



EMERGENCY ACTION CHECKLIST



Checklist 3.2.01-B NATIONAL WARNING SYSTEM (NAWAS)

September 03, 2008

Use this checklist for

- ANSWERING ROLL CALLS DURING ROUTINE TESTS
- ACKNOWLEDGING MESSAGES RECEIVED
- CLARIFICATION ON WARNINGS ISSUED
- PERIODIC CAPABILITY CHECKS
- BACK-UP EMERGENCY COMMUNICATIONS WITH STATE EOC DO

1. 24-hour local warning point is Jeffcom. Jeffcom answers daily tests.
2. Alternate local warning point is EOC (same NAWAS capability as Jeffcom).
3. NAWAS calls are answered in Jeffcom except:
 - When EOC is fully activated (and assumes responsibility for answering).
 - During bi-weekly tests to EOC's and secondary warning points.
4. State EOC is "Washington Warning Point" (Eastern Washington WSP Communications is "Washington Alternate").
5. **Roll call procedure:**
 - a. Roll call begins with ring/tone and announcement from the state warning point. ("Stations stand by for roll call").
 - b. Listen for audio (make sure **Jefferson County** is a listed recipient).
 - c. Lift the handset (cancels the external speaker).

Procedure note: When one handset is lifted, the audio in the other unit is cancelled.
 - d. To answer (transmit) use the "push to talk" button on the handset.
 - e. Control the volume of the speaker with the volume control knob.
 - f. Answer "Jefferson County" (or "Jefferson County EOC") when called.
 - g. Log the call in the NAWAS log.
3. **Receiving warning messages:**

- a. Begins with ring tone and roll call of affected stations (intended recipients).
 - b. Verbal messages are backed up with a "hard copy" via ACCESS (usually takes about 15 to thirty minutes).
 - c. Acknowledge roll call.
 - d. Message is read by originator (often NWS Seattle).
 - e. Roll call follows the message to conform receipt. Acknowledge.
 - f. Relay the message to the EOC Manager.
 - g. Log it in the NAWAS log.
4. **To obtain clarification on messages:**
- a. Wait until the conversation on the network has ended.
 - b. Call "Washington Warning Point this is Jefferson County".
 - c. Make your inquiry (be brief).
 - d. Acknowledge clarification received.
5. **Periodic checks:**
- a. Call "Washington Warning Point this is Jefferson County".
 - b. Ask if available for circuit check.
 - c. If OK, request a short "ring test".
 - d. WWP will activate ring/tone and call "Jefferson County".
 - e. Acknowledge "test received".
 - f. Make a note in the log.