
(Description of clothing)

company of \_\_\_\_\_ and they may be traveling in a  
(Name, Description, clothing, etc.)

\_\_\_\_\_ that was last seen heading \_\_\_\_\_  
(Vehicle make, model, color, license plate #)

\_\_\_\_\_. If you have any information on the whereabouts of  
(Direction and street/city location)

this child, \_\_\_\_\_, please contact \_\_\_\_\_ immediately.  
(Name or Description of Child) (contact telephone number)

### Sample AMBER Broadcaster Follow-up Announcement Text

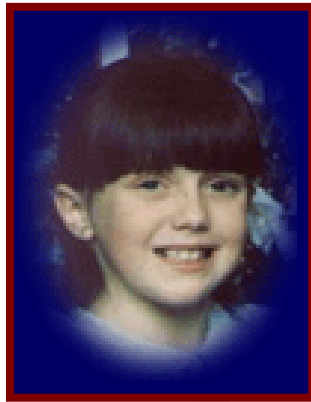
"K\*\*\* has an Amber Alert advisory. An Amber Alert has been issued for Washington State. K\_\_\_\_\_ (listeners/viewers) are advised to look for (vehicle description), driven by (suspect description). The victim is (victim details) has been abducted by a non-family member and is at risk of physical harm. If you see a (vehicle description), please dial 911 immediately, and tell the operator you have an Amber Alert sighting for the Washington State Patrol dispatch. Again, if you see (vehicle description), please dial 911."

## **ANNEX G: IDAHO STATEWIDE AMBER ALERT PLAN**

# **Idaho Statewide AMBER Alert Plan**

**Version 2.2**

Revised June 29, 2007



**A**merica's  
**M**issing  
**B**roadcast  
**E**mergency  
**R**esponse

*The Idaho Statewide AMBER Alert Plan is named for 9-year-old Amber Hagerman of Arlington, Texas. In 1996, she was abducted while riding her bicycle and brutally murdered. This Plan organizes a rapid response by law enforcement, state agencies, broadcasters, and the public to recover an abducted child and apprehend the suspect.*

## Record of Revisions

Change #	Date Entered	Contents of Change	Initials
2.0	July 25, 2005	Revised pages 2, 4, 5, 6, 7, 8, 9, 11, 12, 13	VM
		delete 14,15	
2.1	December 8, 2005	Revised pages 5, 8, 9 and flowchart	VM
2.2	September 26, 2006	Revised Pages 5, 8, 9, 10	VM

## Intent and Purpose

AMBER Alert in Idaho is a program of voluntary cooperation between broadcasters, cable systems, and local and state agencies to enhance the public's ability to assist in recovering abducted children. AMBER Alert notification is supported by the AMBER Alert Web Portal and the Emergency Alert System (EAS). The Federal Communications Commission has authorized activation of the EAS for alerts, using the "Child Abduction Emergency" Code.

### I. Scope and Authority of Statewide and Local AMBER Alert Plans

The Idaho State AMBER Alert Advisory and Review Committee oversees the AMBER Alert process flow, agency responsibilities, and after action review. The Idaho Statewide AMBER Alert Plan solely governs and authorizes the use of the AMBER Alert Web Portal for AMBER Alerts throughout Idaho State. The Idaho State Emergency Alert System Plan solely governs and authorizes the use of the Emergency Alert System for AMBER Alerts throughout Idaho State.

The Idaho AMBER Alert Statewide Plan takes effect when a local law enforcement agency has determined in its investigation that the incident qualifies under the criteria of the Idaho Statewide AMBER Alert Plan and the local law enforcement agency requests the Idaho State Police to activate the AMBER Alert Web Portal.

The Idaho AMBER Alert Statewide Plan recognizes approved local Endangered Persons Advisory Plan, which specify local law enforcement agency procedures



to investigate a child abduction case, coordinate community response, and direct the recovery of an abducted child.

## **II. AMBER Alert Activation Approval and Scope**

The Idaho AMBER Alert Statewide Plan does not prevent a local law enforcement agency (LEA) from activating their local Endangered Persons Advisory Plan. However, it does exclude the LEA from activating the Emergency Alert System, using the “Child Abduction Emergency” Code.

The LEA will use the suggested AMBER Alert Criteria to determine if sufficient information is available to activate the Idaho Statewide AMBER Alert Plan. If the LEA chooses to activate the Idaho Statewide AMBER Alert Plan, the LEA provides the information to Idaho State Police. Upon receiving the information, Idaho State Police verifies the information (names, spelling, circumstances, etc.) received from the LEA and enters it into the Web Portal. All activations of the Idaho Statewide AMBER Alert Plan are statewide in scope.

Idaho State Police activates the following agencies through the AMBER Alert Web Portal:

- Idaho State Communications Center
- Missing Children Clearing House

Idaho State Communications Center notifies and/or activates the following:

- Emergency Alert System
- Idaho State Lottery Commission
- ITD Dynamic Message Signs (DMS)
- ITD CARS 511 Traveler Information Phone Service
- Public Information Officers

The local Law Enforcement Agency identifies and activates the following:

- Local LEA point of contact
- Media and other law enforcement agencies point of contact
- Call Center and 800 telephone number for hot tips

Idaho will activate the Idaho Statewide Amber Alert Plan at the request of other states providing the following criteria are met:

- The state requesting activation has reason to believe the child may be located in or traveling towards Idaho
- The state requesting activation has a Memorandum of Understanding for activating a statewide Amber Alert in Idaho
- All activations at the request of another state will follow the Statewide Amber Alert Plan

#### **IV. Governance of the Statewide AMBER Alert Plan**

Local and State law enforcement, broadcasters, and emergency management officials combine their efforts through the following statewide AMBER Alert governance model to recover abducted children.

##### Idaho State AMBER Alert Advisory and Review Committee

Idaho Association of Sheriffs

Idaho State Communications Center

Idaho Broadcasters Association

Idaho State Police

Idaho Bureau of Homeland Security

Idaho Transportation Department

Idaho Chiefs of Police Association

National Weather Service

Idaho Lottery Commission

The Idaho State AMBER Alert Advisory and Review Committee provides administrative oversight to develop, implement, review, and recommend revisions to all aspects of the Idaho Statewide AMBER Alert Plan. This Plan may be amended or modified at any time by mutual consent of the parties hereto. The committee conducts After Action Reviews of all AMBER Alert activations and evaluates the effectiveness and timelines of key decisions, actions, and results. The committee also assesses the AMBER Alert Web Portal usability and recommends improvements.

##### State Emergency Communications Committee

The Federal Communications Committee (FCC) delegates authority to the State Emergency Communications Committee (SECC) to create the State of Idaho Emergency Alert System Plan (EAS) and manage EAS operations in Idaho. Broadcasters must comply with the State EAS Plan to be in compliance with FCC regulations.

#### **V. AMBER Alert Criteria**

Suggested criteria for an incident to qualify for issuance of a statewide AMBER Alert:

1. *A child is known by law enforcement officials to have been abducted;*

- a) The child is *not* simply missing/runaway/lost; abduction *must* be known;
2. *The abduction occurred within 12 hours of initial activation of AMBER Alert;*
3. *The child must be 17 years or younger, or with a proven mental or physical disability, and police must believe that the child has been abducted (unwillingly taken from his or her environment without permission from the child's parent or guardian);*
4. *Law enforcement must believe the child is in imminent danger of serious bodily harm or death;*
5. *There must be enough descriptive information to believe that an AMBER Alert will assist in the recovery of the child (must include as much of the following information as possible);*
  - a) Where the abduction took place;
  - b) A specific physical description of the child (can include clothing worn when last seen; height, weight, age, hair and eye color, hair length, any additional distinguishing physical characteristics);
  - c) A physical description of the abductor can include approximate height, weight, hair color/length, eye/skin color, clothing; any distinguishing physical characteristics;
  - d) Place last seen; direction of travel if known;
  - e) Description of the vehicle should include color, year, make, body model, license number, and state.

## **VI. Follow-up Announcement Schedule**

Following the Amber Alert broadcast on the Emergency Alert System, the alert is forwarded through broadcast media outlets.

At this time and throughout the alert, broadcasters should refer to the AMBER Alert Web Portal at as the single source for the latest detailed AMBER Alert information and photos. The Idaho State Police will update information to the Web Portal as it becomes available. The Web Portal will automatically forward simultaneous notification that new information is available to broadcasters, law enforcement, the public, and many partners, who forward AMBER Alerts to a wide selection of audiences.

## VI. Notification Procedures

The following diagram reflects the AMBER Alert process for participating agencies.

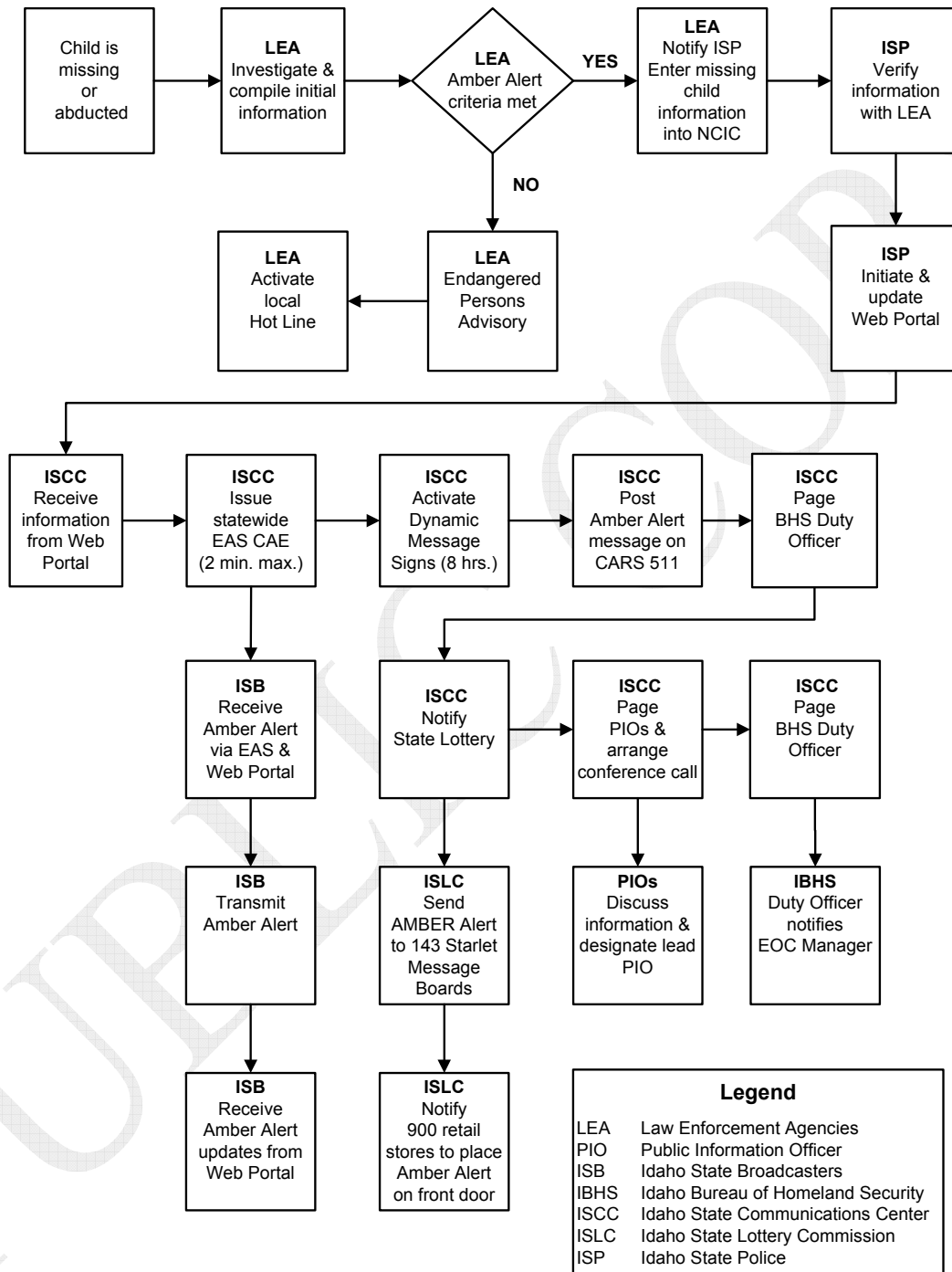
Process Event	Law Enforcement Agencies (LEA)	Idaho State Police (ISP)	Idaho State Communications Center	Broadcasters	Idaho Transportation Dept. (ITD)	Idaho State Lottery	Public Information Officers
AMBER Alert: Suggested Criteria met	Investigate and compile initial information Determine suggested AMBER Alert criteria is met Notify ISP and request AMBER Alert activation Enter information into NCIC	Verify with LEA information received Initiates Web Portal	Receive AMBER Alert information from Web Portal Notify State Lottery Issue AMBER Alert via EAS using "CAE" Code (2 min. max.) Activate Dynamic Message Signs statewide Arrange PIO conference call Page BHS Duty Officer	Receive AMBER Alert via EAS Receive AMBER Alert via Web Portal Broadcast AMBER Alert	State Comm Ctr activates Dynamic Message Signs (8 hrs. max, 12 hrs. extension per LEA) 2. State Comm Ctr posts AMBER Alert message on CARS 511	Receive AMBER Alert via fax & Web Portal Send AMBER Alert to all Lottery terminals (24 hrs.) Send AMBER Alert to 143 Starlet vending machines (24 hrs.) Fax AMBER Alert notification forms w/ descriptive information to 900 retail stores to place on front door (24 hrs.)	Receive page Participate on conference call BHS PIO coordinates with media
AMBER Alert: Suggested Criteria not met	Activate local Endangered Persons Advisory Plan						

## Inland Northwest Regional Emergency Alert System Plan

Process Event	Law Enforcement Agencies (LEA)	Idaho State Police (ISP)	Idaho State Communications Center	Broadcasters	Idaho Transportation Dept. (ITD)	Idaho State Lottery	Public Information Officers
AMBER Alert: Issue Update	Transmit updated information to ISP	Update information on Web Portal	Receive updated information via Web Portal Update the Dynamic Message Signs upon request of LEA	Receive updated information via Web Portal		Receive updated information via Web Portal	Receive updated information via Web Portal
AMBER Alert: Cancel	Determine AMBER Alert is no longer warranted Request ISP to cancel AMBER Alert on Web Portal	Receive cancellation request from LEA Cancel AMBER Alert on Web Portal	Receive cancellation notice via Web Portal Cancel AMBER Alert notification on Dynamic Message Signs	Receive cancellation notice via Web Portal	1. State Comm Ctr removes messages from DMS and CARS 511	Receive cancellation via Web Portal Cancel AMBER Alert notification	Receive cancellation via Web Portal

## AMBER Alert Initiation Procedure – Flow Chart

### Idaho Statewide AMBER Alert Plan Endangered Persons Advisory



## Termination Procedure

When the abducted child has been located or the LEA deems the activation is no longer warranted, the LEA notifies Idaho State Police (ISP) to terminate the statewide AMBER Alert. ISP enters the termination into the AMBER Alert Web Portal. Idaho State Communications Center receives termination notice from the AMBER Alert Web Portal and removes the AMBER Alert message from the Dynamic Message Signs. The AMBER Alert Web Portal notifies the Idaho Bureau of Homeland Security, all law enforcement agencies registered with the web portal, Idaho State Communications Center, Idaho Lottery Commission, Idaho Broadcasters, and National Weather Service that the statewide AMBER Alert has been cancelled.

## Approval and Concurrence

On behalf of local and state law enforcement, agencies providing emergency management, transportation, and Idaho broadcasters, the undersigned agree to establish and adopt this Idaho Statewide AMBER Alert plan.

Executive Sponsor	Signature	Date
State of Idaho -- <i>The Governor</i>		
Idaho Military Division -- <i>The Adjutant General</i>		
Idaho State Bureau of Homeland Security -- <i>Director</i>		
Idaho State Police Idaho Missing Children Clearing House -- <i>Director</i>		
Idaho Association of Sheriffs -- <i>President</i>		
Idaho Chiefs of Police Association -- <i>President</i>		

## Inland Northwest Regional Emergency Alert System Plan

Idaho Department of Health & Welfare <i>--Director</i>		
Idaho State Lottery Commission <i>-- Director</i>		
Idaho State Transportation Department <i>--Director</i>		
Idaho State Broadcasters Association <i>--President &amp; CEO</i>		
National Weather Service – Boise, Idaho <i>--Meteorologist in Charge</i>		

### **AMBER Alert Advisory and Review Committee**




## **ANNEX H: MONTANA STATEWIDE AMBER ALERT PLAN**

### **\*\* MONTANA'S AMBER ALERT SYSTEM \*\* 05/03**

IN AN EFFORT TO INCREASE THE CHANCES OF LOCATING AN ABDUCTED CHILD, THE MONTANA AMBER ALERT SYSTEM USES MONTANA RADIO AND TV BROADCASTS TO QUICKLY ALERT THE PUBLIC TO AID IN THE SEARCH FOR AN ABDUCTED CHILD OR A CHILD'S ABDUCTOR(S).

THE MONTANA AMBER ALERT SYSTEM IS RESTRICTED TO LIFE THREATENING, CHILD ABDUCTION CASES MEETING ALL OF THE FOLLOWING CRITERIA:

1. THE CHILD MUST BE 17 YEARS OLD OR YOUNGER, OR HAVE A PROVEN MENTAL OR PHYSICAL DISABILITY,
2. THE CHILD MUST BE IN IMMINENT DANGER OF SERIOUS INJURY OR DEATH,
3. THERE MUST BE ENOUGH DESCRIPTIVE INFORMATION AVAILABLE TO BELIEVE BROADCASTING IT WILL ASSIST IN LOCATING THE CHILD, AND
4. THE LOCAL LAW ENFORCEMENT AGENCY OR JURISDICTION MUST RECOMMEND AN AMBER ALERT.

**DO NOT USE THE MONTANA AMBER ALERT SYSTEM TO TRACK RUNAWAYS, NON-CUSTODIAL PARENTAL ABDUCTIONS, OR CHILDREN MISSING DURING CUSTODY DISPUTES.**

**\*\* HOW TO ACTIVATE A MONTANA AMBER ALERT \*\***

ONCE YOUR AGENCY HAS RESPONDED TO THE REPORT OF AN ABDUCTED CHILD AND DETERMINED THE CIRCUMSTANCES MEET ALL FOUR OF THE AMBER ALERT QUALIFICATIONS, COMPLETE THE FOLLOWING STEPS:

1. GATHER A COMPLETE DESCRIPTION OF THE ABDUCTED CHILD, INCLUDING A RECENT PHOTOGRAPH, AND ANY SUSPECT OR SUSPECT VEHICLE INFORMATION AVAILABLE. IF A PHOTO IS NOT IMMEDIATELY AVAILABLE, DO NOT HOLD UP THE AMBER ALERT PROCESS AS THE PHOTO CAN BE ADDED LATER.

2. COMPLETE THE AMBER ALERT REQUEST FOR ACTIVATION (AA) FORMAT IN CJIN OR CALL THE JUSTICE USERS HELP DESK TO REQUEST AN AMBER ALERT. YOU WILL NEED TO PROVIDE THE NAME, AGENCY, BADGE NUMBER AND TELEPHONE NUMBER OF THE INVESTIGATOR REQUESTING THE ALERT. THIS WILL ALLOW THE HELP DESK TO START THE STATE-LEVEL AMBER PROCESS. THE JUSTICE USERS HELP DESK WILL CONTACT THE ON-CALL DEPARTMENT OF JUSTICE, DIVISION OF CRIMINAL INVESTIGATION (DCI) STAFF MEMBER. THE DCI STAFF MEMBER WILL THEN CONTACT THE LOCAL AGENCY INVESTIGATOR FOR MORE DETAILS TO VERIFY THAT A MONTANA AMBER ALERT WOULD BE APPROPRIATE.

3. IMMEDIATELY ENTER THE ABDUCTED CHILD INTO THE NCIC 2000 MISSING PERSON FILE IN THE MISSING PERSON TYPE (TYPE/) FIELD, SELECT ENDANGERED OR INVOLUNTARY (NOT JUVENILE)

IN THE ENDANGERED CHILD/DISASTER FLAG (MNP/) FIELD, ENTER THE CHILD ABDUCTION CODE "CA"

IN THE MISSING PERSON CIRCUMSTANCES (MPC/) FIELD, ENTER THE STRANGER ABDUCTION CODE "S"

SCAN THE CHILD'S PHOTOGRAPH AND ATTACH IT TO YOUR RECORD AS AN IMAGE IF AVAILABLE, ENTER THE SUSPECT VEHICLE INFORMATION INTO THE RECORD

IF YOU EXPERIENCE ANY DIFFICULTY WITH THIS ENTRY, CONTACT THE JUSTICE USERS HELP DESK FOR ASSISTANCE. WHEN YOUR ENTRY IS ACCEPTED BY NCIC 2000, THE JUSTICE USERS HELP DESK AUTOMATICALLY RECEIVES A COPY OF THE NCIC 2000 MISSING PERSON ENTRY.

4. SEND A PRELIMINARY STATEWIDE OR REGIONAL ADMINISTRATIVE MESSAGE THROUGH CJIN 21 ALERTING MONTANA LAW ENFORCEMENT AGENCIES OF THE CRITICAL CIRCUMSTANCES, INCLUDING THE ABDUCTED CHILD'S DESCRIPTION AND ANY AVAILABLE SUSPECT INFORMATION. THIS SHOULD BE A RAPID, CONCISE MESSAGE, AS ADDITIONAL MESSAGES CAN BE SENT LATER WHEN MORE INFORMATION BECOMES AVAILABLE.

5. THE LOCAL AGENCY CAN USE THE LOCATOR SOFTWARE TO CREATE LOCAL POSTERS.

**\*\* AMBER ALERT ACTIVATION: INITIAL ALERT \*\***

ONCE THE DCI STAFF MEMBER APPROVES THE AMBER ALERT REQUEST, THE JUSTICE USERS HELP DESK INITIATES A NATIONAL BROADCAST THROUGH THE LOCATOR SYSTEM AND UPDATES THE DEPARTMENT OF JUSTICE WEB SITE WITH THE ABDUCTED CHILD INFORMATION.

THE TOLL-FREE MONTANA AMBER ALERT TELEPHONE NUMBER WILL BE ACTIVATED (NUMBER TO BE ANNOUNCED ONLY DURING ACTIVATIONS). THIS NUMBER WILL BE SET UP TO FORWARD CALLS TO THE LOCAL AGENCY. THIS TELEPHONE NUMBER PROVIDES A VOICEMAIL MENU SYSTEM THAT WILL BE TESTED BY THE JUSTICE USERS HELP DESK PRIOR TO PUBLIC ANNOUNCEMENT. AT A PLANNING STAGE, LOCAL AGENCIES SHOULD DETERMINE WHAT LOCAL PHONE NUMBER THEY WANT THE TOLL-FREE NUMBER TRANSFERRED TO. THIS WILL BOTH EXPEDITE RESPONSE TO CALLS AND ALLOW LOCAL AGENCIES TO PLAN A PHONE STAFFING PATTERN. THE NUMBER AND PASSWORD TO RETRIEVE VOICEMAIL MESSAGES WILL BE GIVEN TO LOCAL AGENCIES PRIOR TO ACTIVATION OF THE TOLL-FREE NUMBER.

TO INITIATE THE STATEWIDE MEDIA ANNOUNCEMENTS, THE JUSTICE USERS HELP DESK WILL FAX, E-MAIL OR PAGE THE ABDUCTED CHILD INFORMATION TO THE MONTANA BROADCASTER ASSOCIATION PARTICIPANTS (TV AND RADIO), THE NATIONAL AMBER ALERT PROGRAM, THE AOL AMBER ALERT PROGRAM, THE MONTANA LOTTERY, THE AMBER ALERT PROGRAMS IN SURROUNDING STATES, AND OTHER AMBER ALERT PARTNERS.

THE MEDIA IS ASKED TO RUN THE ALERT AT LEAST TWO TIMES IN THE FIRST HOUR AND HOURLY FOR THE NEXT THREE HOURS. IN ADDITION, THE DCI STAFF MEMBER WILL NOTIFY MONTANA'S GOVERNOR AND ATTORNEY GENERAL.

**\*\* AMBER ALERT UPDATES \*\***

IF FURTHER INFORMATION BECOMES AVAILABLE THAT SIGNIFICANTLY ALTERS OR UPDATES THE INFORMATION AND ENHANCES THE LIKELIHOOD THAT THE SUSPECT WILL BE APPREHENDED, REDO THE PROCESS BY RE-CONTACTING THE DCI ON-CALL PERSON USING THE JUSTICE USERS HELP DESK.

**\*\* AMBER ALERT CANCELLATIONS \*\***

WHEN THE CHILD IS LOCATED, THE LOCAL AGENCY IS RESPONSIBLE FOR NOTIFYING THE JUSTICE USERS HELP DESK TO CANCEL THE ALERT AND CLEARING THE MISSING PERSON RECORD FROM NCIC 2000.

**\*\* WHAT DOES THE AMBER ACRONYM STAND FOR? \*\***

AMERICA'S MISSING BROADCAST EMERGENCY RESPONSE

IT IS CALLED AMBER IN MEMORY OF AMBER HAGERMAN, A 9 YEAR OLD GIRL WHO WAS ABDUCTED AND MURDERED IN TEXAS IN 1996. IN RESPONSE TO HER ABDUCTION, RADIO STATIONS IN HER COMMUNITY JOINED WITH LAW ENFORCEMENT TO ESTABLISH A PROGRAM OF QUICKLY DISSEMINATING CHILD ABDUCTION INFORMATION TO THE PUBLIC.

WHERE CAN I GET MORE INFORMATION?

THE MONTANA DEPARTMENT OF JUSTICE WEB SITE  
[HTTP://WWW.DOJ.STATE.MT.US/ENFORCEMENT/AMBERALERT.ASP](http://www.doj.state.mt.us/enforcement/amberalert.asp)  
JUSTICE USERS HELP DESK  
THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN  
[WWW.MISSINGKIDS.COM](http://www.missingkids.com)

THE POLLY KLAAS FOUNDATION  
[WWW.POLLYKLAAS.ORG](http://www.pollyklaas.org)

THE JACOB WETTERLING FOUNDATION  
[WWW.JWF.ORG](http://www.jwf.org)

AMERICA ONLINE (AOL.COM) - KEYWORD AMBER  
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE JUSTICE USERS HELP DESK. THANK YOU.

## **ANNEX I: SIGNATORIES**

This Inland Northwest EAS Regional Plan was developed and approved by the Local Emergency Communications Committee.

This plan was coordinated with all designated officials listed in the annex along with broadcast and cable stations listed in Annex D. All County emergency Managers and Sheriff's will receive a copy of this plan and should distribute as needed throughout their county to elected officials, and emergency responders.

**Broadcast EAS Regional Chair**

**DATE**

**National Weather Service**

**DATE**

**Spokane County Sheriff**

**DATE**

**Spokane Department of Emergency Management**

**DATE**

**Kootenai County Sheriff**

**DATE**

**Kootenai County Office of Emergency Management**

**DATE**