Emergency Support Function #2

Communications and Warning

2025

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Emergency Support Function #2
Communications and Warning

Purpose

This Emergency Support Function identifies the procedures and resources utilized to provide emergency communications available for the uninterrupted flow of information during the response and recovery phases of a disaster. It ensures the coordination of related resources to include personnel and equipment, to respond to a regional disaster. ESF #2 also provides guidance to effect the restoration of communications after a disaster with service providers and private utilities.

Scope

Communication is information transfer and sharing. This involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places and machines. It includes transmission, emission, or reception of signs, signals, writing, images, sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems and maintaining alternate routing systems for communications with surrounding counties. (Attachment 5)

ESF #2 identifies County actions to provide the required telecommunications and the restoration of that infrastructure. ESF #2 supports all County departments and agencies in the procurement and coordination of all telecommunications services from the telecommunications and information technology (IT) industry during an incident response.

IT will identify specific needs to fully support the technology for computerization within the scope of communications.

The EOC has certain communications capabilities. However, each County department or division and municipality will ensure the ability to communicate between the Outagamie County Emergency Operations Center (EOC) representative and their department, division operations center, or with their operational units, as designated in their respective agencies SOG/SOP manual.

Policies

The Outagamie County Emergency Response Plan as described by this ESF, will guide all county communications, information systems, and warning activities related to mitigating, preparing for, responding to and recovering from

emergencies or disasters.

Communications, information systems and warning support requirements which cannot be met at the local level will be escalated upward for resolution at the state level by Wisconsin Emergency Management (WEM) and appropriate state agencies. If needed, federal assistance will be requested.

Concept of Operations

Outagamie County Emergency Management or the Sheriff's Office determines whether to activate ESF #2 based upon initial staff reports and reports from County and local authorities. For incidents where ESF #2 is not activated, the existing resources of the Emergency Management Office will provide communications support in the Emergency Operations Center (EOC).

When activated, ESF #2 coordinates and supports communications requirements.

The Incident Commander creates the communication plan during an event utilizing county and state frequencies. If necessary the EOC will create communication links between facilities such as shelters or mass dispensing sites using Amateur Radio Emergency Services (ARES).

The Communication Center maintains emergency telecommunications operational plans, procedures and handbooks which are used in daily and emergent operations.

Each County department or division will maintain communication plans and procedures to support emergency communications.

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

Organization

County Levels of Communication

Outagamie County Communications Center (Public Safety Answering Point – PSAP) located inside the Outagamie County Sheriff Building, 3030 Goodland Drive, Appleton, WI, is the site for receiving and disseminating pertinent emergency/non-emergency information to emergency response agencies in the county. The county will provide the appropriate communications, warning systems, facilities and procedures. The county is responsible for ensuring the 24-hour

readiness of their communications and warning systems in the event of an emergency.

MOUs

The following MOUs are in place in the county/region to facilitate effective communication and coordination:
- ARES/EC Resources and Emergency Management.
- Outagamie County and 2-1-1 for handling non-life threatening emergency calls.
- Emergency Management and WEM for the WEM CAR frequencies.
- Outagamie, Winnebago, and Calumet counties for communications services.

Capabilities

Phone Systems

Landlines

- Emergency Management Office landlines: service to four lines is provided by Windstream.
- EOC: service to 20 lines is provided by Windstream Communications. IP phones connecting to the Justice Center phone switch. In the event, of power failure, telephone provider system failure, etc. these lines will not work.

Cell Phones

- Emergency Management personnel carry cellular phones through Verizon Wireless service provider. The on-call Emergency Management schedule is disseminated monthly.

Paging

- IT on-call staff can be paged.

Fax Machines

- Emergency Management Office: (920) 832-5848

GETS Cards/Wireless Priority Services (WPS)

- The Emergency Management Office maintains 20 GETS cards for use during emergency situations.
- Emergency Management staff all have Wireless Priority Services calling on their work provided cell phones.

EOC Internet Access

- Wired Internet Access using a switch: public and county network.
- Wireless Internet Access: public and county network.

Radio Systems

County Radio System

Outagamie County operates on an 800 MHz Trunked radio system which the Communication Center uses to dispatch emergency response agencies in the county. Talk groups are assigned to agencies upon request by the Communication Center.

WI Emergency Management (WEM) Frequencies

Standard State and National Interoperability channels will be used to talk between WEM and the County.

Public Health

County Public Health has UHF radios which are used for internal communications during an emergency. County Public Health has access to the 800 MHz Trunked radio system and talk groups if needed. Additionally, the City of Appleton Public Health has access to radios through the Appleton Fire Department for use during an emergency. However, communications between the two agencies will primarily occur via telephone or cellular telephone.

Both the County and City Public Health Departments have access to ARES/RACES operators and equipment which have "talk- around" to use in a clinical setting.

American Red Cross (ARC)

ARC utilizes cellular telephones for communication.

Amateur Radio Emergency Service (ARES) Radio Amateur Civil Emergency Services (RACES)

ARES is a registered trademark of the American Radio Relay League.

RACES stands for "Radio Amateur Civil Emergency Service," a protocol created by the Federal Emergency Management Agency (FEMA) and the Federal Communications Commission. RACES members are certified and registered with the local Civil Defense and Emergency Management agencies.

Communications Services Provided:
- Outagamie County ARES/RACES provides back-up communications to and from agencies as requested by Emergency Management or other Outagamie County agencies.
- ARES/RACES is activated only by county Emergency Management through the ARES Emergency Coordinator (EC) or designee.
- ARES/RACES is able to provide direct contact to ARES stations in surrounding counties to include Brown, Shawano, Waupaca, Calumet, Winnebago and Manitowoc Counties.
- ARES/RACES has the ability to have High Frequency communications directly with Wisconsin Emergency Management (WEM).
- ARES/RACES is the main coordinating entity used by Outagamie County for amateur radio services.
- Registered RACES members are the only Amateur Radio operators authorized to transmit during declared emergencies when the President of the United States specifically invokes the War Powers Act.

Resources:
- Amateur Radio operators, skilled in communications in High Frequency (HF), Very High Frequency (VHF) and Ultra High Frequency (UHF) are part of the ARES/RACES organization. ARES/RACES members provide their own equipment for most activations. As volunteers, they have limited availability but typically have 6 members available.
- ARES/RACES is able to provide a trailer with HF, VHF and UHF

radios within 2 hours of activation.

- Three portable radio kits, supplied by the County Health Department include radios, antennas and power supplies to support Public Health communications requirements. Three other radio kits are available and located at Appleton Fire Station #6.
- The Outagamie County Communications Center has a stationary amateur radio with VHF voice, UHF voice, and Winlink 2000 E-mail.
- ThedaCare - Appleton, ThedaCare - New London, and Ascension St. Elizabeth Hospitals have antenna hook ups, radios and power supplies for Outagamie ARES. These stations may be activated upon request from said hospitals.

Computer Systems

- **WebEOC:** Internet based emergency operations software used to request resources, plan, respond or manage issues related to Emergency Management. County Emergency Management maintains the responsibility for creating WebEOC incidents for individual municipalities (except City of Appleton).
- **National Weather Service Link:** https://www.weather.gov/grb/report
- **CAMEO Data Manager/MARPLOT:** CAMEO is a system of software applications used widely to plan for and respond to chemical emergencies. This is used with MARPLOT is a mapping program with GIS interface with the CAMEO Data Manager database.
- **ArcGIS Survey123:** A survey tool used to collect damage assessment by trained users.

Warning Systems

- **AtHoc:** Mass notification system that allows citizens to subscribe for emergency alerts. AtHoc allows public safety agencies to have important alerts sent to subscribers and/or a geographical area providing them with critical and actionable information. This system delivers weather watches and warning to subscribers. Notifications can be received via email, text, cell phone and landline.

- **Emergency Alert System (EAS):** A national public warning system which requires TV, satellite, radio and cable media outlets to provide communications capability for the President to address the public during a National emergency. In Outagamie County, the system is used by state and local authorities to deliver important emergency information such as

AMBER alerts and weather information targeted to a specific area. EAS transmissions can be initiated by the local authority and directed to either the WEM Regional Director or the WEM Duty Officer. All transmissions must get approval from the Senior Duty Officer at WEM. The transmissions are limited to TV, cable, and radio media outlets only. The state relay station in east central WI is WPNE-FM with the primary station as WTAQ/WIXX.

- **Outdoor Warning Sirens:** Outagamie County has 39 Outdoor Warning Sirens (5 of these serve New London), along with a Portable Siren. The 39 outdoor warning sirens are owned by the respective municipality. Outagamie County maintains ownership of the portable siren. The intention of these Outdoor Warning Sirens is to warn people who are outdoors and away from regular communications avenues. Emergency Management personnel have the ability to activate the Outdoor Warning Sirens remotely, via computer. The Outdoor Warning Sirens can also be activated manually using the CSC-960 in the Communications Center or at Outagamie County Emergency Management. All Outdoor Warning Sirens are audibly tested from mid-March to October every Saturday at Noon and are polled daily year around to ensure the communication link is functioning appropriately. (Addressed in Attachments 1 and 2)

- **NOAA Weather Radio:** NOAA All Hazards Weather Radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NOAA broadcasts official weather service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week. Emergency Management provides pre-programmed weather radios to at risk communities and other members of the public at no cost.

- **National Warning System (NAWAS):** This is a two-way voice circuit with open line and is a "party line" system so any call is heard by all 48 Wisconsin points simultaneously. This is a primary means of sharing warning information for severe weather activity and any other critical information (addressed in Attachment 3). All National Weather Service offices in WI and four State Patrol Communications Centers have NAWAS. Outagamie County's NAWAS Warning Point is in the Communication Center.

- **Non-weather Emergency Message:** The County Emergency Management office can request the NWS-Green Bay office disseminate a Non-Weather Emergency Message via NOAA Weather Radio and the NOAA Weather Wire Service. The request should only be made when

public safety is involved, time is critical and other means of disseminating the information is not adequate or available. This could occur when there is a communications failure related to telephone, cellular service or an interruption in electrical service which would affect the ability to receive information through multi-media sources. To send this message the *Non-Weather Emergency Message Fax* Sheet (addressed in attachment 5) must be completed and faxed to the NWS.

- **TV/Radio Broadcast:** Radio and TV stations will broadcast warning information received from the NWS or various credible sources. All media outlets in the Outagamie County area can be reached by various processes.

- **AtHoc:** AtHoc utilizes the Common Alert Protocol (CAP) to receive tornado warnings from the National Weather Service, locate and activate the sirens in the tornado warning area automatically when a tornado warning is issued.

- **IPAWS:** FEMA's Integrated Public Alert and Warning System (IPAWS) is an internet-based capability Federal, State, territorial, tribal, and local authorities can use to issue critical public alerts and warnings.

Referral Services

- United Way 2-1-1 is a multi-lingual resource and information hub, available 24/7 that connects people with basic needs, mental health, substance abuse, employment and disaster related resources through a free confidential phone, text and chat service and searchable online database. During disaster, 2-1-1- works with the County Offices of Public health and Emergency Management to minimize inappropriate calls to 9-1-1, provide rumor control, disseminate vetted information and provide referrals to emerging and existing resources in the community.

- Incident information will be prepared by the EOC or the PIO, approved by the Incident Commander, and will be provided to 2-1-1 as the event evolves.

Social Media

- Facebook: https://www.facebook.com/outagamiecoem
- Instagram: https://www.instagram.com/oc_emergencymanagement
- Request other agencies with social media to push our message

State Resources

Mobile Command Unit and associated equipment:

The Mobile Command Center is intended to provide local communications capability in the event of an emergency or disaster. It can be operated as a stand-alone communications center, thus allowing the County Communications Center to operate normally during disaster events. Wisconsin Emergency Management can provide multiple communications assets in support of local events. More details on these and sign-out authorization procedures may be obtained from the WEM Regional Director, Fire Services Coordinator, Emergency Police Services Coordinator, the WEM Communications Officer, or other management at WEM JFHQ offices."

Primary and Supporting Agencies

Outagamie County

Primary Agencies

County Sheriff's Office
County Sheriff's Office – Communications Division

Supporting Agencies

County Emergency Management/Local EM
County Development and Land Services
County Finance – Purchasing Division
County IT Department
Amateur Radio Emergency Service (ARES/RACES)
Local Fire and Police Departments
State EOC

State of Wisconsin

Primary Agency

Wisconsin Emergency Management (WEM)

Supporting Agencies

Department of Health and Family Services (DHFS)
Department of Justice (DOJ)
Department of Military Affairs (DMA)
Department of Natural Resources (DNR)
Department of Transportation (DOT)
Educational Communications Board (ECB)
State Capitol Police
University of Wisconsin System

Likely Support Includes

- Provide radio support by linking agencies, jurisdictions, field sites and command facilities.
- Receive/disseminate reports and warnings of incidents.

Federal

Primary Agency

National Communications System

Supporting Agencies

National Weather Service
Federal Highway Administration
Department of Agriculture
Department of Commerce
Department of Defense
Department of the Interior
Federal Communications Commission
Federal Emergency Management Agency
General Services Administration

Likely Support Includes

- Coordination of available federal telecommunication systems, equipment, personnel and facilities.
- Establish temporary telecommunications in disaster-impacted areas.

Responsibilities and Tasks
Primary Agency: County Sheriff's Office

Mitigation and Preparedness Phase

Work with Outagamie County Emergency Management to:
- ☐ Maintain this ESF
- ☐ Identify communications facilities and resources available for use
- ☐ Maintain the master radio template for the County
- ☐ Develop talk group utilization procedures and protocols
- ☐ Schedule tests and exercises of communication procedures
- ☐ Work with IT on computer technology issues

Response Phase

- ☐ When notified, report to the Outagamie County EOC
- ☐ Staff ESF #2 within the Outagamie County EOC
- ☐ Determine condition and status of County and municipal communication systems
- ☐ Coordinate, acquire and deploy additional resources with assistance from Emergency Management, (ARES) equipment and personnel and technicians to establish point-to-point communications as required
- ☐ Obtain and coordinate communication resources as requested by Incident Command or Unified Command
- ☐ Activate and staff the Mobile Response Trailer(s) if necessary
- ☐ Notify the public through EAS, public information with the PIO and IC approval and/or AtHoc, if appropriate
- ☐ Provide the status of Outagamie County communication systems at briefings
- ☐ Request additional communications resources, as needed

Recovery Phase

- ☐ Provide installation/restoration and repairs on communication infrastructure
- ☐ Provide voice and data support to disaster recovery operations
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks
Primary Agency: County Sheriff's Office – Communications Division

Mitigation and Preparedness Phase

☐ Maintain contact lists for response agencies
☐ Maintain representation on the County Communications Committee
☐ Maintain representation on the County MABAS Division 127
☐ Maintain representation on the County Fire and EMS Association

Response Phase

☐ Establish and maintain communications with field Incident Commander or Unified Command and operational units
☐ Provide dispatching services as requested by the Incident Commander
☐ When available, provide liaison between EOC and Communications Center
☐ Provide for all public safety communications, to include 9-1-1 dispatch center and Police, Fire and EMS Dispatch
☐ Disseminate public emergency notification via the AtHoc System as requested
☐ Provide notification to surrounding Communication Centers as deemed necessary

Recovery Phase

☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks
Supporting Agency: County Emergency Management/Local EM

Mitigation and Preparedness Phase

☐ Maintain this ESF
☐ Maintain all MOU's
☐ Maintain
- AtHoc data base
- WebEOC
- EOC phones
- Outdoor Warning Siren Activation Software

Response Phase

☐ Activate EOC using AtHoc
☐ Create incident on WebEOC as needed and notify locals as appropriate
☐ Utilize AtHoc for public alerts as needed
☐ Activate volunteer agencies as needed
☐ Coordinate with 2-1-1
☐ Collaborate with other county and municipalities to identify communication needs

Recovery Phase

☐ Coordinate with responsible agencies to restore communication systems
☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks
Supporting Agency: County Development and Land Services

Mitigation and Preparedness Phase

☐ Maintain appropriate licensures for various applications

Response Phase

☐ Ensure damage assessment dashboard showing the input collected from Survey123 is accessible in EOC.
☐ Respond to EOC when activated

Recovery Phase

☐ Participate in the debriefing an After Action Report (AAR)

Responsibilities and Tasks
Supporting Agency: County Finance – Purchasing Division

Mitigation and Preparedness Phase

- ☐ Maintain procedures for purchasing communication services for departments
- ☐ Maintain procurement procedures for purchasing or contracting of goods and services

Response Phase

- ☐ Report to and participate in EOC functions, as requested
- ☐ Obtain temporary cell phones for county personnel, as needed
- ☐ If additional cell phone service is needed, coordinate with vendor's cell on wheels (COW) from the county cell phone vendors(s)

Recovery Phase

- ☐ Participate in the debriefing and After Action Review

Responsibilities and Tasks
Supporting Agency: County IT Department

Mitigation and Preparedness Phase

- ☐ Maintain current software, hardware and communication systems
- ☐ Maintain 24 hour contacts for vendors
- ☐ Maintain offsite storage for backup of County computer system

Response Phase

- ☐ Provide laptops, computers, telephones and data support to disaster operations and recovery
- ☐ Respond to EOC when activated
- ☐ Assess damages to county-owned systems
- ☐ Provide installation/restoration and repairs to phone and data systems
- ☐ Prioritize and coordinate restoration of communications with Maintenance & Public Utilities and communication providers and vendors

Recovery Phase

- ☐ Identify areas of improvement for county infrastructure systems
- ☐ Restore data centers, if impacted
- ☐ Utilize Continuity Plans for county recovery needs
- ☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks
Supporting Agency: Amateur Radio Emergency Service
RADIO AMATEUR CIVIL EMERGENCY SERVICES
(ARES/RACES)

Mitigation and Preparedness Phase

☐ Maintain contact list for response
☐ Complete background checks (County EM Office) on a two year cycle for those members approved for Communications Center access

Response Phase

☐ Coordinate with Emergency Management to provide communication support
☐ Provide assistance to enhance emergency communications capabilities
☐ Ensure communication links to/from the Red Cross shelters
☐ Share communications between the County EOC, the State EOC, and FEMA Region V as needed
☐ Upon request, respond to the Communications Center and activate the mobile communications trailer as needed

Recovery Phase

☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks
Supporting Agency: Local Fire and Police Departments

Mitigation and Preparedness Phase

☐ Maintain contact lists for response

Response Phase

☐ Notify County EM 832-5000 of any type of EOC activation at the local government level
☐ Provide back-up communications as requested. (Utilize internal communications SOG's/SOP's)
☐ Coordinate communication between Local Fire & EMS, Police & Sheriff's Department

Recovery Phase

☐ Participate in the debriefing and After Action Review (AAR)

Responsibilities and Tasks
Supporting Agency: State EOC

Mitigation and Preparedness Phase

☐ Maintain contact lists for response

Response Phase

☐ Assist local governments with added communications needs and resources

Recovery Phase

☐ Participate in the debriefing and After Action Review (AAR)

Attachment 1 – Siren Activation Policy

Outagamie County Emergency Management	Title: Policy for Activation of Outdoor Warning System (Sirens)	
Policy/Guideline: P-#2	**Issued Date: 4/11/2017**	**Updated : 01/24/2022**

Purpose:
Provide a clearly defined procedure for activation of Outdoor Warning Sirens throughout Outagamie County.

Discussion/Procedure:
The Outdoor Warning Sirens are intended only to inform those who are outside. This system is not designed to warn residents within the confines of any residential, commercial, educational or other structure.

When the National Weather Service of Green Bay issues a Tornado Warning for Outagamie County, the Outdoor Warning Sirens shall be automatically activated by the AtHoc Software.

If a Tornado Warning is extended or has targeted another area of Outagamie County, a new warning will be issued by the National Weather Service of Green Bay and the sirens would again activate through the AtHoc software. The sirens will not be activated for an "ALL CLEAR".

If a Law Enforcement Officer observes a funnel cloud, the officer should report the location to the Communications Center. A Law Enforcement Officer may request siren activation. The officer must report their location and reason for the activation to the Communications Center. Upon request, the Communications Center Supervisor, or Lead Telecommunicator, shall manually activate the sirens utilizing the CSC-960 controller. **This will activate all the sirens in Outagamie County**. The Supervisor or Lead TC shall notify the Emergency Management staff member on-call of the manual siren activation. EM on-call staff member will notify National Weather Service of the observed funnel cloud location.
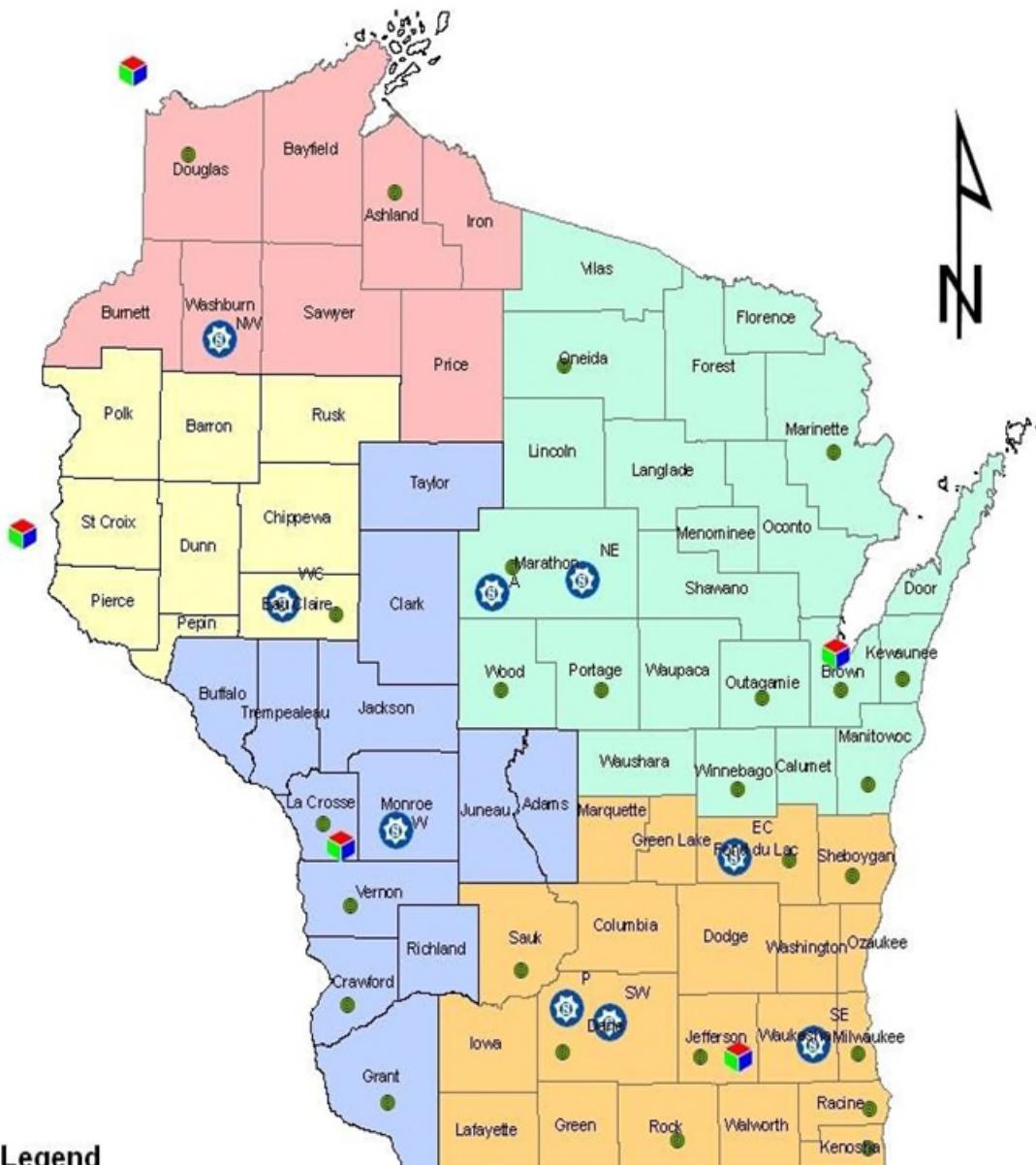
In the event of a system failure the Communication Center shall manually activate the sirens by utilizing the CSC-960 controller at the direction of the Emergency Management staff on-call. This will activate all the sirens in Outagamie County.

Attachment 2 – Siren Locations

This portion is blank due to confidential information.

Attachment 3 – NAWAS Network Map

Wisconsin NAWAS Network

Legend

- National Weather Service Office
- State Patrol Warning Centers
- Counties with Warning Center

Counties without NAWAS Warning Centers have agreements with entities that do to provide NAWAS information to them

Attachment 4 – Communications Tower Locations

This portion is blank due to confidential information.

Attachment 5 – Non-Weather Emergency Messages Utilizing NWS Policy

Outagamie County Emergency Management	Title: Non-weather Emergency Messages Utilizing the NWS Green Bay Service Area	
Policy: P-#3	**Issued Date: June 10, 2015**	**Updated : 06-11-19**

Purpose:
County emergency management offices may request the National Weather Service (NWS) Green Bay office to disseminate a non-weather emergency message (NWEM), via NOAA Weather Radio and the NOAA Weather Wire Service.

Discussion:
In general, the request should only be made when public safety is involved, time is critical and other means of disseminating information is not adequate.

Messages disseminated as non-weather related emergency messages should comply with all the following criteria:

- **PUBLIC SAFETY IS INVOLVED:**
  Information to be disseminated will aid in reducing the loss of life or the substantial loss of property.

- **OFFICIAL INFORMATION:**
  The source of the information should be a government agency, federal, state, or local whose information directly supports federal responsibilities concerning the protection of life and property.

- **TIME CRITICAL:**
  Event requires immediate public knowledge to avoid adverse impact.

- Other means of disseminating the information are not adequate to ensure rapid delivery of urgent information of an immediate threat or of significant importance to life and property.

- Information length and format is consistent with other NSW disseminated material.

- Information should be non-routine and infrequent.

- Information is complementary and not counterproductive to the NWS warning program.

Procedures:

The NWEM should be short and concise. It <u>cannot</u> be more than 90 seconds of verbal text (about 200 written words.) In general, the following information will be included in the message as appropriate:

- Type of hazard or incident.

- Location of hazard or incident.

- Specific area to be alerted.

- Actions to be taken by affected people.

- Where to get additional information.

- Length of time message to be broadcast.

The information is emailed or faxed to NWS Green Bay using the NWEM Email/Fax Sheet (next page). **Before faxing or emailing, make sure to call the NWS Office 920-497-8771 or 920-494-7478 and alert them of the incident and NWEM dissemination request.**

Email Address: <u>nsw.greenbay@noaa.gov</u>   Fax Number: 920-494-5823

NON-WEATHER RELATED EMERGENCY MESSAGE DESCRIPTIONS

1. Administrative Message (ADR).

A non-emergency message that provides updated information about an event in progress, an event that has expired or concluded early, pre-event preparation or mitigation activities, post-event recovery operations, or other administrative matters pertaining to the Emergency Alert System.

2. Civil Danger Warning (CDW).

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

3. Civil Emergency Message (CEM).

An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific then the Civil Danger Warning (CDW). For example, the CEM could be used to describe a change in the Homeland Security Alert System level in response to a terrorist threat. The CEM can also be used if the event fits no other category, but is an urgent threat to life and/or property.

4. Evacuation Immediate (EVI).

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

5. Fire Warning (FRW).

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

6. Hazardous Materials Warning (HMW).

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

7. Law Enforcement Warning (LEW).

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

8. Local Area Emergency (LAE).

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

9. Nuclear Power Plant Warning (NUW).

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

10. Radiological Hazard Warning (RHW).

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

11. Shelter in Place Warning (SPW).

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

12. 911 Telephone Outage Emergency (TOE).

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

NWS Green Bay Non-Weather Emergency Message Email/Fax Sheet

<div style="float: right; border: 1px solid black; padding: 5px;">

CALL BEFORE EMAILING or FAXING MESSAGE
NWS GREEN BAY
Voice: 920-497-8771
Fax: 920-494-5823
nws.greenbay@noaa.gov

</div>

Date/Time: _____

Name (Requesting Official)**:**_____

Title (Requesting Official)**:**_____

Agency: _____

Phone: (_____) _____   NWS may call back to ensure authenticity

Location of incident (city, county, state)**:** _____

Specific EAS area to be alerted (e.g., city, part of county, etc.)**:**_____

_____

New/Follow-up Message: ☐ **New**   ☐ **Follow-up (Use ID: ADR)**

Type of Hazard (clearly check one). Review definitions of Product Type, located in your local emergency action plan. If unsure, use Civil Emergency Message:

X	ID	Product Type	X	ID	Product Type
	ADR	Administrative Message (Use for follow-up info)		LEW	Law Enforcement Warning
	CDW	Civil Danger Warning		LAE	Local Area Emergency
	CEM	Civil Emergency Message		NUW	Nuclear Power Plant Warning
	EVI	Evacuation Immediate		RHW	Radiological Hazard Warning
	FRW	Fire Warning		SPW	Shelter In Place Warning
	HMW	Hazardous Materials Warning		TOE	Telephone Outage Emergency

Length of time message should be broadcast on the air (hours/minutes)**:** _____**Hours** _____**Minutes**

Specific message that will be broadcast (use additional page if necessary)**:**

"This is an urgent message from _____
<div align="center">(Agency name)</div>

<div align="center">{Body of message to include what, who, where, possibly why and how.
IMPORTANT: Keep under 90 seconds of verbal text – 200 words of text or less.}</div>

Stay tuned to local TV and radio for further information."