

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 16, 2004

GENERAL ORDER E-11

SUBJECT: EMERGENCY ALERT SYSTEM (EAS) AND EMERGENCY DIGITAL INFORMATION SYSTEM (EDIS)

PURPOSE

- 1 - The intent of this General Order is to establish a protocol for the use of the Emergency Alert System (EAS) and the Emergency Digital Information System (EDIS). EAS and EDIS shall only be used to deliver warning and alerting messages in a life-threatening emergency. EAS and EDIS are warning and notification systems that give Public Safety Personnel the ability to communicate critical information to a large number of locations quickly and efficiently using commercial radio and television broadcasts. EAS and EDIS have the distinct advantage of providing clear emergency instructions.

POLICY

- 2 - It shall be the policy of this department to institute the EAS or EDIS in order to have a direct link with media outlets and other agencies for warnings or emergency notifications.

DEFINITIONS

- 3 - **Activation** – The process through which the City of Berkeley sends an ALERT or WARNING message to commercial radio and television stations for broadcast.
- 4 - **Authorized Agencies** – Only two agencies are authorized to activate EAS in Alameda County: the Alameda County Sheriff's Office and the City of Oakland Office of Emergency Services.
- 5 - **Authorized User** – A department member approved by the Chief to activate the EAS and EDIS systems through an authorized agency.
- 6 - **Emergency Alert System** – A nationwide system that uses commercial radio and television stations to broadcast public warning messages.
- 7 - **Emergency Digital Information System (EDIS)** – a system operated by California OES giving local, state, and federal law enforcement agencies a direct link with commercial media outlets and other agencies.
- 8 - **FCC Local Area Plan** – The plan prepared by the Local Emergency Communications Committee (LECC) representing the appropriate administrative Area. There are 22 administrative areas in the State.
- 9 - **Life Threatening Emergencies** – Examples of life threatening emergencies include, but are not limited to: hazardous materials incidents, fires, earthquakes, and 911 system failures, severe weather, or evacuation orders.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 16, 2004

GENERAL ORDER E-11

AUTHORIZATION

- 10 - Sworn employees holding the rank of Sergeant and above are authorized to activate the EAS and the EDIS.

PROCEDURES FOR EAS ACTIVATION

- 11 - Write a 50-60 second Warning message to be broadcast by all AM, FM, TV and Cable Stations in the FCC local area plan. To ensure broadcast and timely rebroadcasts, the message should be kept under one minute. A call back contact number must be included for the media.
- 12 - Telephone the Alameda County Sheriff's Dispatch Center at 510-667-7721 and tell them you are faxing an EAS message for broadcast. They will provide you with the appropriate fax number.
- 13 - Follow up the EAS message with the written message uploaded to EDIS. The commercial broadcasters will use the exact wording in digital format in programming their equipment.

PRODECURES FOR EDIS ACTIVATION

- 14 - There are two ways to activate the EDIS. The dispatch center can send a message via the California Law Enforcement Telecommunications System (CLETS) or the State OES Warning Center can be contacted 24/7 at 800-421-2921 or 916-845-8911.

CLETS INSTRUCTIONS FOR AN ACTIVATION

- 15 - Log on to CLETS and direct the message to group code 3200 (all law) and Oes0 (OES zero). Write the message including a brief description of the situation and the agency contact name and phone number. End the message with the characters: "NNNN". Transmit the message.
- 16 - To rapidly notify key staff of the EAS and EDIS message activation use Berkeley Emergency Notification System (BENS) "Check numbers list" through FirstCall. See Training and Information Bulletin #285 for instructions on using BENS and the FirstCall service.

POINT OF CONTACT

- 17 - The Berkeley Fire Department Emergency Services Manager is the City's Point of Contact (POC) with the Alameda County Sheriff's and California's Office of Emergency Services as contacts for routine matters related to EAS and EDIS.

Reference: Training & Information Bulletin #285