

Alert Reporting System Non-Substantive Modification Screenshots

Splash Page ✓	<h3>Governance Structure</h3> <p>Approved by OMB Control Number 3060-0207 Estimated time per response: 100 hours [Month] 2021</p> <p>Please describe your SECC's duties, its membership selection process, and its administrative structure, if any.</p> <p>*What are your SECC's Duties and responsibilities?</p> <input type="text"/> <p>*How are SECC members and leaders selected? Do your SECC's members represent all alert originators in your state?</p> <input type="text"/> <p>*What is your SECC's administrative structure? (e.g., How are decisions made in your SECC?)</p> <input type="text"/> <p>← Back Save Next →</p>
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Alert Origination

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Control Number 3060-0207
Estimated time per response: 100 hours
[Month] 2021

Enter all entities that are authorized to activate the EAS for the transmission of state and local emergency messages. You can enter this information in one of two ways:

1. Click New Record and type in the name of an alert originator and any relevant comments and exceptions (repeat for all alert originators)
2. Use the ARS Alert Origination Batch Upload feature (see instructions below). Additionally, you may upload additional attachments by clicking on the paperclip icon at the very bottom of this page

New Record

#	Alert Originators	Comments/Exceptions	Edit
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ARS Alert Origination Batch Upload

To batch upload a list of alert originators, follow these steps:

1. Download and open the Alert Originators Batch File Template at the link below.
2. In Column A of the template, enter the names of all alert originators. In Column B, enter all relevant comments and exceptions for those alert originators. To ensure that your filing processes correctly, please do not remove columns, add columns, rearrange columns, or edit the datatypes of the columns.
3. Click on the above paperclip icon to upload your completed Template, then click on the Submit Batch file button below.
4. Wait for your batch filing to process. If there is an error, the Error Message box below will provide information on why the batch filing could not be uploaded. If the filing was processed successfully, the status box will say Completed-Success. You may continue on to the next page by clicking on the Next button below.
5. If successful, you have the option of clicking on the Back button below to return to the previous page, and then click on Next to return to this page. All of your alert originators will then be listed in the table above.



Click here for the Alert Originators Batch File Template

No Attachment - Click on the Paper Clip to Attach a Batch Upload

Submit Batch file

Status

Error Message

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Event Codes

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Enter all of the event codes used by alert originators in your state to transmit EAS messages via through key EAS sources (e.g., National Primaries, State Primaries, State Relays, and Local Primaries). You can enter this information in one of two ways:

1. Click New Record and type in an event code and any relevant explanation (repeat for all alert originators)
2. Use the ARS Event Codes Batch Upload feature (see instructions below). Additionally, you may upload additional attachments by clicking on the paperclip icon at the very bottom of this page


[New Record](#)

#	Event Code	Event Code Explanation	Edit
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ARS Event Codes Batch Upload

To batch upload a list of event codes, follow these steps:

1. Download and open the Event Codes Batch File Template at the link below.
2. In Column A of the template, enter all event codes using the dropdown menus. In Column B, enter any relevant explanations for those event codes using the available dropdown menus. To ensure that your filing processes correctly, please do not remove columns, add columns, rearrange columns, or edit the datatypes of the columns.
3. Click on the above paperclip icon to upload your completed Template, then click on the Submit Batch file button below.
4. Wait for your batch filing to process. If there is an error, the Error Message box below will provide information on why the batch filing could not be uploaded. If the filing was processed successfully, the status box will say Completed-Success. You may continue on to the next page by clicking on the Next button below.
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 [Click here for the Event Codes Batch File Template](#)

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Operational Areas

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Enter your operational areas in the below by clicking on New Record and typing in all information for one operational area. Repeat for all operational areas.

New Record

#	Operational Area Name	Selected Area	Comments	Edit
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Monitoring Assignments: Presidential Alert

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Enter all monitoring assignments for Emergency Action Notification (EAN) alerts in your jurisdiction. Please include satellite-based communications resources that are used as alternative monitoring assignments and present a reliable source of EAS messages. Use the Monitoring Assignment Type dropdown menu to select whether your jurisdiction assigns monitoring sources based on operational areas or your jurisdiction assigns monitoring sources to individual EAS Participants. You can then enter monitoring assignments in one of two ways:

1. Click New Record and fill in all monitoring assignment information (repeat for all sets of monitoring assignments)
2. Use the ARS Batch Upload feature (see instructions below)

*Monitoring Assignment Type 

This field is required

#

Edit

ARS Batch Upload

To batch upload a list of monitoring assignments, follow these steps:

1. Download and open the batch filing template at the link below.
2. Complete all relevant columns in the template for your monitoring assignments. To ensure that your filing processes correctly, please do not remove columns, add columns, rearrange columns, or edit the datatypes of the columns.
3. Save the document as an Microsoft Excel Workbook (.xlsx) prior to submission. Step-by-step instructions on converting XLSM to XLSX can be found at [KB0010317 - Convert XLSM to XLSX](#)
4. Click on the above paperclip icon to upload your completed Template, then click on the Submit Batch file button below.
5. Wait for your batch filing to process. If there is an error, the Error Message box below will provide information on why the batch filing could not be uploaded. If the filing was processed successfully, the status box will say Completed-Success. You may continue on to the next page by clicking on the Next button below.
6. If successful, you have the option of clicking on the Back button below to return to the previous page, and then click on Next to return to this page. All of your alert originators will then be listed in the tables above.



[Click here for the Batch File Template](#)

No Attachment - Click on the Paper Click to Attach a Batch Upload

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Monitoring Assignments: State and Local Alerts

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If your jurisdiction's monitoring assignments for state and local alerts differ from its monitoring assignments for Emergency Action Notification (EAN) alerts, enter your jurisdiction's state and local monitoring assignments below.

Do your jurisdiction's monitoring assignments for state and local alerts differ from your jurisdiction's monitoring assignments for EAN alerts?

Yes No

Enter state and local monitoring assignments by clicking on New Record and typing in all monitoring assignment information (repeat for all sets of monitoring assignments). If any differences between EAN monitoring assignments and state and local monitoring assignments cannot be captured in the matrix below, please describe them here.

New Record

#	Operational Area	EAS Participant Call Sign	EAS Participant Facility ID	EAS Designation	First Monitoring Assignment	Second Monitoring Assignment	NOAA Weather Radio Site	Additional Notes	Edit
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Alerting Procedures

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*List and describe all procedures by which officials in your jurisdiction, the National Weather Service, and EAS Participants use the EAS to transmit information to the public during an emergency.

*Describe all procedures used by your jurisdiction to conduct special EAS tests and Required Monthly Tests. You may also optionally describe all procedures used by your jurisdiction to conduct live code tests and Required Weekly Tests.

*Describe how Common Alerting Protocol (CAP)-formatted messages will be aggregated and distributed to EAS Participants within your jurisdiction. Are there any monitoring requirements associated with the distribution of such messages? If desired, you may attach relevant Integrated Public Alert and Warning System (IPAWS) documentation, vendor documentation, or other documentation to supplement your answers by clicking on the paperclip icon below.

Attachments



Drop files here

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Multilingual Alerting Information

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*Summarize any 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 non-English speaking audience(s).

*Summarize any 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 their non-English speaking audience(s), along with an explanation for EAS Participants' decisions to plan or not plan such actions.

*Summarize any other 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.

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Local Area Plans

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Local Area Plans contain procedures for local officials and the National Weather Service to transmit emergency information to the public during an emergency using EAS.

* Does your jurisdiction wish to include information from one or more Local Emergency Communication Committees (LECCs) in its EAS Plan?

Yes No

To add a Local Area Plan, click on New Record. Fill in the name of the local area and the information that constitutes the Local Area Plan. You may also click on the paperclip icon in the top-right corner to upload a separate document that describes the Local Area Plan (which can include diagrams and images). Repeat for all Local Area Plans.

[New Record](#)

#	Name of Local Area	Local Area Plan Information	Edit

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Review and Submit

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Click the following sections to review the current information in the State EAS Plan. Only SECC Chairpersons can submit their associated State EAS Plan.

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Alert Reporting System (ARS) Form

Splash Page

Governance Structure

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The Alert Reporting System (ARS) is the electronic portal through which State Emergency Communications Committees (SECCs) file their State Emergency Alert System (EAS) Plans with the Federal Communications Commission (FCC). State EAS Plans contain guidelines which must be followed by EAS Participants' (i.e., the entities required to comply with the EAS rules) personnel, emergency officials, and National Weather Service personnel to activate the EAS. State EAS Plans include the EAS header codes and messages that will be transmitted by key EAS sources (i.e., National Primary (NP) stations, Local Primary (LP) stations, State Primary (SP) stations, and State Relay (SR) stations). State EAS Plans and Local EAS Plans contain unique methods of EAS message distribution, such as the use of the Radio Broadcast Data System. 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 must be updated on an annual basis, which requires SECCs to file their State EAS Plans via the ARS on an annual basis.

We have estimated that your response to this collection of information will take an average of 100 hours. Our estimate includes the time to read the instructions, look through existing records, gather and maintain required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, Office of Managing Director, AMD PERM, Washington, DC 20554, Paperwork Reduction Act Project (3060 0207). We will also accept your PRA comments via the Internet if you send an e-mail to PRA@fcc.gov.

Please DO NOT SEND COMPLETED [SURVEYS, APPLICATION FORMS, ETC] TO THIS ADDRESS. You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number and/or we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060 0207.

THIS NOTICE IS REQUIRED BY THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

*You are associated with the following state:

The current status of this State EAS Plan is: