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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS
ANNEX W - TAB 1
ALERTING AND NOTIFICATION

**EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS**

**ANNEX W – TAB 1
ALERTING AND NOTIFICATION**

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**ANNEX W – TAB 1
ALERTING AND NOTIFICATION**

I. Purpose

This tab identifies the systems and their uses to notify emergency response personnel and to alert the public within the Plume Exposure Pathway Emergency Planning Zone (EPZ) adjacent to the South Texas Project Electric Generating Station (STPEGS).

A. Situation

The need to warn the public of impending danger could arise at any time. In order to reduce loss of lives, adequate and timely warnings must be provided. Appropriate action-oriented information must be supplied.

B. Assumptions

A warning period will be available for most emergency situations although the amount of lead time will vary. Proper use of this warning period will save lives and reduce injuries.

II. Authority

The Alerting and Notification Tab to Annex W is promulgated under the authorities identified in the Basic Plan and Annex W.

III. Systems and Equipment

The following systems and equipment are available to the Matagorda County elected officials on a continuous, 24-hours per day basis, throughout the year. It is conceivable that the primary or first preference system may be inoperative due to maintenance or equipment malfunction. Thus, primary and alternate methods are developed to ensure distribution of pertinent information in a timely fashion.

A. Integrated Public Alert and Warning System (IPAWS)

IPAWS is a modernization and integration of the nation's alert and warning infrastructure established in 2007 to execute direction of E.O. 13407, protecting life and property. Federal, State, territorial, tribal and local alerting authorities can use IPAWS and integrate local systems that use Common Alerting Protocol standards with the IPAWS infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alert (WEA), and other public alerting system from a single interface.

IPAWS allows alerting authorities to write their own message using commercially available software that is compliant with open standards. The message is then delivered to the IPAWS Open Platform for Emergency Networks (OPEN) where it is authenticated, and then delivered simultaneously through multiple communications pathways reaching as many people as possible to save lives and protect property.

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B. Emergency Alert System Radios

An indoor alert and notification system comprised of NOAA Weather alert radios are provided to those residents living within the Plume Exposure Pathway Emergency Planning Zone and if requested. In addition, radios are offered to recreational areas, industrial locations and special facilities within 10 miles of the South Texas Project Electric Generating Station. The alert radios are activated by an All-Hazards Emergency Message Collection System (HazCollect). The National Weather Service (NWS) and local EAS Stations to name a few in the system.

The radios are activated by an emergency Alert System Service. An emergency message and/or instruction are then broadcast from the local officials to the public.

An additional feature of the radio is an internal battery backup power source. When power is interrupted the radio reverts to the internal battery for its power source.

C. Emergency Alert System

The National Weather Service (NWS) is designated as the backup Emergency Alert System (EAS) source for the Alerting and Notification System as well as local EAS Stations. The Integrated Public Alerting and Warning System-EAS is the primary warning system.

National Weather Service 162.425 MHz

D. Cable Television

Cable television services are available in Bay City, Palacios, and other areas of the County. The cable television service companies have the capability to override a normal transmission with tone, voice, print, or any combination of the three. The cable override function is used during severe weather and is available to alert and inform the public who subscribe to the service within the Plume Exposure Pathway Emergency Planning Zone (EPZ), when requested by the local officials.

E. Weather Alert Radio

Matagorda County is serviced by the NOAA Weather Radio in Dickinson, Texas. The signal is receivable 100% of the time. The Dickinson station is part of the nationwide Weather Alert Radio Network operated by the National Weather Service. The operating frequency of the Dickinson/Matagorda County station is 162.425 Mhz.

F. Law Enforcement Teletype

The Matagorda County Sheriff's Department, the Bay City Police Department and Palacios Police Department are serviced by the Texas Law Enforcement Telecommunications System (TLETS). The System is managed by the Texas Department of Public Safety and is available to law enforcement agencies in Texas. The System is a leased telephone line-based teletype system with a computerized switching and control system at the Texas Department of Public Safety (DPS) Headquarters in Austin.

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Severe weather, national emergency, and other types of emergency notifications are available to the Matagorda County officials by TLETS. The TLETS also provides a capability for the County officials to alert and inform the State of emergency events within the county, including events at the South Texas Project Electric Generating Station (STPEGS).

G. Auto Dialer

An autodialer automatically calls locations programmed into the computer. The auto-dialer continually updates their capabilities as technology advances. They operate on a 24-hour per day basis. Telephone numbers of the general public and special facilities within the 10-mile radius of the plant are programmed into the system.

The system can be activated for South Texas Project Electric Generating Station (STPEGS) emergencies by Matagorda County officials with a telephone call to the auto-dialer, as well as activated via a computer.

H. Other

Industrial facilities in the Matagorda County area have a variety of alerting and notification systems which are used in conjunction with their facilities. These systems include, but are not limited to, sirens, public address systems, lights, bells, whistles, horns, word of mouth and flags. Each facility will alert their personnel with the appropriate system when notified and requested to do so by the Matagorda County EOC Communications Officer Route Alerting.

Route Alerting will be used if or in the event of a failure of any of the primary notification systems. Law enforcement units will be dispatched to the evacuated area to alert resident and transient populations which may be in the area. Each vehicle will be responsible for warning areas assigned by the Sheriff or Communications Officer in accordance with Procedure 22, "Warning and Evacuation/Traffic and Access Control."

IV. Concept of Operations

Prompt alerting and notification of the public is the responsibility of the senior elected officials of Matagorda County. Warning Points have been established to receive and disseminate the primary and follow-up notification information in a timely manner.

Figure 2 illustrates the decision process used to determine when activation of an alerting and notification system may be appropriate.

Figure 3 illustrates the Emergency Notification System for the South Texas Project Electric Generating Station (STPEGS) incident notification.

- A.** The South Texas Project Electric Generating Station (STPEGS) is an electrical power generating facility using nuclear fission processes to produce steam and generate electricity. The emergency action levels used in the emergency preparedness program at the South Texas Project Electric Generating Station (STPEGS) are, in ascending order:

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Unusual Event
Alert
Site Area Emergency
General Emergency

- B. These classifications require varied levels of alerting and notification actions by the Matagorda County officials. Actions include, but are not limited to:

<u>Event Classification</u>	<u>Action</u>	<u>Responsibility</u>
Unusual Event	(1) Receive and record the notification and notify appropriate local officials in accordance with Procedure 20, "Sheriff's Office Dispatcher".	Sheriff's Office Dispatcher
Alert	(1) Receive and record the notification and notify appropriate local officials in accordance with Procedure 20, "Sheriff's Office Dispatcher" and the Emergency Matagorda County Response Call-List.	Sheriff's Office Dispatcher
	(2) Disseminate the information to the Emergency Response Organization.	Matagorda County Emergency Management Director, Emergency Management Coordinator, Communications Officer, or Sheriff's Office Dispatcher
	(3) Coordinate a public information release with the South Texas Project Electric Generating Station (STPEGS) and the State.	Matagorda County Emergency Management Director, Matagorda County PIO
	(4) Set up EOC.	Emergency Management Coordinator Staff/Sheriff/EOC Staff

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<u>Event Classification</u>	<u>Action</u>	<u>Responsibility</u>
Alert	(5) Bring County EOC to partial or full activation.	Emergency Management Director or Coordinator
	(6) Ensure PIO is dispatched to the Joint Information Center, if activated.	Emergency Management Coordinator Sheriff Dispatcher
	(7) Notify school superintendents of alert and recommend Matagorda Elementary School and Tidehaven Junior and High School to request parents to pick up children at school.	Transportation Officer

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<u>Event Classification</u>	<u>Action</u>	<u>Responsibility</u>
Site Area Emergency	(1) Receive and record the notification and notify appropriate local officials.	Sheriff's Office Dispatcher or Communications Officer
	(2) Disseminate the information to the Emergency Response Organization, activate IPAWS as appropriate and formulate Emergency Alert System (EAS) message.	Matagorda County Emergency Management Director, Emergency Management Coordinator, Communication Officer, or Sheriff's Office Dispatcher. PIO writer/staff to formulate Emergency Alert System (EAS) message
	(3) Coordinate a public information release with the South Texas Project Electric Generating Station (STPEGS) and the State.	Matagorda County Emergency Management Director, Matagorda County PIO
	(4) Bring County EOC to full activation.	Emergency Management Director, Emergency Management Coordinator
	(5) Actions to be accomplished in accordance with established procedures.	Emergency Management Director
	(6) If requested, activate Reception Center for STPEGS Evacuation.	Matagorda County Office of Emergency Management Radiological Officer
	(7) Notify school superintendents of SAE and recommend Matagorda Elementary evacuate to Linnie Roberts in Bay City and Tidehaven Junior and High School evacuate to Blessing and Markham Elementary Schools.	Transportation Coordinator

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<u>Event Classification</u>	<u>Action</u>	<u>Responsibility</u>
General Emergency	(1) Receive and record the notification and notify appropriate local officials.	Sheriff's Office Dispatcher or Communications Officer
	(2) Disseminate the information to the EOC staff.	Emergency Management Director or Coordinator
	(3) Activate IPAWS as appropriate and formulate Emergency Alert System (EAS) message.	Matagorda County Sheriff, Communications Officer
	(4) Coordinate a public information and instruction release with the South Texas Project Electric Generating Station (STPEGS) and the State.	Matagorda County PIO
	(5) Actions to be accomplished in accordance with established procedures.	
	(6) Fully activate the Reception Center(s).	Matagorda County Office of Emergency Management, Radiological Officer
	(7) Notify school superintendents of GE and recommend Matagorda Elementary evacuate to Linnie Roberts in Bay City and Tidehaven Junior and High School evacuate to Blessing and Markham Elementary Schools. (If not already accomplished)	Transportation Officer

C. Alerting and Notification Points

The Alerting and Notification Points are referred to as Warning Points in the Civil Defense and Emergency Management programs.

The Matagorda County Alerting and Notification Points are:

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Primary - Matagorda County Sheriff's Department
Alternate - Bay City Police Department
Alternate - Palacios Police Department
Support - Matagorda County Volunteer Fire Departments

D. Notification Sources

Alerting and Notification information may be received from the Texas Department of Public Safety via TLETS, telephone, and/or radio; and/or from the South Texas Project Electric Generating Station (STPEGS) Emergency Director by telephone, telecopier, ringdown, or radio.

Figure 4 is a sample Emergency Notification Form. The form is used to alert the state and local officials and to provide supplemental information about an emergency declaration at the South Texas Project Electric Generating Station (STPEGS).

E. Alerting and Notification Dissemination

Dissemination of Alerting and Notification information is accomplished by using the following systems. The systems listed in the second column are in priority order with the most preferred listed first.

- | | |
|---------------------------|--|
| 1. To the LOCAL OFFICIALS | RINGDOWN LINE
TELEPHONE
TWO-WAY RADIO
TLETS
ELECTRONIC DEVICE
EMERGENCY ALERT SYSTEM
SATELLITE TELEPHONE
AUTODIALER |
| 2. To the EOC STAFF | RINGDOWN LINE
TELEPHONE
TWO-WAY RADIO
TLETS
ELECTRONIC DEVICE
EMERGENCY ALERT SYSTEM
SATELLITE TELEPHONE |
| 3. To the RESIDENTS | IPAWS WEA MESSAGING
ALERT RADIO ACTIVATION
EMERGENCY ALERT SYSTEM
AUTODIALER
ROUTE ALERTING
CABLE TELEVISION |

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- | | | |
|----|---------------------------------|---|
| 4. | To TRANSIENTS | IPAWS WEA MESSAGING
EMERGENCY ALERT SYSTEM
ROUTE ALERTING |
| 5. | To STATE OFFICIALS | TLETS
TELEPHONE
ELECTRONIC DEVICE
RINGDOWN LINE
SATELLITE TELEPHONE |
| 6. | To MATAGORDA COUNTY
INDUSTRY | TELEPHONE
ALERT RADIO ACTIVATION
EMERGENCY ALERT SYSTEM
COURIER |
| 7. | To SCHOOLS | TELEPHONE
ALERT RADIO ACTIVATION
EMERGENCY ALERT SYSTEM
COURIER |

- F. Telephone and radio call lists are contained in the EOC Telephone Directory. These lists are reviewed and revised quarterly.

V. Phases of Management

A. Mitigation

1. An Alerting and Notification (Warning) System is in use. Periodic reviews of the system shall be made and plans for improvement formulated as necessary.
2. A public awareness program has been developed as a part of the Emergency Public Information Program, which outlines the use of the System.

B. Preparedness

1. The System is tested on a regular basis.
2. New personnel are trained in the use of the System.

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C. Response

1. The primary Warning Point for Matagorda County is the Matagorda County Sheriff's Department.

The alternate Matagorda County Warning Points are the Bay City and Palacios Police Departments.

The County Warning Point receives warning information from or through the Area Warning Point at DPS Pierce.

Each of these warning points is operational 24 hours per day, seven days a week, year-round.

2. Emergency warning information is received at the Matagorda County Warning Point, or alternate as appropriate, and disseminated as described above.

D. Recovery

1. Recovery from an emergency classification will be disseminated to the public by the Emergency Alert System (EAS).
2. The public will be informed, via the Emergency Alert System (EAS), when the crisis has passed, and return has been recommended by the Emergency Management Director.

E. Applicable Procedure

The following procedures are applicable to this tab, Alerting and Notification, and shall be implemented in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

Procedure 10, Emergency Management Director
Procedure 11, Emergency Management Coordinator
Procedure 20, Sheriff's Office Dispatcher
Procedure 21, Communications Officer
Procedure 22, Warning and Evacuation/Traffic and Access Control
Procedure 23, Activation of the Public Warning System
Procedure 24, Matagorda County Sheriff
Procedure 30, Fire Services Coordinator
Procedure 50, Transportation Officer
Procedure 60, Public Information Officer
Procedure 63, Emergency Alert System Messages and News Advisories
Procedure 65, National Weather Service
Procedure 66, Integrated Public Alert and Warning System (IPAWS)

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VI. Administration and Support

A. Prompt Notification System

A program has been developed to test, maintain and repair alert radios.

B. Communications

Rosters are maintained by respective departments to identify personnel that must be notified.

C. Support

The South Texas Project Electric Generating Station (STPEGS) provides support for maintenance, testing and repair of the prompt notification system.

VII. Continuity of Government

Lines of succession are established in the Basic Plan and in the respective departmental policies and procedures.

Primary and alternate Matagorda County Warning Points (Alerting and Notification Points) have been established and the operating personnel have been trained.

VIII. Review and Update

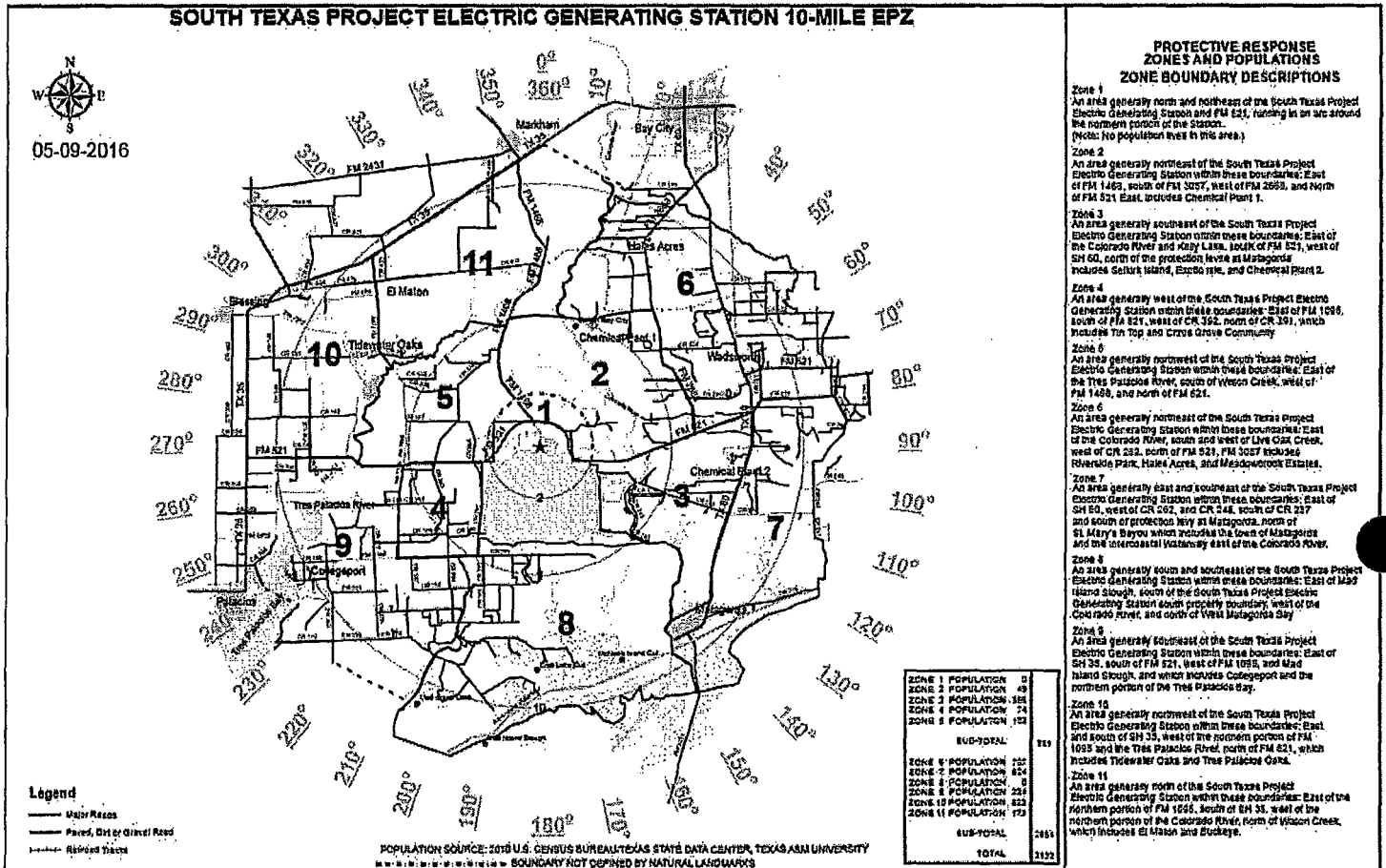
This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

EMERGENCY MANAGEMENT PLAN FOR MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 1 ALERTING AND NOTIFICATION

PROTECTIVE RESPONSE ZONES

FIGURE 1
(Typical)

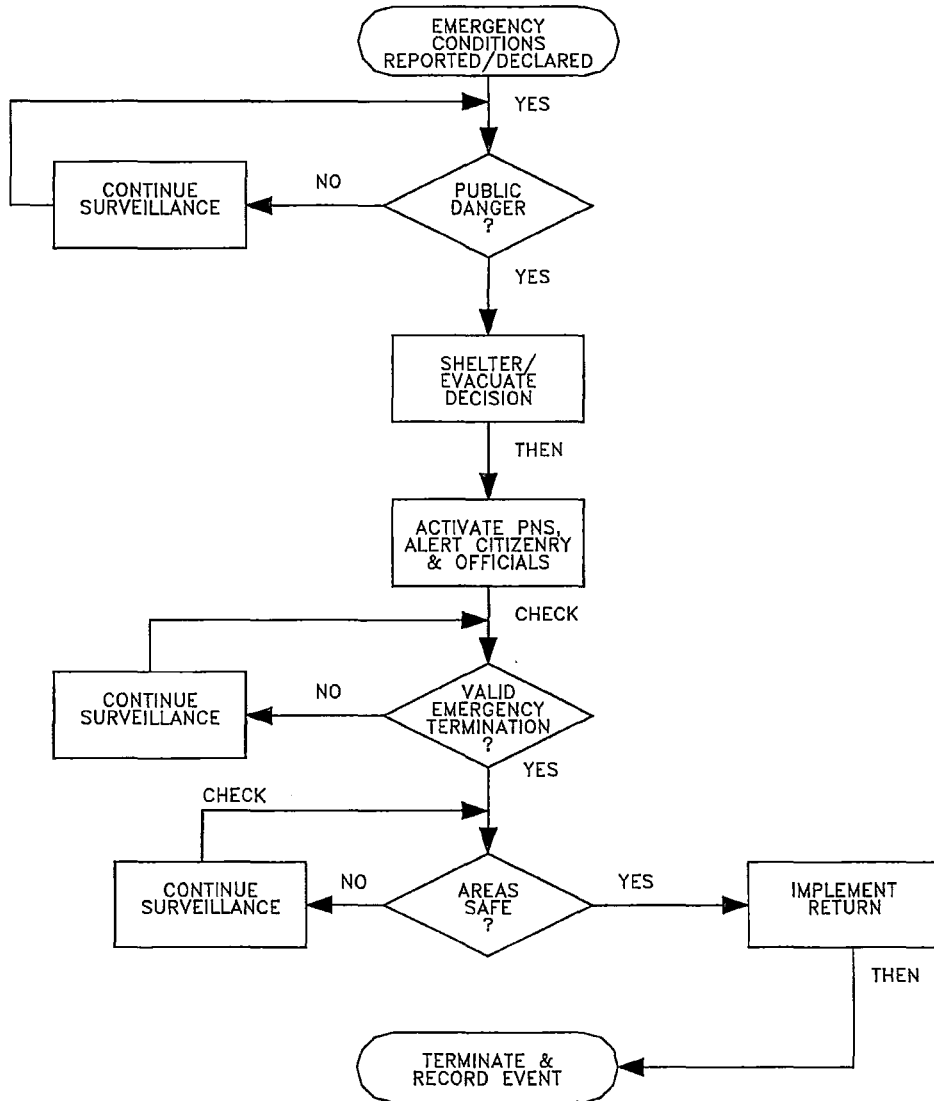


NOTE: Actual full-size map is maintained on file in Emergency Operations Center.

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**EMERGENCY NOTIFICATION DECISION PROCESS
FIGURE 2**



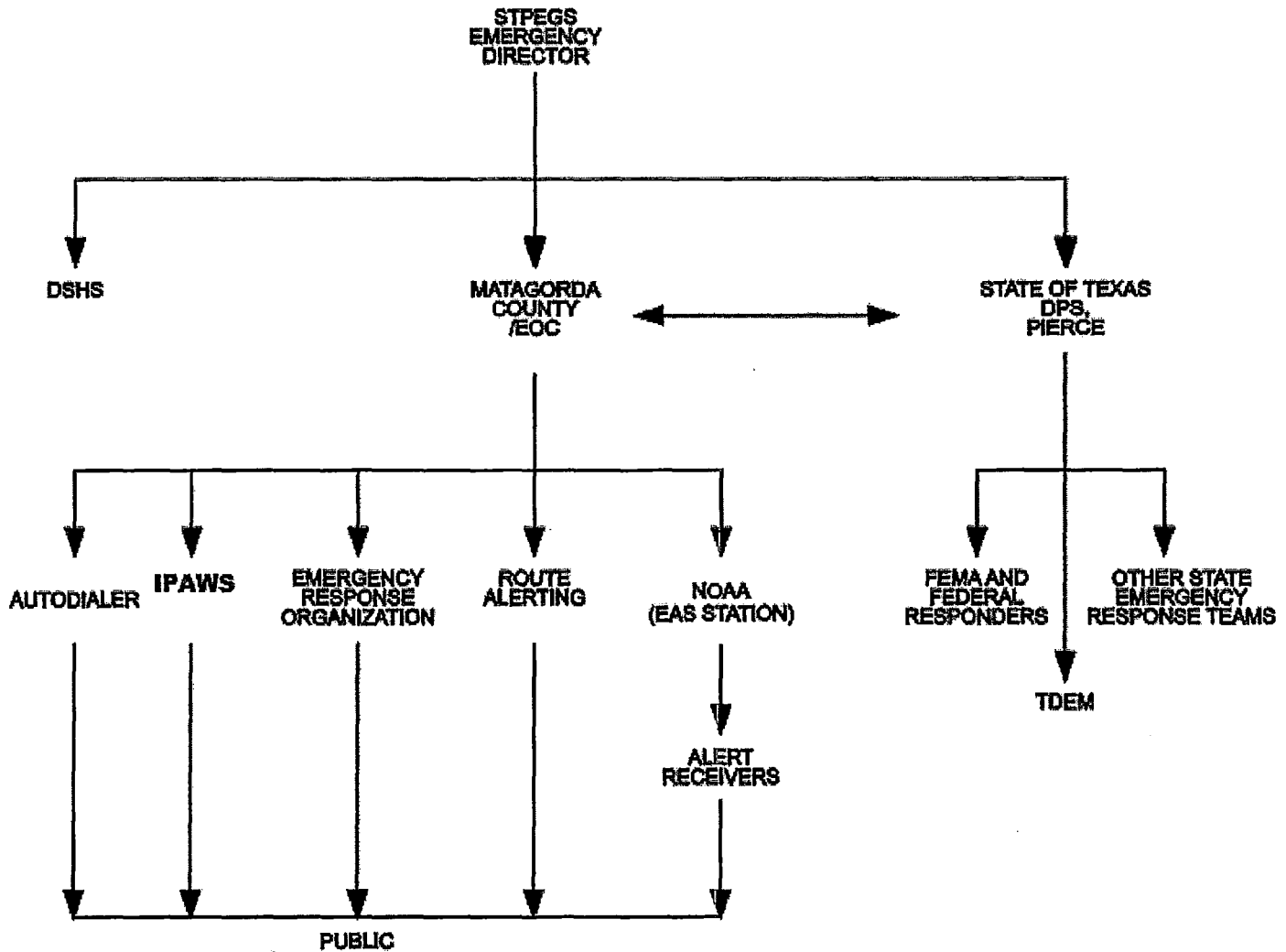
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**EMERGENCY MANAGEMENT PLAN
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**EMERGENCY NOTIFICATION SYSTEM FOR
FIXED NUCLEAR FACILITY INCIDENTS**

FIGURE 3



CFL00453B (11-16)

**EMERGENCY MANAGEMENT PLAN
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**ANNEX W – TAB 1
ALERTING AND NOTIFICATION**

Sample

**EMERGENCY NOTIFICATION FORM (TYPICAL)
FIGURE 4
(Page 1 of 2)**

**SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION
OFFSITE NOTIFICATION MESSAGE**

1. ☐ This is a drill ☐ This is NOT a drill
2. Initial Contact Time: _____
3. Roll Call: DPS Pierce: ☐ Matagorda County: ☐
4. Affected Unit: ☐ 1 ☐ 2 ☐ Both
5. Message#: ____ Originating From: ☐ CR ☐ TSC ☐ EOF
6. ☐ Unusual Event ☐ Alert ☐ Site Area Emergency ☐ General Emergency ☐ Terminated
7. Declared: Date: _____ Time: _____
8. Initiating Condition: _____ (alphanumeric)
9. Wind Speed: _____ MPH Wind Direction From: _____ DEG
10. Radiological Release In Progress: ☐ Yes ☐ No
11. Protective Action Recommendations: ☐ Yes ☐ No
 - a. Evacuate Zones: _____
 - b. Shelter In Place Zones: _____
 - c. Affected Downwind Sectors: _____

ALL REMAINING ZONES MONITOR AND PREPARE

12. Information Reported To and Verified with Both Offsite Agencies: Time: _____
13. Remarks: _____
14. Communicator Name: _____ Call Back# _____
15. Approved: _____ Date: _____ Time: _____

Emergency Director

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EMERGENCY NOTIFICATION FORM (TYPICAL)
FIGURE 4
(Page 2 of 2)

Sample

**SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION
FOLLOW-UP OFFSITE NOTIFICATION MESSAGE**

☐ **This is a drill** ☐ **This is NOT a drill**

- A. Message#: _____ Call Back #: _____
- B. Current Emergency Classification: ☐ UE ☐ Alert ☐ SAE ☐ GE Date: _____ Time: _____
- C. Onsite Protective Measures Implemented:
- ☐ Assembly & Accountability ☐ Site Evacuation of Non-Essentials
☐ Control Room Evacuation ☐ TSC/OSC Relocated Offsite
☐ Potassium Iodide Issued ☐ Radiological Exposures Above 5 Rem
- D. Offsite Support Requested: ☐ Ambulance ☐ Hospital ☐ Fire/Hazmat ☐ Law Enforcement ☐ Other _____
- E. Prognosis of Situation: ☐ Improving ☐ Stable ☐ Degrading Slowly ☐ Degrading Quickly ☐ Under Assessment
- F. Wind Speed: _____ mph Wind Direction From: _____ deg Delta T: _____ deg
Stability Classification (A-G): _____ Precipitation: ☐ Yes ☐ No
- G. Status Unit 1 Power or RX Trip Time: _____ Unit 2 Power or RX Trip Time: _____
- H. Radiological Release: ☐ Yes ☐ No (if no form is complete, Go to Item O)
- I. Type of Release: ☐ Airborne ☐ Waterborne ☐ Surface Spill
- J. Nuclide Mix: ☐ NG ☐ NG+IOD ☐ COOLANT ☐ GAP ☐ MELT
- K. Release Rate ($\mu\text{Ci/sec}$): _____ ☐ Actual or ☐ Projected Estimated Release Duration (Hrs) _____
Release Path: ☐ Unit Vent ☐ SGTR (with open) SRV/PORV ☐ Containment
- L. Calculated Release Quantities and/or Concentration (μCi):
- Noble Gas: _____ Iodine: _____ Particulates: _____
- M. Offsite Dose (Rem): ☐ Actual ☐ Projection
- | Miles | 1 | 2 | 5 | 10 |
|-------|---|---|---|----|
| TEDE | | | | |
| CDE | | | | |
- N. Highest Reported Surface Radioactive Contamination (cpm):
- Inplant: _____ Onsite: _____ Offsite: _____
- O. Approved: _____ Date: _____ Time: _____
(Print/Sign) Emergency Director

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

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Effective Date: April 6, 2022

APPROVED:


Emergency Management Coordinator


Matagorda County Judge

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Emergency Operations Center (EOC) Administrative Assistant in the Matagorda County EOC during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the EOC Administrative Assistant.

2.0 Discussion

- 2.1 The EOC Administrative Assistant responds to the EOC at an Alert and assists the Emergency Management Coordinator with EOC activities.
- 2.2 The Administrative Assistant is responsible for preparing the EOC for activation and operation, including ensuring necessary equipment, materials and supplies are in place. If assistance is needed with preparation of the EOC for activation, administrative support from the City or County staffs may be obtained.
- 2.3 Responsibilities of the EOC Administrative Assistant include the following:
 - 2.3.1 Respond to EOC organization needs and ensure availability of necessary supplies, meals, etc.
 - 2.3.2 Keep a log of incoming and outgoing facsimiles (faxes). Ensure prompt delivery of faxes.
 - 2.3.3 Assist in other EOC functions as needed.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 3.3 Emergency Management Plan, Annex W, Procedure 13, Emergency Operations Center Concept of Operations and Activation.

4.0 Equipment Required

- 4.1 None.

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

7.0 Procedure

7.1 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher report to the EOC and assist in the implementation of Annex W, Procedure 13, EOC Concept of Operations and Activation.

7.2 Upon completion of preparation of the EOC for activation, implement Attachment 1, EOC Administrative Assistant Checklist. Use this checklist as a guide in performing position responsibilities.

8.0 Attachments

8.1 Attachment 1, EOC Administrative Assistant Checklist

8.2 Attachment 2, EOC Staffing Sheet

8.3 Attachment 3, 24-Hour Shift Rotation

8.4 Attachment 4, Facsimile Log

8.5 Attachment 5, Acronyms List

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 1 of 10)

Name	Date
ACTION	TIME/LOG

I. ALERT

1. Report to the EOC Security Post, sign in and receive a badge. _____
2. Report to the Emergency Management Coordinator for a briefing on the status of the emergency. _____
3. Assist in preparation of the EOC using the EOC Activation Checklist and EOC Floor Plan attachments to Annex W, Procedure 13, Emergency Operations Center Concept of Operations and Activation, Attachment 1, EOC Activation Checklist, and Attachment 2, EOC Floor Plan.
 - a. Ensure position name tags and telephones are in the required positions. _____
 - b. Ensure equipment is functioning properly; **IF NOT**, inform Emergency Management Coordinator. _____
 - c. Test the telephones, facsimile machines, and wireless microphone system in accordance with Procedure 13, Emergency Operations Center, Concept of Operations and Activation.
 - d. Distribute materials
 - Set out clipboards for:
 - EAS Messages
 - News Advisories
 - Check copier paper and toner
 - Position Manuals
 - Emergency Action Logs with clipboards (if hard
 - Supplies needed for Status Board Keeper
 - WEB EOC Computers or
 - Eraser
 - Wide black and red erasable markers
 - Board cleaner
 - Camera from the EMC

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 2 of 10)

ACTION	TIME/LOG
e. Ensure that necessary plans and procedures are available.	_____
f. Retrieve magnetic Protective Response Zone Map overlays.	_____
g. Have EOC staff synchronize their watches, facsimile machines and facility clock with the County Dispatcher.	_____
4. Issue the EOC Security Officer a copy of his or her checklist, necessary forms to begin logs, and a copy of the EOC layout.	_____
5. Notify the Emergency Management Coordinator when the set-up of the EOC is complete.	_____
6. Complete Attachment 2, EOC Staffing Sheet, using information from the EOC Security Log. Distribute completed staffing sheet to:	_____
a. Emergency Management Director	
b. Emergency Management Coordinator	
c. STPEGS Representative	
d. Public Information Officer/Writer	
e. Joint Information Center, as soon as activated	

EOC ADMINISTRATIVE ASSISTANT

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EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

(Page 3 of 10)

ACTION	TIME/LOG
7. Inform the Emergency Management Coordinator if any positions are unfilled.	
8. Update and redistribute as significant changes in staffing occur and at shift changes.	
9.	
Email or fax copies of outgoing documents, IPAWS EAS messages and news advisories to locations as programmed into facsimile machine, and in the order in which they are programmed.	LOG
<ul style="list-style-type: none">• If conducting a drill or exercise, stamp message with <u>THIS IS A DRILL</u> prior to emailing or faxing.• Keep log of transmitted email or faxes using Attachment 4, Facsimile Log.• If you have a backlog of documents to email or fax and a new document is initiated, stop sending the older message and send the newer one instead. If you do send a message out of sequence, let those receiving it know this is going to happen.	

EOC ADMINISTRATIVE ASSISTANT

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EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

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ACTION

TIME/LOG

NOTE

The email or fax should be quickly reviewed by the Emergency Management Coordinator to determine if any essential information (e.g., change in emergency classification or radiation release) should be immediately announced to the EOC staff and then returned to you so that copies can be made.

10. Log incoming emails and faxes.
11. Immediately give incoming email and faxes to Emergency Management Coordinator.

LOG

N/A

NOTE

Refer to Emergency Communications Directory for a prioritized list of locations requiring EAS messages, news advisories and the applicable facsimile telephone numbers

12. If scanner and/or fax machine malfunctions, inform the Emergency Management Coordinator, then:
 - a. Use the scanner or fax machine at the Sheriff's Office Dispatcher or, if necessary, telephone the Emergency Alert Station(s) as designated in the Communications Directory to broadcast the EAS message live over the air.
 - b. Request Communications Officer to notify the STPEGS Administrative Coordinator of the malfunction and request support to fix the facsimile machine immediately.
13. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.

N/A

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

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ACTION	TIME/LOG
II. SITE AREA EMERGENCY	
1. Complete the activities in Section I, Alert, if not already completed.	N/A
2. Maintain adequate supplies to meet EOC staff needs.	N/A
3. Respond to facility personnel needs.	N/A
4. Deliver EAS message to the Status Board Keeper after EAS messages are sent.	N/A
5. Assist the Status Board Keeper in maintaining the EOC boards up-to-date, concise and accurate.	N/A
6. If requested, obtain names and telephone numbers of key utility positions from STPEGS EOC Liaison for the following and provide to Emergency Management Coordinator.	_____
a. Emergency Director	_____
b. STP State/County Communicator	_____
c. Administrative Coordinator (EOF)	_____
d. Radiation Protection Coordinator (EOF)	_____
e. Technical Support Center (TSC) Manager	_____
f. Security Coordinator (EOF)	_____
g. Shift Manager (of affected unit)	_____
7. If directed by the Emergency Management Director or Emergency Management Coordinator, develop a two-shift rotational schedule using Attachment 3, 24-Hour Shift Rotation.	_____

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

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ACTION	TIME/LOG
<p>8. If the shift is scheduled to pass a normal meal timeframe, order meals as follows:</p> <ul style="list-style-type: none">a. Solicit approval from the Emergency Management Director.b. Request Matagorda County Reception Center Coordinator provide meal count for entire Reception Center Staff including Radiological Officer and Department of State Health Services (DSHS) personnel.c. Include field teams. Communications Officer can provide count.d. Place order meals and ask the Transportation Officer to coordinate delivery of the meals to the EOC field teams and Reception Center.	_____
<p>9. In the event the emergency is of long duration, perform shift turnovers in accordance with Section IV, Shift Turnover, of this checklist.</p>	N/A
<p>10. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.</p>	N/A

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

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ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1. Complete activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed.	N/A
2. Update Protective Response Zone map using colored overlays (use only if electronic projection of the 10-mile EPZ map fails).	N/A
a. Yellow – Shelter in Place	
b. Red – Evacuation	
3. Assist the Status Board Keeper in maintaining the status boards up-to-date, concise, and accurate.	N/A
4. Assist in secretarial support.	N/A
5. If EOC supplies are near depletion, obtain necessary material from local sources, with approval of Emergency Management Coordinator.	N/A
6. Maintain the General Emergency classification activities until the emergency has ended and recovery has commenced, then proceed to Section V, Recovery, of this checklist.	N/A

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

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ACTION

TIME/LOG

IV. SHIFT TURNOVER

1. Provide briefing of events to the relief person on the current status of:
 - a. EOC Operations and problems including any supplies needed.
 - b. Status of meals in conjunction with the Matagorda County Office of Emergency Management.
2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement.
3. Update Staffing Board.
4. Agree to your return time.
5. Document names, date, and time of turnover.

LOG

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

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ACTION

TIME/LOG

V. RECOVERY

- | | | |
|----|---|-----|
| 1. | Maintain adequate supplies to meet EOC staff needs. | N/A |
| 2. | Respond to facility personnel needs. | N/A |
| 3. | Keep event status board current. | N/A |
| 4. | Maintain fax operations. | N/A |

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC ADMINISTRATIVE ASSISTANT CHECKLIST

Attachment 1

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ACTION	TIME/LOG
--------	----------

VI. TERMINATION

- | | | |
|----|--|-----|
| 1. | Collect all documents generated during the emergency and combine into groups (e.g., all EOC documents, all Reception Center documents, all traffic control documents). | N/A |
| a. | Include forms, checklists, supplies required, logs, summary reports, etc. | |
| b. | Recovery Activities Lists. | |
| c. | Attachment 4, Facsimile Log, and copies of faxes generated during the emergency. | |
| d. | Request the Matagorda County Reception Center Coordinator and Radiological Officer provide all the Reception Center documentation. | |
| e. | Request the Emergency Alert Station(s) as designated in the Emergency Communications Directory to submit checklists and copies of the station logs that show when EAS messages were broadcast, and personnel shift changes occurred. | |
| 2. | Submit the assembled documents to the Emergency Management Coordinator. | N/A |

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC STAFFING SHEET

Attachment 2

Page 1 of 2

As of - Date: _____

Time: _____

X	POSITION	NAME
	Emergency Mgmt. Director	
	Emergency Mgmt. Coordinator	
	Matagorda County Sheriff	
	Precinct Commissioner	
	Public Info Officer	
	Radiological Officer	
	Reception Center Coordinator	
	Transportation Officer	
	Communications Officer	
	Mayor Bay City	
	Mayor Palacios	
	Hospital District Administrator	
	Bay City Police Dept.	
	Palacios Police Dept.	
	STPEGS Liaison	
	TDEM Liaison	
	DSHS Liaison	
	Federal Liaison	
	Coast Guard Rep.	
	Runner	
	EMD/EMC Assistant	
	Amateur Radio Operator	
	Fire Service Coordinator	

X - Denotes change in staff

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

EOC STAFFING SHEET

Attachment 2

Page 2 of 2

As of - Date:

Time:

X	POSITION	NAME
	EOC Admin Assistant	
	EAS Generator Staff	
	Status Board Keeper	
	IT Communications	
	EOC Security	
	FEMA Liaison	
	NRC Liaison	
	Industry Liaison	
	Status Board Keeper (WebEOC)	
	Reception Center – Bay City	
	Director	
	Mon/Decon Supervisor	
	Reception Center Manager	
	Reception Center - Palacios	
	Director	
	Mon/Decon Supervisor	
	Reception Center Manager	

X - Denotes change in staff

**EOC ADMINISTRATIVE ASSISTANT
Procedure 12**

FACSIMILE LOG

Attachment 4

(Page 1 of 1)

ST
3/23/22

Date: _____

TO*	FROM	SUBJECT	INCOMING	OUTGOING	TIME

* "Broadcast" (BC) sends to ten locations. See list on fax machine.

EOC ADMINISTRATIVE ASSISTANT

Procedure 12

24 HOUR SHIFT ROTATION

Attachment 3

(Page 1 of 1) ST 3/23/22

POSITION:	1ST SHIFT		2ND SHIFT	
	START TIME:	TELEPHONE #	START TIME:	TELEPHONE #
*Emergency Mgmt. Director				
*Emergency Mgmt. Coordinator				
*Matagorda County Sheriff				
+Precinct Commissioner				
*Public Information Officer				
*Radiological Officer				
*Reception Center Coordinator				
*Transportation Officer				
*Communications Officer				
*Security Officer				
Hospital District Administrator				
Fire Services Coordinator				
EOC Admin Assistant				
EMD/EMC Assistant				
STPEGS Representative				
Public Information Officer				
TDEM Liaison				
DSHS Liaison				
Coast Guard Rep.				
Amateur Radio Operator				
FEMA Liaison				
NRC Liaison				

* Minimum staffing positions.

+ Note: The Precinct Commissioner becomes a minimum staffing position when the Emergency Management Director position is not filled by the County Judge.

DATE: _____

Signature

**EOC ADMINISTRATIVE ASSISTANT
Procedure 12**

ACRONYMS LIST

Attachment 5

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
DHS	Department of Homeland Security
DLR	Dose Limiting Record
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
IPAWS	Integrated Public Alert Warning System
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
NWS	National Weather Service
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
WEA	Wireless Emergency Alert

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

SHERIFF'S OFFICE DISPATCHER

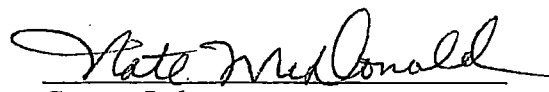
Procedure 20

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Effective Date: April 6, 2022

APPROVED:


Amanda Lopez
Emergency Management Coordinator


State McDonald
County Judge

SHERIFF'S OFFICE DISPATCHER

Procedure 20

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Sheriff's Office Dispatcher in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS). The Sheriff's Office Dispatcher Supervisor or designee provides instructions to Dispatchers on initial actions that must be taken during an emergency at STPEGS, including activation for the Prompt Notification System during fast-breaking events.

NOTE

IMPORTANT - If this emergency is due to a HOSTILE ACTION event at STPEGS, contact the Sheriff, Emergency Management Director, or their designees immediately after completing the notification form.

- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Sheriff's Office Dispatcher.

2.0 Discussion

- 2.1 The Sheriff's Office Dispatcher is responsible for receiving notification of emergencies at STPEGS and for communications with field Law Enforcement personnel.
- 2.2 The Sheriff's Office Dispatcher shall verify, if necessary, notifications of declared emergencies from the STPEGS.
- 2.3 In the event Matagorda County Dispatch office receives an **Accelerated Phone Call** based on a Hostile Action Based event, the Emergency Management Director should consider activating the Emergency Operations Center.
- 2.4 For each classification of the emergency, the Sheriff's Office Dispatcher shall initiate notification of the Matagorda County Emergency Response Organization personnel as specified in the Matagorda County Emergency Response Call List.
- 2.5 As deemed necessary by the Emergency Director, transmit Integrated Public Alert and Warning system (IPAWS) Wireless Emergency Alert (WEA) messaging.
- 2.6 Responsibilities for the Sheriff's Office Dispatcher include, but are not limited to the following:
 - 2.6.1 Verifying the declared emergency.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

- 2.6.2 Notifying key Emergency Response personnel.
- 2.6.3 Maintaining a log of available key officials.
- 2.6.4 The Sheriff's Office Dispatcher prepares the Integrated Public Alert and Warning system (IPAWS) Wireless Emergency Alert (WEA) message using the Emergency Management Director approved "Procedure 66 Integrated Public Alert and Warning System" (IPAWS) Form 3 and transmits approved message via IPAWS.
- 2.6.5 Initiating Integrated Public Alert and Warning system (IPAWS) in the case of a fast-breaking event when the Emergency Management Director is unavailable and the senior Sheriff's Department official present (i.e., the Detention/Patrol Sergeant) approves.
- 2.6.6 Maintaining communications with field Law Enforcement personnel.
- 2.6.7 Interfacing with the Communications Officer concerning the status and dispatch of units to traffic and access control points.
- 2.6.8 Assisting and coordinating with the Communications Officer as may be required.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 3.3 Emergency Management Plan, Annex W, Procedure 22, Warning and Evacuation/Traffic and Access Control Points.
- 3.4 Emergency Management Plan, Annex W, Procedure 66, Integrated Public Alert and Warning (IPAWS).
- 3.5 Matagorda County Emergency Response Call List.

4.0 Equipment Required

- 4.1 None.

5.0 Precautions and Limitations

SHERIFF'S OFFICE DISPATCHER

Procedure 20

- 5.1 Failure of any component of the primary public notification system [i.e., Integrated Public Alert and Warning System (IPAWS) Wireless Emergency Alert (WEA) messaging, alert radios, or Emergency Alert System (EAS) announcements may require that the public be notified by route alerting.
- 6.0 Prerequisites
 - 6.1 An emergency has been declared at STPEGS.
- 7.0 Procedure
 - 7.1 When notified of an emergency at the STPEGS, implement Section I of Attachment 1, Sheriff's Office Dispatcher Checklist. Use this checklist as a guide to assist in performing position responsibilities.
 - 7.2 For emergencies of long duration, perform shift turnovers in accordance with Section VI. Sheriff's Office Dispatcher Checklist, of Attachment 1.
- 8.0 Attachments
 - 8.1 Attachment 1, Sheriff's Office Dispatcher Checklist
 - 8.2 Attachment 2, Immediate Public Notification Checklist
 - 8.3 Attachment 3, Site Area Emergency EAS Message
 - 8.4 Attachment 4, General Emergency/Protective Actions Notification
 - 8.5 Attachment 5, Acronyms List

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

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Name

Date

ACTION

TIME/LOG

I. NOTIFICATION OF AN EMERGENCY AT STPEGS

NOTE

IMPORTANT - If this emergency is due to a HOSTILE ACTION event at STPEGS, contact the Emergency Management Director, Sheriff, or their designees immediately after completing the notification form.

- | | | |
|----|---|-----|
| 1. | If notified of an emergency or of a change in emergency classification at the STPEGS, obtain an Offsite Agency Notification Message Form from the Sheriff's Office Dispatcher's Position Manual and record the information given by STPEGS, then sign, date and record the time on the bottom of the form in Item 12. Based on the emergency classification level provided by STPEGS, skip to the appropriate section of this checklist as follows: | LOG |
| a. | For a Non-Declared Emergency, Accelerated Phone Call, or an Unusual Event go to Section II | N/A |
| b. | For an Alert go to Section III | N/A |
| c. | For a Site Area Emergency go to Section IV | |
| d. | For a General Emergency go to Section V | |
| 2. | If supplemental information is being provided by STPEGS, obtain a 'Supplemental Notification Form' from the Sheriffs Office Dispatcher's Position Manual and record the information provided, then sign the form in Item 17. | |
| 3. | Forward all STPEGS message forms to the Emergency Management Director at the Emergency Operations Center (EOC) when it is activated. | |

NOTE

If the EOC is not activated (i.e., if the emergency does not escalate beyond a Non-Declared Emergency, Accelerated Phone Call or an Unusual Event) retain the message forms for the Emergency Management Director.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 2 of 10)

ACTION	TIME/LOG
II. NON-DECLARED EMERGENCY, ACCELERATED PHONE CALL OR UNUSUAL EVENT	

NOTE

For a non-declared emergency or an Accelerated Phone Call, the Offsite Notification Form will **not** be filled out; therefore, the Sheriff's Office will only be contacted verbally via the Orange Ring-Down telephone. Following this call, immediately contact the Emergency Management Director, Sheriff, or designee listed under the Non-Declared Emergency, Accelerated Phone Call, or an Unusual Event section in the Matagorda County Call-List.

1. If the Accelerated Phone Call is a Hostile Action Based event, and the Emergency Management Director activates the EOC, use the Alert or higher call out list.
2. If notification of the emergency is received by any means other than the orange ring-down telephone, then verify the emergency by one of the following methods.
 - a. Contact the Control Room at STPEGS directly via the orange ring-down telephone, satellite telephone, or by telephone using the phone number provided in the Emergency Communications Directory.

LOG

NOTE

The orange ring-down telephone is a dedicated line and is **not** intended for routine communications. To contact STPEGS directly via the dedicated line, lift the receiver, press 1, and wait for an answer. Identify yourself and ask for the Emergency Director or Shift Manager.

- b. Telephone the DPS, Pierce office. If during daylight hours, ask for the Communications Supervisor. Ask if notification from, or regarding STPEGS has been verified;

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 3 of 10)

ACTION	TIME/LOG
<p>c. <u>Radio</u> DPS, Pierce on Intercity frequency. Ask the DPS, Pierce operator to contact the Communications Supervisor and have the Supervisor contact you via telephone. Provide your telephone number. When the Supervisor returns your call, verify the STPEGS emergency; or</p> <p>d. <u>Teletype</u> via TLETS the DPS, Pierce office. In the message, ask the Communications Supervisor to advise you whether they have verified any information regarding an emergency at STPEGS. Allow ten (10) minutes maximum for reply.</p> <p>e. <u>Satellite Telephone</u> A supplemental (back-up method) communications pathway to communicate emergency information with the STPEGS and DPS Pierce.</p>	
3. Call for assistance with dispatching duties.	N/A
4. If the Accelerated Phone Call is a Hostile Action Based event, and the Emergency Management Director activates the EOC, use the Alert or higher call out list.	
5. Upon notification that the Non-Declared Emergency, Accelerated Phone Call, or Unusual Event has been terminated, notify all personnel previously contacted and advise them of the termination.	

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
--------	----------

III. ALERT

- | | |
|---|-------|
| 1. If notification of the Alert was not received over the orange ring-down telephone then verify the call by one of the methods described in Section II, Non-Declared Emergency, Accelerated Phone Call or Unusual Event, Step 1. | _____ |
| 2. Call for assistance with dispatching duties. | N/A |
| 3. Notify key personnel listed for call out at Alert in the Matagorda County Emergency Response Call List of the Alert. Advise those designated to report at Alert to proceed to the EOC. | _____ |
| 4. Advise all mobile units of the declared emergency and direct them to standby for further information. | _____ |
| 5. Notify field personnel of the emergency situation. | _____ |

NOTE

In the event notifications to some officials cannot be achieved by radio or telephone, dispatch units to the officials' presumed locations. If local resources are insufficient for this task, request support from DPS, Pierce.

- | | |
|--|-------|
| 6. Obtain copy/copies of Offsite Notification message from electronic device and provide to Emergency Management Coordinator. | _____ |
| 7. Contact all persons on the Alert Call List that are not reporting to the EOC for the emergency. Direct them to standby should additional support be needed. Maintain a log of the whereabouts of these personnel. | _____ |

Procedure 20

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TIME/LOG

Upon activation of the MCEOC, the Communications Officer shall inform Dispatch that STP calls (orange ring down line) will be answered by the EOC.

- | | | |
|-----|---|-----|
| 8. | Take Rumor Control messages for the Public Information Officer (PIO) using a Rumor Control Information Form from the Sheriff's Office Dispatcher's Position Manual. | N/A |
| 9. | Upon notification that the Alert has been terminated. <ul style="list-style-type: none">a. Notify personnel previously contacted and advise them of the termination.b. Notify the on-duty Sheriff's Office supervisor (i.e., Detention/Patrol Sergeant) of event termination.c. Advise all mobile units of the Alert termination. | |
| 10. | If the emergency classification escalates prior to the EOC being staffed, proceed with the appropriate section of the checklist. If the EOC has been activated, allow the EOC staff to assume responsibility for the orange ring-down telephone notifications and for notifying individuals on the Matagorda County Emergency Response Call List. | N/A |

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
IV. SITE AREA EMERGENCY	
1. If notification of the Site Area Emergency was not received over the orange ring-down telephone, then verify the call by one of the methods described in Section II, Non-Declared Emergency, Accelerated Phone Call or Unusual Event, step 1, if the EOC has not been activated.	_____
2. Notify an Emergency Management Director in the Matagorda County Emergency Response Call List within ten (10) minutes of the Site Area Emergency notification.	
3. If an Emergency Management Director or designee cannot be contacted within ten (10) minutes following a confirmed notification from the STPEGS that a Site Area Emergency exists, immediately implement Attachment 2, Immediate Public Notification Checklist and complete Section I, and Attachment 3, Site Area Emergency EAS Message. Immediate Activation of the Integrated Public Alert and Warning System within the next five (5) minutes.	
4. Call for assistance with dispatching duties.	LOG
5. Notify key personnel listed for call out at Site Area Emergency in the Matagorda County Emergency Response Call List. Advise them to report to the EOC.	_____
6. Notify on-duty Sheriff's Office supervisor (i.e., Detention/Patrol Sergeant) to receive instructions for information to be given to field personnel.	_____
7. Notify field personnel of the emergency situation.	_____
8. Obtain copy/copies of Offsite Notification message from electronic device and provide to Emergency Management Coordinator.	_____
9. Contact all persons on the Site Area/General Emergency Call List that are not reporting to the EOC and inform them of the emergency. Direct them to standby should additional support be needed. Maintain a log of the whereabouts of these personnel.	_____

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
10. Interface with the Communications Officer concerning the status of dispatch of units to Traffic and Access Control Points to support an STPEGS evacuation. Log locations.	LOG
11. When the Public Information Officer notifies you the Joint Information Center (JIC) has been activated, refer all Rumor Control telephone calls to the Public Inquiry telephone number listed in the Emergency Communications Directory under Joint Information Center, Public Inquiry.	_____
<div><p style="text-align: center;"><u>NOTE</u></p><p>Calls concerning rumors and long-term information are routed to the Joint Information Center (JIC) (e.g., potable water, milk, crops, etc.). Calls concerning emergency operations should be routed to the EOC (e.g., search and rescue, traffic and access control, evacuations etc.).</p></div>	
12. Keep the Communications Officer, Sheriff or Emergency Management Coordinator abreast of all pertinent communications received from the field.	N/A
13. When requested by the Sheriff or Emergency Management Coordinator, dispatch personnel to Reception Centers/Congregate Care Facilities for traffic control and security. Assistance may be derived from local police departments and reserve deputies, as well as other law enforcement officers available locally.	LOG
14. Upon notification that the Site Area Emergency has been terminated, confer with the Communications Officer. Advise mobile units of the termination.	_____
15. If the emergency classification escalates prior to the EOC being staffed, perform all steps in Section V, General Emergency; otherwise, perform steps 6 through 12 in Section V.	N/A

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
V. GENERAL EMERGENCY	
1. If notification of the General Emergency was not received over the orange ring-down telephone then verify the call by one of the methods described in Section II, Non-Declared Emergency or Unusual Event, Step 1, if the EOC has not been activated.	_____
2. Notify an Emergency Management Director in the Matagorda County Emergency Response Call List within ten (10) minutes of the General Emergency notification.	_____
3. If an Emergency Management Director can <u>not</u> be contacted within ten (10) minutes following a confirmed notification from the STPEGS that a General Emergency exists, immediately implement Attachment 2, Immediate Public Notification Checklist and complete Section I. Immediate Activation of the Public Alert/Notification System within the next five (5) minutes.	_____
4. Obtain copy/copies of Offsite Notification message from electronic device and provide to Emergency Management Coordinator.	_____
5. Call for assistance with dispatching duties.	_____
6. Contact the remainder of the personnel listed for call out at General Emergency in the Matagorda County Emergency Response Call List, if not previously notified.	N/A
7. Complete activities in Section IV, Site Area Emergency, steps 4 through 11, if not already completed.	_____
8. Advise all mobile units of the following:	_____
a. STPEGS has issued a General Emergency.	_____
b. Evacuation of some or selected segments of the public may be necessary.	_____
c. All units should standby for further information.	_____

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 9 of 10)

ACTION	TIME/LOG
9. Assign mobile units to provide information to the public at various locations, as designated by the Sheriff or Communications Officer, and to begin implementation of the attachment on Route Alert Warning messages in Annex W, Procedure 22, Warning and Evacuation/Traffic and Access Control. Advise mobile units to use either Shelter in Place or Evacuation message.	LOG
10. If evacuation is recommended, request field teams to note location and name of residents who opt not to evacuate, if possible. Log this information and report it to the Sheriff.	LOG
11. Keep the Sheriff or Communications Officer updated concerning the status of Traffic and Access Control Points.	N/A
12. Keep the Sheriff or Commination's officer informed of all pertinent information received from the field.	N/A
a. Relay to the Sheriff or Communications Officer information such as name and location of persons opting not to evacuate, if evacuation is recommended.	
13. Upon notification that the General Emergency has been terminated, obtain any special instructions for Law Enforcement from the Communications Officer. Advise these personnel of the termination and any special instructions.	_____

NOTE

Do not release Traffic and Access Control Points unless specifically directed to do so. Restricted zones may be required to be maintained during the recovery efforts following a General Emergency.

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SHERIFF'S OFFICE DISPATCHER CHECKLIST

Attachment 1

(Page 10 of 10)

ACTION	TIME/LOG
VI. SHIFT TURNOVER	
1. Provide a briefing of events to the relief person and include the following:	_____
a. Review completed checklist	
b. Review log entries	
c. Review current status of Sheriff's Office personnel	
2. Inform the Communications Officer of transfer of responsibilities to the oncoming shift replacement.	_____
3. Document names, date, and time of turnover.	LOG

SHERIFF'S OFFICE DISPATCHER

Procedure 20

IMMEDIATE PUBLIC NOTIFICATION CHECKLIST

Attachment 2

(Page 1 of 2)

ACTION

TIME/LOG

I. IMMEDIATE ACTIVATION OF THE PUBLIC ALERT/NOTIFICATION SYSTEM

NOTE

The Steps in this section of Attachment 2 must be completed within five (5) minutes. Prepare for these actions while trying to reach an Emergency Management Director.

1. Contact the on-shift Sheriff's Office supervisor (i.e., the Detention/Patrol Sergeant) and obtain approval to continue this attachment.

Supervisor's Signature

2. Transmit public messaging via Integrated Public Alert and Warning System (IPAWS) using Procedure 66 Integrated Public Alert and Warning System (IPAWS).:
 - WEA Message: STP Event-Matagorda County-Monitor NOAA Weather Radio 16.425 or local EAS Station.
3. Auto dialer in accordance with: The Auto-dialer company name and telephone numbers are listed in the Emergency Communications Directory. In addition, they are included in a sealed envelope with the appropriate scenario ID and password for a real event. Drill or system test instructions are maintained in the MCSO Dispatcher's position manual. Auto-dialer Activation Action System Response Dial 9-1-800-801-8130 "This is the remote activation module. Please enter your user ID followed by the pound sign." Enter the user ID. Followed by the # Sign. (see instructions inside position manual) "Please enter your security PIN Code, followed by the pound sign." Enter the security PIN Code. Followed by the # Sign. (see instructions inside position manual) "To start a scenario, enter the Scenario ID Code, followed by the pound sign, or enter pound sign alone for more options." Enter the appropriate Scenario ID Code. Followed by the # sign. (see drill/test scenario ID codes in position manual and real events in seal envelope) "The Scenario is building..." ENTER 3 to start the scenario "The Scenario is building..." ENTER # to exit "Thank You, goodbye."

SHERIFF'S OFFICE DISPATCHER

Procedure 20

IMMEDIATE PUBLIC NOTIFICATION CHECKLIST

Attachment 2

(Page 2 of 2)

ACTION	TIME/LOG
II. FOLLOW-UP ACTIONS	
1. Complete activities in Section V, General Emergency, steps 4 through 12.	N/A
2. Until an Emergency Management Director is reached or until directed otherwise, continue to try to notify, by any means available, an Emergency Management Director as listed in the Emergency Communications Directory.	N/A

SHERIFF'S OFFICE DISPATCHER

Procedure 20

SITE AREA EMERGENCY

Attachment 3

(Page 1 of 1)

EMERGENCY ALERT SYSTEM MESSAGE
Matagorda County Emergency Operations Center

THIS IS A DRILL _____
THIS IS NOT A DRILL _____

NOTICE _____
DATE _____
TIME _____

Matagorda County Officials have received notification that a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. This means events are in progress or have occurred involving failures of plant safety equipment that may be needed for the protection of the public.

If you know of any neighbors, co-workers, or family with hearing, language problems, or special needs, please inform them of this message. All persons within a 10-mile radius of the plant should review the current emergency preparedness information in the Matagorda County/STP Emergency Information pamphlet, or the emergency information posted at public facilities.

Again, a **SITE AREA EMERGENCY** has been declared at the South Texas Project nuclear power plant. The Emergency Management Director urges everyone to stay tuned to your NOAA Weather Radio, 92.5 KKHA or your local EAS Station for further information.

- End -

SHERIFF'S OFFICE DISPATCHER

Procedure 20

GENERAL EMERGENCY/PROTECTIVE ACTIONS NOTIFICATION

Attachment 4

(Page 1 of 1)

EMERGENCY ALERT SYSTEM MESSAGE Matagorda County Emergency Operations Center

THIS IS A DRILL _____

THIS IS NOT A DRILL _____

NOTICE _____

DATE _____

TIME _____

Attention Matagorda County residents and visitors in the area, The South Texas Project Electric Generating Station has declared a General Emergency. Transients and visitors are recommended to evacuate a 2-mile area around the plant. An evacuation zone map can be found in the current Matagorda County/STP Emergency Information pamphlet or posted in public facilities.

The area to be evacuated includes an area generally north and northeast of the South Texas Project Electric Generating Station and FM 521, running in an arc around the northern portion of the Station. If referring to your evacuation zone map, it is zone 1 that should be evacuated. Law enforcement officers are being dispatched to block off the evacuated zone.

Stay tuned to NOAA Weather Radio or local EAS radio stations for further announcements.

Again, the South Texas Project Electric Generating Station has declared a General Emergency. Transients and visitors are recommended to evacuate a 2-mile area of the plant. The area to be evacuated includes an area generally north and northeast of the South Texas Project Electric Generating Station and FM 521, running in an arc around the northern portion of the Station. If referring to your evacuation zone map, it is zone 1 that should be evacuated. Law enforcement officers are being dispatched to block off the evacuated zone.

Stay tuned to NOAA Weather Radio, 92.5 KKHA or local EAS radio stations for further announcements.

- End -

SHERIFF'S OFFICE DISPATCHER

Procedure 20

ACRONYMS LIST

Attachment 5

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
DHS	Department of Homeland Security
DLR	Dose of Legal Record
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
IPAWS	Integrated Public Alert and Warning System
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
NWS	National Weather Service
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
WEA	Wireless Emergency Alert

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

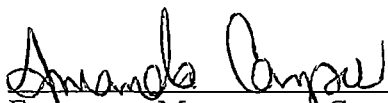
MATAGORDA COUNTY SHERIFF

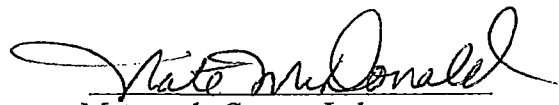
Procedure 24

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Effective Date: April 6, 2022

APPROVED:


Emergency Management Coordinator


Matagorda County Judge

MATAGORDA COUNTY SHERIFF

Procedure 24

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Sheriff in the Matagorda County Emergency Operations Center (EOC) in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios, and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Sheriff.

2.0 Discussion

- 2.1 The Sheriff or his designee directs Law Enforcement activities throughout the County during a County wide disaster.
- 2.2 In the event of a Hostile Action Based (HAB) event, a Sheriff's Captain or above will be assigned to the Incident Command Post (ICP).
- 2.3 In the event Matagorda County Dispatch office receives an **Accelerated Phone Call** based on a Hostile Action Based event, the Emergency Management Director should consider activating the Emergency Operations Center.
- 2.4 The Sheriff serves as part of the Direction and Control Group when an emergency is declared in Matagorda County.
- 2.5 Responsibilities of the Sheriff include, but are not limited to the following:
 - 2.5.1 Ensuring 24-hour coverage of the local warning point and the capability of the warning point to communicate with various County and City departments and State agencies during emergency response and recovery.
 - 2.5.2 Overseeing the call out of the Matagorda County Emergency Response Organization.
 - 2.5.3 Supervise the set-up of the Emergency Operations Center.
 - 2.5.4 Determining possible traffic and access control points and keeping the Sheriff's Office Dispatcher informed.
 - 2.5.5 Advising DPS, Pierce of types and quantities of Law Enforcement support that may be needed.
 - 2.5.6 Notifying Fire Chiefs in potentially affected areas of any support that may be needed.

MATAGORDA COUNTY SHERIFF

Procedure 24

- 2.5.7 Maintaining regular and emergency communications systems.
- 2.5.8 Determining if additional Communications personnel are required.
- 2.5.9 Securing additional land line communications.
- 2.5.10 Coordinating the use of volunteer communication systems (e.g., amateur, industry, etc.).
- 2.5.11 Overseeing the activation of the public warning system involving Integrated Public Alert and Warning System (IPAWS) and preparation of messaging, community auto-dialer, and route alerting, when requested to implement these systems by the Emergency Management Director or designee.
- 2.5.12 Coordinating evacuation planning and directing movement of people.
- 2.5.13 Directing Sheriff's Department personnel as needed in:
 - Maintaining law and order.
 - Protecting life and property.
 - Enforcing existing and emergency laws, ordinances, court orders, policies, price controls, and curfews.
 - Controlling access to affected emergency areas.
 - Avoiding hostile activity by utilizing alternate evacuation routes.
 - Facilitating in-bound response resources.
 - Assisting in rescue operations.
 - Establishing traffic and crowd control.
 - Performing weather watch service.
- 2.5.14 Assuring Sheriff's Office personnel are trained in radiological monitoring and are properly equipped.
- 2.5.15 Coordinating with other Law Enforcement agencies.
- 2.5.16 Maintaining procedures dealing with warning, communications, and Law Enforcement activities.
- 2.5.17 Ensuring Law Enforcement field teams (i.e., Sheriff Deputies, State Police, Local Police, etc.) are briefed on the responsibilities of the mission.

MATAGORDA COUNTY SHERIFF

Procedure 24

- 2.6 The **Local Warning Point** is the designated location where Matagorda County receives warning messages from local industries and the National Weather Service. The Matagorda County local warning point is the Sheriff's Office Dispatcher. This is the 24-hour notification point for declared emergencies at STPEGS.
- 2.7 **Recovery** refers to the process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase of a radiological emergency.
- 2.8 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

3.0 References

- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 3.3 Emergency Management Plan, Annex W, Procedure 13, Emergency Operations Center Concept of Operations and Activation.
- 3.4 Emergency Management Plan, Annex W, Procedure 14, Protective Action Guides.
- 3.5 Emergency Management Plan, Annex W, Procedure 20, Sheriff's Office Dispatcher.
- 3.6 Emergency Management Plan, Annex W, Procedure 21, Communications Officer.
- 3.7 Emergency Management Plan, Annex W, Procedure 22, Warning and Evacuation/Traffic and Access Control.
- 3.8 Emergency Management Plan, Annex W, Procedure 66, Integrated Public Alert and Warning System (IPAWS).

4.0 Equipment Required

- 4.1 None

5.0 Precautions and Limitations

- 5.1 The public must be notified in a timely manner of any decision by the Emergency Management Director to implement protective actions for the public.

MATAGORDA COUNTY SHERIFF

Procedure 24

6.0 Prerequisites

- 6.1 A declared emergency by the South Texas Project Electric Generating Station (STPEGS) Emergency Director has been received.

7.0 Procedure

- 7.1 When notified of an **Alert, Site Area Emergency or General Emergency** at the South Texas Project Electric Generating Station (STPEGS) by the Sheriff's Office Dispatcher, report to the EOC and implement Procedure 13, Emergency Operations Center Concept of Operations and Activation, to activate the EOC.
- 7.2 Upon completion of set up of the EOC, implement Attachment 1, Matagorda County Sheriff's Checklist. Use this checklist as a guide to assist in performing position responsibilities.

8.0 Attachments

- 8.1 Attachment 1, Matagorda County Sheriff's Checklist
- 8.2 Attachment 2, Sheriff Deputies' Briefing Sheet
- 8.3 Attachment 3, EOC Briefing Sheet
- 8.4 Attachment 4, Recovery Activities List
- 8.5 Attachment 5, Acronyms List

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

(Page 1 of 13)

_____	_____
Name	Date
ACTION	TIME/LOG

I. ALERT

NOTE

If this emergency is due to HOSTILE ACTION BASED event at STPEGS, immediately notify Bay City Police, Palacios Police, and Wharton County Sheriff to start mobilization. If needed, contact Bay City Fire Chief and Matagorda EMS to standby. Matagorda County has Memorandums of Understanding with local Volunteer Fire Departments and neighboring counties. In addition, resource requests through DPS, Pierce can be obtained by completing Form 213 via WebEOC. Refer to Procedure 75, Onsite Assistance Coordination, Attachment 1, Matagorda County Sheriff Checklist.

1. Report to the EOC Security Post, sign in and receive a badge. _____
2. Supervise the set up of the EOC by implementing Procedure 13, Emergency Operations Center Concept of Operations and Activation. _____
3. Request Sheriff's Office staff to discontinue use of EOC facsimile equipment for the duration of emergency condition. _____
4. Initiate Emergency Action Log.
 - a. Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.
 - b. Maintain the log until termination of the emergency.
5. If available, meet with the Emergency Management Director and/or the Emergency Management Coordinator to review the status of the emergency.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
6. Determine if additional communications personnel may be required as additional staffing. (Ham Radio operators, radio operators, etc.) Provide this information to the Emergency Management Coordinator, and then ensure Communications Officer arranges for the necessary resources.	LOG
7. Determine status of department staff available to support the emergency response	
8. Ensure sufficient Law Enforcement staff are placed on standby for the following emergency duties: <ul style="list-style-type: none">• Joint Information Center Security• Reception Center Security and Traffic Control• Traffic and Access Control Points• Emergency Operations Center Security• Department of State Health Services Staging Area Security• Route Alerting	
9. If the STPEGS plant conditions are degrading, direct the Dispatcher to contact mobile units to report to the Radiological Officer at the EOC, for issuance of Emergency Worker supplies.	
10. Consider Law Enforcement needs if South Texas Project Electric Generating Station (STPEGS) evacuation is ordered.	
<div><p style="text-align: center;"><u>NOTE</u></p><p>If road barriers are needed, request assistance from the Precinct Barns and/or City Warehouses.</p></div>	
11. Report any personnel or equipment shortages to the Emergency Management Director or Emergency Management Coordinator.	N/A
12. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

II. SITE AREA EMERGENCY

NOTE

If emergency is due to HOSTILE ACTION BASED event at STPEGS, immediately notify Bay City Police, Palacios Police, and Wharton County Sheriff to start mobilization. If needed, contact Bay City Fire Chief and Matagorda EMS to standby. Matagorda County has Memorandums of Understanding with local Volunteer Fire Departments and neighboring counties. In addition, resource requests through DPS, Pierce can be obtained by completing Form 213 via WebEOC. Refer to Procedure 75, Onsite Assistance Coordination, Attachment 1, Matagorda County Sheriff Checklist.

N/A

1. Complete activities in Section I, Alert, if not already completed.
2. Direct the Communications Officer to have mobile units report to the Radiological Officer at the EOC for issuance of Emergency Worker supplies.
3. Assign Sheriff Deputies (including reserves) or outside emergency service resources to the following emergency duties as needed:
 - Joint Information Center Security
 - Reception Center Security and Traffic Control
 - Traffic and Access Control Points
 - Emergency Operations Center Security
 - Route Alerting (if required)
 - DSHS Staging Area Security
4. Obtain a copy of the latest Offsite Agency Notification Message Form and review the wind direction. Review Annex W, Procedure 22, Warnings and Evacuation/Traffic and Access Control to determine possible traffic and access control points.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

- a. If the wind direction has not been provided on the Offsite Agency Notification Message Form, ask the Emergency Management Coordinator to obtain this piece of data from the STPEGS.

NOTE

During peak period at Matagorda Beach, consider establishing additional traffic control to expedite and facilitate traffic entering and exiting the area.

- b. Coordinate closing FM 521 Park, Riverside Park, Rio Colorado Golf Course and Matagorda Beach with the Bay City Police, Game Wardens, and Precinct Constables, etc.

NOTE

The STPEGS will utilize a site evacuation scheme (Plan A-D) based on the wind direction and the activated Reception Center. Refer to STPEGS, 0ERP01-ZV-IN05, Site Evacuation, located in the plant procedures or request assistance from the STPEGS Liaison.

LOG

5. Obtain information from the Emergency Management Director or Coordinator concerning any STPEGS site evacuations and establish Traffic and Access Control Points to support the evacuation.
6. Coordinate alerting the Exotic Isle community of the emergency situation at the STPEGS with Sheriff Deputies, Fish and Game, or the US Coast Guard.
 - a. Determine if the occupants will be able to leave the Isle on their own via barge, tram or personal craft.
 - b. Recommend they leave the Isle and assist them with departure, if needed.
 - c. Ensure occupants understand emergency workers may not be allowed into the area to assist, if the emergency escalates.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

- d. Ensure the Public Information group is provided an updated status for local dissemination.
- 7. Brief Law Enforcement field teams in conjunction with the Radiological Officer (refer to Attachment 2, Sheriff Deputies' Briefing Sheet and to the Evacuation Warning Kits).
 - a. During patrol or from Traffic Control Point location, request each field team, if possible, to note the status of the STP evacuation traffic and report the information to the Dispatcher.
 - b. Request the Dispatcher log this information and report it to you or the Communications officer.
 - c. Relay this information to the EOC staff during the hourly briefing.
- 8. When the need arises to initiate public warning, use Annex W, Procedure 66, Integrated Public Alert and Warning System, and:
 - a. When deemed necessary by the Emergency Management Director, direct the Dispatcher to prepare the appropriate Integrated Public Alert and Warning System (IPAWS) message for Emergency Director approval. _____
 - b. Direct the Communications Officer to initiate activation of the auto dialer. _____
- 9. Discuss with the Emergency Management Director and Emergency Management Coordinator the possible need to perform route alerting. If deemed necessary: _____
 - a. Determine areas and populations for route alerting.
 - b. Direct the Communications Officer to assign mobile units to perform route alerting for designated areas.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
10. Coordinate with the Radiological Officer the distribution of dosimetry to the chemical plants in the 10-mile EPZ of STPEGS. Dispatch mobile units to deliver the dosimetry, as appropriate.	_____
11. In the event of an evacuation and to assist disabled vehicles: a. Establish strategic locations along major routes with tow trucks carrying containers of gasoline and to clear route impediments. b. Encourage gas stations to remain open during an evacuation.	_____
12. If there are any shortages in equipment or manpower, arrange for augmented resources with DPS, Pierce, using Form 213.	_____
13. If the Fire Services Coordinator is unavailable, direct the Communications Officer to notify Fire Chiefs in potentially affected areas of the change in classification and the possible need to support an evacuation.	LOG
14. If traffic on the Intracoastal Waterway and Colorado River needs to be stopped, then: a. Dispatch the Sheriff's Office and/or Game Wardens boats to warn craft on the Waterway four miles on either side of the FM 2031 bridge at the town of Matagorda. b. Notify the DPS, Pierce, requesting Coast Guard assistance to restrict river and intracoastal waterway traffic using Form 213.	_____
15. If the emergency is of long duration, perform shift turnovers in accordance with Section IV, Shift Turnover, of this checklist.	N/A
16. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of the checklist.	N/A

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

III. GENERAL EMERGENCY

1. Complete activities in Section I, Alert and Section II, Site Area Emergency, if not already completed. N/A
2. Discuss with the Emergency Management Director or the Emergency Management Coordinator the need to initiate public warning. Use Procedure 66, Integrated Public Alert and Warning System and:
 - a. When deemed necessary by the Emergency Management Director, direct the Dispatcher to prepare the appropriate Integrated Public Alert and Warning System (IPAWS) message for Emergency Director approval. _____
 - b. Direct the Communications Officer to initiate activation of the auto dialer. _____
3. Confer with the Emergency Management Director and the Emergency Management Coordinator to determine which Protective Response Zones are to be Evacuated or Shelter in Place. _____
4. Review Annex W, Procedure 22, Warning and Evacuation/Traffic and Access Control, to determine locations of traffic and access control points. _____
 - a. Review the Traffic and Access Control Points with the Radiological Officer to ensure no personnel will be placed in highly contaminated or hazardous areas. _____

NOTE

If traffic and access control points had been previously established to support the STP evacuation, ensure the points meet the needs of the protective action. If not, move TACP personnel to the appropriate locations.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

- b. Direct the Communication Officer to assign mobile units or other Law Enforcement and support personnel to the traffic and access control points. _____
 - c. Direct the Status Board Keeper to indicate locations of control points on the Status Board or on WebEOC and log the locations on the Emergency Action Log. _____
 - d. Determine with the Bay City Police Chief if a supplemental TCACP should be established to facilitate the flow of evacuation traffic at the intersection of SH 35 and SH 60. If yes, during the evacuation prohibit traffic from turning west on SH 35.
 - e. Ensure traffic and access control personnel provide the Dispatcher periodic updates on the evacuation traffic including when the evacuation is complete.
5. Initiate route alerting to special populations or the general public as directed by the Emergency Management Director or Coordinator. _____
- a. Route alerting shall be performed in accordance with Procedure 22, Warning and Evacuation/Traffic and Access Control.
 - b. Direct the Communications Officer to assign mobile units to begin route alerting as needed to meet the requests of the Emergency Management Director.

NOTE

The Public Information material (Safety Takes Preparedness STP/Matagorda County pamphlet) includes two placards. The resident has been instructed to put the appropriate placard in the window or door when they have been notified or if they require assistance.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
6. At the completion of their assigned task or shift, direct route alerting and traffic and access control personnel to a Reception Center for decontamination should they be potentially contaminated.	_____
7. Contact DPS, Pierce to advise them of the activities underway relating to public warning and protective actions, and to ensure the State EOC has made provisions to stop air, waterway, and rail traffic, with exceptions, should the County be currently involved in search and rescue or similar activities.	LOG
8. If normal teletype (TLETS) or radio communications are not sufficient, establish other communications with DPS, Pierce.	LOG
9. Status and WebEOC Board Keepers informed of significant events.	_____
10. When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 3, EOC Briefing Sheet plus any additional information of value to the EOC staff.	N/A
11. Interface with the Radiological Officer to determine special access restrictions to the evacuated areas. Forward this information to the Dispatcher or Communications Officer for distribution to field personnel.	_____
12. Interface with the Sheriff's Office Dispatcher concerning the status of dispatched units to traffic and access control points, and inform the following: a. Emergency Management Coordinator b. Status and WebEOC Board Keepers c. Public Information Staff	_____

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
13. Advise Law Enforcement and support personnel to report back to the EOC for debriefing prior to shift turnover.	_____
14. Maintain the General Emergency classification activities until the emergency is terminated and recovery activities are implemented then refer to Section V, Recovery, and VI, Termination, of this checklist, as appropriate.	N/A

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

IV. SHIFT TURNOVER

1. Provide a briefing of events to the relief person and include the following:
 - a. Review of completed checklist Items
 - b. Review of log
 - c. Status board Information
 - d. Manpower status
 - e. Locations of traffic and access control points
 - f. Location of the activated Reception Center
 - g. Any action items
2. Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement.
3. Inform the Sheriff's Officer Dispatcher of your shift replacement.
4. Update Staffing Board.
5. Agree to your return time.
6. Document names, date, and time of turnover.

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION	TIME/LOG
V. RECOVERY	
1. Develop a list of activities and tasks which should be completed as part of recovery effort using Attachment 4, Recovery Activities List.	_____
2. Provide a copy of the Recovery Activities List to the Emergency Management Coordinator.	_____
3. Assist in the development of recovery plans.	LOG
4. Maintain logs until termination of the event.	N/A

MATAGORDA COUNTY SHERIFF'S CHECKLIST

Attachment 1

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ACTION

TIME/LOG

VI. TERMINATION

1. When informed by the Emergency Management Director that access and control requirements are no longer needed, confer with the Radiological Officer as to whether additional personnel monitoring of individuals from the field should be conducted at the Reception Center. _____
 - a. Direct the Dispatcher or Communications Officer to inform Law Enforcement and support personnel of any special monitoring requirements. _____
2. Discuss with the Emergency Management Director or the Emergency Management Coordinator the need to initiate public warning. Use Annex W, Procedure 66, Integrated Public Alert and Warning System and:
 - a. When deemed necessary by the Emergency Management Director, direct the Dispatcher to prepare the appropriate Integrated Public Alert and Warning System (IPAWS) message for Emergency Director approval. _____
3. Provide a list of supplies or forms needing replenishing to the EOC Administrative Assistant. _____
4. Collect and organize, in chronological order, all documents, checklists, forms, and logs, including any documentation generated by Law Enforcement and support personnel. _____
 - a. Sign checklists and logs.
5. Write a summary of actions taken during event, with input from the Dispatcher, Communications Officer, and Law Enforcement Field Teams.
6. Provide the summary to the Emergency Management Coordinator. _____
7. Turnover all documentation generated during the emergency to the EOC Administrative Assistant. _____

SHERIFF DEPUTIES' BRIEFING SHEET

Attachment 2

(Page 1 of 2)

I. Reception Center

1. Traffic Control
 - a. Direct vehicles and evacuees through the facility.
 - b. Ensure emergency vehicles (e.g., ambulances and wheelchair vans) enter the Reception Center using a separate entrance.
 - c. Coordinate traffic control and security with other Law Enforcement agencies or fire department volunteers.
2. Facility Security
 - a. Ensure internal and external facility operations are maintained.
 - b. Control access to contaminated parking areas and decontamination operations.
 - c. Ensure evacuees do not enter the Matagorda County Reception Center Registration Center without a designated green slip of paper.

II. Joint Information Center (JIC)

1. Ensure media representative(s) present proper identification prior to facility entry.
2. Maintain a physical presence in and around the facility.
3. Communicate any civil disturbances or emergency services requirements via everyday emergency response channels.
4. Control overall access to the facility during active operations.

SHERIFF DEPUTIES' BRIEFING SHEET

Attachment 2

(Page 2 of 2)

III. Traffic and Access Control Point (TACP) Point Operations

1. When the decision is made to implement protective measures for the 10-mile Emergency Planning Zone (EPZ), Sheriff Deputies will be dispatched to designated TCP/ACPs.
2. Upon direction from the Sheriff or designee, the deputy will set up the TACP to facilitate the flow of traffic out of the zone and eventually to control access into the restricted area.
3. Make radio contact with the County/EOC Sheriff's Dispatcher or Communications Officer if in doubt as to whether a vehicle should be permitted to pass and ask if access should be allowed. The following organizations may get authorization to pass:
 - STP Nuclear Operating Company
 - The U.S. Nuclear Regulatory Commission
 - Ambulance, fire, Law Enforcement, and rescue teams
 - Department of State Health Services
 - Texas Department of Public Safety
 - Other individuals with valid business in the evacuated zone may be permitted to enter on a case-by-case basis
 - All other individuals without a valid reason to enter the restricted zone will be denied access.

NOTE

Review with the Sheriff Deputies the Evacuation Warning Kits. The kits will be assigned to the Deputy prior to dispatch. The kits provide more detailed information on Sheriff Deputy responsibilities (e.g., TACP set-up, authorization pass, etc.)

Ensure the Sheriff Deputies report to the Mon/Decon Supervisor at the Reception Center (Environmental Health staff) for additional instruction.

EOC BRIEFING SHEET
Attachment 3
(Page 1 of 1)

1. Field Team/Location Field Team/Location Field Team/Location
- | | | |
|----------|----------|----------|
| A. _____ | E. _____ | I. _____ |
| B. _____ | F. _____ | J. _____ |
| C. _____ | G. _____ | K. _____ |
| D. _____ | H. _____ | L. _____ |
2. Traffic and Access Control Points
- | | | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ |
| CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ | CP _____ |
3. Protective Action Recommendations
- _____
- _____
4. Actions Initiated
- _____
- _____
- _____
5. Evacuation Initiated At _____
- From Areas _____
6. Status of local industry protective actions _____
- _____
7. River and Intracoastal Waterway traffic controls initiated _____
- _____
8. Persons who have opted not to evacuate and, if known, the location.
- | | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
9. Additional Information _____
- _____
- _____

Sheriff or Designee _____

Date _____ Time _____

MATAGORDA COUNTY SHERIFF
Procedure 24

RECOVERY ACTIVITIES LIST

Attachment 4
(Page 1 of 1) ST 3/23/22

(Name)		(EOC Position)	(Date)	
ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

MATAGORDA COUNTY SHERIFF
Procedure 24

ACRONYMS LIST

Attachment 5

(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
DHS	Department of Homeland Security
DLR	Dose of Legal Record
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
IPAWS	Integrated Public Alert and Warning System
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
NWS	National Weather Service
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
WEA	Wireless Emergency Alert

**MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES**

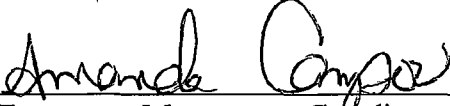
PUBLIC INFORMATION OFFICER

Procedure 60

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Effective Date: April 6, 2022

APPROVED:


Emergency Management Coordinator


Matagorda County Judge

PUBLIC INFORMATION OFFICER

Procedure 60

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed by the Public Information Officer or Writer in the Emergency Operations Center (EOC) or at the Joint Information Center (JIC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to the Public Information Officer (PIO) and Public Information Writer.

2.0 Discussion

- 2.1 The PIO shall serve as spokesperson for Matagorda County and the cities of Bay City and Palacios. The PIO shall coordinate information and media releases with the EOC and appropriate agencies prior to release.
- 2.2 In the event of a Hostile Action Based (HAB) event, a PIO Staff member will be assigned to the Incident Command Post (ICP).
- 2.3 Based on the situation, the PIO may initially function from the EOC or JIC. The PIO will relocate to the JIC as soon as possible after activation of the JIC. The Public Information Writer/Staff will then perform the duties of the PIO at the EOC.
- 2.4 Copies of media information shall be distributed within the EOC for information and Public Inquiry.
- 2.5 All written information releases to the public, developed by the County, shall be approved by the Emergency Management Director.
- 2.6 A copy of all EAS messages and written media communications shall be kept and turned in at the end of the event.
- 2.7 The PIO or designee shall monitor news broadcasts to correct rumors.
- 2.8 Responsibilities for the Public Information Officer include, but are not limited to, the following:
 - 2.8.1 Provide educational information to the public regarding the County's fixed nuclear facility preparedness program by:
 - 2.8.1.1 Sponsoring periodic public meetings at which residents may ask questions and provide suggestions.

PUBLIC INFORMATION OFFICER

Procedure 60

- 2.8.1.2 Publicizing tests of the public warning system.
- 2.8.1.3 Publicizing improvements or changes to the public warning system.
- 2.8.1.4 Publicizing drills and exercises of the Emergency Response Organization.
- 2.8.2 Verify emergency information prior to dissemination to the public.
- 2.8.3 Contact the information officers of the State and the utility to exchange and update the data regarding the situation, prior to scheduled press briefings.
- 2.8.4 Coordinate the release of public information with other agencies also issuing news advisories. These may include spokespersons for the Texas Division of Emergency Management (TDEM) and the Department of State Health Services (DSHS), Federal Emergency Management Agency (FEMA), Nuclear Regulatory Commission (NRC), STPEGS, and other participating agencies.
- 2.8.5 Notify the press of scheduled briefings and locations.
- 2.8.6 Keep the public informed of any recommended protective measures throughout the incident.
- 2.8.7 Publicize shelter and congregate care facility plans to the residents of the County.

3.0 Definitions

- 3.1 **An Integrated Public Alert and Warning System (IPAWS) EAS (Emergency Alert System) Message** gives direction to the public on actions that should be taken during an emergency. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the Integrated Public Alert and Warning System. The current EAS message should be broadcast at least every 15 minutes until a new message is received. EAS messages will be issued from the EOC.
- 3.2 **A News Advisory** gives further information regarding the situation or provides information that is not directly related to protective actions for the public. News Advisories will be issued from the EOC.

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4.0 References

- 4.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 4.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 4.3 Emergency Management Plan, Annex W, Procedure 23, Activation of the Public Warning System.
- 4.4 Emergency Management Plan, Annex W, Procedure 63, Emergency Alert System Messages.

5.0 Equipment Required

- 5.1 None.

6.0 Precautions and Limitations

- 6.1 The public must be notified in a timely manner (approximately 15 minutes) of the decision by the Emergency Management Director to implement protective actions for the public.

7.0 Prerequisites

- 7.1 An emergency has been declared by STPEGS and notification received from Matagorda County to mobilize.

8.0 Procedure

- 8.1 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, Public Information Officer Checklist. Use this checklist as a guide to assist in performing position responsibilities.

NOTE

When required by the checklist to make contact with outside agencies or individuals, refer to the Emergency Communications Directory.

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Procedure 60

9.0 Attachments

- 9.1 Attachment 1, Public Information Officer Checklist
- 9.2 Attachment 2, Public Information Writer Checklist
- 9.3 Attachment 3, Public Information Assistant Checklist
- 9.4 Attachment 4, EAS Message and News Advisory Content
- 9.5 Attachment 5, Briefing Sheet
- 9.6 Attachment 6, Message Log
- 9.7 Attachment 7, Recovery Activities List
- 9.8 Attachment 8, Address and Map Layout of the Joint Information Center
- 9.9 Attachment 9, Acronyms List

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

(Page 1 of 11)

_____	_____
Name	Date
ACTION	TIME/LOG

I. ALERT

NOTE

In the event of a Hostile Action Based (HAB) event, ensure a PIO Staff member is directed to the EOC for a briefing, provided an Emergency Kit, communications equipment, and assigned to the Incident Command Post (ICP). Refer to Procedure 75, Onsite Assistance Coordination, Attachment 8, Public Information Coordinator ICP Checklist.

1. Report to the EOC Security Post, sign in and receive a badge. Prior to departing for the Joint Information Center, receive a briefing from the Emergency Management Director/Coordinator or report to the JIC and check in with the JIC Director. Ensure additional public information staff has been contacted to report. _____
2. Initiate Emergency Action Log. LOG
 - a. Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.
 - b. Maintain the log until termination of the emergency.
3. Brief other Public Information Officers or staff _____
 - a. Review news advisories that have been issued from the EOC.
 - b. Determine if there are any limits on information that may be released. LOG
 - c. Do not leave if you are in the midst of, or close to issuing, an EAS message. Complete transmission of any EAS message in process.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

(Page 2 of 11)

ACTION

TIME/LOG

NOTE

News Advisories are issued at an Alert and normally EAS messages are not needed at this classification level; however, the Emergency Management Director may want to take precautionary actions for special cases, in which an EAS announcement may be prudent.

- d. Review Section IV, Shift Turnover, with oncoming public information personnel.
- 4. Assist the Public Information Writer/staff in preparing a news advisory concerning the STPEGS Alert declaration. _____
- 5. When notified of activation of the JIC, turnover EOC public information duties to the Public Information Writer and announce to the EOC staff the transfer of responsibilities and proceed to the JIC. _____
 - a. Once at the JIC, ensure any press releases or news advisories issued by Federal, State, and STPEGS personnel at the JIC are faxed to the EOC for informational purposes.
 - b. Once JIC staffing is complete, advise the Sheriff's Office dispatcher to refer all calls from the public and press to Public Inquiry at the JIC. Give the dispatcher these numbers as listed in the Emergency Communications Directory. _____
- 6. If the JIC is not activated, then implement provisions to interface with the press, including: LOG
 - a. Notify press of scheduled press briefings.
 - b. Develop material for use in press briefings or press conferences.

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION

TIME/LOG

- c. Conduct press briefings (approximately hourly) outside the EOC until the JIC is operational. Use Attachment 5, Briefing Sheet, as a guide.
- d. Provide copies of news advisories and EAS messages to the press.
- 7. Brief the media via teleconference, press conference/briefing and/or email. LOG
- 8. Monitor television and radio stations and correct any misinformation in the next EAS message or news advisory. _____
- 9. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist. N/A

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION

TIME/LOG

II. SITE AREA EMERGENCY

NOTE

In the event of a Hostile Action Based (HAB) event, ensure a PIO Staff member is directed to the EOC for a briefing, provided an Emergency Kit, communications equipment, and assigned to the Incident Command Post (ICP). Refer to Procedure 75, Onsite Assistance Coordination, Attachment 8, Public Information Coordinator ICP Checklist.

NOTE

DO NOT transmit an IPAWS EAS message until the Emergency Management Director signs, dates, and puts the time of approval.

- 1.0 If the JIC has not been activated, then:
 - 1.1. Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a Site Area Emergency Notification IPAWS EAS Message in accordance with Annex W, Procedure 66, Integrated Public Alert and Warning System and Procedure 63, Emergency Alert System Messages.
 - 1.1.1 If time permits, have key members of the EOC staff review the IPAWS EAS message for accuracy (e.g., correct information on whether a release is in progress, etc.).
 - 1.1.2 Obtain approval of IPAWS EAS message from Emergency Management Director.

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
---------------	-----------------

- | | | |
|-------|---|-------|
| 1.1.3 | Confirm the approved EAS message was emailed and received by Dispatch Office at dispatch@co.matagorda.tx.us and inform the Emergency Management Coordinator or Communications Officer when sent. | |
| 1.2 | Confirm the Site Area Emergency Notification IPAWS EAS Message was disseminated. | _____ |
| 1.3 | Obtain information on school closure or evacuation from the Transportation Officer. If needed, issue a school evacuation notification EAS message through the EAS message generator or in accordance with Annex W, Procedure 63, Emergency Alert System Messages and News Advisories. | _____ |
| 1.4 | Complete activities in Section I, Alert, if not already completed. | N/A |
| 1.5 | Establish contact with the public information personnel at the following locations and provide a briefing of any news advisories and EAS messages issued. | _____ |
| 1.5.1 | STPEGS | |
| 1.5.2 | DSHS | |
| 1.5.3 | TDEM-Austin | |
| 1.5.4 | FEMA | |

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
1.6 As plant conditions or protective actions change, continue to prepare and disseminate EAS messages.	LOG
1.7 Continue to collect information and prepare news advisories related to emergency response activities.	N/A
1.8 Continue to hold regular press briefings.	LOG
2.0 If the JIC has been activated, then:	
2.1 Collect information regarding County response activities and recommended public protective actions.	_____
2.2 If requested, prepare press releases related to the County emergency response activities.	LOG
2.2.1 Fax draft County press releases to the EOC.	
2.2.2 Obtain the Emergency Management Director's approval to release information.	
2.2.3 Ensure County press releases are consistent with federal, state, and STPEGS information.	
2.2.4 Ensure distribution of the approved press releases to the other spokespersons and news media at the JIC.	
2.3 Develop material for use in press conferences/briefings.	LOG
2.4 Represent the County during joint press briefings at the JIC.	LOG
2.5 Ensure press releases prepared by STPEGS, state, and federal PIO's at the JIC are faxed to the EOC.	_____

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
3.0 Establish contact with the public information personnel at the following locations and provide a briefing of any news advisories and EAS messages issued.	
3.1 STPEGS	
3.2 DSHS	
3.3 TDEM-Austin	
3.4 FEMA	
4.0 Arrange for tours and other interviews.	LOG
5.0 Maintain current information summaries.	LOG
6.0 Manage media and public inquiries	NA
7.0 Monitor media accuracy through the Public Inquiry/Media Monitoring staff	NA
8.0 If the event is of long duration, perform shift turnovers in accordance with Section IV, Shift Turnover, of this checklist.	N/A
9.0 Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
--------	----------

III. GENERAL EMERGENCY

- | | | |
|-----|---|-----|
| 1.0 | Complete activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed. | N/A |
| 2.0 | As requested, draft updated press releases at the JIC for approval by the Emergency Management Director for dissemination to the news media and the public. | LOG |

CAUTION

Ensure EAS messages are IMMEDIATELY followed with a Supplemental Message, if necessary.

- | | | |
|-----|--|-------|
| 3.0 | Continue to ensure all press releases issued by the JIC are faxed to the appropriate agencies/organizations. | N/A |
| 4.0 | Continue to participate in joint press briefings at the JIC. | LOG |
| 5.0 | Interface with Public Inquiry at the JIC to ensure inquiries from the general public are being handled quickly and accurately. | _____ |
| 6.0 | Establish contact with the public information personnel at the following locations and provide a briefing of any news advisories and EAS messages issued. <ul style="list-style-type: none">• STPEGS• DSHS• TDEM-Austin• FEMA | |
| 7.0 | Monitor media accuracy through the Public Inquiry/Media Monitoring staff. | NA |
| 8.0 | Maintain the General Emergency classification activities until the event has ended, then proceed with Section V, Recovery, or Section VI, Termination, of this checklist, as appropriate. | N/A |

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

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ACTION	TIME/LOG
IV. SHIFT TURNOVER	
1.0 Provide a briefing of events to the relief person and include the following:	_____
1.1 Review completed checklist	
1.2 Review log	
1.3 Review previous EAS messages, news advisories, and press releases	
2.0 Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement.	_____
3.0 Inform the other public information staff, with whom contact has been made, of the change in shift and introduce your replacement.	N/A
4.0 Ensure EOC Staffing Board is updated.	_____
5.0 Agree to your return time.	_____
6.0 Sign your name, date, and time in the PIO log and turnover to your shift replacement for continuation of the PIO log and PIO activities.	LOG

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

(Page 10 of 11)

ACTION	TIME/LOG
V. RECOVERY	
1.0 With the assistance of the public information staff, develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 7, Recovery Activities List.	_____
2.0 Provide a copy of the Recovery Activities List to the Emergency Management Coordinator and the JIC Director.	_____
3.0 Assist in the development of recovery plans.	N/A
4.0 Maintain your log until termination of the event.	_____

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION OFFICER CHECKLIST

Attachment 1

(Page 11 of 11)

ACTION	TIME/LOG
VI. TERMINATION	
1.0 Provide a list of supplies or material needing replenishing to the JIC Administrative Manager.	_____
2.0 Collect and organize in chronological order all documents, checklist, and logs.	_____
2.1 Sign checklists and logs.	
3.0 Ensure all required forms, reports, and documents are complete prior to demobilization.	
4.0 Have debriefing with the Emergency Management Director and the Emergency Management Coordinator prior to demobilization.	
5.0 Submit all documents (e.g., EAS messages, news advisories, materials prepared for the press, logs, etc.) generated during the emergency to the EOC Administrative Assistant.	_____

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 1 of 10)

Name		Date
ACTION		TIME/LOG
I. ALERT		
1.0	Report to the EOC and sign in with security and receive a badge.	_____
2.0	Initiate Emergency Action Log.	LOG
2.1	Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.	
2.2	Maintain the log until termination of the emergency.	
3.0	Participate in EOC Staff briefings using Attachment 5, Briefing Sheet, when required.	N/A
4.0	Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A
5.0	Setup filing system for EAS messages and news advisories.	_____

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 2 of 10)

Name Date

ACTION

TIME/LOG

- 6.0 Coordinate with the Emergency Management Director or the Emergency Management Coordinator to prepare a news advisory concerning the STPEGS Alert declaration. (Refer to example in Procedure 63, Emergency Alert System Messages and News Advisories.)
- 6.1 Obtain approval of news advisory from Emergency Management Director.
- 7.2 Email the news advisory to the National Weather Service immediately and ensure you tell the Emergency Management Coordinator when complete.
- 7.3 Contact NWS to brief them on the news advisory as it is being emailed.

NOTE

Fax using blast fax or refer to the Emergency Communications Directory for a prioritized listing of locations requiring copies of all EAS messages and news advisories.

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 3 of 10)

Name		Date
ACTION		TIME/LOG
8.0	Brief other Public Information Officers or staff	_____
8.1	Review news advisories that have been issued from the EOC.	_____
8.2	Review Section IV, Shift Turnover, with oncoming public information personnel.	_____
9.0	Collect information and prepare news advisories related to emergency response activities. Obtain Emergency Management Director approval for all news advisories. Review Attachment 4, EAS Message and News Advisory Content, and Procedure 63, Emergency Alert System Messages and News Advisories, and use as a guide.	LOG
10.0	Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 4 of 10)

ACTION	TIME/LOG
II. SITE AREA EMERGENCY	
1.0 If the JIC has not been activated, then:	_____
1.1 Complete the activities in Section I, Alert, if not already completed.	LOG
1.2 Continue to assist the public information staff in preparing news advisories and EAS messages.	
2.0 If the JIC has been activated, then:	LOG
2.1 Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a Site Area Emergency Notification EAS message through the EAS message generator or in accordance with Annex W, Procedure 63, Emergency Alert System Messages and News Advisories.	
2.1.1 If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether a release is in progress, etc.).	
2.1.2 Obtain approval of EAS message from Emergency Management Director.	
2.1.3 Email approved EAS message to the Dispatch Office <u>immediately</u> and confirm receipt with Communications Officer.	

PUBLIC INFORMATION OFFICER

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PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 5 of 10)

ACTION	TIME/LOG
2.1.4 Obtain information on school closure or evacuation from the Transportation Officer. If needed, issue a school evacuation notification EAS message through the EAS message generator or in accordance with Annex W, Procedure 63, Emergency Alert System Messages and News Advisories News Advisories, or the EAS message generator.	
2.1.5 Complete activities in Section I, Alert, if not already completed.	
2.1.6 As plant conditions or protective actions change, continue to prepare and disseminate EAS messages.	
2.1.8 Collect information related to County emergency response activities and forward to the Public Information Officer at the JIC.	
3.0 Participate in EOC Staff briefings using Attachment 5, Briefing Sheet, when requested.	
4.0 If the event is of long duration, perform shift turnovers in accordance with Section IV, Shift Turnover, of this checklist.	N/A
5.0 Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 6 of 10)

ACTION	TIME/LOG
III. GENERAL EMERGENCY	
1.0 Coordinate with the Emergency Management Director or the Emergency Management Coordinator to issue a General Emergency Notification EAS message in accordance with Annex W, Procedure 63, Emergency Alert System Messages and News Advisories, or the EAS message generator.	LOG
<div><p style="text-align: center;"><u>CAUTION</u></p><p style="text-align: center;">Ensure EAS messages are IMMEDIATELY followed with a Supplemental Message, if necessary.</p></div>	
1.1 If time permits, have key members of the EOC staff review the EAS message for accuracy (e.g., correct information on whether a release is progress, etc.).	
1.2 Obtain approval of EAS message from Emergency Management Director.	
1.3 Email approved EAS message to the Dispatch Office <u>immediately</u> and confirm receipt with Communications Officer.	
1.4 Ensure press releases are faxed to other appropriate agencies/organizations using blast fax.	
2.0 Complete activities in Section I, Alert, and Section II, Site Area Emergency, if not already completed.	<hr/>
3.0 As plant conditions or protective actions change, continue to prepare and disseminate EAS messages.	LOG

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 7 of 10)

ACTION

TIME/LOG

NOTE

EAS messages with supplementary information may be appropriate when complex protective actions are being implemented. Refer to Annex W, Procedure 63, Emergency Alert System Messages and News Advisories.

- | | | |
|-----|---|-----|
| 4.0 | Continue to collect information related to County emergency response activities and forward to the Public Information Officer at the JIC. | N/A |
| 5.0 | Participate in EOC staff briefings using Attachment 5, Briefing Sheet, when required. | LOG |
| 6.0 | Maintain the General Emergency classification activities until the event has ended, then proceed with Section V, Recovery, or Section VI, Termination, of this checklist, as appropriate. | N/A |

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Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

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ACTION	TIME/LOG
IV. SHIFT TURNOVER	
1.0 Provide a briefing of events to the relief person and include the following:	_____
1.1 Review completed checklist	
1.2 Review log	
1.3 Review previous EAS messages and News Advisories	
2.0 Inform the Emergency Management Coordinator of the transfer of responsibilities to the oncoming shift replacement.	_____
3.0 Inform the other Public Information Officers with whom contact has been made of the change in shift and introduce your replacement.	N/A
4.0 Agree to your return time.	_____
5.0 Document names, date, and time of turnover.	LOG

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 9 of 10)

<u>ACTION</u>	<u>TIME/LOG</u>
V. RECOVERY	
1.0 Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 7, Recovery Activities List.	_____
2.0 Provide a copy of the Recovery Activities List to the Emergency Management Coordinator.	_____
3.0 Assist in the development of recovery plans.	N/A
4.0 Maintain your log until termination of the event.	_____

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION WRITER CHECKLIST

Attachment 2

(Page 10 of 10)

ACTION

TIME/LOG

VI. TERMINATION

- | | | |
|-----|--|-------|
| 1.0 | Contact the following agencies and inform them that the STPEGS emergency has been terminated and the JIC and County EOC are being deactivated. | _____ |
| 1.1 | National Weather Service | _____ |
| 1.2 | Local EAS Station | _____ |
| 1.3 | Local Cable TV (Emergency Communications Directory) | _____ |
| 2.0 | Provide a list of supplies or forms needing replenishing to the Emergency Management Coordinator. | _____ |
| 3.0 | Ensure all required forms, reports, and documents are complete prior to demobilization. | _____ |
| 4.0 | Collect and organize in chronological order all documents, checklists, and logs. | _____ |
| 5.0 | Submit all documents generated during the emergency to the EOC Administrative Assistant. | _____ |

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 1 of 4)

ACTION	TIME/LOG
I. INITIAL ACTIVITIES	
1.0 Report to the EOC and sign in on the staffing board.	_____
2.0 Initiate an Emergency Action Log.	LOG
2.1 Track telephone calls, key information obtained, actions taken, and any other information needed to document response actions taken.	
2.2 Maintain the log until termination of the emergency.	
II. ONGOING ACTIVITIES	
1.0 Continually communicate with JIC public information staff to:	
1.1 Provide immediate updates to EAS or public information.	LOG
1.2 Provide information regarding activities of various groups at the EOC.	LOG
1.3 Gather information from public information staff at JIC regarding:	
1.3.1 Rumors	
1.3.2 Concerns from media/public that need to be addressed in news advisories or EAS messages.	
2.0 If the event is of long duration, perform shift turnovers in accordance with Section III, Shift Turnover, of this checklist.	N/A
3.0 Prepare Attachment 5, Briefing Sheet, and provide periodic briefings to the EOC staff, if the spokesperson is not available.	N/A
4.0 Maintain Attachment 6, Message Log, throughout the event.	N/A
5.0 Maintain the activities until the emergency escalates or terminates, then proceed with the appropriate section of this checklist.	N/A

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 2 of 4)

<u>ACTION</u>	<u>TIME/LOG</u>
---------------	-----------------

III. SHIFT TURNOVER

1.0	Provide a briefing of events to the relief person and include the following:	_____
-----	--	-------

1.1	Review completed checklist	
-----	----------------------------	--

1.2	Review log	
-----	------------	--

1.3	Review previous EAS messages, news advisories, and press releases	
-----	---	--

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 3 of 4)

ACTION	TIME/LOG
---------------	-----------------

IV. RECOVERY

- | | | |
|-----|---|-------|
| 1.0 | Assist with development of the public information staff Recovery Activity List. | _____ |
| 2.0 | Maintain your log until termination of the event. | _____ |

PUBLIC INFORMATION OFFICER

Procedure 60

PUBLIC INFORMATION ASSISTANT CHECKLIST

Attachment 3

(Page 4 of 4)

ACTION	TIME/LOG
V. TERMINATION	
1.0 Provide a list of supplies or material needing replenishing to the Public Information Writer.	_____
2.0 Collect and organize in chronological order all documents, checklists, and logs.	_____
2.1 Ensure sign checklists and logs.	
3.0 Submit all documents generated during the emergency to the Public Information Writer.	_____

PUBLIC INFORMATION OFFICER

Procedure 60

EAS MESSAGE AND NEWS ADVISORY CONTENT

Attachment 4

(Page 1 of 1)

The following types of information should be reviewed for possible inclusion in news advisories and EAS messages.

- a. Description of current emergency conditions at the nuclear power plant with reference to both the potential for or actual release of radioactivity and the current Emergency Classification Level (ECL)
- b. How to maximize protection when sheltering.
- c. Instructions for transients without shelter.
- d. What to leave behind and what to take along when evacuating.
- e. Evacuation routes.
- f. Location of Reception Centers where evacuees register and are monitored for contamination.
- g. Location of congregate care centers.
- h. Information and instructions for parents of students regarding protective actions for students.
- i. Information for transportation-dependent individuals.
- j. Information for Functional Needs populations.
- k. Information and instructions on protective actions for ingestion.
- l. Relocation, re-entry, or return.
- m. Public Inquiry telephone numbers.
- n. Information to address false or misleading rumors.
- o. Use information provided in the Matagorda County/STP Emergency Information pamphlet

PUBLIC INFORMATION OFFICER

Procedure 60

BRIEFING SHEET

Attachment 5

(Page 1 of 1)

1. Press operations established:

JIC activated: Y / N
Public Inquiry: Y / N

2. Summarize EAS messages and news advisories issued since last briefing:

Time: _____ Type: EAS ☐ News Advisory ☐ _____

Key information: _____

Time: _____ Type: EAS ☐ News Advisory ☐ _____

Key information: _____

Time: _____ Type: EAS ☐ News Advisory ☐ _____

Key information: _____

Time: _____ Type: EAS ☐ News Advisory ☐ _____

Key information: _____

3. Rumors:

4. Information needed at the JIC:

Date _____

Time _____

PUBLIC INFORMATION OFFICER
Procedure 60

MESSAGE LOG
Attachment 6
(Page 1 of 1)

MESSAGE #	TIME ISSUED	NA/EAS	SUMMARY OF MESSAGE

PUBLIC INFORMATION OFFICER
Procedure 60

RECOVERY ACTIVITIES LIST
Attachment 7
(Page 1 of 1)

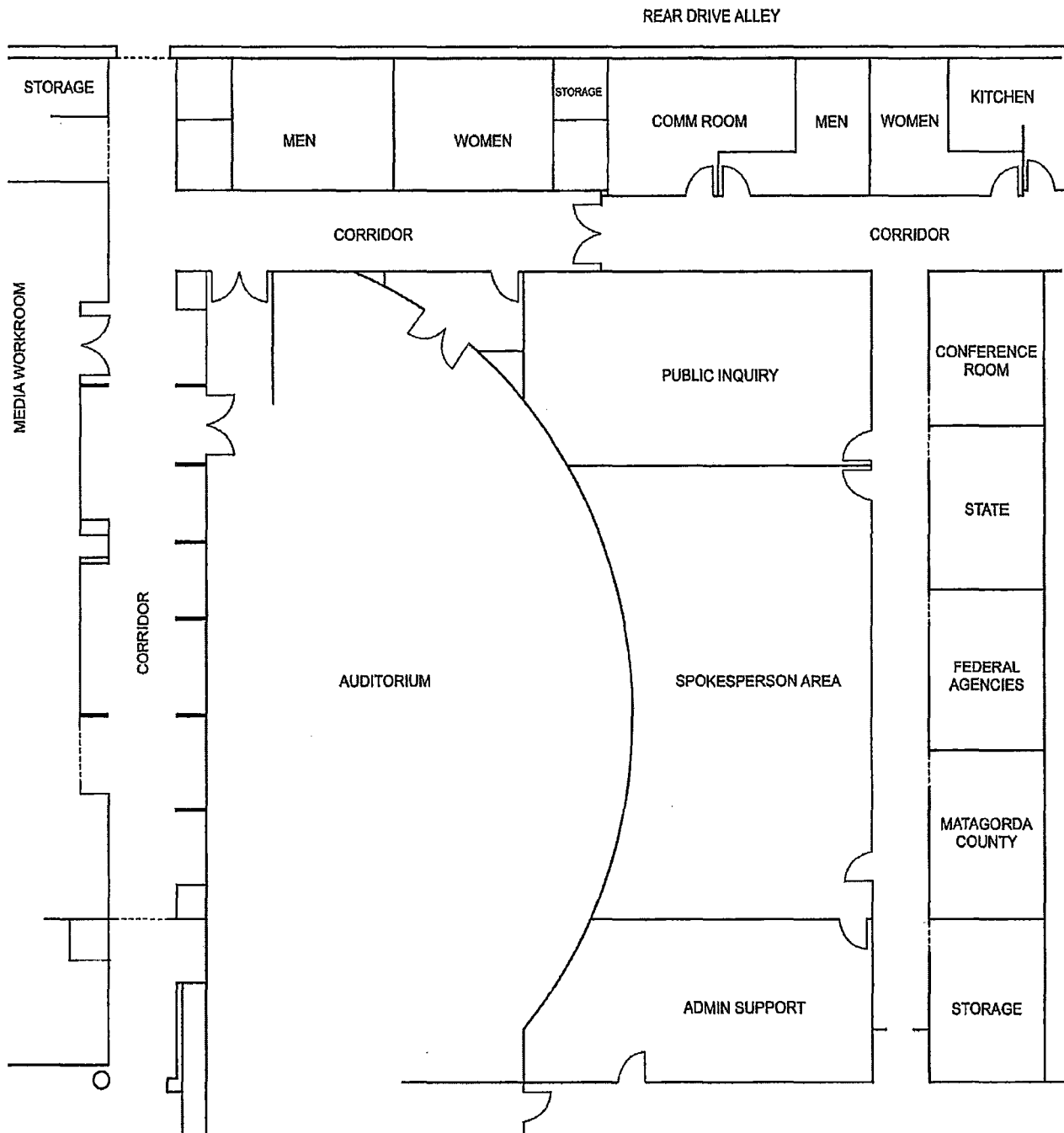
(Name)		(EOC Position)	(Date)	
ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

**PUBLIC INFORMATION OFFICER
Procedure 60**

Address and Map Layout of the Joint Information Center – 4000 Ave F, Bay City, TX 77414

Attachment 8

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ACRONYMS LIST

Attachment 9

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<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
DHS	Department of Homeland Security
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NOAA	National Oceanic and Atmospheric Administration
NWR	NOAA Weather Radio
NWS	National Weather Service
NRC	Nuclear Regulatory Commission
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter


MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES
INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
Procedure 66

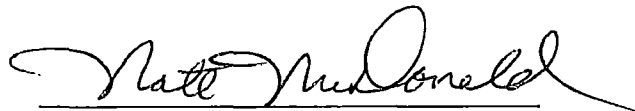
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Effective Date: April 6, 2022

APPROVED:


Emergency Management
Coordinator


County Judge

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

Procedure 66

1.0 Purpose

- 1.1 This procedure provides direction and guidance for the use of the Integrated Public Alert and Warning System (IPAWS) by the Matagorda County Emergency Management Director and the Sheriff's Department Dispatchers during a declared emergency within Matagorda County, including the South Texas Project Electric Generating Station (STPEGS), on issuing timely, relevant, and actionable alerts and warnings to the public via an internet-based system.
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Warning, specific to the Integrated Public Alert and Warning System (IPAWS), and Annex W, Tab 1, Alerting and Notification.

2.0 General System Information

- 2.1 Live COG ID: 201594
- 2.2 Lab Test/Demo COG ID: 301594
- 2.3 COG Name: TX Matagorda County
- 2.4 The Matagorda County Office of Emergency Management (MCOEM) and FEMA IPAWS Division have a Memorandum of Agreement (MOA) which established Matagorda County as a Collaborative Operating Group (COG). This is kept at the MCOEM. The MOA permits the County to use the following IPAWS Disseminations System in areas within the County. For IPAWS Alerts, the County will only select geographic areas within the county boundaries via the following channels:
 - a) Wireless Emergency Alert (IPAWS-WEA)
 - b) Emergency Alert System (IPAWS-EAS)
 - c) Internet Services (IPAWS-NET)
- 2.5 IPAWS (Integrated Public Alert Warning System), using IPAWS-WEA, IPAWS-EAS, and IPAWS-NET, is the primary subsystem of the Matagorda County Prompt Notification System (PNS). IPAWS uses a web-based aggregator to activate IPAWS subsystems simultaneously.
- 2.6 One or more staff members are available at all times to activate the system. The IPAWS platform requires internet and a computer or mobile phone. The Matagorda County internet provider is AT&T with 1st Net as the backup.
- 2.7 Activation of the system typically takes less than 5 minutes. Once a message is entered into IPAWS, it is sent out and received locally almost instantaneously.
- 2.8 Should the primary system fail, the secondary subsystems will be used as a backup means of notification to the public. Backup subsystems include route alerting, the autodial system, National Weather Service All Hazard Radios, and the Emergency Alert System (EAS) subsystems.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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3.0 Discussion: Acronyms and Terminology

- 3.1 An **Alerting Authority** is a jurisdiction with the designated authority to alert and warn the public when there is an impending natural or human-made disaster, threat, or dangerous or missing person. Roles and responsibilities of an Alerting Authority differ among agencies.
- 3.2 An **Alert Origination Tool** is a software programs designed to allow alerting authorities to create alert and warning messages in a consistent format for routing to multiple alerting systems.
- 3.3 An **Alert Originator** is an individual person at the keyboard/screen composing and issuing the alert (i.e., dispatch). The Alert Originator utilizes IPAWS in accordance with the Alerting Authority's plans, policies, and procedures to create and send out emergency messages via the alert origination tool.
- 3.4 **COG (Collaborative Operating Group)** designates an organization that is responsible for emergency alerting. A COG is established with IPAWS when a Federal, State, local, or tribal alerting authority executes a MOA with FEMA IPAWS Division in order to use IPAWS.
- 3.5 The **CMAS (Commercial Mobile Alert System)** is the system interface to the Wireless Emergency Alerts (WEA) service that wireless carriers rolled out across the nation in 2012. CMAS allows alerting authorities to use IPAWS-OPEN to send geographically targeted WEAs to the public.
- 3.6 **CAP (Common Alerting Protocol)** is an XML-based data format standard for exchanging public warnings between alerting technologies. CAP allows a warning message to be sent simultaneously over many warning systems to many different outlets (such as radio, television, cell phones, Internet).
- 3.6 **EAS (Emergency Alert System)** is a national public warning system commonly used by state and local authorities to deliver important emergency information. EAS participants—radio and television broadcasters, cable systems, satellite radio and television providers, and wireline video providers—deliver state and local alerts on a voluntary basis but are required to deliver Presidential alerts. FEMA and the FCC work collaboratively to maintain the Emergency Alert System and Wireless Emergency Alerts, which are the two main components of the national public warning system. An EAS message gives detailed direction (up to 1800 characters) to the public on actions that should be taken during an emergency. Selecting “EAS” and sending a message to IPAWS-OPEN posts the message to the EAS CAP Feed, from which EAS participants retrieve the message.
- 3.7 **10-mile EPZ (Emergency Planning Zone)** includes residents and transients within the 10-mile radius of STPEGS, which is within the boundary of Matagorda County, Texas.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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- 3.8 **Evacuation** is the urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat, or a hazard to lives or property. Examples range from the small-scale evacuation of a building due to a storm or fire to the large-scale evacuation of a city because of a flood, bombardment or approaching weather system, especially a Tropical Cyclone. In situations involving hazardous materials or possible contamination, evacuees may be decontaminated prior to being transported out of the contaminated area.
- 3.9 **IPAWS (The Integrated Public Alert and Warning System)** is the nation's alert and warning infrastructure and saves time by allowing consistent alert messages to be disseminated simultaneously over multiple communications pathways. IPAWS provides Federal, State, local, territorial, and tribal government officials with an input service to alert and warn the public about emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEAs), and the National Oceanic and Atmospheric Administration (NOAA) Weather Radio from a single interface.
- 3.10 **IPAWS-OPEN (IPAWS Open Platform for Emergency Networks)** provides an alert and warning aggregation and dissemination capability across multiple and targeted pathways. IPAWS-OPEN includes a set of securely hosted web services that enable the routing of alerts and warning from Emergency Operations Centers (EOCs) throughout the nation to the public. IPAWS-OPEN authenticates, aggregates, targets, and distributes messages to the public via radio, television, NOAA, internet-based systems, cellular telephone, and other dissemination services.
- 3.11 **Monitor and Prepare** is a type of precautionary action intended to advise the public within the EPZ that an emergency at the nuclear power plant exists and that it should monitor the situation and prepare for the possibility of Evacuation, Shelter in Place, or other protective actions. Further, if an evacuation is underway, officials should ask individuals who are not involved in the evacuation to remain off the roadways to allow those who are instructed to evacuate to do so.
- 3.12 **NET (IPAWS-NET, Internet Services)** IPAWS-NET, using the IPAWS All-Hazards Information Feed, distributes alerts to applications, websites, mailing lists, social media, digital signage, private networks, audio systems and other devices and technologies. Every public alert sent to IPAWS is also posted to the IPAWS All-Hazards Information Feed. Approved 3rd party internet web services and applications can monitor and retrieve alerts for the public posted in CAP format from the IPAWS All-Hazards Information Feed.
- 3.13 **NOAA (National Oceanic and Atmospheric Administration) Weather Radio**, or NOAA Weather Radio (NWR), is a nationwide network of radio stations broadcasting continuous weather information direct from the local National Weather Service (NWS) office. NWR broadcasts National Weather Service warnings, watches, forecasts, and other hazard and local information 24 hours a day. The information broadcast on the NWR is tailored to the area. Working with the Federal Communication Commission's (FCC) Emergency Alert System, NWR is an "all hazards" radio network, making it a source for comprehensive weather and emergency information. NWR "all hazards" broadcasts include warning and post-event information for such environmental hazards as chemical releases or oil spills.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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- 3.14 **NWEM (Non-Weather Emergency Message/HazCollect)** refers to the NWS's All-Hazards Emergency Message Collection System also known as HazCollect, a comprehensive national solution for the centralized collection and efficient distribution of Non-Weather Emergency Messages (NWEMs). NWEMs created by an alerting authority are posted to the CAP Feed. A NWEM is a specialized form of a CAP alert sent to the NWEM service via FEMA's IPAWS-OPEN interoperability infrastructure. EAS participants broadcast the NWEM over radio and television, in accordance with locally defined policies.
- 3.15 **PNS (The Prompt Notification System)** of STPEGS includes utilizing IPAWS in the Primary Alert and Notification System for residents and transients within the 10-mile EPZ. Secondary or "Backup" systems which already included the Autodial telephone subsystem and Route Alerting have been updated to include use of the EAS subsystem and the National Weather Service All-Hazards-Radios subsystem. Although the EAS system is a Primary Alert using IPAWS, the EAS subsystem can be manually activated should IPAWS fail. Matagorda County's Prompt Notification System uses IPAWS-WEA for cellular phone and device notifications, IPAWS-EAS to disseminate EAS messages to the public via media outlets, and IPAWS-NET for dissemination to internet-based services such as social media via the IPAWS All-Hazards Information Feed.
- 3.16 **Shelter in Place** is the act of seeking safety within the building one already occupies, rather than evacuating the area or seeking a community emergency shelter. Individuals are asked to stay indoors, either inside their home or in a nearby building and to not leave unless told to evacuate by Matagorda County Emergency Management Officials.
- 3.17 **WEA (Wireless Emergency Alert)** messages appear on most mobile devices when sent through IPAWS and look like text messages but are designed to get the user's attention with a unique sound and vibration. Short WEAs (for older devices) are up to 90 characters, and long WEAs are up to 360 characters, and include the type and time of the alert, any action the public should take, and the agency issuing the alert. WEAs are not affected by network congestion and will not disrupt texts, calls or data sessions that are in progress. WEAs "pop up" on all mobile devices within a geographically targeted area, and are not based on user subscription, though the public should be advised to enable alerts (a phone's default setting). Much older phones may not be WEA capable. WEA message types may include "Test," "Imminent Threat," and "Public Safety" (see 11.1.3).

4.0 References

- 4.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.
- 4.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.
- 4.3 Prompt Notification System Design Report, South Texas Project Electric Generating Station, Rev 4.
- 4.4 FEMA-REP-14, Radiological Emergency Preparedness Exercise Manual.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
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5.0 Materials Required

- 5.1 Any computer with internet access and a web browser.
- 5.2 As a back-up, any cell phone with internet access and a web browser.
- 5.3 Procedure 66, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS).
- 5.4 EAS Message generated by the EAS Message Generator.
- 5.5 The alerting software User Guide binder.

6.0 Precautions and Limitations

- 6.1 The public must be notified within a timely manner, without undue delay, by an EAS message of any decision by the Emergency Management Director to implement protective actions for the public. In addition, an IPAWS message will be disseminated to the public in timely manner, without undue delay.

7.0 Prerequisites

- 7.1 All IPAWS-generated message dissemination shall be directed from and approved by the Emergency Management Director or designee prior to issuance.

8.0 The Internet Service Provider (ISP)

- 8.1 The ISP is AT&T with an availability/reliability rate of 99.9%.

9.0 The Alert Origination Tool and Software Provider

- 9.1 Alert origination tools are software products used by alerting authorities to create and send messages through IPAWS.
- 9.2 Alert Origination Software Providers (AOSPs) furnish the software interface that alerting authorities use to generate CAP messages. The software then delivers those messages to IPAWS-OPEN. AOSPs must demonstrate IPAWS capabilities and execute a MOA with FEMA IPAWS Division, who then provides a list of approved providers to alerting authorities.
- 9.3 The AOSP selected for use by Matagorda County is Asher Group, and the alert origination tool (i.e., alerting software) is Hyper-Reach. This interface is accessed online by logging into Hyper-Reach's secure web portal from any computer with internet access and a web browser or, as a backup, any cell phone with internet access and a web browser.
- 9.4 IPAWS viewing and alerting capabilities are accessed through Hyper-Reach's web-based interface. A separate "Alerting Software User Guide" binder located in the EOC contains detailed information referenced in this procedure.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
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10.0 Testing

- 10.1 Testing can be done either in a lab environment known as the IPAWS Lab by sending a test message that only goes to the IPAWS Lab (no messages are sent to mobile devices), or it can be done in a live environment by sending a live end-to-end test message to live mobile devices in a geo-targeted area.
- 10.2 To send a test in the IPAWS Lab, use only the specific checklist (Attachment 3, IPAWS USER CHECKLIST – IPAWS LAB TEST (MONTHLY PROFICIENCY DEMONSTRATION)) in the attachments. No message form is necessary. Follow the steps in the checklist to complete the test.
- 10.3 To send a live end-to-end test, MCOEM officials will fill out the specific form (LIVE IPAWS MESSAGE FORM, Attachment 4) using the test options on the form and send to dispatch to enter by following the steps in the specific checklist (IPAWS USER CHECKLIST – SENDING LIVE IPAWS ALERTS, Attachment 1) in the attachments. MCOEM will use test participants to validate the test. Test participants will opt-in devices performing the live end-to-end test, be sent to a location within the geo-targeted area, fill out Attachment 5 (IPAWS LIVE END-TO-END TEST OBSERVER FORM), and return with the form to report results of the test. Validation is gained by ensuring at least one cellular phone has received a test message.
- 10.4 IPAWS Lab Explanation and Requirements
 - 10.4.1 The IPAWS Lab is an offline version of IPAWS. It is a secure and closed practice/training environment capable of demonstrating alert dissemination to all IPAWS pathways such as the Emergency Alert System, WEAs, Non-Weather Emergency Messages, IPAWS All-Hazards Information Feed (IPAWS-NET), and COG-to-COG messaging. The IPAWS Lab enables public safety officials to gain confidence using IPAWS in this practice and training environment without disseminating messages to the public.
 - 10.4.2 The lab is a valuable resource to Alerting Authorities because it mimics live environment capabilities but is a closed/safe network to train, test, and exercise. Additional purposes of the IPAWS Lab include functional assessments, alert dissemination validation, training, procedural and process evaluation, and establishing functional requirements. The physical lab is located at the Naval Surface Warfare Center in Indian Head, Maryland.
 - 10.4.3 The three ways to test in the lab include on-site at the facility, off-site via webinar, or independent testing. To confirm successful alert message dissemination to the IPAWS Lab Environment, alerting authorities use the IPAWS Message Viewer, which is a web interface that interacts with the IPAWS Lab environment. The viewer enables authorized alerting authorities to obtain alert validation independent of IPAWS Lab support.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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10.4.4 Each enabled alerting authority operating under an IPAWS agreement must demonstrate its ability to compose and send a message through the IPAWS-OPEN system at regular intervals known as a Monthly Proficiency Demonstration (see Attachment 3, IPAWS USER CHECKLIST – IPAWS LAB TEST (MONTHLY PROFICIENCY DEMONSTRATION) for lab site path). Such demonstration must be performed monthly through generation of a successful message sent through the IPAWS-OPEN Training and Demonstration environment, i.e., IPAWS Lab. Live messages sent to the production environment *will not* be considered for FEMA's IPAWS Monthly Proficiency Demonstration scoring.

10.4.5 Ramifications:

- If a COG misses a single Monthly Proficiency Demo (IPAWS Lab Test), they will receive a reminder from FEMA IPAWS Division.
- If a COG misses two consecutive Monthly Proficiency Demos both they and their state IPAWS Reviewing Authority will be notified.
- If a COG misses THREE CONSECUTIVE Monthly Proficiency Demos they will LOSE ACCESS to the IPAWS Live Production Environment and not be able to use IPAWS for public alerting until such a time as they complete a successful Monthly Proficiency Demo.

10.5 Live End-to-End Test (State and Local Test) Explanation and Requirements

10.5.1 State/Local WEA testing takes place outside of the IPAWS Lab in a live environment and is launched from the live webpage, not the "test," or Lab, site path. The FCC's rules permit authorized alert originators to send State/Local WEA Tests without requesting a waiver from the FCC. The FCC's rules otherwise require authorized alert originators to request a waiver to use the WEA Attention Signal.

10.5.2 State/Local WEA testing may be performed periodically as deemed necessary by Matagorda County Office of Emergency Management officials. The MCOEM Official will complete and sign Attachment 4, the LIVE IPAWS MESSAGE FORM, using the test selections available on the form. The Alert Originator (dispatch) will utilize the information in this form to complete the steps within the standard checklist, Attachment 1, SENDING LIVE IPAWS ALERTS.

10.5.3 When sending a Live WEA Test, it is critical that the "WEA Handling" type of "WEA Test" is selected, or the WEA will be handled as an Imminent Threat and inappropriately delivered to all devices within the geo-targeted range.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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- 10.5.4 Devices used for testing must opt-in before the Live WEA Test message is sent.
- 10.5.5 The exact means of opting in varies by device and/or provider (see Attachment 5, IPAWS LIVE END-TO-END TEST OBSERVER FORM). Community members are opted-out of receiving State/Local tests by default.
- 10.5.6 A Live WEA Test must include plain language sufficient to make clear to any receiving public that the message is, in fact, only a test.
- 10.5.7 FEMA IPAWS Division recommends the selection of the Event Code "Required Weekly Test (RWT)" for proper WEA handling of the live State/Local test, even though weekly testing is not "required" of the COG. Use this option in the alerting software.
- 10.5.8 FEMA IPAWS Division recommends the inclusion of both URL's and phone numbers in tests, in order to test "click-ability."
- 10.6 Testing Intervals for IPAWS Lab Testing and Live End-to-End Testing:
 - 10.6.1 IPAWS Lab testing will be performed monthly by at least one assigned user. Additional tests may be performed as deemed necessary by MCOEM officials.
 - 10.6.1.1 Tests will be documented, and records maintained within the alerting software's system.
 - 10.6.1.2 An assigned user will complete the steps in Attachment 3 (IPAWS USER CHECKLIST – IPAWS LAB TEST (MONTHLY PROFICIENCY DEMONSTRATION)). This will satisfy the requirements of the test.
 - 10.6.2 Live End-to-End testing of IPAWS-WEA will be performed annually by MCOEM officials and dispatch. Additional tests may be performed as deemed necessary by MCOEM officials.
 - 10.6.2.1 Tests will be documented, and records maintained within the alerting software's system.
 - 10.6.2.2 End-to-End testing will be met using the following method: Live WEA Test (State/Local Test)
 - 10.6.3 Live WEA Test (State/Local Test) – This is a live end-to-end test message originating from Matagorda County, transmitted to select opted-in cellular devices within the geo-targeted area (see Attachment 5, IPAWS LIVE END-TO-END TEST OBSERVER FORM). FEMA refers to these as "State and Local Test Alerts."

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- 10.6.3.1 Devices shipped from the manufacturer are opted-out of receiving State/Local WEA tests by default. Regardless, State/Local WEA tests must include plain language sufficient to make clear to any receiving public that the message is only a test.
- 10.6.4 Scheduled annual testing will be performed by Matagorda County Emergency Management Coordinator or designee via the State/Local (IPAWS Live WEA) Test, utilizing the special “WEA Handling” of “WEA Test” to send a live test message to limited opted-in devices (see 10.5.3).
- 10.6.5 End-to-End testing will be performed, and validation gained, by ensuring a cellular phone has received a test message.

11.0 Decision-Making Process Criteria

11.1 General IPAWS-WEA Guidelines

- 11.1.1 WEAs cover critical emergency situations. The public may receive, from varying authorities, several types of alerts:
 - **Presidential (or Federal) Alerts** are a special class of alerts only sent during a national emergency. For *this type only* there exists *no* option for consumers to opt out.
 - **Imminent Threat Alerts** include natural or human-made disasters, extreme weather, active shooters, and other threatening emergencies that are current or emerging.
 - **Public Safety Alerts** contain information about a threat that may not be imminent or after an imminent threat has occurred. Public safety alerts are less severe than imminent threat alerts.
 - **America's Missing: Broadcast Emergency Response (AMBER) Alerts** are urgent bulletins issued in child-abduction cases. An AMBER Alert instantly enables the entire community to assist in the search for and safe recovery of the child.
 - **State/Local “Opt-in” Test Messages** assess the capability of state and local officials to send their WEAs. The message will clearly state that this is a test.
- 11.1.2 Participating wireless carriers may allow subscribers to block or “opt out of” all but Presidential/Federal Alerts. Newer settings may allow subscribers to mute the WEA attention signal when phones are set to silent, while still receiving the alert. Options vary between carriers.

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11.1.3 When sending a WEA message, the Matagorda County Alert Originator is directed to select a "WEA Handling" type of either:

- Imminent Threat (described in 11.2), or
- Public Safety (described in 11.3), or
- WEA Test (described in 11.4)

11.2 WEA "Imminent Threat" Alert Criteria

11.2.1 Per FCC rules an Imminent Threat Alert may be sent to alert the public of severe natural or manufactured disasters in which an imminent threat to life or property exists (e.g., tornadoes, dangerous flooding, or radiological hazard).

11.2.2 Only those alerts with an "Urgency" of **Immediate** (responsive action should be taken immediately) or **Expected** (responsive action should be taken within the next hour) meet the requirements of the WEA Imminent threat alert.

11.2.3 Only those alerts with a "Severity" of **Extreme** (extraordinary threat to life or property) or **Severe** (significant threat to life or property) meet the requirements of the WEA Imminent threat alert.

11.2.4 Only those alerts with a "Certainty" of **Observed** (determined to have occurred or to be ongoing) or **Likely** (probability is greater than or equal to 50%) meet the requirements of the WEA Imminent threat alert.

11.3 WEA "Public Safety" Alert Criteria

11.3.1 Public Safety Alerts contain information about a threat that may not be imminent. **Public safety alerts are less severe than Imminent Threat Alerts.** They are a newer class of WEAs that send actionable, potentially life-saving information to the community.

11.3.2 Public Safety Alerts also provide information after an imminent threat has occurred. The availability of Public Safety Messages gives alert originators the ability to provide additional information to the community during emergencies when that information may be essential to saving lives or property but does not meet the criteria for issuing an Imminent Threat Alert.

Example use: An Imminent Threat Alert is sent due to hurricane conditions. Later, the hurricane is found to have damaged the community's potable water supply; a Public Safety Message is sent to direct community to boil water.

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11.3.3 If unsure whether appropriate to issue a Public Safety Message, ask the following questions:

- In order to promote public safety, is there a need for broad public action or awareness of a condition that is occurring or likely to occur?
- Will the message prevent public fear, or serve to preserve critical public safety functions that are (or could be) overwhelmed (e.g., inappropriate use of 911)?
- If the answer to any of these questions is “yes,” it may be appropriate to send a Public Safety Message.

11.3.4 Community members may usually opt out of “Public Safety Alerts” while still opting in to receive “Emergency Alerts.”

11.4 WEA Test Alert Criteria

11.4.1 Live WEA Tests will appear only on those wireless handsets where the user has opted-in to receive State/Local Test messages.

11.4.2 When sending a Live WEA Test, it is critical that the “WEA Handling” type of “WEA Test” is selected, or the WEA will be handled as an Imminent Threat and inappropriately delivered to all devices within the geo-targeted range.

11.4.3 Live WEA Test must include plain language sufficient to make clear to any receiving public that the message is, in fact, only a test

12.0 Geographical Distribution and Alert Coordination

12.1 Per the MOA between Matagorda County and FEMA IPAWS Division, the County shall restrict geospatial boundaries to within the boundaries of Matagorda County.

12.2 The software used to issue IPAWS emergency alerts is configured with geo-fencing limiting the ability to alert outside of the jurisdictional area. If necessary, the State of Texas Emergency Operations Center will send IPAWS Emergency Alerts to individuals outside of the 10-mile Emergency Planning Zone and within the 50-Mile Ingestion Pathway.

12.3 It should be assumed any alert sent within a geo-fenced area may be distributed outside that area. Reasonable efforts must be made to coordinate with neighboring jurisdictions which may receive geographically unintended alerts in order to reduce possible public confusion. With WEA Enhancements enacted December 2019, participating wireless providers were required to improve geo-targeting of alerts. Specifically, providers must deliver the alerts to the area specified by the alert originator with no more than a 1/10 of a mile (or 528 feet) overshoot. Older cell phones may not support enhancement capabilities.

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13.0 Procedure

- 13.1 In case of emergency, IPAWS-EAS, IPAWS-WEA, and IPAWS-NET messages will be sent to IPAWS-OPEN for dissemination to geo-targeted areas of the public. IPAWS-EAS, IPAWS-WEA, and IPAWS-NET messages will be sent concurrently with IPAWS's capabilities. The messages must meet the following guidelines:
- Include the source of the message; and
 - Describe the threat or event; and
 - State the location affected; and
 - Advise protective action for the public to take, when they should take this action, how to accomplish said action, and how the action will reduce impact(s); and
 - If appropriate, include a phone number and/or URL.
- 13.2 The IPAWS-EAS, IPAWS-WEA, and IPAWS-NET message creation process is initiated by a form which is to be filled out by MCOEM official(s) and then sent to dispatch for entry into the alerting software. The specific form found in the attachments (LIVE IPAWS MESSAGE FORM, Attachment 4) within this procedure details various situations, alert settings, message templates, and allows for the addition of other necessary details to be written and/or attached. A section of the form requires the attachment of an EAS message to be completed. This form must be filled out in its entirety, have an EAS message attached, and be signed by MCOEM official(s) to be designated as complete and ready for entry.
- 13.3 The EAS message will be created by MCOEM official(s) using the EAS Message Generator as described in detail in the Emergency Management Plan, Annex W, Procedure 63, Emergency Alert System Messages and News Advisories. The EAS message will be physically attached to the LIVE IPAWS MESSAGE FORM. Once the LIVE IPAWS MESSAGE FORM along with the EAS Message are completed, attached, and signed by MCOEM official(s), it will then be forwarded to the Alert Originator in dispatch for entry into the alerting software. At that time, the EAS message will also be emailed to the alert originator in dispatch to give them the ability to copy and paste, facilitating the entry into the alerting software.
- 13.4 The Alert Originator in dispatch will receive the appropriate signed form (LIVE IPAWS MESSAGE FORM, Attachment 4) sent by MCOEM official(s) detailing the geo-targeted area for message recipients, the alert settings to select, the specific WEA message to be chosen from the pre-created message selections or a manually created message to be entered exactly as stated on the form, as well as the EAS message to be entered exactly as stated on the form (Note: To copy and paste the messages into the alerting software; highlight the message, right click it, click copy, then right click in the appropriate text box, and then click paste. If copying and pasting is not available, the alert originator will manually type the message into the alerting software exactly as stated on the form). The Alert Originator is directed to enter the information found in the form while following the steps in the Checklist, found in the Attachments (Attachment 1, IPAWS USER CHECKLIST—SENDING LIVE IPAWS ALERTS) within this procedure. Once all details are entered as directed by the message form, you will have WEA messages in the fields of Short English Message, Long English Message, and sometimes (if available) Short and Long Spanish Message text boxes.

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- 13.4.1 “Short English Message” text box is available when WEA is selected and is required. “Short English Message” refers to the “short” WEA message of no more than 90 characters. This is independent of the longer message. Older cellular devices, or WEA-capable mobile devices connected to older networks, may only display this shorter WEA. Alert originators must continue to send 90-character versions of alerts to ensure that everyone in the community is able to receive a version of it.
- 13.4.2 “Long English Message” text box is available when WEA is selected and is also required. This is the newer type of WEA message of no more than 360 characters. Community members with newer WEA-capable mobile devices connected to 4G-LTE (or future wireless networks) are likely to receive this full 360-character message. The additional characters enable alert originators to communicate more clearly, without relying on potentially confusing jargon or abbreviations.
- 13.4.3 “Short and Long Spanish Message” text boxes are optional but may be sent to IPAWS-OPEN concurrently. *The pre-created message will populate the Spanish message content as needed.* Neither FEMA, nor wireless providers, nor consumer mobile devices will translate the English-language WEA message into a WEA message in another language. If a message is entered in the Spanish text box, the Spanish-language version of the alert will be presented only on consumer mobile devices whose default language is set to Spanish.
- 13.5 The Alert Originator will then fill in the EAS text boxes labeled Headline, Msg Description, and Instruction by copying and pasting if able or typing the information exactly as stated on the LIVE IPAWS MESSAGE FORM and the attached EAS message generated by the EAS Message Generator.
- 13.5.1 “Headline”, “Msg Description”, and “Instruction” text boxes will only become available when EAS is selected. If these boxes do not appear, you did not select the EAS check box. Headline and Instruction will be filled in with details from the message form. Msg Description will be filled in with details from the attached EAS Message.
- 13.6 The Alert Originator will review all of the details entered one last time on a final confirmation page before “Launching” the IPAWS campaign. If all details are correct, the Alert Originator will sign the Checklist utilized as well as initial the indicated steps and “Launch” the IPAWS campaign. The Alert Originator will have the ability, after completing, to verify that the IPAWS alert was successful and to see the details of the message if they want to review again or believe they entered anything incorrectly. Note: Once “Launched” the message is live and is sent out immediately. If a cancellation, correction, or update is needed additional steps will be necessary.

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13.7 Canceling, Correcting, or Updating a Sent Message

- 13.7.1 If an IPAWS alert is sent in error, sent incorrectly, needs a follow-up or update (e.g., the emergency gets worse and moves to a higher classification, etc.), or the event has ended, MCOEM officials must complete a new LIVE IPAWS MESSAGE FORM (Attachment 4) with the "Cancel/Correct/Update IPAWS" option chosen, and new message details selected. The form will then be sent to the alert originator in Dispatch for entry into the alerting software.
- 13.7.2 Once the alert originator has received the LIVE IPAWS MESSAGE FORM, the specific Alert Originator Checklist, IPAWS USER CHECKLIST—CANCELING, CORRECTING, OR UPDATING IPAWS ALERTS (Attachment 2), addresses the steps to take.
- 13.7.3 The alert originator canceling, correcting, or updating an IPAWS alert that has already been sent, must complete two separate processes in the alerting software if the original alert has not yet expired. The Alert Originator will need to first cancel the current outstanding alert using the specific checklist, IPAWS USER CHECKLIST—CANCELING, CORRECTING, OR UPDATING IPAWS ALERTS (Attachment 2). They will then create a follow up alert to notify the public of the cancellation, correction, or update using the specific checklist, IPAWS USER CHECKLIST—SENDING LIVE IPAWS ALERTS (Attachment 1). They will not need to cancel the original alert if the original alert has already expired (e.g., the original alert was set for 24 hours and 24 hours has passed), only the second step of creating the follow up message will need to be completed.
- 13.7.4 Canceling an alert stops continual re-broadcast of WEAs and removes the active alert from feeds, however, that cancellation is not communicated to the public, and must be addressed in a new IPAWS message. If the alert was sent in error, the alerting authority should issue subsequent corrective IPAWS alerts advising the public to disregard the erroneous alert ("Alert Sent in Error"). If the status of the alert needs to be corrected or an update is needed, the alerting authority should issue subsequent IPAWS alerts advising the public of the change. If the emergency has ended, the alerting authority should issue an "All Clear" message.
- 13.7.5 The IPAWS PMO has no visibility into local emergencies and does not decide if an alert is accurate.
- 13.7.6 When an alert is canceled because the event ends, ask: Is further public explanation or instruction necessary?
- 13.7.7 Note, a mobile phone may receive an initial WEA but not receive a subsequent alert; for example, the user may disable alerts, or move outside of the geo-targeted area

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14.0 Attachments

- 14.1 Attachment 1, IPAWS USER CHECKLIST—SENDING LIVE IPAWS ALERTS
- 14.2 Attachment 2, IPAWS USER CHECKLIST—CANCELING, CORRECTING, OR UPDATING LIVE IPAWS ALERTS
- 14.3 Attachment 3, IPAWS USER CHECKLIST—IPAWS LAB TEST (MONTHLY PROFICIENCY DEMONSTRATION)
- 14.4 Attachment 4, LIVE IPAWS MESSAGE FORM
- 14.5 Attachment 5, IPAWS LIVE END-TO-END TEST OBSERVER FORM
- 14.6 Attachment 6, IPAWS EVENT CODE DESCRIPTIONS
- 14.7 Attachment 7, IPAWS QUALITY AUDIT CHECKLIST

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Procedure 66
IPAWS USER CHECKLIST – SENDING LIVE IPAWS ALERTS
Attachment 1

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PURPOSE:

- To serve as a **checklist for Alert Originator (Dispatcher)** sending IPAWS Live messages or IPAWS Live End-to-End Test messages.

WHEN:

- MCOEM contacts Dispatch (i.e., "Alert Originator") with signed LIVE IPAWS MESSAGE FORM, via hard copy or email, to send IPAWS alert through IPAWS-OPEN to mobile devices in affected area.
- When performing live test, LIVE IPAWS MESSAGE FORM will be sent with test options selected.

MATERIALS:

- Computer with internet connection and web browser; as a back-up, any cell phone with internet access and a web browser
- LIVE IPAWS MESSAGE FORM, completed and signed by MCOEM official
- Procedure 66, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
- Alerting software User Guide binder

OVERVIEW:

- Refer to the signed LIVE IPAWS MESSAGE FORM to input the appropriate selections into the alerting software including **Online Mapping Selection, Message, Distribution, Event Type, WEA Handling, Severity, Certainty, Urgency, Headline, EAS Message, Response Type, Instructions, and IPAWS Campaign Stop Time.**
- Send the IPAWS alert messages that:
 - Include the source of the message; and
 - Describe the threat or event; and
 - State the location affected; and
 - Advise protective action for the public to take, when they should take this action, how to accomplish said action, and how the action will reduce impact(s); and
 - If appropriate, include a phone number and/or URL.
- Review the final alert.
- Send the composed alert to IPAWS-OPEN.
- Continue to monitor event and determine whether additional message updates or cancellations are required.
- Detailed ACTIONS information can be found in separate "alerting software User Guide" binder.

ACTIONS:

1. Open a web browser on a computer with internet connection. If no computer is available, as a backup, use a cell phone with internet connection and a web browser.

NOTE

If **Internet** in the Matagorda County Dispatch Center or the Matagorda County EOC is **unavailable**, the Alert Originator will **use a cellular phone with internet connection to connect to the Hyper-Reach web-based interface**. If the cellular phone method is not successful in sending the alert, inform the Communications Officer to ensure the secondary subsystems can be implemented immediately.

2. Click in the address field and enter the site path: <http://www.hyper-reach.com/>
3. At the top of the screen click on **Customer Login**.

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IPAWS USER CHECKLIST – SENDING LIVE IPAWS ALERTS
Attachment 1

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4. In the Hyper-Reach Login window, enter your assigned user ID in the **User ID** field and your pin in the **PIN** field and then click **PRESS TO LOG IN**. The user ID and pin will be enclosed in the private EOC binder.

NOTE

*If the username or password is forgotten or does not work, contact your system administrator, Amanda Campos, ACampos@co.matagorda.tx.us, or call **Hyper-Reach Support at 1-800-491-1734**.*

5. The Hyper-Reach account page will now display with multiple tabs to choose from at the top. If you hover over a tab, a drop down will appear with additional options.
6. To start an IPAWS alert, click **New Public Campaign** from the **Campaign Manager** drop down tab.
7. Choose the **Service Only** campaign check box then make a selection below.
- If you are sending a Matagorda County alert as directed by the MESSAGE FORM, click the **No Target List (just services)** circle and then click **NEXT**.
 - If you are sending an STP alert as directed by the MESSAGE FORM click the **Online Mapping Selection** circle and then click the **View Saved Selections** link located to the right of **Online Mapping Selection**. The Saved Maps screen will display for you to choose a pre-created mapping selection. Choose the **STP 10-Mile EPZ** map as directed by the MESSAGE FORM by clicking the check box next to the name of the map, and then click the red **CAMPAIGN** button on the far right.
8. The message screen will now display.
- If a pre-created message was chosen on the message form, choose the appropriate selection listed as directed by the MESSAGE FORM (once picked a message preview will display on the right). Review the message preview then click **NEXT**.
 - If the message form has a written message, click **None** and then click **NEXT**.
9. Select the **IPAWS – LIVE (Matagorda County, TX)** check box. A drop down with IPAWS Settings will appear. (Note: If a FIPS Code box with code 048321 appears, leave it alone.)
10. In the **Distribution** section select the appropriate check boxes as directed by the MESSAGE FORM. Then fill out **Event Type, WEA Handling, Severity, Certainty, and Urgency** as directed by the MESSAGE FORM.
11. Review the WEA Long and Short message text boxes
- If a pre-created message was chosen, it will be prefilled from the message template you chose. You will notice that the prefilled short messages will be too long. Shorten them by deleting the brackets and everything between them in both the short English and short Spanish message text boxes. Do not change the long message text boxes.
 - If a message was written under "Other" on the MESSAGE FORM, copy and paste or manually type the message exactly as it appears from the MESSAGE FORM.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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IPAWS USER CHECKLIST – SENDING LIVE IPAWS ALERTS

Attachment 1

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12. In the **Headline** text box, copy and paste or manually type the headline for the EAS message from the MESSAGE FORM (e.g., Matagorda Co. Flood Event, STP Alert, etc.). (NOTE: If this is a drill (live end-to-end test), the Headline field will not appear.)
13. The **Msg Description** box will be pre-filled with the same message as the Long WEA message. Change it to the EAS generated message here as directed by the MESSAGE FORM. Copy and paste or type the information exactly as stated on the attached message. (NOTE: If this is a drill (live end-to-end test), the Msg Description field will not appear.)
14. Choose the **Response Type** as directed by the MESSAGE FORM.
15. In the **Instruction** field enter additional instructions if directed by the MESSAGE FORM. (NOTE: If this is a drill (live end-to-end test), the Instruction field will not appear.)
16. Enter the **Stop time** for the campaign as directed by the MESSAGE FORM. The stop time, in this context, refers to the time after which no further contact attempts will be made. Notice an IPAWS Live campaign will **Start Immediately**, there is no option to delay the start. This is expected behavior, and due to FEMA's IPAWS requirements.
17. Once all required fields are complete, Click **Next** at the bottom of the screen. (Note: If any fields are incomplete or incorrect, the system will notify you.)
18. The **Final Confirmation Screen** will appear with all of the details you entered in a format to review. Review all of the details one last time.
19. At the bottom of the screen, there will be a red box labeled **IPAWS Test Confirmation** (The term "test confirmation" in this context refers to the system validating IPAWS, the campaign is still live). Type in the word **LIVE** to confirm that it is a live IPAWS alert. (Note: You will always type LIVE even if doing a live end-to-end test.)
20. Once **LIVE** is entered, a confirmation will display in green validating the message and the **LAUNCH** button will now be available. Click **LAUNCH** in the bottom right corner of the page. The IPAWS campaign will be launched immediately once clicked.
21. The Campaign Manager screen will display signifying you have completed the alert.

NOTE

*Once the campaign manager screen displays, there will be a **RED** progress bar that will turn **GREEN** once the IPAWS alert is successful. The system may take up to 5 minutes for the progress bar to turn **GREEN**. If the progress bar does not turn green, then the alert was not successful in sending. Inform the Communications Officer to ensure the secondary subsystems can be implemented immediately.*

22. To check back on the status of your IPAWS campaign or to verify that it has been sent, click **Manager** from the **Campaign Manager** drop down tab. You will see the campaign listed under the **Active Campaigns**. A green progress bar signifies a successful campaign.

PERFORMED BY:

Alert Originator: Printed Name / Signature

Date

Time

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
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IPAWS USER CHECKLIST – CANCELING, CORRECTING, OR UPDATING LIVE
IPAWS ALERTS
Attachment 2

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PURPOSE:

- To serve as a **checklist for Alert Originator (Dispatcher)** sending IPAWS cancellation, correction, or update messages.

WHEN:

- MCOEM contacts Dispatch ("Alert Originator") with signed LIVE IPAWS MESSAGE FORM, via hard copy or email, to cancel, correct, or update an IPAWS alert and send a new message to IPAWS-OPEN.

MATERIALS:

- Computer with internet connection and web browser; as a back-up, any cell phone with internet access and a web browser
- LIVE IPAWS MESSAGE FORM, completed and signed by MCOEM official
- Procedure 66, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
- Alerting software User Guide binder

OVERVIEW:

- IPAWS messages are live alerts that send immediately when launched. There is no way to cancel the original alerts that already went out once sent.
- Canceling an alert stops continual re-broadcast of Wireless Emergency Alerts (WEAs) and removes the active alert from feeds but does not alert the public of the change.
- Any cancellations, corrections, or updates must be completed by sending a new IPAWS message updating the public.
- Follow steps in the checklist to cancel, correct, or update previously sent WEA.
- Refer to the signed LIVE IPAWS MESSAGE FORM to send follow-up IPAWS messages.
- Continue to monitor event and determine whether additional message updates or cancellations are required.
- Detailed ACTIONS information can be found in separate "alerting software User Guide" binder.

ACTIONS:

1. Open a web browser on a computer with internet connection. If no computer is available, as a backup, use a cell phone with internet connection and a web browser.
2. Click in the address field and enter the site path: <http://www.hyper-reach.com/>
3. At the top of the screen click on **Customer Login**.
4. In the Hyper-Reach Login window, enter your assigned user ID in the **User ID** field and your pin in the **PIN** field and then click **PRESS TO LOG IN**. The user ID and pin will be enclosed in the private EOC binder.

NOTE

If the username or password is forgotten or does not work, contact your system administrator, Amanda Campos, ACampos@co.matagorda.tx.us, or call Hyper-Reach Support at 1-800-491-1734.

5. The Hyper-Reach account page will now display with multiple tabs to choose from at the top. If you hover over a tab, a drop down will appear with additional options.

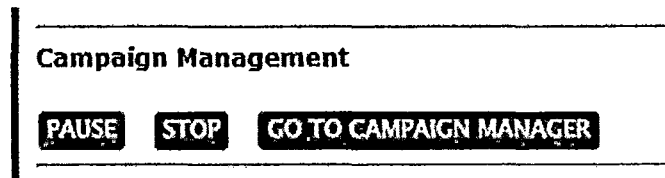
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6. To view an active IPAWS campaign, click **Manager** from the **Campaign Manager** drop down tab. Once a campaign is in progress, you will see it under **Active Campaigns**.
7. When viewing the campaign under active campaigns, there will be a red **Manage** button to the right of the campaign details (see below). Click **Manage**.



8. A screen will now display with more details about the campaign. There's a link to the IPAWS alert, the progress of the campaign, as well as duration and other information. On this page there will be a **Stop** button as shown below. Clicking that will send a stop/cancel command to FEMA IPAWS (see below). Click **Stop**.



9. The original IPAWS alert is now Canceled. Remember, a subsequent IPAWS alert must now be sent to alert the public of the update.
10. Using the IPAWS LIVE MESSAGE FORM containing the details for the subsequent alert, follow the steps as directed in the specific checklist (Sending Live IPAWS Alerts, Attachment 1) to send the follow up IPAWS alert informing the public of the cancellation, correction, or update.

PERFORMED BY:

Alert Originator: Printed Name / Signature

Date

Time

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
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IPAWS USER CHECKLIST – IPAWS LAB TEST (MONTHLY PROFICIENCY
DEMONSTRATION)
Attachment 3

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PURPOSE:

- To serve as a checklist for Alert Originator sending monthly IPAWS LAB TEST (Monthly Proficiency Demonstration) messages.

WHEN:

- Demonstration must be performed monthly through generation of a successful message sent through the IPAWS-OPEN Training and Demonstration environment, i.e., IPAWS Lab.

MATERIALS:

- Computer with internet connection and web browser; as a back-up, any cell phone with internet access and a web browser
- Procedure 66, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
- Alerting software User Guide binder

OVERVIEW:

- Using the IPAWS LAB TESTING environment, input the appropriate selections into Hyper-Reach including **Online Mapping Selection, Message, Distribution, Event Type, WEA Handling, Severity, Certainty, Urgency, Headline, EAS Message, Response Type, Instructions, and IPAWS Campaign Stop Time.**
- Compose a IPAWS LAB TEST for WEA, EAS, NWEM(HazCollect), and IPAWS-NET (All Hazards Information Feed) in the LAB environment.
- Review the final alert.
- Send the composed alert to the IPAWS LAB.
- Verify IPAWS LAB results in the IPAWS Message Viewer.
- Detailed ACTIONS information can be found in separate "Alerting software User Guide" binder.

ACTIONS:

1. Open a web browser on a computer with internet connection. If no computer is available, use a cell phone with internet connection and a web browser.
2. Click in the address field and enter the site path: <http://www.hyper-reach.com/>
3. At the top of the screen click on **Customer Login.**
4. In the Hyper-Reach Login window, enter your assigned user ID in the **User ID** field and your pin in the **PIN** field and then click **PRESS TO LOG IN.** The user ID and pin will be enclosed in the private EOC binder.

NOTE

If the username or password is forgotten or does not work, contact your system administrator, Amanda Campos, ACampos@co.matagorda.tx.us, or call Hyper-Reach Support at 1-800-491-1734.

5. The Hyper-Reach account page will now display with multiple tabs to choose from at the top. If you hover over a tab, a drop down will appear with additional options
6. To start an IPAWS LAB test, click **New Public Campaign** from the **Campaign Manager** drop down tab

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7. Choose the **Service Only campaign** check box then make a selection below.
 - If you are sending a Matagorda County test message, click the **No Target List (just services)** circle and then click **NEXT**.
 - If you are sending an STP test message, click the **Online Mapping Selection** circle and then click the **View Saved Selections** link located to the right of **Online Mapping Selection**. The Saved Maps screen will display for you to choose a pre-created mapping selection. Choose the **STP 10-Mile EPZ** map by clicking the check box next to the name of the map, then click the red **CAMPAIGN** button on the far right.
8. Choose the **IPAWS LAB Monthly Proficiency Demonstration** pre-created message (a message preview will display on the right). The Proficiency Demonstration message (EAS Description/WEA message text) shall be as follows: "TEST TEST TEST. This is a Proficiency Demonstration Test Message. No action is required." Review the message preview then click **NEXT**
9. Select the **IPAWS – TEST ONLY (Matagorda County, TX)** check box. A drop down with IPAWS Settings will appear. (Note: If a FIPS Code box with code 048321 appears, leave it alone)
10. In the **Distribution** section select the **WEA/CMAS, EAS, and NWEM** check boxes. For the monthly proficiency demonstration, you must choose all three.
11. In the **Event Type** section, choose **Local Area Emergency - Safety**. (Note: If you would like to try other event types you can. COGs may use any approved event code for the Demo message). The **WEA Handling** option will then automatically default to a selection based on the Event Type. Leave this option selected
12. **Severity, Certainty, and Urgency** will default. Leave these options selected
13. Review the WEA Long and Short messages which will be prefilled from the message template you chose. You will notice that the prefilled short Spanish message will be too long. Shorten it by deleting the brackets and everything between it in the short Spanish message text box. Do not change the long message text boxes
14. In the **Headline** text box, type in **Matagorda County OEM**.
15. The **Msg Description** box will be filled with the same message as the Long WEA message. Leave this message.
16. Choose **Monitor Radio or TV** for **Response Type** and leave the **Instruction** field blank.
17. Leave the **Stop time** for the campaign as is. Notice an IPAWS will **Start Immediately**, there is no option to delay the start. This is expected behavior, and due to FEMA's IPAWS requirements.
18. Click **Next** at the bottom of the page.
19. The **Final Confirmation Screen** will appear with all of the details you entered. Review all of the details one last time.

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20. At the bottom of the screen, there will be a red box labeled **IPAWS Test Confirmation**. Type in the word **TEST** to confirm that it is an IPAWS LAB TEST alert.
21. Once **TEST** is entered, a confirmation will display in green validating the message and the **LAUNCH** button will now be available. Click **LAUNCH** in the bottom right corner of the page. The IPAWS campaign will be launched immediately once clicked.
22. The Campaign Manager screen will display signifying you have completed the test.

NOTE

*Once the campaign manager screen displays, there will be a **RED** progress bar that will turn **GREEN** once the IPAWS alert is successful. The system may take up to 5 minutes for the progress bar to turn **GREEN**. If the progress bar does not turn green, then the alert was not successful in sending.*

23. To check the status of your IPAWS LAB TEST and verify that alert has been sent to the proper feeds, go to the IPAWS Message Viewer by entering the URL below into a web browser. You will notice that the end of the URL has Matagorda County's demo COG ID 301594. This takes you to the specific message viewer for Matagorda County.

https://messageviewer.demo.apps.fema.gov/ALERT_SERVICES/postedmessages.php?COGID=301594
24. Click on the blue link under **Message Identifier** to see a detailed report of the lab test.
25. The IPAWS LAB test results will display. If the tests show successful with green check marks, the monthly proficiency demonstration is complete.

PERFORMED BY:

Alert Originator: Printed Name / Signature

Date

Time

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

Procedure 66

LIVE IPAWS MESSAGE FORM

Attachment 4

Page 1 of 3

PURPOSE:

- To serve as a template for officials that, when completed, provides detailed message information for Alert Originator sending IPAWS messages.
TO SEND VIA EMAIL, "print" the desired form pages to PDF; attach to outgoing email.

WHEN:

- MCOEM contacts Dispatch ("Alert Originator") with this, the signed LIVE IPAWS MESSAGE FORM, via hard copy or email, to send IPAWS alert to mobile devices in affected area.

MATERIALS:

- Procedure 66, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
- Alerting software User Guide binder

OVERVIEW:

- Designate the selections to be entered for the IPAWS alert via this Message Form, including **Online Mapping Selection, Message, Distribution, Event Type, WEA Handling, Severity, Certainty, Urgency, Headline, EAS Message, Response Type, Instructions, and IPAWS Stop Time.**
- Attach EAS message generated by EAS Message Generator.
- Review the final alert Message Form.
- Send the completed and signed alert Message Form to Dispatch to forward to IPAWS-OPEN.
- Continue to monitor event and determine whether additional message updates or cancellations are required.

APPROPRIATE SELECTIONS WILL BE COMPLETED BY MCOEM OFFICIAL(S):

Situation Type:

☐ **This is a Drill**

☐ **This is NOT a Drill**

Message Form Action:

☐ **New IPAWS Alert**

☐ **IPAWS Live Test**

☐ **Cancel/Correct/Update IPAWS**

(THIS IS A DRILL)

→ **Online Mapping Selection:** ☐ **Matagorda County**

☐ **STP 10-Mile EPZ**

→ **Message:** (Choose a pre-created message below or choose "Other" and manually write a short and long message on the next page using the criteria in section 13.1 of this procedure)

☐ **County Emergency – Shelter in Place**

☐ **STP – Site Area Emergency**

☐ **County Emergency – Evacuate**

☐ **STP – General Emergency**

☐ **County Emergency – All Clear**

☐ **STP – All Clear**

☐ **Alert Sent in Error (Cancel Alert)**

☐ **IPAWS Live End-to-End Test (This is a Drill)**

☐ **Other:** (Describe Emergency in both Short

and Long messages on next page)

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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LIVE IPAWS MESSAGE FORM

Attachment 4

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WEA Short (90 Characters or less):

WEA Long (360 Characters or less):

→ **Distribution:** (If this is a drill (IPAWS Live End-to-End Test), ONLY check WEA/CMAS. If this is NOT a drill (an actual emergency), check all 3 boxes) ☐ **WEA/CMAS** ☐ **EAS** ☐ **NWEM**

(HazCollect)

→ **Event Type:** (Check one box - See Attachment 6, IPAWS EVENT CODE DESCRIPTIONS for definitions)

☐ **Local Area Emergency (LAE)-Safety**

☐ **Other:** _____

☐ **Shelter in Place (SPW)-Safety**

(Use Attachment 6 to describe other event type)

☐ **Immediate Evacuation (EVI)-Safety**

☐ **Hazardous Materials Warning (HMW)**

☐ **Required Weekly Test (RWT)**

☐ **Nuclear Power Plant Warning (NUW)**

*** (RWT MUST BE USED FOR LIVE TESTS
USE WHEN "THIS IS A DRILL" IS CHOSEN)***

→ **WEA Handling:**

☐ **Imminent Threat** - (Severe natural or manufactured disasters in which an imminent threat to life or property exists (e.g., tornadoes or dangerous flooding).)

☐ **Public Safety** - (Essential public safety advisory (e.g., "shelter in place" or "boil water"); less severe, not considered imminent danger, or for conditions that occur after an imminent threat.)

☐ **WEA Test** - (Live WEA Test message is to be sent to Opted-in devices only. Must use Required Weekly Test (RWT) Event Type- THIS IS A DRILL)

→ **Severity:** Only alerts with Severity of **Extreme** or **Severe** meet the requirements of a WEA **Imminent threat**

☐ **Extreme** - (Extraordinary threat to life or property)

☐ **Severe** - (Significant threat to life or property)

→ **Certainty:** Only alerts with Certainty of **Observed** or **Likely** meet the requirements of a WEA **Imminent threat**

☐ **Observed** - (Determined to have occurred or to be ongoing)

☐ **Likely** - (Probability is greater than or equal to 50%)

→ **Urgency:** Only alerts with Urgency of **Immediate** or **Expected** meet the requirements of a WEA **Imminent threat**

☐ **Immediate** - (Responsive action should be taken immediately)

☐ **Expected** - (Responsive action should be taken soon, i.e., within next hour)

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- **Headline:** *(Headline will be on the EAS Message which must be attached and sent with this form. Note: You will not attach an EAS for live end-to-end test)*
- **EAS Message (Msg Description):**
(EAS Message must be attached and sent with this form. EAS Message will be generated by Public Information Writer using the EAS Message Generator. Note: You will not attach an EAS for live end-to-end test)
- **Response Type:**
- | | | |
|---|--|--|
| <input type="checkbox"/> <u>Monitor Radio or TV</u> | <input type="checkbox"/> <u>Prepare for Action</u> | <input type="checkbox"/> <u>Avoid Hazard</u> |
| <input type="checkbox"/> <u>Take Shelter Now</u> | <input type="checkbox"/> <u>Execute Action</u> | <input type="checkbox"/> <u>Evacuate</u> |

- **Instructions:** *(Only if necessary, additional Instructions to be included by County Officials)*
- _____
- _____

- **IPAWS Campaign Stop Time:** *(Choose Stop After or Stop At)*

☐ **Stop After** _____ hour(s)
(Choose the number of hours. e.g., 24 hours)

Or

☐ **Stop At** _____ Date _____ Time
(Choose a date and time. Must be in 5-minute increments (e.g., 4/6 - 1:45pm, 4/7 - 12:00am).

COMPLETED BY:

MCOEM Official: Printed Name / Signature

Date

Time

APPROVED BY:

Emergency Management Director: Printed Name / Signature
or Designee

Date

Time

☐ **This is a Drill**

☐ **This is NOT a Drill**

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April 6, 2022
Revision 0

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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IPAWS LIVE END-TO-END TEST OBSERVER FORM

Attachment 5

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PURPOSE:

- To serve as a form for Live End-to-End Test participants that, when completed, provides feedback on the receipt of LIVE END-TO-END TEST messages sent through IPAWS.

WHEN:

- At least once a year, a live end-to-end test will be performed.
- Periodically, additional tests may be performed as deemed necessary by MCOEM officials.
- Participants are provided with additional instructions including date, time, and location.

MATERIALS:

- Procedure 66, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
- IPAWS LIVE END-TO-END TEST OBSERVER FORM
- Mobile device to receive LIVE END-TO-END TEST message

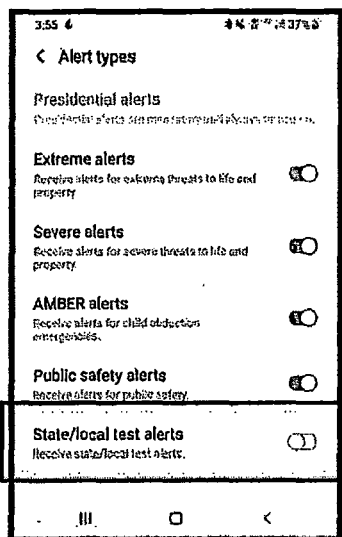
OVERVIEW:

- Opt-in all devices performing the Live End-to-End Test
- Test participants sent to a location within the geo-targeted area
- Perform Live WEA Test using the special "WEA Handling" type of "WEA Test"
- Participants fill out IPAWS LIVE END-TO-END TEST OBSERVER FORM
- Participants return and report results of test. Validation gained by ensuring at least one cellular phone has received a test message.

OPTING YOUR PHONE IN:

- Android devices:** In Android phones, the exact location of the options to enable WEAs vary. Use the search function in the Settings app to find Emergency Alerts. Turn on State/local test alerts, or a similar setting you may see, if it is available on your phone.
- Apple devices:** Opt-in by calling *5005*25371#. You'll get an alert that says Test alerts enabled. (Opt-out by calling *5005*25370#. You'll get an alert that says Test alerts disabled.)

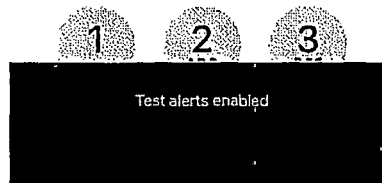
Android Enable/Disable Example:



Apple Enable Example:

*5005*25371#

Add Number



Apple Disable Example:

*5005*25370#

Add Number



INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)
Procedure 66
IPAWS LIVE END-TO-END TEST OBSERVER FORM
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→ WEA recipient complete steps 1 through 7:

1. Assigned Location to receive WEA via mobile phone:

2. WEA received: ☐ YES ☐ NO

3. Time received: _____

4. Received: ☐ Long (3-5 sentences) WEA ☐ Short (1-2 sentences) WEA

5. Mobile phone make and model:

6. Mobile carrier/service provider:

7. Comments:

Completed by:

Test Participant: Printed Name / Signature

Date

Time

Return completed form to MCOEM Official coordinating the test OR designee.

Results Reviewed By:

MCOEM Official: Printed Name / Signature

Date

Time

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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IPAWS EVENT CODE DESCRIPTIONS

Attachment 6

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BLU – Blue Alert

A message issued by state and local authorities to warn the public when there is actionable information, related to a law enforcement officer who is missing, seriously injured or killed in the line of duty, or when there is an imminent, credible threat to an officer. A Blue Alert could quickly warn the public if a violent suspect may be in your community, along with providing instructions on what to do if the suspect is spotted and how to stay safe.

CAE – Child Abduction Emergency

An emergency message, based on established criteria, about a missing child believed to be abducted. A local or state law enforcement agency investigating the abduction will describe the missing child, provide a description of the suspect or vehicle, and ask the public to notify the requesting agency if they have any information on the whereabouts of the child or suspect.

CDW – Civil Danger Warning

A warning of an event that presents a danger to a significant civilian population. The CDW, which usually warns of a specific hazard and gives specific protective action, has a higher priority than the Local Area Emergency (LAE). Examples include contaminated water supply and imminent or in-progress military or terrorist attack. Public protective actions could include evacuation, shelter in place or other actions (such as boiling contaminated water or seeking medical treatment).

CEM – Civil Emergency Message

An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific than the Civil Danger Warning (CDW). For example, the CEM could be used to describe a change in the Homeland Security Alert System level in response to a terrorist threat.

DMO – Practice/Demo Warning

A demonstration or test message used for particular purposes as established in state, local, tribal, or territorial EAS plans. Purposes may include testing of a siren system or audio quality checks.

EVI – Immediate Evacuation

A warning where immediate evacuation is recommended or ordered according to state law or local, tribal, or territorial ordinance. As an example, authorized officials may recommend the evacuation of affected areas due to an approaching tropical cyclone. In the event a flammable or explosive gas is released, authorized officials may recommend evacuation of designated areas where casualties or property damage from a vapor cloud explosion or fire may occur.

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FRW – Fire Warning

A warning of a spreading wildfire or structure fire that threatens a populated area. Evacuation of areas in the fire's path may be recommended by authorized officials according to state law or local ordinance.

HMW – Hazardous Materials Warning

A warning of a release of non-radioactive hazardous material (such as a flammable gas, toxic chemical, or biological agent) that may recommend evacuation (for an explosion, fire, or oil spill hazard) or shelter in place (for a toxic fume hazard).

LAE – Local Area Emergency

An emergency message that defines an event that by itself does not pose a significant threat to public safety and/or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. Examples include: a disruption in water, electric or natural gas service, road closures due to [weather], or a potential terrorist threat where the public is asked to remain alert.

LEW – Law Enforcement Warning

A warning of a bomb explosion, riot or other criminal event (e.g. a jailbreak, etc.). An authorized law enforcement agency may blockade roads, waterways or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons.

NUW – Nuclear Power Plant Warning

A warning of an event at a nuclear power plant, classified as a Site Area Emergency or General Emergency as classified by the Nuclear Regulatory Commission (NRC). A Site Area Emergency is confined to the plant site; no offsite impact is expected. Typically, a General Emergency is confined to an area less than a 10-mile radius around the plant. Authorized officials may recommend evacuation or medical treatment of exposed persons in nearby areas.

RHW – Radiological Hazard Warning

A warning of the loss, discovery or release of a radiological material. Examples include: the theft of a radioactive isotope used for medical, seismic, or other purposes; the discovery of radioactive materials; a transportation (aircraft, truck or rail, etc.) accident which may involve nuclear weapons, nuclear fuel, or radioactive wastes. Authorized officials may recommend protective actions to be taken if a radioactive hazard is discovered.

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IPAWS EVENT CODE DESCRIPTIONS

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RWT – Required Weekly Test

A test message that consists, at a minimum, of the header and end-of-message tones. Broadcast and cable operators generally do not relay incoming RWTs. EAS RWTs may be originated by state and local alerting authorities to confirm the operational status of their IPAWS Live alerting software configuration without fear of interrupting broadcast or cable programming. FEMA IPAWS Division recommends this as the best and safest "live" WEA test option to avoid public disruption and mistakes. RWTs will appear only on those wireless handsets where the user has opted-in to receive State/Local Test messages. *This does not mean that the alerting authority is required to test WEA every week.*

SPW – Shelter in Place Warning

A warning of an event where the public is recommended to shelter in place (go inside, close doors and windows, turn off air conditioning or heating systems, and turn on the radio or TV for more information). An example is the release of hazardous materials where toxic fumes or radioactivity may affect designated areas.

TOE – 911 Telephone Outage Emergency

An emergency message that defines a local or state 911 telephone network outage by geographic area or telephone exchange. Authorized officials may provide alternate phone numbers with which to reach 911 or dispatch personnel.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

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IPAWS QUALITY CHECKLIST

Attachment 7

Page 1 of 1

Annually, STP in cooperation with Matagorda County OEM, audit the following items:

	Initials
Verify IPAWS Certification: Current Memorandum of Agreement between Matagorda County and FEMA IPAWS Division (updated and within 3-year lifespan); COG Certificate current.	
Verify training of individuals assigned to activate system: All Dispatch personnel authorized to access IPAWS as Alert Originators and trained in IPAWS procedures and use of the system.	
Review results of system testing.	
Verify AT&T, US Cellular, T-Mobile/Sprint, and Verizon coverage maps.	
Review maintenance logs for system failures and repairs. Verify maintenance of IPAWS reliability/availability and changes as reported by FEMA IPAWS Division.	
Verify reliability/availability and changes as reported by the Matagorda County Prompt Notification IPAWS and Autodial subsystem contractor.	
Verify NWS All-Hazards-Radio reliability/availability and any changes as reported by the National Weather Service.	
Comments (identified issues and corrective actions taken or planned):	
Performed/ by: _____ / _____ Date: _____ Reviewed (Print) (Signature)	
Approved by*: _____ / _____ Date: _____ (Print) (Signature)	
* Emergency Management Coordinator, Matagorda County Office of Emergency Management	