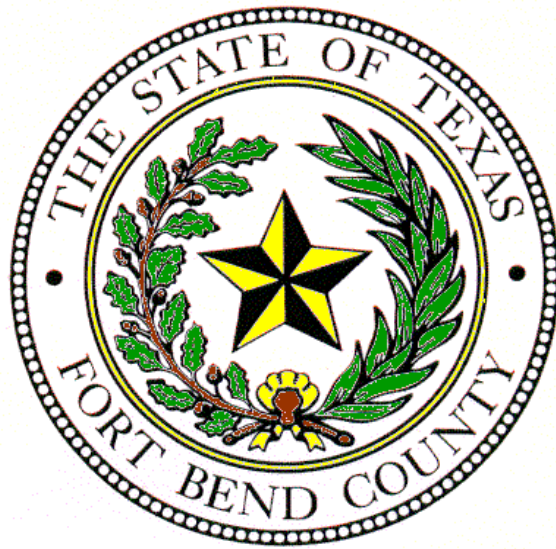


# **ANNEX A**



# **WARNING**

**FORT BEND COUNTY**



# APPROVAL & IMPLEMENTATION

## Annex A

### WARNING

This annex is hereby accepted for implementation and supersedes all previous editions.



Troy E. Nehls  
Sheriff  
Fort Bend County

10-28-14  
Date



Jeff D. Braun  
Emergency Management Coordinator  
Fort Bend County

10/28/14  
Date



Robert E. Hebert  
County Judge  
Fort Bend County

11-4-2014  
Date



## ANNEX A

### WARNING

#### I. AUTHORITY

- A. Refer to Section I of the Basic Plan for general authorities.
- B. Texas State Emergency Communications Committee, *Texas Emergency Alert System Plan*.
- C. Local Emergency Communications Committee, Houston, Texas — Local Area Plan for the Emergency Alert System.

#### II. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to the public and government officials in the event of an impending emergency situation.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

<b>AWC</b>	Area Warning Center
<b>BSOC</b>	Border Security Operations Center
<b>CIS</b>	Criminal Intelligence Service
<b>DDC</b>	District Disaster Committee
<b>EAS</b>	Emergency Alert System
<b>ENS</b>	Emergency Notification System
<b>EOC</b>	Emergency Operations Center
<b>EMC</b>	Emergency Management Coordinator
<b>FAOC</b>	FEMA Alternate Operations Center
<b>FEMA</b>	Federal Emergency Management Agency
<b>FNARS</b>	FEMA National Radio System
<b>FOC</b>	FEMA Operations Center
<b>HRISC</b>	Houston Regional Intelligence Service Center
<b>HSIN-CI</b>	Homeland Security Information Network-Critical Infrastructure
<b>HSOC</b>	Homeland Security Operations Center
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>LWP</b>	Local Warning Point
<b>NAWAS</b>	National Warning System
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic & Atmospheric Administration
<b>NRF</b>	National Response Framework

<b>NWS</b>	National Weather Service
<b>PIO</b>	Public Information Officer
<b>SOP</b>	Standard Operating Procedures
<b>TDEM</b>	Texas Division of Emergency Management
<b>TEWAS</b>	Texas Warning System
<b>TFC</b>	Texas Fusion Center
<b>TLETS</b>	Texas Law Enforcement Telecommunications System

## **B. Definitions**

### **1. Area Warning Center (AWC)**

Area Warning Centers disseminate national and state warning messages to a multi-county area of responsibility. The Department of Public Safety operates the State's 36 Area Warning Centers on a round-the-clock basis. Each center is equipped with a variety of primary and alternate telecommunications systems.

### **2. Houston Regional Intelligence Service Center (HRISC)**

The mission of the Houston Regional Intelligence Center (HRISC) is to provide continuous security to the region by gathering, developing, and sharing information and intelligence about the capabilities, intentions, and actions of terrorist groups, trends, and individuals that pose a threat to the populace and region. The Center shares, collects, resolves, validates, and analyzes regional reporting in support of counterterrorism, anti-terrorism, and homeland security. HRISC works closely with local, state, and federal law enforcement and has a direct liaison with the FBI Houston Joint Terrorism Task Force.

### **3. Texas Fusion Center (TFC)**

The TFC is composed of three entities co-located in the DPS Headquarters building. These entities include the State Operations Center (SOC), the Border Security Operations Center (BSOC), and the Intelligence Center. The SOC and BSOC monitor and coordinate, as necessary, state emergency and border activities. The Intelligence Center, under the Criminal Intelligence Service (CIS) of the Department of Public Safety (DPS), functions on a 24-hour basis to receive and respond to reports from the public and local, state, and federal law enforcement agencies. CIS commissioned officers and analysts from the CIS and federal agencies staff the Intelligence Center. When warranted, the Intelligence Center disseminates actionable intelligence and investigative leads to CIS District Command staff and/or Regional Joint Terrorism Task Forces and/or local law enforcement. The Intelligence Center also remains in communication with the DHS through several communications networks. The Director, Texas Office of Homeland Security, is apprised of any activity or threats potentially impacting the State of Texas.

### **4. Texas Law Enforcement Telecommunications System (TLETS)**

TLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. TLETS is the state warning network's primary "hard copy" communications system.

## 5. Emergency Notification System (ENS)

The Emergency Notification System is used to tell residents about events that could threaten lives, property, or could be dangerous.

<b>IV. SITUATION &amp; ASSUMPTIONS</b>
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### A. Situation

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. This jurisdiction can expect to experience emergency situations that could threaten public health and safety and both private and public property and necessitate the implementation of protective actions for the public at risk.
3. Emergency situations can occur at any time; therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.
4. Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

### B. Assumptions

1. Timely warnings to the public of impending emergencies or those that have occurred may save lives, decrease injuries, and reduce some types of property damage.
2. Electronic news media are the primary sources of emergency information for the general public.
3. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
4. Provision must be made to provide warnings to special needs groups, such as the hearing and sight-impaired, and institutions, such as nursing homes and correctional facilities.
5. Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning message and instructions from local government to broadcasters.
6. The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.

<b>V. CONCEPT OF OPERATIONS</b>
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**A. General**

1. The primary objective of a warning system is to notify key officials of emergency situations and disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for citizens to take action to protect themselves and their property.
2. The focal point of the warning function is the Local Warning Point (LWP), which operates around the clock. The County LWP is located in the Sheriff's Office and/or Police Department(s). The Sheriff's Office and/or Police Department(s) operate the LWP.
3. Each Joint Resolution Jurisdiction may operate an LWP under the direction of the local police department.
  - a. The LWP receives warning of actual or potential emergency situations from a variety of sources, including federal and state agencies, local officials, businesses, industry, the news media, and the general public. The systems by which warnings may be received by the LWP are described below and depicted in Appendix 1.
  - b. The LWP will verify warning information, where necessary, and disseminate pertinent information to specific local officials and departments.
    - 1) For certain types of time-sensitive warnings, the LWP may be authorized to activate the local warning system and warn the public immediately. In other situations, local officials must approve activation of the warning system and determine appropriate instructions to accompany the warning before a warning is disseminated to the public.
    - 2) For other types of emergency situations, the EOC may be activated and assume responsibility for formulating warning messages and public instructions, which may be disseminated through LWP or provided to the media for dissemination.
  - c. Once warnings are received and, where necessary, verified, warnings that affect the local area and appropriate public instructions are disseminated by the LWP. The specific systems used to disseminate warnings and provide information to the public within the local area are described below and depicted in Appendix 1.

**B. Receiving Warnings**

The Fort Bend County and/or Joint Resolution Jurisdictions may receive warning of actual emergency situations or the threat of such situations from the following:

**1. National and State Warning Systems**

- a. **The National Warning System (NAWAS)** is a 24-hour nationwide, dedicated, multiple line telephone warning system linking federal agencies and the states that



is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security (DHS), and controlled from the FEMA Operations Center (FOC) in Washington, D.C., and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:

- 1) Attack Warnings
- 2) Fallout Warnings
- 3) Natural and Technological Emergency Warnings

Warnings originating from the FOC or FAOC will be coordinated with the Homeland Security Operations Center (HSOC) and relayed through the FEMA Regional Communications Center in Denton to the State Warning Point at the State Emergency Operations Center (EOC) in Austin. The State Warning Point further disseminates the civil emergency warnings through the Texas Warning System (TEWAS). The FEMA National Radio System (FNARS), a network of HF radios, serves as a backup for NAWAS.

- b. **The Texas Warning System (TEWAS)** is state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the State EOC with 36 Area Warning Centers located in Department of Public Safety offices around the state and with seven National Weather Service (NWS) offices in Texas.
  - 1) The State Warning Point relays national emergency warnings received on NAWAS to Area Warning Center using TEWAS. Area Warning Centers will normally disseminate warnings they receive to LWPs via teletype messages on the Texas Law Enforcement Telecommunications System (TLETS). Warnings may be disseminated by telephone or radio to those LWPs that cannot be reached by TLETS.
  - 2) TEWAS may also be used by the State EOC to disseminate warning messages from the Governor or other key state officials to specific regions of the state.
- c. **HSIN-CI** Homeland Security Information Network – Critical Infrastructure is an unclassified network that immediately provides the Homeland Security Operations Center (HSOC) with one-stop 24/7-access to a broad spectrum of industries, agencies and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing, alert notification services to the right people – those that need to know and those that need to act.
- d. **Texas Amber Alert Network** A coordinated emergency alert program that disseminates information about abducted children. It serves as an early special purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger. See the Statewide Texas Amber Alert Network Plan for more information.
- e. NAWAS and TEWAS have established specific formats and handling instructions for certain national civil emergency messages that would be disseminated. Appendix 4 provides guidance on handling national warning messages.

- f. As NAWAS and TEWAS are “voice only” systems that are not particularly suited for disseminating lengthy messages; hence, these systems are generally not used for warning on a daily basis.

## **2. National Weather Service (NWS) Weather Products**

Weather warning messages are issued by NWS Weather Forecast Offices and various NWS specialized weather centers; such as NWS river forecast centers, the National Severe Storms Forecast Center, and the National Hurricane Center.

- a. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by Weather Wire to the State EOC. The State EOC, as the State Warning Point, retransmits these weather messages to appropriate Area Warning Centers and Local Warning Points by TLETS. Among the weather messages that are provided are:
  - 1) Flood and flash flood watches and warnings
  - 2) Severe weather watches and warnings
  - 3) Tornado watches and warnings
  - 4) Tropical weather watches and warnings

Many local radio and television stations subscribe to the NOAA Weather Wire Service and have installed terminals to receive weather products directly from the NWS.

- b. NOAA Weather Radio. The County also receives NWS weather warning disseminated by NOAA Weather Radio on tone-alert radios located in the EOC.
- c. EMWIN. We also receive weather information broadcast via satellite through the Emergency Managers Wireless Information Network (EMWIN). Our EMWIN terminal is located in the EOC.

## **3. Emergency Alert System (EAS)**

EAS is intended to provide a means for government to provide emergency warning and instructions to the public. See Section V.D.2.b below and Appendix 4 for further information on EAS. This jurisdiction may receive EAS messages that contain warning information broadcast by:

- a. Federal authorities or agencies
- b. State government
- c. Other local governments

Civil emergency warnings issued through NAWAS may also be disseminated through EAS. Incoming EAS messages may be received on commercial radio or television stations monitored by local officials.

#### **4. State Government**

From time to time, the State EOC issues warning messages to local governments in specific regions of the State. For example, an advisory may be issued to inland jurisdictions along major evacuation routes when large-scale evacuations begin in coastal areas due to a hurricane. Warnings issued by the State EOC are typically transmitted by TLETS to Area Warning Centers and LWPs.

#### **5. Local Officials**

Government employees may provide warning of emergency situations they have discovered or that have been reported to their departments and been confirmed. Such situations should be reported to the LWP through any available means of communications.

#### **6. Business and Industry**

Companies that suffer a major fire, explosion, hazardous materials spill, or other emergency situation that may pose a threat to public health and safety and public or private property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 9-1-1 system. Companies reporting emergency situations that may pose a risk to the public are expected to recommend to local government appropriate actions to protect people and property. In addition to calling 911, companies are encouraged to contact their local jurisdiction emergency management office, or the county office of emergency management, whichever might apply.

#### **7. Federal, State, or Local Agencies**

Warning of specific types of emergency situations may be received directly from specialized government agencies, including river authorities, dam operators, the US Coast Guard, military installations, airport authorities, and other agencies which operate specialized facilities.

#### **8. Citizen Warning**

Citizens may also provide warning of emergency situations, generally by calling 9-1-1. It is always advisable to confirm information on emergency situations reported by citizens before issuing public warning regarding those situations. Citizens can also text to 911 in emergencies if they are unable to speak. For instance, if the caller is deaf, hard-of-hearing, speech impaired, or when speaking out loud would put the caller in danger. The text service is currently available only to Verizon Wireless and T-Mobile customers.

### **C. Notification of Local Officials**

When the Sheriff's Office and/or Police Department(s) (serving as the LWP) receive warning of an emergency situation, it shall make notification to key local officials so they can determine appropriate actions to deal with the situation. The Emergency Notification Matrix provided in Appendix 2 indicates the departments and officials that should be notified of various types of emergency situations. Notifications will be made by telephone, radio, pager, or any other means available.

#### **D. Dissemination of Warnings to the Public**

1. In the initial stages of an emergency situation, the LWP will, within the limits of the authority delegated to it, determine if a warning needs to be issued, and formulate a warning (using pre-scripted messages where possible), and disseminate it. Appendix 3 provides general guidelines for activation of the local warning system. When the EOC has been activated, the EOC will normally determine who needs to be warned and how and will normally formulate warning messages and public instructions. The LWP will normally execute such warnings by activating the warning system, except that the PIO or the EOC may disseminate emergency public information to the media directly.
2. The systems described below will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed. They are included in Appendix 6 to this annex. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.

##### **a. Emergency Alert System (EAS)**

- 1) As a condition of licensing, all commercial radio and television stations and cable television companies must participate in EAS and use their facilities to relay warning and instructions from government to the public. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast state and local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcaster.
- 2) For obvious reasons, EAS should be used prudently. The Texas EAS Plan governs activation of EAS by local governments and local EAS plans developed in each of the state's 25 EAS districts. The general guidelines for local activation of EAS include:
  - a) Severity of situation. EAS warning will aid in reducing loss of life or substantial loss of property.
  - b) Timeliness. Immediate public knowledge is required to avoid adverse impact.
  - c) Alternatives. Other means of disseminating information are inadequate to ensure rapid delivery. The Fort Bend County Sheriff's Office, Fort Bend County Constables and each of the fire departments within Fort Bend County maintain vehicles that are equipped with Public Address systems for route alerting.
- 3) The local EAS stations are listed in Appendix 5. The County has coordinated with these stations to establish procedures for accessing the EAS, which are included in that appendix. Authority to release EAS messages for broadcast is restricted to those local officials named in Appendix 3. The following methods will be used to transmit emergency messages to EAS stations for broadcast:

- a) By telephone, with the station generally recording our verbal message and then broadcasting it.
  - b) By fax, with the station receiving our written message and reading it on the air.
  - c) By using the EAS encoder/decoder to prepare a message, affix EAS originator, subject, and location codes, and send it to the local EAS station.
- 4) Pre-scripted emergency messages have been prepared for use with those warning systems that are capable of delivering a verbal or written message; these are included in Appendix 6. As EAS messages are limited to two minutes, the pre-scripted messages include short warning and instructional messages that may be transmitted by EAS and amplifying messages that will be distributed to the media as Special News Advisories.

#### **b. Route Alerting & Door-to-Door Warning**

The public may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including rural areas where residences are some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warning, but they are labor-intensive and time-consuming and may be infeasible for large areas. Route alert vehicles will be determined by location of the incident and the amount of manpower needed to make the warning. City vehicles will be used in local jurisdictions and county vehicles will be used in county areas.

#### **c. NOAA Weather Radio**

Pursuant to an agreement with the NWS Forecast Office, those local officials authorized to release EAS messages (See Appendix 3) may request that the NWS activate the NOAA Weather Radio system to broadcast civil emergency messages. This system can broadcast voice messages to individuals who have a NOAA Weather Radio or receive Weather Radio broadcasts on cable television. These messages can also be transmitted to antennas spread throughout the county on AM 1670.

#### **d. Cable Television Interrupt**

Some EOCs have the capability to interrupt all channels/the local government access channel of the local cable television system with an emergency voice message. This means of warning only reaches those who have cable television and have their television set turned on. Fort Bend County does not have this capability, however, some of the local jurisdictions have this capability.

#### **e. Emergency Notification System**

The Emergency Notification System (ENS) is designed to make emergency notifications to selected areas of the county. This is done through the 911 call center. An area can be notified based on a determined polygon, a pre-plan, intersection and specified radius, or an address and specified radius. The Greater Harris County 9-1-1 Emergency Network operates the ENS platform as well as other

Public Safety answering points in the County. This system also allows residents to register their home or cell phone to receive emergency alerts. The alerts are activated at the 9-1-1 answering point at the Fort Bend County Sheriff's Office.

**f. AM Alert 1670**

The Fort Bend County AM Alert radio system is a 10 station configuration of radio transmitters and receivers that broadcast emergency messages in addition to National Weather Service weather information on a frequency of AM 1670 from the Emergency Operations Center in Richmond. Sixteen strategically located signs, three with remote activated lights, provide notice to tune to AM 1670 for emergency information.

**g. FBC Alerts/Social Media**

FBC Alert is a non-real-time alerting system powered by the PIER System. Citizens opt-in to the service, and are responsible for updating their information as it changes by re-registering for the service. FBC Alerts can be sent out by email, SMS (Text messages) and text to voice in the case of emergencies. Alerts are also posted to the OEM Website. All FBC Alerts are also re-broadcast on social networking sites Twitter and Facebook.

**E. Warning Special Facilities and Populations**

Special populations and facilities will be warned of emergency situations by the following methods to include:

**1. Visually impaired:**

EAS messages on radio, sirens, NOAA Weather Radio, route alerting, door-to-door notification, and FBC Alerts.

**2. Hearing impaired:**

Captioned EAS messages on television, route alerting, door-to-door notification, and FBC Alerts

**3. Non-English speaking:**

Language messages on radio and/or TX, NOAA Weather Radio, route altering, door-to-door, and FBC Alerts.

**4. Special facilities:**

EAS messages on radio/television, sirens, NOAA Weather Radio, route alerting, door-to-door notification, and FBC Alerts.

**F. Warnings to Other Governments and Agencies**

1. The Local Warning Point is responsible for warning adjacent or nearby jurisdictions that may be affected by emergency situations originating within this jurisdiction.

2. Local government is also responsible for informing the Disaster District Committee in Pierce of major emergencies after time-sensitive warnings have been issued. The form for an initial emergency report is provided in Appendix 2 to Annex N, Direction & Control.

## **G. Actions by Phases of Emergency Management**

### **1. Prevention**

- a. Establish an effective public warning system and appropriate operating procedures. Extend the system to keep up with growth. Adopt new methods of warning that increase the ability to reach citizens not well served by current systems.
- b. Conduct public education designed to prevent citizens from taking unnecessary risks during emergency situations. An example would be a public information effort discouraging people from driving on flooded roads.

### **2. Preparedness**

- a. Test the local warning system on a regular basis.
- b. Prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 6.
- c. Brief local media on local warning systems and coordinate procedures for transmitting EAS messages to radio and television stations and cable television providers.
- d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
- e. Establish a Joint Information System (JIS) and identify suitable facilities for a Joint Information Center (JIC) if required.
- f. Maintain this annex.
- g. Identify suitable facilities for a Joint Information Center.

### **3. Response**

- a. Activate local warning system to alert the public of the emergency situation and provide appropriate instructions.
- b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
- c. Discontinue warnings when they are no longer required.

### **4. Recovery**

- a. Advise the public when the emergency situation has been terminated.
- b. If necessary, provide instructions for return of evacuees and safety information relating to reoccupation of damaged homes and businesses.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

1. The Fort Bend County Judge and Commissioners Court will establish general policies for emergency warning and fund personnel and equipment to operate the warning system.
2. The Fort Bend County Joint Resolution Jurisdiction Mayors and City Council members will establish general policies for emergency warning and fund personnel and equipment to operate the warning system within the Joint Resolution Jurisdictions.
3. The Sheriff and/or Police Chief are responsible for operating the LWP and coordinating operation of the local warning system.

**B. Task Assignments**

**1. The Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors will:**

- a. Outline general policies on warning and emergency public information.
- b. Approve emergency public information to be released to the public through the news media or other means.

**2. The Sheriff and/or Police Chief will:**

- a. Develop an adequate warning system.
- b. Staff and operate the local warning point.
- c. In coordination with the EMC, develop and maintain procedures for operation of the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations. See Appendices 3, 4, and 5
- d. Provide for maintenance and periodic testing warning system equipment. See Appendix 3.

**3. The Sheriff's Office/Police Department(s) will serve as the LWP and will:**

- a. Receive and, if necessary, verify and acknowledge warnings of emergency situations.
- b. Make notification to local officials of emergency situations or conditions that could cause such situations as required. See Appendix 2.



- c. In accordance with SOP or when directed, activate the warning system to alert the public and provide instructions based on the emergency.
- d. Identify requirements for route alerting and door-to-door warning for areas where other warning systems do not adequately reach the public.
- e.
- f. Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.

**4. The EMC will:**

- a. In coordination with the Sheriff and/or Police Chief, develop operating procedures for the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations.
- b. Assist in the development of pre-scripted warning messages and Special News Advisories. See Appendix 6.
- c. When the EOC is activated, assist in the development of warning messages and Special News Advisories.
- d. In coordination with the PIO, educate the public regarding the use of the warning system.

**5. The PIO will:**

- a. In coordination with the EMC and the Sheriff and/or Police Chief, develop pre-scripted warning messages and public instructions for known hazards.
- b. When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
- c. Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages.
- d. Maintain a media briefing area in the EOC.
- e. Periodically brief the media on local warning systems and warning procedures.
- f. Develop and disseminate educational materials relating to emergency warning to the public.

**6. Law Enforcement will:**

Provide units and personnel for route alerting and door-to-door warning when requested.

**7. The Fire Service will:**

Provide units and personnel for route alerting and door-to-door warning when requested.

**8. All local government departments and agencies will:**

- a. Report emergency situations that merit warning local officials or the public to the local warning point.
- b. When requested, provide personnel and equipment to assist in route alerting or door-to-door warning

**9. Media companies are expected to:**

- a. Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
- b. Participate in periodic tests of the EAS and other warning systems.

**10. Institutions, businesses, and places of public assembly are expected to:**

Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

<b>VII. DIRECTION &amp; CONTROL</b>
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**A. General**

1. The Fort Bend County Judge shall provide general guidance for warning activities.
2. The Fort Bend County Joint Resolution Jurisdiction Mayors shall provide general guidance for warning activities within the Joint Resolution Jurisdictions.
3. The Sheriff and/or Police Chief shall provide specific guidance for the operation of the LWP and warning systems.
4. For specific time-sensitive emergency situations, the LWP has been delegated authority to determine if a warning needs to be issued, formulate a warning if necessary (using pre-scripted messages where possible), and disseminate it. For other situations, the LWP must coordinate with one of a designated set of key officials who will determine if a warning should be issued and approve the general content of any warning message that will be disseminated. Guidelines for this process are outlined in Appendix 3.
5. When the EOC has been activated, the EOC staff will normally determine who needs to be warned and how and the EMC, PIO, and other members of the staff will formulate warning messages and public instructions. The LWP will normally execute such warnings by activating the warning system, except that the PIO may disseminate emergency public information to the media directly.

**B. Line of Succession**

The line of succession for the Sheriff, who has primary responsibility for the warning function, is:

1. Sheriff
2. Chief Deputy
3. Major-Administration

The line of succession for the Police Chief in Joint Resolution Jurisdictions, who has primary responsibility for the warning function, is:

1. Police Chief
2. Assistant Police Chief
3. Captain/Lieutenant

**VIII. READINESS LEVELS**
**A. Readiness Level IV - Normal Conditions**

See the mitigation and preparedness activities in Section V.G, Emergency Management Activities by Phase.

**B. Readiness Level III – Increased Readiness**

1. Monitor the situation.
2. Inspect warning systems to insure they are fully operational.
3. Alert EAS stations of the increased threat so they are aware of the situation and can disseminate warnings if necessary.

**C. Readiness Level II – High Readiness**

1. Monitor the situation.
2. Develop draft warning messages and public messages for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Identify requirements for route alerting and door-to-door warning.
5. Consider activation of the EOC to provide for increased situation monitoring and to conduct pre-planning.

**D. Readiness Level I – Elevated Readiness**

1. Monitor the situation.

2. Place selected off-duty personnel on standby to increase staffing if necessary
3. Coordinate with EAS stations to determine their readiness.
4. Designate units for route alerting and door-to-door warning.
5. Activate the EOC for increased situation monitoring, planning, and resource management.

## IX. ADMINISTRATION & SUPPORT

### **A. Agreements & Contracts**

Should local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

### **B. Reports & Records**

1. The Local Warning Point shall maintain activity logs recording:
  - a. Warnings received.
  - b. Key personnel notified and the actions they directed to be taken.
  - c. Warnings disseminated to the public and the means of that dissemination.
2. The Incident Command Post (ICP) and the Emergency Operations Center (EOC) shall maintain logs of their activities as outlined in Section IX of the Basic Plan.

### **C. Maintenance of Equipment**

All warning systems owned by Fort Bend County and the Joint Resolution Jurisdictions will be maintained in accordance with the manufacturer's instructions for those systems.

## X. ANNEX DEVELOPMENT & MAINTENANCE

### **A. Development**

The Fort Bend County Sheriff is responsible for developing and maintaining this annex. In addition, the County Sheriff is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop standard operating procedures that address assigned tasks.

### **B. Maintenance**

This annex will be reviewed updated in accordance with the schedule outlined in Section X of the Basic Plan.

<b>XI. REFERENCES</b>
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FEMA, *National Warning System Operations Manual*.

FEMA, *Guide for All-Hazard Emergency Operations Planning (SLG-101)*.

**APPENDICES**

<b>Appendix 1</b>	Emergency Notification Matrix
<b>Appendix 2</b>	Local Warning System Diagram
<b>Appendix 3</b>	General National Warning Messages
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**Appendix 1  
EMERGENCY NOTIFICATION MATRIX**

	All Community	Commissioner's Court	DECs	EMROG	EOC Activation List	FBC Alert SMS	FBC Alert Text-to-voice	FBC Alerts Email	FBC Animal Issues	FBC City Managers	FBC Community Partners	FBC Constables	FBC Death Investigators	FBC Debris Mgmt Steering Committee	FBC Department Heads	FBC EMCs	FBC Fire Chiefs	FBC HazMat Policy Group	FBC Hospitals	FBC JPs	FBC Law Enforcement	FBC Legislators	FBC LIDs	FBC Mayors	FBC PIO Network	FBC Public Works Directors	FBC Re-entry Stickers	FBC Schools	FBC Special Districts	FBC Technical Rescue Committee	FBCCC	LEPC	Media - All	MUD Console Personnel	MUD Readiness Program	OEM Staff	Private Sector Partners	TMP Work Group	Volunteer - CERT Alumni	Volunteer - CST	Volunteer - CST Activation List			
<b>NWS</b>																																												
<b><i>Drought/Heat</i></b>																																												
Excessive Heat Warning				X		X	X	X								X	X						X		X	X		X			X		X	X	X	X								
Extreme Fire Danger				X		X	X	X								X	X						X		X	X					X			X	X	X								
Extreme Wind Warning				X		X	X	X								X	X						X		X	X					X		X	X	X	X								
Fire Warning			X	X		X	X	X							X	X	X						X		X	X					X		X	X	X	X								
Fire Weather Watch				X		X	X	X								X	X						X		X	X					X			X	X	X								
Red Flag Warning				X		X	X	X								X	X						X		X	X					X		X	X	X	X								
<b><i>Hurricanes &amp; Storms</i></b>																																												
Evacuation Immediate		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Shelter In Place Warning		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



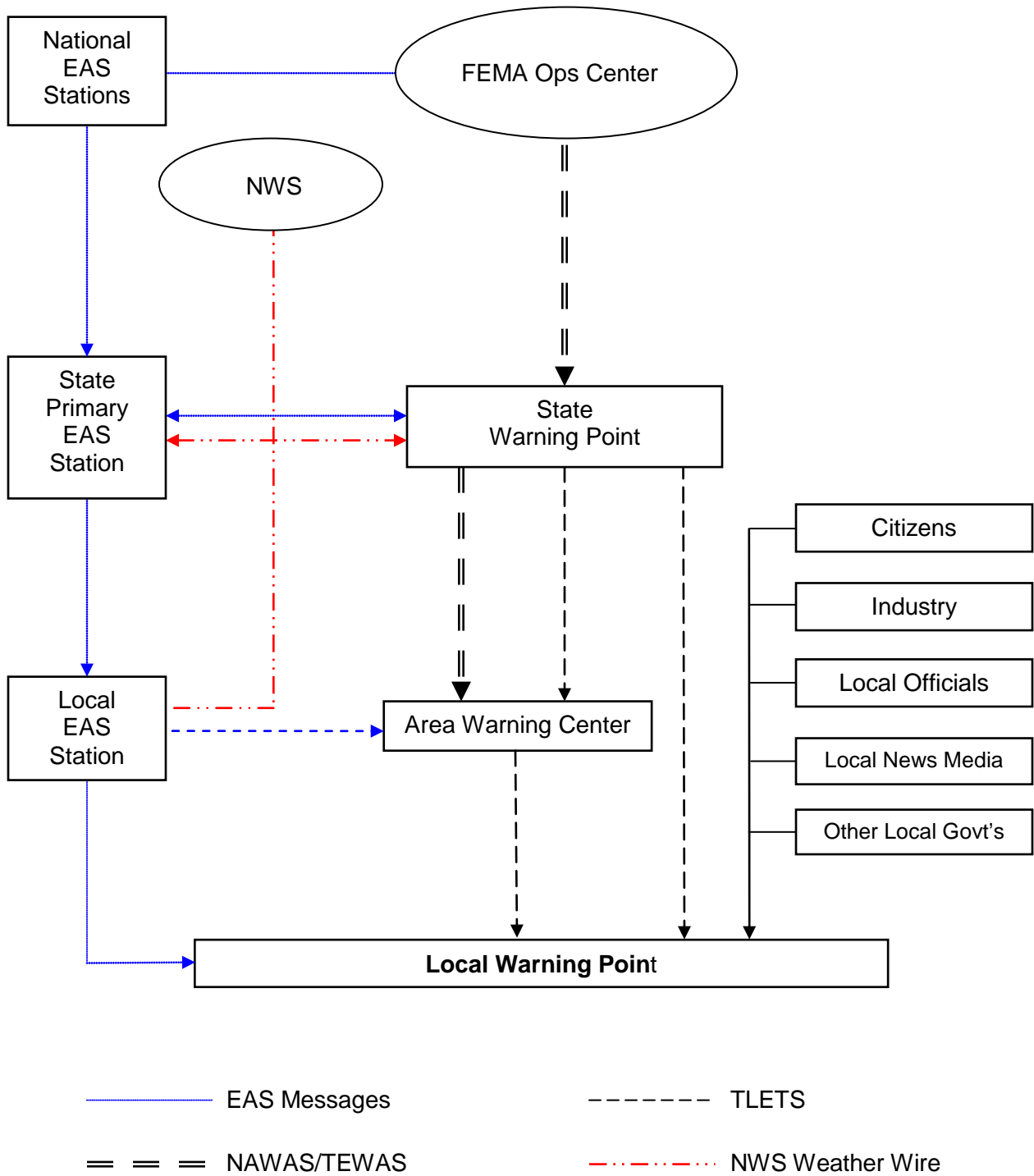






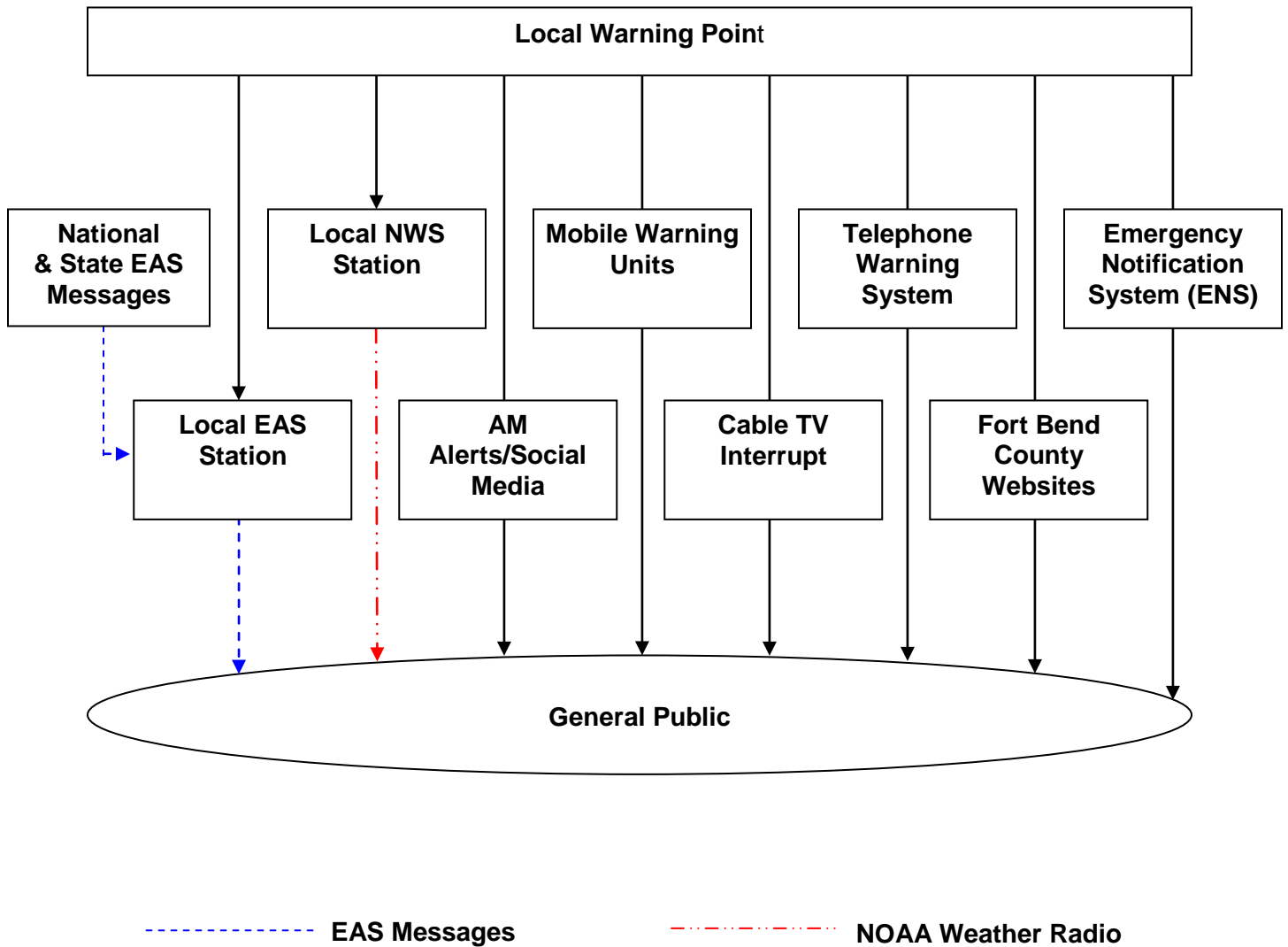
**Appendix 2  
LOCAL WARNING SYSTEM DIAGRAM**

**How Warnings Are Received**



### How Warnings Are Disseminated

All warning systems will be tested at a minimum of at least twice a year. It is recommended that the most commonly used systems are tested monthly.



<b>Appendix 3</b> <b>GENERAL NATIONAL WARNING MESSAGES</b>
---

**1. Types of National Warning Messages**

National warning messages include:

- A. Attack Warning
- B. Fallout Warning
- C. Natural & Technological Emergency Warning

**2. National Warning Message Dissemination**

National warning messages are disseminated by federal authorities from the FEMA Operations Center through the National Warning System (NAWAS) to the states; NAWAS is a dedicated telephone system that disseminates voice warning messages. In Texas, such warning messages are received at the State Warning Point in Austin and relayed to Area Warning Centers around the state by the Texas Warning System (TEWAS), which is also a dedicated telephone system that disseminates voice warning messages. Area Warning Centers normally disseminate national warning messages they receive by Texas Law Enforcement Telecommunications System (TLETS) teletype to Local Warning Points. Local Warning Points whose TLETS service is inoperative may receive warning messages by telephone or radio.

**3. Local Action Upon Receipt of A National Warning Message**

- A. When national warning messages are received at the Local Warning Point, such warnings should be disseminated as soon as possible through the local warning system, except that national warning messages received locally should not be forwarded for local broadcast as EAS messages, as federal authorities will broadcast such warnings as national EAS messages.
- B. All national warning messages received verbally (by telephone or radio) should be acknowledged.

**4. National Warning Messages**

- A. Attack Warning
  - 1) Attack Warnings are issued when there is a threat of attack on the United States or portions of it.
  - 2) Incoming message format:

*“This is the FEMA (Alternate) Operations Center. This is an Attack Warning. Declaration time (date & time) Zulu.”*

Note:

Zulu minus 5 hours = Central Daylight Time; Zulu minus 6 hours = Central Standard Time.

Zulu minus 6 hours = Mountain Daylight Time; Zulu minus 7 hours = Mountain Standard Time.

If the threat is limited to a specific area, the message will be tailored to describe the area at risk.

3) Termination message format:

*“This is the FEMA (Alternate) Operations Center. The Attack Warning is terminated. Termination time (time) Zulu.”*

B. Fallout Warning

- 1) Fallout warnings are intended to warn of radiation hazards resulting from nuclear detonations, accidental mishaps, and/or terrorist incidents.
- 2) There is no specific format for this type of message, but it appears that it will likely follow the general format of the message in paragraph 4.D.2).b) below.

C. Natural & Technological Emergency Warning

- 1) This type of warning may be issued to cover the following events: major natural disasters, errant domestic missile launch, reentering space debris, volcanic eruption, major dam failure, and other hazards to public health, safety, and property that may threaten a wide area.
- 2) Incoming message format:  
  
“This is the FEMA (Alternate) Operations Center with a special announcement for all states or the following state(s) \_\_\_\_\_ or the following region(s) \_\_\_\_\_.  
Text: (free text message describing the problem and appropriate protective actions)”
- 3) There is no specific format for this type of message.

D. Accidental Missile Launch

- 1) An accidental missile launch by the United States or other countries may generate a Natural & Technological Emergency Warning or a Fallout Warning or both, depending on the type of missile involved.
- 2) Incoming message format:
  - a) *“This is the FEMA (Alternate) Operations Center with an Emergency Warning for the following (states, counties, cities). An accidental missile launch threatens the following areas: (states, counties, cities). Advise population by all means to take cover.”*

- b) For accidental launches which result in a nuclear weapons detonation, the following message will be used:

*“This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon detonated in (city, county, and state) at \_\_\_\_\_ local time. Radioactive fallout is possible. Persons in (cities, counties, states) should be advised to remain under cover and await further instructions from state or local authorities. Residents are advised to take protective actions in accordance with local community shelter plans and to be alert for further instructions from state and local authorities. Residents in all other areas are advised that protective actions are not required at this time.”*

- c) For accidental launches that do not result in a nuclear weapons detonation, the following message will be used:

*“This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon impacted in (city, county, and state) at \_\_\_\_\_ local time. A nuclear detonation did not – repeat – did not occur. Persons in (cities, counties, states) should be alert for further instructions from state or local authorities. Residents in all other areas are advised that protective actions are not required at this time.”*

<b>Appendix 4</b> <b>NATIONAL WARNING POINT PROCEDURES</b>
---

**1. Receiving Warning Information**

- A. The Local Warning Point (LWP) may receive emergency warnings by:
  - 1) TLETS message from the State Warning Point or Area Warning Center
  - 2) Telephone or fax from the State Operating Center (SOC)
  - 3) Radio, telephone, or fax from the Area Warning Center
  - 4) Radio, telephone, or fax from state or federal agencies or other local governments.
  - 5) Radio, telephone or fax from industry, government employees, or citizens
  - 6) NOAA weather radio
  - 7) NOAA / EMWIN
  - 8) EAS message decoded by our EAS terminal
  - 9) Web EOC
- B. Incoming messages should be acknowledged if required (for example: national warning messages).
- C. The date and time on written messages and the date and time of receipt of all messages shall be entered in the Communication Log, or may be entered into Web EOC.
- D. For emergency situations reported by citizens and others unknown to the LWP operator, the operator should seek to confirm the source and information provided by any available means before taking action on the report, unless there are confirming reports from other sources.

**2. Emergency Notifications**

- A. The LWP shall make notifications of routine emergency situations to the department or agency that normally responds to such situations.
- B. For those emergency situations or potential emergency situations described in the Emergency Notification Matrix in Appendix 2, the LWP shall make notifications to the departments, agencies, and those local officials indicated in the matrix. Local officials may request that the LWP take specific actions or advise the LWP that they will take certain actions in response to the warning.
- C. Notifications of emergency situations and other actions taken in response to such notifications shall be recorded in the Communications Log.

**3. Dissemination of Warnings**

- A. The LWP may disseminate emergency warnings and public instructions by:
  - 1) Forwarding a voice or hard copy message to the local EAS station for broadcast
  - 2) Route alerting and door-to-door warning.
  - 3) Providing a voice or text message to the National Weather Service for broadcast on NOAA Weather Radio.

- 4) Using the cable television interrupt to broadcast a voice message on all cable channels or the local government access channel (as applicable).
  - 5) Activating the Neighborhood Early Warning System. This provides a voice message to selected telephone subscribers.
- B. The LWP may activate local warning systems for certain time-sensitive emergency situations. For other emergency situations, the LWP **must** seek approval from a key official to activate the local warning system.
- C. The LWP is authorized to activate the local warning systems without prior approval for the following emergency situations:
- 1) An NWS tornado warning for the local area or the confirmed sighting of a tornado on the ground in the local area.
  - 2) A national civil emergency warning received from the Area Warning Center. See Appendix 4.
  - 3) A catastrophic emergency situation that poses an immediate threat to life, such as a dam failure.
- D. For other emergency situations, the LWP shall relay the warning received to one of the following key officials and obtain guidance on activating the local warning system and the suggested content of any local warning messages:
- 1) The County Judge/Mayor
  - 2) The City Manager or Assistant City Manager
  - 3) The Emergency Management Coordinator
  - 4) The Sheriff/Police Chief
- E. When a decision is made to activate the warning system, the outdoor warning system should be activated and an EAS message dispatched to local broadcasters first. Other warning systems should be activated as soon as possible thereafter.
- 1) To save time and ensure completeness, the pre-scripted warning messages contained in Appendix 6 should be used as basis for warning messages where possible. However, it may be necessary for the LWP to prepare an appropriate message from scratch. Copies of the pre-scripted messages are maintained on computers in the LWP and the EOC so they can be easily modified.
  - 2) National civil emergency warning messages received locally should not be forwarded to local EAS stations for broadcast, as plans call for federal authorities to enter such messages into EAS at the national level.
  - 3) If it is determined that route alerting and/or door-to-door warning are required, the LWP must alert fire and police dispatchers/the Communications Center to assign units to those tasks. The LWP should provide dispatchers/the Communications Center with the warning message and any instructions that are to be disseminated so that these can be passed on to the units involved.
  - 4) Warning messages and public instructions should be updated as the situation changes and canceled when no longer needed.



- F. The LWP should record the activation of the various local warning systems and dispatch of warning and public instruction messages in its Communication Log and Web EOC if available.

#### **4. Testing and Exercising the Warning System**

##### A. System Testing

All components of the warning system will be tested on a regular basis.

##### B. Test Procedures

- 1) The preparation and transmission of a simulated warning message to the local primary EAS station, KTRH Radio, shall be tested quarterly at a date and time agreed upon with the station. Such message shall not be broadcast. EAS stations are required by the FCC to conduct required weekly and monthly tests of their EAS equipment.
- 2) The preparation and transmission of a simulated warning message to the National Weather Service for broadcast on NOAA Weather Radio shall be tested quarterly at a date and time agreed upon with the NWS. Such messages shall not be broadcast.
- 3) The preparation and transmission of a simulated warning message by Cable Override through the local cable company, should be tested quarterly at a date and time agreed upon with the station. Such messages shall not be broadcast.
- 4) The preparation and transmission of a simulated warning message by the NEWS should be tested yearly. Such message shall not be broadcast.

##### C. Exercises

- 1) It is desirable that preparation of warning messages and public instructions and the activation of warning systems be included in emergency exercise activities where such tasks are appropriate for the scenario being exercised in order to ensure that components of the system are adequate and the operational procedures are adequate.

If warning systems are activated at other than normal times for exercises, it is essential to give due notice to the public that such activations will occur.

<b>Appendix 5 EMERGENCY ALERT SYSTEM (EAS) OPERATIONS</b>
---

**1. Purpose**

The purpose of EAS is to provide real time communication, information, direction and instruction in the event of an emergency requiring public action.

**2. EAS Plans**

For purposes of coordinating the use of EAS, the State Emergency Communications Committee has developed a statewide EAS Plan. Local Area Emergency Communications Committees for each of the State's EAS Districts develop local EAS plans. These plans address the concept of operations for EAS, message priorities, procedures for activation of EAS, and message formats. Local plans typically designate individuals authorized to activate EAS and authentication requirements.

**3. EAS Activation**

A. Authority

The following individuals may request activation of EAS:

- 1) County Judge/Mayor
- 2) City Manager or Assistant City Manager
- 3) Emergency Management Coordinator
- 4) Deputy Emergency Management Coordinator
- 5) Sheriff/Police Chief

The above authorities should contact the area EAS radio station (KTRH) and properly identify themselves before communicating the urgent message for distribution.

B. Methods

EAS messages will be transmitted from the Local Warning Point to EAS stations by telephone, fax, or encoded voice message.

1) Voice & Fax Messages

The authentication code should be provided for voice messages and included on fax messages. The LWP should coordinate with the EAS station to determine the methods of delivery. The station staff will normally read faxed messages. Voice messages may be transmitted live or recorded and then transmitted; the latter is preferred if the message must be repeated. For voice messages, it is desirable that the individual generating the message work from a written script or notes to ensure that all essential information is covered.

2) Forwarding Messages for Transmission

EAS messages will be forwarded to the EAS Local Primary Station if the emergency situation affects areas beyond the local area or if stations that broadcast EAS messages in the local area are unattended during the period when EAS activation is required. Stations that are in unattended operation at certain hours of the day must set their EAS Decoder to Automatic Mode so programming is interrupted and EAS messages broadcast automatically. If the emergency situations affect only an area served by one or two stations or cable companies, local officials may request EAS activation from those stations directly if they are staffed.

3) Encoding EAS Messages.

C. Operating Guidance

- 1) EAS messages are limited by hardware design to two minutes.
- 2) If a message provided for broadcast by EAS stations is no longer current, it should be cancelled or replaced by an updated message.
- 3) If an EAS station is required by license restrictions to operate at reduced power or cease transmitting during certain specified time periods, and activation of EAS is requested during that time period, the station may operate its transmitter as needed using full power.

D. Broadcast of EAS Messages

When a request for EAS activation is received and authenticated, the EAS station will typically:

- 1) Interrupt normal programming.
- 2) Send the EAS Header Code.
- 3) Send the EAS Attention Signal (8 to 25 seconds).
- 4) Make an activation announcement:  
*“This is the (local area) Texas Emergency Alert System. Important information will follow.”*
- 5) Broadcast the emergency message.
- 6) Make a termination announcement:  
*“This is the (local area) Texas Emergency Alert System. We now resume normal programming.”*
- 7) Send the EAS End-of-Message Code.
- 8) Resume normal programming.

Tests

Testing of the EAS system will be as described in the Houston/Galveston Area Council District EAS Plan.



F. TIME WARNER, INC.

Call sign:

Location

Telephone: 713-462-1900

Frequency:

G. Call sign: KILT

Location

Telephone: 713-881-5100

Frequency: AM 610/FM 100.3

Fax: 713-881-5199

H. Call sign: KUHF

Location

Telephone: 713-743-0887

Frequency: FM 88.7 (PBS)

Fax: 713-743-1818

<b>Appendix 6</b> <b>LOCAL WARNING &amp; EMERGENCY PUBLIC INFORMATION MESSAGES</b>
---

1. This appendix provides two types of warning messages for a number of emergency situations.
  - A. Warning Messages

These messages alert the public to emergency situations and provide directions on what they should do and not do to protect themselves. As the time limit for warning messages transmitted via the Emergency Alert System (EAS) is approximately two minutes, and the capability of television warning displays is limited, warning messages are generally short and concise. Warning messages are generally disseminated through warning systems and broadcast every 15 minutes until they are canceled or replaced by an updated message
  - B. Special New Advisories

Special News Advisories amplify information contained in the warning messages, provide further information regarding an emergency situation, and may be used to provide information on impending threats that do not yet warrant public warning. Special News Advisories are generally sent to the media through normal communications channels for further dissemination to the public.
  - C. Warning messages and Special News Advisories have been pre-scripted to expedite timely dissemination; however, it may be necessary to modify the pre-scripted text and/or add additional information.
  - D. Copies of the messages in this appendix are maintained on computers in the EOC.
2. The following warning messages and Special News Advisories are provided in this appendix:
  - A. Tab A: Warning Message – General Incident
  - B. Tab B: Warning Message – Road/Facility Closure
  - C. Tab C: Warning Message – Shelter-in-Place
  - D. Tab D: Special News Advisory – Pre-Evacuation Information
  - E. Tab E: Warning Message – Urgent Evacuation
  - F. Tab F: Warning Message – Mandatory Evacuation
  - G. Tab G: Special News Advisory – Supplemental Evacuation Information
  - H. Tab H: Special News Advisory – Schools & Public Facilities

### 3. General Guidance for Warning & Public Information Messages

#### A. Protective Action Areas

Areas in which protective actions, such as evacuation or shelter-in-place, are being implemented should be described with reference to obvious geographic features, such as roads and rivers, rather than with abstract descriptions such as a one mile radius of some intersection. The preferred method of describing the area should use compass directions and neighborhood and landmark names where appropriate.

Example:

*The area to be evacuated is north of Green Street, east of Olive St, south of James Road, and west of Rainy Road. This area includes the Green Tree and Hidden Hollow subdivisions and the Big Bargains Shopping Center.*

#### B. Evacuation Routes

The description of evacuation routes should make it clear which direction(s) evacuees should go and which travel directions they should avoid.

Example:

*People who are west of Meridian Avenue should go west on Kingman Road or Exeter Drive. People who are east of Meridian Avenue should go east on 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> Streets or Easy Street. Do not leave the evacuation area by going north.*

#### C. Road Closures

Road Closures in the County will be described by specific road, area, and instructions on avoiding the area affected.

**Tab A  
Appendix 6**

**WARNING – GENERAL INCIDENT**

1. The *[authorizing agency]* has issued the following warning for those who live, work, or are visiting in *[jurisdiction]*.
2. An emergency situation involving *[jurisdiction]* is currently in progress at: *[Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate]*
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving *[jurisdiction]* is currently in progress at: *(Repeat location in 2 above)*. Please avoid this area.
5. Do not call 911 for information about the emergency situation. Instead, stay tuned to this station for additional official information.



**Tab B  
Appendix 6**

**WARNING – ROAD / FACILITY CLOSURE**

1. The *[authorizing agency]* has issued the following warning for those who live, work, or are visiting in *[jurisdiction]*:
2. It has been necessary to close certain local streets and highways due to:

- Flooding
- Heavy accumulations of snow and ice
- Fire / Explosion
- Incident involving hazardous materials
- Other:

3. As of     *[time]*     today, the following roads have been closed by law enforcement officials:

Street or Route: \_\_\_\_\_

At or Between: \_\_\_\_\_

Please avoid these routes.

4.  If you must travel, use alternate routes, such as:
5.  We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.
6.  In addition, the following facilities have been closed due to the emergency situation:
7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*
8. Please stay tuned to this station for additional information on the current emergency situation

**Tab C  
Appendix 6**

**WARNING - SHELTER-IN-PLACE**

1. The *[authorizing agency]* has issued the following warning for those who live, work, or are visiting in *[jurisdiction]*.
2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:  
  
*[Describe area boundaries]*
3. If you are located in this area, do the following immediately in order to protect yourself:
  - A. Go inside your home, workplace, or the nearest building that appears to be reasonably air tight and stay there. Take your pets with you.
  - B. Close all doors, windows, and any fireplace dampers.
  - C. Turn off any heating or cooling system that draws in air from the outside.
  - D. Keep your radio on and tuned to receive emergency announcements and instructions.
  - E. Gather items that you may need to take with you if you are advised to evacuate.
4. People traveling in vehicles should seek shelter in the nearest air tight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.
6. If school is in session:
  - Students at the following school(s) are taking shelter at their schools:  
  
Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.
  - Students at the following school(s) *[have been/are being]* evacuated to other facilities:  
  
Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up school children as soon as it is available.
7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
8. Please do not call 911 or local emergency officials for information. Stay tuned to this station for additional information.

**Tab D  
Appendix 6**

**SPECIAL NEWS ADVISORY – PRE-EVACUATION**

1. The *[authorizing agency]* has issued the following advisory for those who live, work, or are visiting in *[jurisdiction]*.
2. Due to the threat of (*the hazard*), it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:

*[Describe area boundaries]*

3. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:
  - A. Assemble the following emergency supplies:
    - Clothing for your family for several days
    - Bedding, pillows, and towels
    - Prescription medicines & spare eyeglasses
    - Soap and toiletries
    - Baby food and diapers
    - Your address book or list of important telephone numbers
    - Your checkbook, credit cards, and cash
    - Your drivers license and identification cards
    - A portable radio and flashlight.
  - B. You should also:
    - Gather suitcases, boxes, or bags to hold your emergency supplies.
    - Be prepared to secure your home or office and your property before you depart.
    - Ensure your car is in good shape and you have adequate fuel.
    - Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.

4.  Potential evacuation routes from the area(s) at risk include:

5.  Potential evacuation routes from the area(s) at risk are described in:

6. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-worker's who do not have transportation, offer to assist them if you can.

7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.

Keep your radio or TV on and listen for further information about this situation. Please do not call 911 or local emergency officials for information as these ties up telephone lines needed for emergency operations.

**Tab E  
Appendix 6**

**WARNING MESSAGE – URGENT EVACUATION**

1. The *[authorizing agency]* has issued the following warning for those who live, work, or is visiting in *[jurisdiction]*.
2. Due to *[hazard]* that threatens/is affecting a portion of the local area, the *[Fort Bend County Judge and / or the Joint Resolution Jurisdictions Mayor]* recommends that people in the following area evacuate immediately to protect their health and safety:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
  - prescription medicines
  - eyeglasses
  - identification cards
  - checkbook
  - credit cards
  - valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
8. Repeating, local officials recommend the people in the following area(s) evacuate now:  
*(Repeat the area description in paragraph 2 above.)*
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

**Tab F  
Appendix 6**

**WARNING MESSAGE – MANDATORY EVACUATION**

1. The *[authorizing agency]* has issued the following warning for those who live, work, or is visiting *in [jurisdiction]*.
2. Due to *[hazard]*, the *[Fort Bend County Judge and / or the Joint Resolution Jurisdiction Mayors]*, under Texas law, has ordered that people in the following area evacuate immediately the area to protect their health and safety and the health and safety of possible rescuers:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
  - prescription medicines
  - eyeglasses
  - baby supplies
  - personal care items
  - identification cards
  - checkbook and credit cards
  - valuable papers

Listen to this station for more information on what you need to take with you. Secure your home before you depart.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Remember some shelters will not accept pets
6. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
7. If you can't stay with friends or relatives or find a motel room, listen to this station for more information on the locations of public shelters.
8. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
9. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
10. Repeating, local officials, under Texas law, are ordering the people in the following area(s) evacuate immediately: *(Repeat the area description in paragraph 2 above.)*
11. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

**Tab G  
Appendix 6**

**SPECIAL NEWS ADVISORY – SUPPLEMENTAL EVACUATION INFORMATION**

1. The *[authorizing agency]* has issued the following advisory for those who live, work, or are visiting in *[jurisdiction]*:
2. Due to the threat of *[hazard]*, local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:

*[Describe area boundaries.]*

3. Use the following evacuation routes:
4. You should take the following emergency supplies with you:
  - clothing for your family for several days
  - bedding, pillows, and towels for each family member
  - prescription medicines & spare eyeglasses
  - soap and toiletries
  - baby food and diapers
  - address book or list of important telephone numbers
  - checkbook, credit cards, and cash
  - drivers license and identification cards
  - portable radio and flashlight, with extra batteries
5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
6. If you cannot find another place to stay, temporary public shelters will be/have been opened at:
7. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers
8. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
9. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
10. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.
11. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
12. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

**Tab H  
Appendix 6**

**SPECIAL NEWS ADVISORY – SCHOOL & PUBLIC FACILITIES**

1. The *[authorizing agency]* has issued the following advisory for those who live, work, or are visiting in *[jurisdiction]*.
2. The current emergency situation involving *[the hazard]*, have affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.

3.  All local public schools have been closed.

4.  The following schools have been closed and students *[are being / have been]* returned to their homes:

5.  The following schools have been evacuated and their students relocated to other facilities:

School: \_\_\_\_\_  
Students relocated to: \_\_\_\_\_

Parents should pick up their children at these host facilities.

6.  The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility: \_\_\_\_\_  
Patients relocated to: \_\_\_\_\_

7.  The following government offices, parks, recreation areas, and other public facilities have been closed:

8.  Please stay tuned to this station for more information and instructions from local officials.  
Please refrain from using the telephone unless you have a true emergency.

<b>Appendix 7</b> <b>EMERGENCY NOTIFICATION SYSTEM (ENS) PROTOCOL</b>
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**A. Pre-activation requirements**

1. Prior to any activation of ENS, a participating jurisdiction is responsible for the following:
  - a) Providing to the Greater Harris County 911 Emergency Network (the Network) the names and titles of those governmental personnel authorized to request activation of ENS for the participating jurisdiction. A participating jurisdiction may give this authority to a non-governmental person (for example: a plant manager of a petrochemical plant along the ship channel or LEPC's) so long as it is understood that such non-governmental person will be recognized as the participating jurisdiction's agent with authority to incur activation expense on behalf of the participating jurisdiction(s).
  - b) Providing to the Network the names, titles and telephone numbers of governmental personnel and/or designated agents (the "pre-stored special-purpose emergency notification call list") to be notified simultaneously with an activation message. The personnel included in these call lists normally vary according to the type of incident for which the system is activated.
  - c) Keeping the lists named above, as "a" and "b" updated. The Network must receive notice of a change within 24 hours of such change.
  - d) Designating pre-determined events – both by pre-recorded messages to be used for emergency notification, and by pre-stored emergency notification geographic areas.
  - e) Completing the Network-provided training.
2. The Network shall be responsible for the following:
  - a) Issuing ID codes and single-use personal passwords for those individuals authorized to activate ENS for a jurisdiction (see 1a above.) Single-use personal passwords are valid throughout an entire activation. Once the activation is completed, the Network will assign a new password immediately.
  - b) Determining the caller ID to be displayed for activation.
  - c) Setting the number of attempts for call completion ENS must make before a specific call is abandoned. The number will be set with input from the Network's participating jurisdictions. The designated number of attempts must be the same for all jurisdictions participating in the system.

**B. Activations**

1. The Network Command Center (832-237-9911), upon an authorized request (validation from a participating jurisdiction) shall activate NEWS.



2. A participating jurisdiction shall request that an area be notified based on a determined polygon, an intersection radius, or an address and specified radius.
3. A participating jurisdiction will specify the use of a pre-recorded message or of a dynamic message.

Examples of pre-recorded messages might be as follows:

a) *“THIS IS AN EMERGENCY MESSAGE THAT MAY AFFECT YOUR AREA. The [emergency service] FOR [jurisdiction] IS REPORTING [hazard]. PLEASE TUNE TO AM RADIO STATION 740 [or Fort Bend County’s - Alert AM 1670] FOR FURTHER DETAILS.”*

...or...

b) *“THIS IS AN EMERGENCY MESSAGE. A CHEMICAL SPILL HAS OCCURRED IN YOUR AREA. YOU ARE INSTRUCTED TO SHELTER-IN-PLACE AND TUNE TO AM RADIO STATION 740 [or Fort Bend County’s - Alert AM 1670] FOR FURTHER DETAILS.”*

4. Any authorized personnel designated by their jurisdiction, can activate the system, modify the activation, or end the activation.
5. An incomplete call will be re-tried according to the number of attempts authorized in A2c above.
6. When a telephone with caller ID feature receives a ENS Call, the phrase “Emergency Warning” or another identifier, will show on the caller ID screen.
7. When all the calls have been completed, the Command Center will notify the participating jurisdiction which requested the activation.

### **C. Security**

1. The Network Command Center will issue participating jurisdiction identification codes and single-use personal passwords for purposes of validating the request for activation.
2. A participating jurisdiction must inform the Network Command Center immediately upon a change in authorized personnel.
3. Periodically, the Network will verify authorized personnel.

### **D. Payment**

1. The participation jurisdiction requesting activation will be charged \$.10 per call for a call that lasts up to 30 seconds. The billing process is further explained below:
  - a) A billable unit is each 30-second period of time during a Connected Call.
  - b) A Connected Call is a call for which a voice communications path is established. A Connected Call may be a full notification to a person, a partial notification to a

person, a full notification to an answering machine or voice mail system, or a partial notification to an answering machine or voice mail system.

- c) A bad number, busy, modem/fax, and no answer would be considered calls that are not connected and therefore, not billable.
2. The Network will send the invoice to the participating jurisdiction that requested activation. Payment will be made to the Network to the attention of the Fiscal Officer.
3. If the activation involved crosses jurisdiction boundaries and/or if the activation is requested by an agent (see A.1.a above), industry reimbursement of some other expense sharing is a possibility for the participating jurisdiction. The participating jurisdiction, however, will be obligated to the Network for the entire amount of the invoice. The participating jurisdiction itself will pursue reimbursements from third parties.

**E. Activation Follow Up**

1. ENS will generate a variety of reports; these reports will be made available to the participating jurisdictions. Examples of such reports are attached as Exhibit B.
2. These reports may be sent to the jurisdictions via email, fax or U.S. mail.

**F. Training/Public Education**

1. The Network will provide call activation protocols (see B. Activation, above).
2. The Network will train appropriate personnel from each participating jurisdiction in all phases of the proper procedure to be used to request activation.
3. Each participating jurisdiction will then be responsible for training its own personnel on these procedures.
4. The Network, in conjunction with the participating jurisdictions, will provide public education on the existence and use of ENS.

**G. Updates to NEWS Protocol Manual**

The Ad Hoc Committee shall continue to meet periodically to assess ENS. This committee will handle recommendations for new or changed protocols/procedures. Such recommendations will be submitted to the participating jurisdictions and finally to the Network's Board of Managers for approval.

# **Exhibit A Emergencies**

**SAMPLES OF EMERGENCIES FOR WHICH THE NEIGHBORHOOD  
EARLY WARNING SYSTEM COULD BE ACTIVATED**

Chemical Release

Lost or Abducted Child

Explosion

Natural Gas Leak

Dangerous Suspect in Certain Area

Tornado

Neighborhood Evacuation

# **Exhibit B Reports**

## **DESCRIPTION OF REPORTS WHICH WILL BE AVAILABLE TO THOSE JURISDICTIONS PARTICIPATING IN THE EMERGENCY NOTIFICATION SYSTEM**

The Summary Reports supplied to jurisdictions will contain the following:

- Customer Call Strategy
- Event Number
- Event Date and Time Began
- Date and time at which the first call was placed
- Date and time at which the last call was placed
- Total time to complete all calls
- Total number of extracted telephone number records
- Total number of notification connection attempts made
- Total number and percent of total full notifications made to a person
- Total number and percent of total partial notifications made to a person (partial means the called person disconnected the call before the notification was delivered in its entirety)
- Total number and percent of full notifications made to an answering machine or voice mail system
- Total number and percent of partial notifications made to an answering machine or voice mail system (partial means the called machine or system disconnected the call before the notification was delivered in its entirety)
- Total number and percent of delivered messages
- Total number and percent of unsuccessful notifications
- Total number and percent of unsuccessfully delivered messages because the line was busy, incomplete, modem/fax, no answer or other.

**Appendix 8**  
**OUTDOOR WARNING SYSTEM DIAGRAM**

**NO OUTDOOR WARNING SYSTEM  
EXISTS IN FORT BEND COUNTY**