State EAS Plan Content Checklist

State Emergency Alert System (EAS) Plans describe state and local EAS operations and contain guidelines that must be followed by EAS Participants' personnel, emergency officials, and National Weather Service (NWS) personnel to activate the EAS. State and Local Plans contain unique methods of EAS message distribution such as the use of the Radio Broadcast Data System (RBDS). The Plans also include information on actions taken by EAS Participants, in coordination with state and local governments, to ensure timely access to EAS alert content by non-English speaking populations. The Plans must be reviewed and approved by the Chief, Public Safety and Homeland Security Bureau, prior to implementation to ensure that they are consistent with national plans, FCC regulations, and EAS operation.

State EAS Plans are submitted by State Emergency Communications Committee (SECC) members by using the Commission’s Alert Reporting System (ARS). Per section 11.21 of the EAS rules,[[1]](#footnote-1) certain informational elements are required to be included in all State EAS Plan submissions. SECCs should use this checklist when reviewing and updating a State EAS Plan for submission to the Commission to ensure they have prepared all necessary information.[[2]](#footnote-2)

State EAS Plans include the following elements:

1. A list of the EAS header codes and messages that will be transmitted by key EAS sources (National Primary, Local Primary, State Primary, and State Relay).[[3]](#footnote-3)
* **Where to enter in ARS:** This information is entered on the ARS “Event Codes” page.
1. Procedures for state emergency management officials NWS, and EAS Participant personnel to transmit emergency information to the public during an emergency via the EAS, including the extent to which the state's dissemination strategy for state and local emergency alerts differs from its Presidential Alerting strategy.[[4]](#footnote-4) Such dissemination strategies might include unique methods of EAS message distribution, such as the use of the Radio Broadcast Data System (RBDS).
* **Where to enter in ARS:** This information is entered on the ARS “Alerting Procedures” page.
* Differences between the state's dissemination strategy for state and local emergency alerts and its Presidential Alerting strategy can also be entered on the ARS “Monitoring Assignments: State and Local Alerts” page.
1. Procedures for state and local activations of the EAS, including a list of all authorized entities participating in the State or Local Area EAS.[[5]](#footnote-5) The information should contain an accurate and comprehensive listing of procedures used for transmitting information to the public via the EAS.[[6]](#footnote-6) This listing should include the monitoring obligations already required under the rules to transmit the Presidential alert.[[7]](#footnote-7) SECCs may, but are not required to, list the entities authorized to activate the EAS for state and local emergency messages (e.g., Public Safety Answering Points (PSAPs)).
* **Where to enter in ARS:** The procedures for state and local activations of the EAS, including a list of all authorized entities participating in the State or Local Area EAS, are entered on the ARS “Alerting Procedures” page.
* Entities authorized to activate the EAS for state and local emergency messages (e.g., PSAPs), along with any caveats associated with their EAS activations, are entered on the “Alert Origination” page.
1. A monitoring assignment matrix, in computer readable form, clearly showing monitoring assignments and the specific primary and backup path for Emergency Action Notification (EAN)/Presidential Alert messages from the Primary Entry Point to all key EAS sources (using the uniform designations specified in section 11.18 of the EAS rules)[[8]](#footnote-8) and to each station in the plan, organized by operational areas within the state. If a state's emergency alert system is capable of initiating EAS messages formatted in the Common Alerting Protocol (CAP), its EAS State Plan must include specific and detailed information describing how such messages will be aggregated and distributed to EAS Participants within the state, including the monitoring requirements associated with distributing such messages.[[9]](#footnote-9)
* **Where to enter in ARS:** Monitoring assignments for the EAN/Presidential Alert are entered on the “Monitoring Assignments: Presidential Alert” page. (The assignments are entered using (A) the “Standard Monitoring Assignment for National Primaries, Local Primaries, and State Relay,” “Standard Monitoring Assignments for Participating Nationals Listed by Operational Area,” and “Standard Monitoring Assignment for Deviations” tables, if listing monitoring assignments by Operational Area, or (B) the “By EAS Participant” menu, if listing monitoring assignments on an EAS Participant-by-EAS Participant basis.)
* Information on a State’s CAP alert initiation and distribution are entered on the “Alerting Procedures” page.
1. State procedures for conducting special EAS tests and Required Monthly Tests (RMTs).[[10]](#footnote-10) Though not required, it may be useful to include and memorialize all test procedures, including procedures for live code tests or RWTs, as EAS Participants will be able to review plan information relevant to them.
* **Where to enter in ARS:** State procedures for conducting special EAS tests and RMTs are entered on the “Alerting Procedures” page.
1. A list of satellite-based communications resources that are used as alternate monitoring assignments and present a reliable source of EAS messages.[[11]](#footnote-11) Because not all satellite distribution systems can deliver a near real-time open-ended message, as is required for a Presidential Alert, this requirement is limited to sources approved by the Federal Emergency Management Agency (FEMA) as alternate monitoring assignments for the Presidential Alert.[[12]](#footnote-12) Where applicable, the information provided should identify substitute or redundant services if a satellite or monitoring source goes out of business or is discontinued.[[13]](#footnote-13)
* **Where to enter in ARS:** Satellite-based communications resources that are used as alternate monitoring assignments are entered when creating new records in the ARS’s monitoring assignment tables on the ARS “Monitoring Assignments: Presidential Alert” (described above) and “Alerting Sources: State and Local Alerts” pages. (Specifically, when creating a new record in these menus, enter the satellite source(s) as the “First Monitoring Assignment” / Second Monitoring Assignment,” “First Monitoring Source” / “Second Monitoring Source,” or “Alternate Source,” as applicable.)
1. The SECC governance structure utilized by the state in order to organize state and local resources to ensure the efficient and effective delivery of a Presidential Alert, including the duties of the SECC, the membership selection process utilized by the SECC, and the administrative structure of the SECC.[[14]](#footnote-14) SECCs must, at a minimum, specify their contact points, and whether they represent all alert originators, and their decision-making structures.[[15]](#footnote-15)
* **Where to enter in ARS:** SECC duties, membership selection process, and administrative structure is entered on the ARS “Governance Structure” page.
* SECC members and their contact information is entered by the SECC Chairperson or Vice-Chairperson using the SECC Governance Structure form on the ARS homepage. That information is automatically populated in the main ARS form’s “Splash Page.”
1. A summary of multilingual alerting information provided to the SECC by EAS Participants concerning:[[16]](#footnote-16)
* Actions taken by EAS Participants (acting individually, in conjunction with other EAS Participants in the geographic area, and/or in consultation with state and local emergency authorities), to make EAS alert content available in languages other than English to its non-English speaking audience(s);
* Future actions planned by EAS Participants, in consultation with state and local emergency authorities, to provide EAS alert content available in languages other than English to its non-English speaking audience(s), along with an explanation for Participants’ decision to plan or not plan such actions; and
* Any other relevant information that EAS Participants provided, including state-specific demographics on languages other than English spoken within the state, and identification of resources used or necessary to originate current or proposed multilingual EAS alert content.

EAS Participants are required to report any material changes to the information they have reported to their SECC, and that SECC is in turn required to incorporate such information into the State EAS Plan.[[17]](#footnote-17)

* **Where to enter in ARS:** The multilingual alerting summary information is entered on the ARS “Multilingual Alerting Information” page.
1. Local Area Plans may be a part of the State EAS Plan, but they are not required to be included.[[18]](#footnote-18) Local Area Plans contain procedures for local officials or the NWS to transmit emergency information to the public during a local emergency using the EAS. A Local Area is a geographical area of contiguous communities or counties that may include more than one state.
* **Where to enter in ARS:** Local Area Plans can be uploaded into the State EAS Plan on the ARS “Local Area Plans” page.
1. 47 CFR § 11.21. [↑](#footnote-ref-1)
2. *See Amendment of Part 11 of the Commission’s Rules Regarding the Emergency Alert System*, *Wireless Emergency Alerts*, PS Docket Nos. 15-94 and 15-91, Report and Order and Further Notice of Proposed Rulemaking, FCC 21-77, at 16-17, para. 28 (June 17, 2021); National Defense Authorization Act for Fiscal Year of 2021, Pub. L. 116-283, 134 Stat. 3388, § 9201(b)(1)(B)(ii)(I) (directing the Commission to adopt regulations that would “establish a State EAS Plan content checklist for SECCs to use when reviewing and updating a State EAS Plan for submission to the Commission . . . .”)*.*  [↑](#footnote-ref-2)
3. 47 CFR § 11.21(a)(1). [↑](#footnote-ref-3)
4. 47 CFR § 11.21(a)(2). [↑](#footnote-ref-4)
5. 47 CFR § 11.21(a)(3). [↑](#footnote-ref-5)
6. *Amendment of Part 11 of the Commission’s Rules Regarding the Emergency Alert*

*System*, PS Docket No. 15-94, Report and Order, 33 FCC Rcd 3627, 3640, para. 41 (2018) (*State Plan Order*). [↑](#footnote-ref-6)
7. *Id.* [↑](#footnote-ref-7)
8. 47 CFR § 11.18. [↑](#footnote-ref-8)
9. 47 CFR § 11.21(a)(4). [↑](#footnote-ref-9)
10. 47 CFR § 11.21(a)(5). [↑](#footnote-ref-10)
11. 47 CFR § 11.21(a)(6). [↑](#footnote-ref-11)
12. *See State Plan Order*, 33 FCC Rcd at 3640, n.114. [↑](#footnote-ref-12)
13. *Id.* at 3641, n.119. [↑](#footnote-ref-13)
14. 47 CFR § 11.21(a)(7). [↑](#footnote-ref-14)
15. *See State Plan Order*, 33 FCC Rcd at 3639, para 38. [↑](#footnote-ref-15)
16. 47 CFR § 11.21(d), (e). [↑](#footnote-ref-16)
17. 47 CFR § 11.21(f). [↑](#footnote-ref-17)
18. 47 CFR § 11.21(b). [↑](#footnote-ref-18)