
Attachment C

Warning

Introduction

This function deals with the dissemination to the appropriate government officials and the public timely forecasts of all hazards requiring emergency response actions. This warning information is vital and must be made available in order to ensure that emergency responders and the public take appropriate protective actions to avoid death, injury, and/or damage to property.

Developing a Warning Annex

Purpose A warning annex describes the warning systems in place in the jurisdiction and the responsibilities and procedures for using them. All components of the system should be identified and the provisions that have been made to implement warning described.

Situation and Assumptions This section identifies some broad considerations that apply to the kinds of emergency conditions that could require the activation of emergency warning systems. It identifies the warning sites that will be relied upon to alert emergency responders and warn the public.

This section also describes the assumptions that are applicable to the warning systems the jurisdiction may use during emergency operations. Typical are assumptions that:

- Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
- Special needs groups such as the hearing-impaired, sight-impaired, physically disabled, or institutionalized (e.g., in mental treatment facilities, jails/prisons/detention facilities, etc.) require special attention to ensure a workable warning system is established.
- Emergency response organizations such as the fire and police may be called upon to help warn the public.

- Where available, EAS stations will be used to help disseminate warning information.
- Radio/TV stations which are not members of the EAS station network will be willing to issue warning announcements.
- Where available, National Oceanic and Atmospheric Administration (NOAA) Weather Radio stations will disseminate watches and warnings issued by the NWS; NOAA tone alert radios are automatically activated when such watches and warnings are issued.

Concept of Operations

This section of the annex provides general information on how warnings will be given within the jurisdiction and in cooperation with other jurisdictions.

General

This section:

- Describes the methods used to notify key government officials and emergency response organizations.
- Describes the methods and warning devices used to disseminate emergency alerts and warnings to the public for the types of hazards that threaten the jurisdiction.
- Identifies types of warning devices (sirens, EAS stations, telephone, tone alert radios, route alerting, etc.) used in the jurisdiction and specifies their location, and the geographic area each device covers.
- Describes the procedures for warning special locations, such as schools, hospitals, nursing homes, recreational facilities, major industrial sites, institutions, and places of public assembly.
- Describes the special procedures required to warn the hearing-impaired and nonEnglish speaking groups.
- Defines the meaning of all warning signals.

Interjurisdictional Relationships

This section:

- Describes the arrangements that have been made (when appropriate) to alert/warn the emergency response organizations and public in neighboring jurisdictions.
- Describes the arrangements that have been made with the emergency management organizations in nearby jurisdictions, industrial complexes, and military facilities (in or near the jurisdiction) that use, produce, store, or transport hazardous materials (HAZMAT) to immediately alert the jurisdiction's EOC when an emergency situation involving HAZMAT occurs.

**Organization
and
Assignment of
Responsibilities**

This section describes the specific warning responsibilities that are assigned to the tasked organizations. The following types of tasking may be assigned to the agencies, organization chiefs, and individuals listed in the left margin below:

*Chief
Executive
Official
("CEO")*

- Specifies who has authority to order activation of warning systems to include EAS.
- Assigns a single organization the responsibility for activation of the various warning systems in the jurisdiction. The organization must be able to initiate the warning systems around-the-clock. In many jurisdictions the EOC has this responsibility.
- Designates public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's warning capabilities.

*Warning
Coordinator*

- When notified of an emergency situation, reports to the EOC. (However, when practical, this individual should be permanently assigned to the EOC.)
- Implements call down rosters to alert emergency responders or provide situation updates.
- Activates public warning systems to include EAS.
- Implements contingency plans to provide warnings if established warning system fails to work.

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- Coordinates warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.
 - Works with the PIO to ensure pertinent warning information is provided to the print media for distribution to the public.
- EOC Manager*
- Activates warning section in the EOC.
 - Ensures emergency warning systems are activated when directed to do so.
 - Issues cancellation of warning notice or otherwise ensures emergency responders and the public are aware of the fact that the emergency situation is terminated.
- All Tasked Organizations*
- Upon receipt of a warning message or signal, initiate internal organization notification actions to:
 - Alert employees and volunteer augmentees assigned emergency response duties to the emergency situation.
 - As appropriate to the situation:
 - Suspend or curtail normal business activities.
 - Recall essential off-duty employees.
 - Send non-critical employees home.
 - Evacuate the organization's facilities.
 - If appropriate, augment the EOC's effort to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.
- Administration and Logistics**
- This section addresses the administrative and general support requirements associated with the warning function.

<i>Administration</i>	Specific administrative areas to be addressed include: <ul style="list-style-type: none">➤ Reference or attach as an appendix the SOP document that contains the phone lists and radio frequencies of emergency personnel to be notified at the declaration of emergency.➤ Attach as an appendix charts or maps that depict the warning system and the area covered by it.
<i>Logistics</i>	Specific logistical support requirements to be addressed include: <ul style="list-style-type: none">➤ Provisions to test and maintain equipment used to disseminate warning.➤ Provisions to get damaged warning equipment repaired or replaced. This equipment includes tone alert radios, sirens, horns, EAS, radio/TV, public address (PA) systems, etc.➤ Negotiating an agreement for use of private service agencies, personnel, equipment, and facilities to augment the jurisdiction's warning capabilities.➤ If multiple incidents develop, ensure that each IC has adequate warning equipment should it be necessary to notify the public in the vicinity of any desired response.
Plan Development and Maintenance	This section should identify who is responsible for coordinating revision of the jurisdiction's Warning Annex, keeping its attachments current, and ensuring that SOPs and other necessary implementing documents are developed.
Authorities and References	In addition to the appropriate authorities this section could include references to agreements with media and any plans and procedures developed with them (e.g., EAS plans).

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