

Test Plan - CSEPP Use of Integrated Public Alert and Warning System (IPAWS)



FINAL v4
October 13, 2014

Table of Contents

1	Introduction	1
1.1	Overview.....	1
1.2	Goals and Objectives	1
1.3	Scope	1
1.4	Limitations and Assumptions	3
1.5	Risks.....	4
1.6	Use Cases	4
2	General Testing Methodology	6
2.1	Testing Process	6
2.2	Testing Resources	7
2.3	Testing Teams	7
2.4	Testing Phases	9
2.4.1	Lab Testing	9
2.4.2	Multi-site Testing.....	9
2.4.3	Retesting (If Needed).....	10
2.5	Schedule.....	10
3	Functional Requirements	11
4	Testing.....	13
4.1	Testing Configurations	13
4.1.1	Origination Sites	13
4.1.2	JITC Lab	15
4.2	Testing Procedures.....	16
4.3	Test Scripts.....	16
Test 1.	System Configuration Test (Test).....	17
Test 2.	Message Template Validation (Test).....	18
Test 3.	Message Displays to Public Devices (Test)	19
Test 4.	Message Time to Public Devices (Test)	20
Test 5.	Sub-FIPS Alerting (Test)	21
Test 6.	Zone Alerting (Test)	22
Test 7.	Multiple Alerts (Test)	23
Test 8.	Multiple Sub-FIPS Alerting (Test).....	24

Test 9.	Multiple Zone Alerting (Test)	25
Test 10.	Update Active Alert (Test)	26
Test 11.	Cancel Active Alert (Test)	27
Test 12.	Multiple Alerts for Two COGs (Test)	28
Test 13.	Multiple Alerts from Multiple COGs (Test)	29
Test 14.	Multiple Sub-county Alerts from Multiple COGs (Test)	30
Appendix A – Risk Matrix		31
Appendix B – Test Message Blank Template		32
Appendix C – Test Messages		33
Appendix D – Model Communications Plan		39
Appendix E – Message Tracking Forms.....		45
Appendix F – Meeting Agendas		48

1 INTRODUCTION

1.1 Overview

The Chemical Stockpile Emergency Preparedness Program (CSEPP) communities have unique needs for alert and notifications. With the congressional mandate of “maximum protection” for the public, CSEPP alert authorities need a rapid set of systems to alert and direct the public to take specific actions to protect themselves.

This test plan was developed to gain a better understanding of the processes and systems that comprise the Integrated Public Alert and Warning System (IPAWS). This understanding includes the interconnection to the legacy systems, timing of messages, and understandability of messages by the public. This started with documenting the requirements of the CSEPP alert authorities, and then developing goals and objectives for this testing.

1.2 Goals and Objectives

Goal 1 – Validate equipment and configurations

- Objective 1.1 – Validate alert authority’s equipment can effectively handle audio
- Objective 1.2 – Validate broadcaster’s equipment can effectively handle audio
- Objective 1.3 – Validate equipment can generate Wireless Emergency Alerts (WEA)

Goal 2 – Validate the message templates

- Objective 2.1 – Validate message template for Emergency Alert System (EAS)
- Objective 2.2 – Validate message template for National Weather Radio (NWR)
- Objective 2.3 – Validate message template for WEA

Goal 3 – Validate Procedures

- Objective 3.1 – Validate alert authority’s procedures are effective
- Objective 3.2 – Validate broadcaster’s procedures are effective

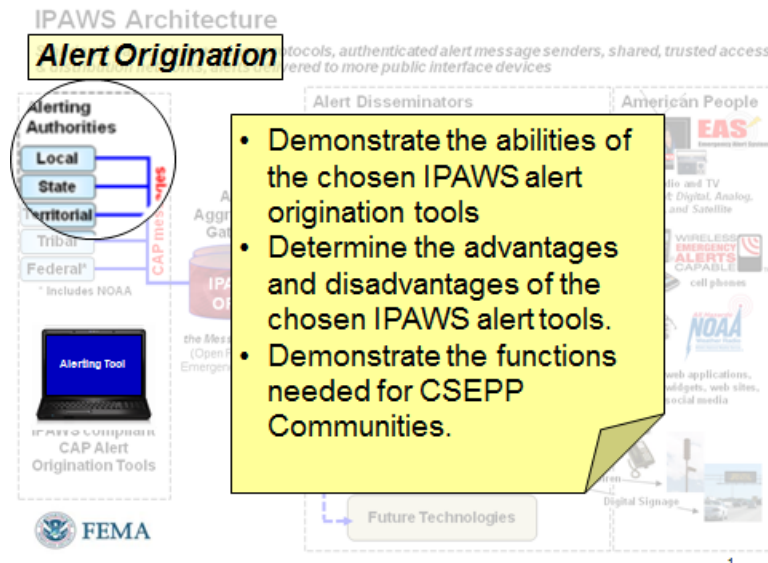
1.3 Scope

The scope of this document is limited to the testing of the identified functional requirements of the CSEPP communities. This test plan documents the project activities to be performed, the schedule of activities, assigned responsibilities, and resources required, including staff, tools, and computer facilities. The documentation of the test results will be incorporated into a final report.

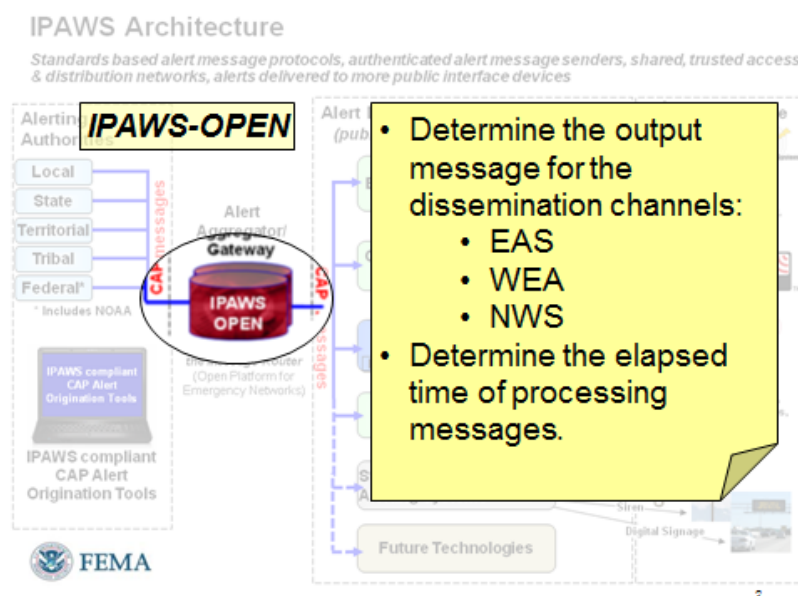
Testing will occur within the limits of the following:

- 47 Code of Federal Regulations (CFR) 10
- 47 CFR 11
- IPAWS policies and procedures
- Proposed Kentucky State and Colorado State IPAWS Plans

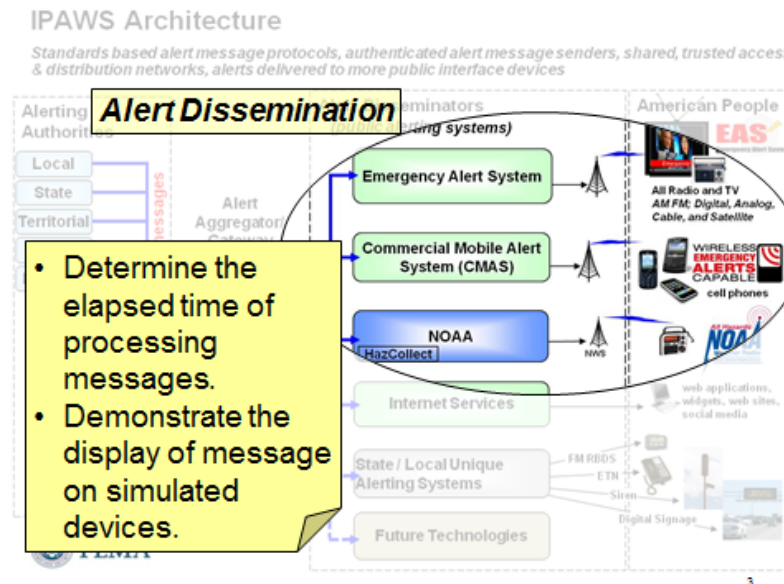
The scope of this testing will be focused on three areas. The first is the alert origination tools and authorities, which will look at the procedures, templates, and functions of the chosen IPAWS solutions.



The second area is the processes at the IPAWS-Open Platform for Emergency Networks (OPEN) aggregator. The understanding of how the aggregator operates impacts the procedures and messages of the alert authorities. Gaining an understanding of the systems will improve system use by alert authorities.



Lastly the test is intended to gain information on what the public will experience from the alert dissemination channels. Gaining an understanding of what message is presented to the public will assist the alert authorities in developing better effective messages.



1.4 Limitations and Assumptions

The Joint Interoperability Test Command (JITC) IPAWS-OPEN Test Development Laboratory (TDL) is a representation of IPAWS-OPEN capabilities in a closed, secure environment. CSEPP lab tests will utilize JITC IPAWS-OPEN to establish a baseline measure of the processing of Common Alerting Protocol (CAP) messages from the originator to the IPAWS-OPEN distribution points of the message distribution channels.

JITC IPAWS-OPEN does not support Non-Weather Emergency Messages (NWEM). Therefore, it is not possible to duplicate the full operation and function of NWEM message distribution. Additional tests will need to be performed to assess NWEM message distribution.

IPAWS supports polygons, full county Federal Information Processing Standards (FIPS), and state FIPS codes. Sub-county FIPS is not currently supported. Throughout this document, sub-county will be assumed to be implemented using polygons in the CAP element <area> for alerting.

JITC IPAWS-OPEN demonstrates WEA capabilities by use of a simulated cellular base station and customized cellular devices. WEA lab tests may not fully represent live-code WEA messages; however, message processing to the WEA channel can be validated. Performance of WEA in a production environment is dependent on carrier network configuration and traffic loading, as well as tower configuration and handset configuration, model, and usage. A test method for WEA will need to be developed at a later time.

These tests will not mimic or test the radio propagation of radio, television, or wireless providers. Additional data from the distribution channels will be needed by the alert origination authorities to properly develop alert and notification plans, which is outside of this test plan.

1.5 Risks

Every risk has with it three variables that can be used to measure the importance of the risk.

- **Severity** – This is the effect in the event that the risk occurs. This is rated on a scale of 1 to 5, with 1 being minimal impact and 5 being catastrophic impact.
- **Probability** – This is the measure of the likelihood of the risk occurring. This is rated on a scale of 1 to 5, with 1 being unlikely and 5 being almost a sure thing.
- **Exposure** - Exposure is the measure of how long this risk is present. If the risk is only present a short time, it may be low. This is rated on a scale of 1 to 4, with 1 being a short time and 4 being almost the entire time.

Severity		Probability		Exposure	
Score	Explanation	Score	Explanation	Score	Explanation
1	Little impact	1	20 percent likely	1	Less than 25 percent
2	Some Impact	2	40 percent likely	2	26 to 50 percent
3	Moderate Impact	3	60 percent likely	3	51 to 75 percent
4	Severe Impact	4	80 percent likely	4	76 to 100 percent
5	Catastrophic Impact	5	100 percent likely		

The ratings in these various categories are multiplied to develop a rating for each defined risk. These risk ratings can be used to mitigate the risks that have the most impact first or to set a priority for addressing the risk.

Caution must be used as all risks should be reviewed even if they have a low priority. Even low priority risks are still risks to successful completion.

A complete risk Matrix is included in Appendix A.

1.6 Use Cases

The use of IPAWS to accomplish the goals of CSEPP was reviewed and the following use cases developed. These use cases were used to develop this test plan.

- **General Alert** (Single Jurisdiction, Single Message)
The general alert use case is a situation where a jurisdiction has an alert to go to the public and only needs to issue a single message. An example of this could be a local emergency management agency issuing an alert message to boil water due to contamination.
- **Sub-county General Alert** (Single Jurisdiction, Single Message, sub-county Area)
The general alert use case is a situation where a jurisdiction has an alert to go to a geographic sub-set of the public and only needs to issue a single message. An example of this could be a local emergency management agency issuing an alert message to zone A to Shelter in Place.
- **Sub-county Multiple Alerts** (Single Jurisdiction, Multiple Messages)
The multiple alert use case is a situation where a single jurisdiction must send multiple alerts to a geographic sub-set of the public. An example of this is an Immediate Response Zone (IRZ) jurisdiction that needs to send a Shelter in Place message for one zone and a relocate message to another zone.
- **Two Jurisdictions** (Two Jurisdictions, Single Message for each Jurisdiction)
The two jurisdiction use case is a situation where two jurisdictions must send alerts to the public. An example of this is an accident where two IRZ jurisdictions are impacted and must both send alerts to the public.
- **Two Jurisdictions Multiple Alerts** (Two Jurisdictions, Multiple Messages for each Jurisdiction)
The two jurisdiction multiple alert use case is a situation where two jurisdictions must send multiple alerts to the public. An example of this is an accident where two IRZ jurisdictions are impacted and must both send a Shelter in Place message for one zone and a relocate message to another zone.
- **Multiple Jurisdictions** (Four Jurisdictions, Multiple Messages for each Jurisdiction)
The multiple jurisdiction use case is a situation where four jurisdictions must send multiple alerts to the public. An example of this is a regional accident where multiple jurisdictions are impacted and must send a Shelter in Place message for one zone and a relocate message to another zone.

2 GENERAL TESTING METHODOLOGY

This test plan is designed to test the requirements as developed and documented herein. These requirements are not a complete list of all functions and requirements for IPAWS systems; rather, they are a basic set of requirements for CSEPP.

As part of the development process, the technical working group developed a set of use cases that covers the basic functional requirements of a CSEPP user. Each use case was further refined into a respective set of requirements. Based on these requirements, this test plan was developed.

Each use case is listed with the associated requirements. Each requirement is used to develop a test for that requirement. Each test associated with a requirement is described, along with the test procedure. The basic format of each requirement is as follows:

- **Test Title** — Depicts the title or name for reference
- **Test Description** — Provides a brief overview of the test, to include the requirements being tested and the environment in which the test is performed
- **Test Procedures** — Lists the test steps to be followed by the tester
- **Expected Results** — Describes what is expected to happen
- **Pass/Fail** — Will be used during the actual test to record Pass or Fail
- **Results** — Will be used during the actual test to document the results of the test

While each requirement has a set of test steps associated with it, there is considerable duplication among the requirements. Consequently, a single test may be used to test more than one requirement at a time; this will reduce the time needed to complete the testing.

The testing process is intended to follow the crawl, walk, run format. Test steps are simple initially and then grow more complex as the testing process continues.

2.1 Testing Process

The tests will follow the testing scripts. Each script will make use of the following means of performing each test and documenting the results.

- **Observations** – This will include observations of equipment installation, configurations, or staff procedures. Observations will consist of the test observer watching the tester perform an activity or show the observer the equipment or configuration.
- **Simulation** – Simulation uses testers performing a part of the procedures in a simulated fashion such as writing down a message or using equipment set in test mode or configured in the IPAWS test environment.

- **Live** – Live testing is performing the procedures using actual equipment connected to the production IPAWS environment. ***This will take place at a future time and is not included with the current testing.***

2.2 Testing Resources

- **Tester** – A tester is a person identified to perform the test on the equipment and systems involved. The tester should be a person that would normally perform the functions and be very knowledgeable in the test plan and technologies involved. The tester should follow the testing plan and notify the observer of all actions, to include changes to the test procedures, if needed.
- **Test Observer** – A test observer is a person identified to collect data during the testing process. The observer should be very knowledgeable in the test plan and technologies involved. The observer should not participate in the activities of the test, but should observe and report activities, to include variations from the testing procedures, if needed.
- **Technical Experts** – The test will require various technical experts, who will primarily be from the FEMA IPAWS office with expertise on the infrastructure of IPAWS and with access to various test equipment. There may also be a need for expert support from the IPAWS encoder vendors, local dissemination channels, and someone familiar with local emergency management plans and operations.
- **Equipment** – The test will require the following equipment:
 - Test telephones and devices
 - IPAWS message initiating devices
 - IPAWS message receiving devices
 - Conference bridge
 - Speakerphone at each site
 - Computer screen projector
 - Copy of this test plan
 - Assorted office supplies
- **IPAWS Lab and Test Environment** – A major component of these tests will include the use of the JITC IPAWS-OPEN and test environment to execute the scenarios defined in this test plan. JITC personnel will provide technical support as needed and assist the CSEPP observer with obtaining log files and capturing screenshots of alert dissemination via EAS, NWS, and WEA.

2.3 Testing Teams

During the actual testing, there will be a test team at each testing location. The test team will consist of a minimum of one tester and a test observer. Having two observers at each location is preferred, and will be done in earlier tests as these tests will be in a limited number of locations. The final multi-site testing will likely necessitate a single observer at each site.

The testing will be coordinated by the test coordinator, who will direct when each site should send messages or perform any test functions. The test coordinator will be located at the JITC Lab. The test coordinator is:

NAME TBD

For the duration of the testing, a person who is an observer shall not act as a tester for any tests. The following personnel are assigned as observers:

Observer's Name	Primary Location

The following personnel are assigned as testers:

Tester's Name	Primary Location

The following personnel will lend technical expertise to the process.

Name	Agency	Phone	E-mail

2.4 Testing Phases

The testing will take place in phases; generally based on location. The following testing phases will be used:

- Lab Testing
- Multi-site testing

2.4.1 Lab Testing

During the lab testing phase, EAS devices and alert and warning dissemination equipment will be configured to simulate the following Kentucky and Colorado entities:

- Fayette County
- Laurel County
- Pueblo County

Section 4.1.2 details the configurations.

During the lab testing phase, a series of test scripts will be performed by county alerting authorities using the JITC IPAWS-OPEN environment.

Test Script Used		
Test 1.	System configuration test (Test)	
Test 2.	Message template validation (Test)	
Test 3.	Message displays to public devices (Test)	
Test 4.	Message time to public devices (Test)	
Test 5.	Sub-FIPS alerting (Test)	
Test 6.	Zone alerting (Test)	
Test 7.	Multiple alerts (Test)	
Test 8.	Multiple Sub-FIPS alerting (Test)	
Test 9.	Multiple zone alerting (Test)	
Test 10.	Update active alert (Test)	
Test 11.	Cancel active alert (Test)	

2.4.2 Multi-site Testing

During the multi-site testing phase, EAS devices and alert and warning dissemination equipment will be configured to simulate the following Kentucky and Colorado entities:

- Fayette County
- Laurel County
- Pueblo County

During the multi-site testing phase, a series of test scripts will be performed by the county alerting authorities using the JITC IPAWS-OPEN environment.

Test Script Used		
Test 12.	Multiple alerts for two COGs (Test)	
Test 13.	Multiple alerts from multiple COGs (Test)	
Test 14.	Multiple sub-county alerts from multiple COGs (Test)	

2.4.3 Retesting (If Needed)

If any additional test(s) are needed or tests need to be re-conducted, the final test session will be used. This segment of testing is intended to cover, for example, additional functions discovered as a part of the testing, or changes needed to accurately test the requirement.

2.5 Schedule

The test plan schedule is designed to allow flexibility in the testing as needed. The final report will document the actual dates of the testing phases. Tentative agendas for these dates are included in Appendix F.

The Deployment Team will coordinate plan activities with the Project Manager.

Test Site/Area	Planned Dates	Actual Dates
Lab Testing	December 8, 2014	
Multi-site Testing	December 9, 2014	
Data Collection	December 10–15, 2014	
Retesting (if needed)	December 9, 2014	
After Action	December 16–17, 2014	
Exercise (if used)	N/A	

3 FUNCTIONAL REQUIREMENTS

The following functional requirements were developed based on the use cases and capabilities of the IPAWS systems.

- Req. 1. A set of predefined CAP messages shall be validated for content and format through the IPAWS-OPEN devices. This will include:
 - Each predefined message passes through the IPAWS-OPEN to EAS
 - Each predefined message passes through the IPAWS-OPEN to NWEM
 - Each predefined message passes through the IPAWS-OPEN to WEA
 - Each predefined message is disseminated by EAS providers
 - Each predefined message is disseminated by NWEM providers
 - Each predefined message is disseminated by WEA providers
- Req. 2. A validated alert message is displayed to the public within two minutes using EAS.
- Req. 3. A validated alert message is displayed to the public within two minutes using WEA.
- Req. 4. A validated alert message is displayed to the public within two minutes using NWEM.
- Req. 5. An alert message shall be presented to the public in less than one minute from the time the alerting authority sends a valid message.
- Req. 6. The systems (originator, IPAWS-OPEN, and dissemination channel) shall be capable of sending an alert to an area smaller than a full county using sub-county FIPS codes.
- Req. 7. The system shall be capable of sending an alert to an area smaller than a full county such as a CSEPP zone using the CAP element <area>.
- Req. 8. The system shall be capable of sending multiple (up to six) messages to the public from a single alerting authority in a period of less than two minutes.
- Req. 9. The system shall be capable of sending multiple (up to four) messages to the public in an area smaller than a full county using sub-county FIPS codes from a single alerting authority in a period of less than two minutes.
- Req. 10. The system shall be capable of sending multiple (up to four) messages to the public in an area smaller than a full county using the CAP element <area> from a single alerting authority in a period of less than two minutes.
- Req. 11. The system shall be capable of sending an update to an active alert.
- Req. 12. The system shall be capable of sending a cancelation to an active alert.

- Req. 13. The system shall be capable of sending multiple (up to six) messages to the public from two alerting authorities in a period of less than two minutes.
- Req. 14. The system shall be capable of sending multiple (up to 12) messages to the public from up to four alerting authorities in a period of less than two minutes.
- Req. 15. The system shall be capable of sending multiple (up to 12) sub-county area messages to the public from up to four alerting authorities in a period of less than two minutes.
- Req. 16. The system shall be capable of converting text to speech at the distribution channel for EAS and NWEM.

4 TESTING

4.1 Testing Configurations

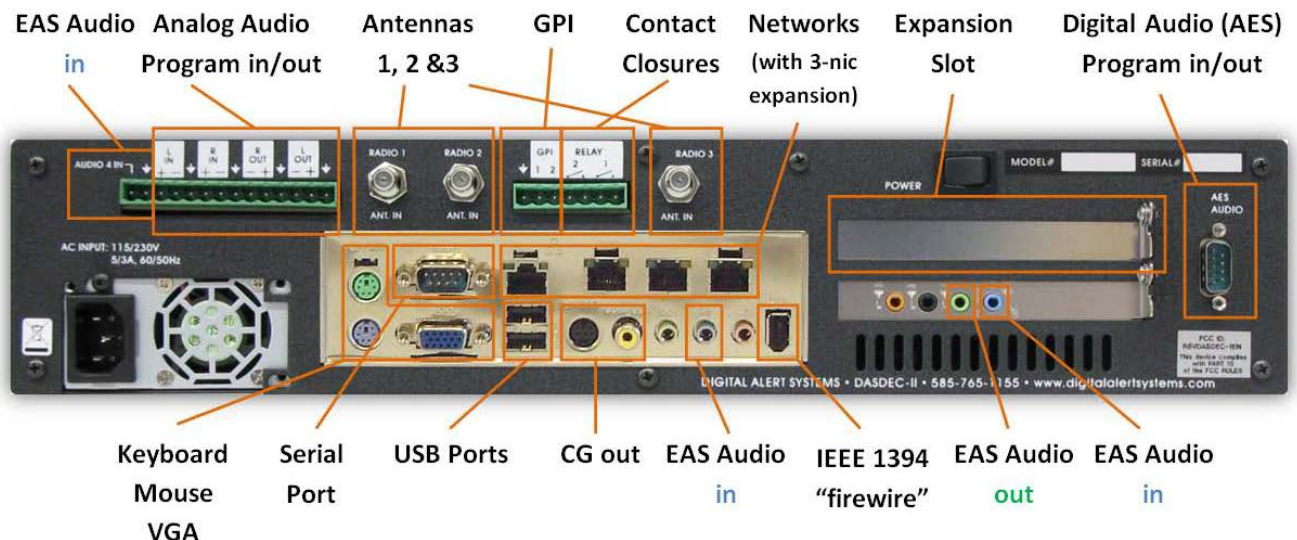
To perform, IPAWS lab EAS devices will be configured in accordance with applicable Collaborative Operating Group (COG) Memorandum of Agreement (MOA) alerting permissions. At least two sub-county FIPS codes will be included.

4.1.1 Origination Sites

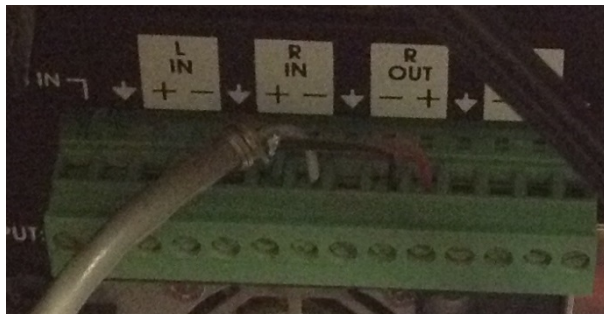
Each origination site will use the normal equipment that they have within their EOC or warning site. Prior to testing, the equipment will be changed to the test environment and verified by a second person. This equipment will be configured as their county authority, but will use the testing certificate and JITC IPAWS-OPEN. The IPAWS equipment shall be connected to the JITC Aggregator Service at the following URL: https://www.ipaws-open.net/IPAWS_CAPService/IPAWS

Each site must make sure that the equipment is disconnected from the radio frequency (RF) transmission lines and any other live external feeds at the alerting device.

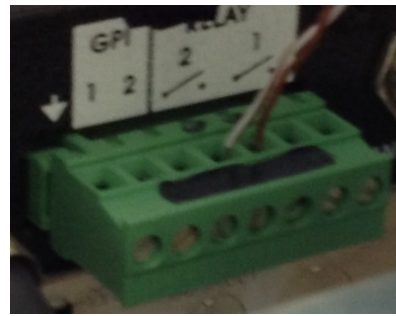
Many devices used by the CSEPP communities are used to initiate legacy EAS messages using RF transmitters. Where possible the backup device should be used for this testing to maintain a live system in the event of an actual incident. The operator should disconnect all outputs to live systems. This includes the connections on the back of the device.



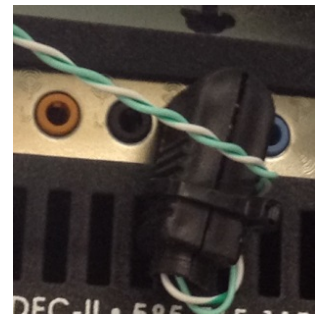
Specifically the following should be disconnected with the audio out first:



Analog Audio Program In/Out



Contact Closures



EAS Audio In/Out

Next, the software should be changed to connect to the test lab. Most of the equipment has been configured in the past, but verify before the testing. The IPAWS software must be configured with the testing certificate and then directed to the JITC site. The IPAWS equipment shall be connected to the JITC Aggregator Service at the following URL: https://www.ipaws-open.net/IPAWS_CAPService/IPAWS

The screenshot shows the 'Remote CAP server setup' page for IPAWS Open 2.0. Key elements and annotations include:

- Remote CAP server setup:**
 - Dropdown menu: *IPAWS Open 2.0
 - Text: 'There are 5 defined client interfaces (max is 10). Decode Channel: 'CAP1''
 - Buttons: 'Add CAP Client Interface', 'Duplicate CAP Client Interface', 'Delete this CAP interface'
 - Text: 'DNS is Enabled (24.92.226.11)' (highlighted in green)
- Client Interface Name:**
 - Field: 'IPAWS Open 2.0'
 - Checkbox: 'ENABLE Client Interface: Enabled. Uncheck to disable client.'
 - Field: 'IPAWS Open 2.0 Get'
 - Field: 'CAP Poll Interval'
- Poll CAP from IPAWS Open 2.0 Server:**
 - Status: 'Connected' (green)
 - Text: 'Last alert info as: Tue Aug 21 01:51:09 2012'
 - Text: 'IPAWS OPEN2 provides access to national and localized CAP formatted EAS alerts. Enter the web host address without http:// or https://, eg: apps.fema.gov and you use IPAWS OPEN2 polls and localized manufacturer specific URLs is provided. Attach such raw data and enter the URL path and most options under advanced options setup.'
 - Field: 'https:// apps.fema.gov' (with annotation: 'Type apps.fema.gov for the CAP server host address')
 - Field: 'IPAWSOPEN_EAS_SERVICE/rest/update' (with annotation: 'IPAWSOPEN_EAS_SERVICE/rest/update for the URL path')
 - Text: 'CAP IPAWS server host address (URL must be enabled: eg: apps.fema.gov)'
 - Text: 'URL path: Do NOT begin with http:// or https://. Just the path (eg: cap / alerts url), without a leading / character. If a dynamic data and time is required in the URL, see notes below #'
 - Checkbox: 'View Advanced Options (backtrack to read the notes)'
 - Section: 'Pin Type'
 - Radio buttons: 'Preassigned IPAWS Pin' (selected), 'User configurable Pin', 'No Pin'
 - Checkbox: 'Use Secure connection: Enabled. Uncheck to use non-secured connection'
 - Checkbox: 'Ignore SSL certificate checking. Presently SSL certificates must verify. Check to ignore on'
 - Text: 'Optional Text to append to URL: '
 - Checkbox: 'Require XML digital signatures. Reject alerts missing signatures or that fail signature verification. Dis'
 - Field: 'Poll Interval in seconds: 60'
 - Field: 'Assigned Station ID: PAWSCAP'
 - Checkbox: 'Adhere to Strict IPAWS CAP to EAS translation: Enabled. Uncheck to disable'

Annotations (callouts):

- 'Choose the IPAWS Open 2.0 Get Poll Protocol' (points to the dropdown menu)
- '(Last) When this says **Connected** you are ready to decode CAP Alerts (You may need to refresh the page)' (points to the 'Connected' status)
- 'Type apps.fema.gov for the CAP server host address and IPAWSOPEN_EAS_SERVICE/rest/update for the URL path' (points to the host address and URL path fields)

After the device is configured to use the JITC lab environment, the agency will transmit a required weekly test (RWT) to confirm the connection to the lab and no live feeds.

Each participating alert authority should contact their Public Affairs Officer to brief them on the testing, and to develop contingencies or a communications plan. A model Communications Plan is included in Appendix D.

The following areas will be used:

Fayette County
FIPS – 021067
Sub-FIPS Code – N/A

Commonwealth of Kentucky
FIPS – 021125 (Laurel County)
FIPS – 021000 (Statewide) – not used for testing
Sub-FIPS Code – N/A

Pueblo County
FIPS – 008101
Sub-FIPS Code – N/A

4.1.2 JITC Lab

The equipment at the JITC Lab should be set up as indicated below.

➤ Device Configuration

Device	Configuration
IPAWS-OPEN	Normal
WEA Feed	Forward all messages regardless of destination
EAS Feed	Normal
NWEM Feed	Normal
Wireless Phone 1	Normal
Wireless Phone 2	Normal
EAS Device 1 – Radio Only	Fayette County Radio FIPS – 021151 <i>SAGE ENDEC with Default settings</i>
EAS Device 2	Pueblo County FIPS – 008101
EAS Device 3	Fayette County Television FIPS – 021067 <i>DASDEC – Default settings</i> <i>Red ribbon with white letters at top of screen</i>
EAS Device 4	Laurel County FIPS – 021125
EAS Device 5 – Radio Only	Laurel County FIPS – 021125 Fayette County FIPS – 021067 <i>SAGE ENDEC with Default settings</i>
EAS Device 6	Laurel County FIPS – 021125 Pueblo County FIPS – 008101 Fayette County FIPS – 021067

➤ Capture Targets

Device	Log
County IPAWS Software	Date/Time of send and full CAP messages sent
IPAWS-OPEN	Date/Time of receipt and full CAP messages received
WEA Feed	Date/Time of receipt and full CAP messages received and sent
EAS Feed	Date/Time of receipt and full CAP messages received and sent
NWEM Feed	Date/Time of receipt and full CAP messages received and sent
Wireless Phones	Date/Time of receipt and messages displayed
EAS Devices	Date/Time of receipt and full CAP messages received and broadcast messages

4.2 Testing Procedures

On the day of testing, each site will dial into the conference bridge. The bridge will be:

MCP Bridge #4
Call in number: (814) 954-1239
Pass Code: 18508#

Each site will report the staff members who are on-site. The systems will be configured and Test 1, the RWT, will be conducted one at a time, coordinated by the test coordinator at the JITC Lab.

Each message sent by the alert originator will have a unique number. The test message has a hashtag. For each test, this will be changed to add a number. For example, the first time message 1 is sent the hashtag will be “#Test1-1” The next time message 1 is sent will be “#Test1-2” and so on.

4.3 Test Scripts

The following pages contain test scripts for conducting IPAWS testing.

Test 1. System Configuration Test (Test)

Test Description:

This test will be conducted in the JITC IPAWS-OPEN test environment. The test is to verify that the various devices are configured correctly for future tests. Each site will send one RWT message.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Create a CAP message with an alert origination tool and transmit.
3. Validate that the message was processed and displayed on the test devices (public display devices at the JITC such as cell phone, television, or radio).

Expected Results:

The alert message is properly processed and displayed on all test devices.

Pass/Fail:

Results:

Test 2. Message Template Validation (Test)

Test Description:

This test will be conducted in the JITC IPAWS-OPEN environment. This script will test requirement 1. The test will validate each message template prepared by the messaging working group. Each site will send two messages from the templates.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Create an alert message using the message template and transmit.
3. Validate that the message was processed and displayed on the test devices.
4. Repeat process for each message template.

Expected Results:

Each message template is properly processed and displayed on the test devices correctly.

Pass/Fail:

Results:

Test 3. Message Displays to Public Devices (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirements 2, 3, and 4. The test will validate connection to each distribution medium. For each message transmitted in test 2, review the following.

Test Procedure:

1. Use the messages transmitted in test 2.
2. Validate that the message was processed and displayed on the test devices for each distribution medium.
3. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

Each message is properly processed and displayed on the test devices correctly.

Pass/Fail:

Results:

Test 4. Message Time to Public Devices (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 5. The test will validate time to distribute an alert to each distribution medium. If possible this can be tested with the messages transmitted in test 1. If those tests do not capture the data, each alert originator will transmit one message for all distribution feeds.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Create an alert message using a message template and transmit.
4. Validate that the message was processed and displayed on the test devices for each distribution medium.
5. Test site shall capture picture, video or screen shot of each message on each distribution medium.
6. Test site shall capture log files from each device in the process (time received at IPAWS-OPEN, sent to distribution device, and time received on public display, etc.).

Expected Results:

Each message is presented to the public user's device in less than one minute.

Pass/Fail:

Results:

Test 5. Sub-FIPS Alerting (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 6. The test will validate the alerting using a FIPS code zone identifier. The lab will configure two EAS devices with determined sub-county FIPS codes. The Lexington-Fayette County site will perform this test.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Create an alert message using a message template and a sub-county FIPS code 121067 and transmit.
3. Validate that the message was processed and displayed on the correct test devices for each distribution medium.
4. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

The system today may not support sub-county FIPS codes. The CAP message will be captured at each point through the system to determine how the system processes sub-county FIPS.

Pass/Fail:

Results:

Test 6. Zone Alerting (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 7. The test will validate the delivery of an alert to an area smaller than a county. The lab will configure two EAS devices with separate sub-county areas if possible.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Create an alert message using a message template and an <area> element (e.g., geocode or polygon) smaller than a county, but within the alerting authority permitted area and transmit to WEA.
3. Validate that the message was processed and displayed on the correct test devices for each distribution medium.
4. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

Alert is received on the device associated with the area and not others. The WEA Toy Cell at JITC may not be configurable and there is only one Toy Cell. CAP messages will be captured to determine the processing of the messages if not able to directly test this.

Pass/Fail:

Results:

Test 7. Multiple Alerts (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 8. The test will validate the system can process multiple alerts. KYEM EOC will conduct this test.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Create an alert message using a message template and transmit.
4. Record time initial call is sent.
5. Repeat two additional messages (one with same event code and one with different event code) within two minutes.
6. Record time of first and last message sent.
7. Validate that the message was processed and displayed on the correct test devices for each distribution medium.
8. Record times each alert is received by device.
9. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

All messages are properly processed and displayed within two minutes. Verify that the distribution devices send messages and do not ignore as duplicates.

Pass/Fail:

Results:

Test 8. Multiple Sub-FIPS Alerting (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 9. The test will validate the alerting using a FIPS code zone identifier. The lab will configure two devices on separate sub-county FIPS codes. **Based on the results of test 5, this test may be not performed.**

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Create an alert message using a message template and a sub-county FIPS code and transmit.
4. Record time initial call is sent.
5. Repeat two additional sub-county FIPS messages (one with same event code and one with different event code) within two minutes.
6. Record time of first and last message sent.
7. Validate that the message was processed and displayed on the correct test devices for each distribution medium.
8. Record times each alert is received by device.
9. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

Alert is received on the device associated with the sub-county FIPS area and not others within two minutes. Verify that the distribution devices send messages and do not ignore as duplicates.

Pass/Fail:

Results:

Test 9. Multiple Zone Alerting (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 10. The test will validate the delivery of an alert to an area smaller than a county. The lab will configure two devices on separate areas.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Create an alert message using a message template and a sub-county <area> element and transmit to WEA.
4. Record time initial call is sent.
5. Repeat two additional messages (one with same event code and one with different event code) within two minutes.
6. Record time of last message sent.
7. Validate that the message was processed and displayed on the correct test devices for each distribution medium.
8. Record times each alert is received by device.
9. Test site shall capture (picture, video or screen shot of) each message on each distribution medium.

Expected Results:

Alert is received on the device associated with the area and not others within two minutes. Verify that the distribution devices send messages and do not ignore as duplicates.

Pass/Fail:

Results:

Test 10. Update Active Alert (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 11. The test will validate the ability to update alerts.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Turn off one wireless device.
3. Create an alert message using a message template and 30-minute duration and transmit to WEA.
4. Validate that the message was processed and displayed on the correct test device.
5. Test site shall capture picture, video or screen shot of each message on each distribution medium.
6. Turn on second wireless device.
7. Test site shall capture picture, video or screen shot of each message on each distribution medium.
8. Create an alert message update using a message template and change the duration to 15 minutes and transmit.
9. Validate that the message was processed and displayed on the correct test devices
10. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

Alert message is properly updated and displayed on the wireless device.

Pass/Fail:

Results:

Test 11. Cancel Active Alert (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 12. The test will validate the ability to cancel alerts.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Turn one wireless device off.
3. Create an alert message using a message template and 30-minute duration and transmit to WEA.
4. Validate that the message was processed and displayed on the correct test device.
5. Test site shall capture picture, video or screen shot of each message on each distribution medium.
6. Create an alert cancel message and transmit.
7. Turn on the second wireless device.
8. Validate that the message was processed and not displayed on the second test device.
9. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

Alert message is properly canceled and is no longer transmitted to the public.

Pass/Fail:

Results:

Test 12. Multiple Alerts for Two COGs (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 13. The test will validate the ability for two authorities to send alerts at the same time.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Alert Authority A – KYEM EOC
 - a. Create an alert message using a message template and transmit.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
4. Alert Authority B – Lexington-Fayette County
 - a. Create an alert message using a message template and transmit.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
5. Validate that each message was processed and displayed on the correct test devices for each distribution medium.
6. Record times each alert is received by device.
7. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

All messages are properly processed and displayed within two minutes.

Pass/Fail:

Results:

Test 13. Multiple Alerts from Multiple COGs (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 14. The test will validate the ability for multiple authorities to send alerts at the same time.

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Alert Authority A – Lexington-Fayette County
 - a. Create an alert message using a message template and transmit.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
4. Alert Authority B – Pueblo County
 - a. Create an alert message using a message template and transmit.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
5. Alert Authority C – KYEM EOC
 - a. Create an alert message using a message template and transmit.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
6. Validate that each message was processed and displayed on the correct test devices for each distribution medium.
7. Record times each alert is received by device.
8. Test site shall capture picture, video or screen shot of each message on each distribution medium.

Expected Results:

All messages are properly processed and displayed within two minutes.

Pass/Fail:

Results:

Test 14. Multiple Sub-county Alerts from Multiple COGs (Test)

Test Description:

This test will be conducted in the test environment. This script will test requirement 15. The test will validate the ability for multiple authorities to send alerts to sub-county areas at the same time

Test Procedure:

1. Verify that all devices are on the test environment (see section 4.1.1).
2. Verify time on each device is synchronized.
3. Alert Authority A – Lexington-Fayette County
 - a. Create an alert message using a message template using a sub-county area and transmit to WEA.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
4. Alert Authority B – Pueblo County
 - a. Create an alert message using a message template using a sub-county area and transmit to WEA.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
5. Alert Authority C – KYEM EOC
 - a. Create an alert message using a message template using a sub-county area and transmit to WEA.
 - b. Record time initial call is sent.
 - c. Repeat one additional message within two minutes.
 - d. Record time of first and last message sent.
6. Validate that each message was processed and displayed on the correct test devices for each distribution medium.
7. Record times each alert is received by device.
8. Test site shall capture picture, video or screen shot of each message on each distribution medium.









Expected Results:

All messages are properly processed and displayed within two minutes.

Pass/Fail:

Results:

APPENDIX A – RISK MATRIX

Risk	Severity 1 to 5	Probability 1 to 5	Impact Score	Exposure 1 to 4	Exposure Timeframe	Score	Mitigation Method
Real incident occurs during testing	3	2	 6	4	Ongoing	 24	Do not conduct testing on Depot work days
Test message sent to live systems	4	2	 8	4	Deployment	 32	Use two people at each site to verify configuration and connections of the system prior to testing. Develop Communications contingency plans with PAOs
Public and media reaction to testing process	1	1	 1	4	Ongoing	 4	Develop communications plan with PAOs
	1	1	 1	1	Pending	 1	

APPENDIX B – TEST MESSAGE BLANK TEMPLATE

Insert Agency Logo Here	<h1 style="margin: 0;">EMERGENCY ALERT MESSAGE</h1> <h2 style="margin: 10px 0 0 0;">Agency / Jurisdiction Name</h2> <p style="margin: 0 0 0 20px;">Address City, State XXXXX Phone: (XXX) XXX-XXXX</p>	
Date:	Time:	Event Code: <small>(Required 3 character code)</small>
Headline <small>160 <u>characters</u> or less including spaces.</small>		
Insert text here		
Description: <small>What, where, how does this impact the public, for how long?</small> <small>Description and Instruction combined must be less than 160 <u>words</u>.</small>		
Insert text here. #[incident name]		
Instruction: <small>What to do to stay safe and how to do it.</small> <small>Description and Instruction combined must be less than 160 <u>words</u>.</small>		
Insert text here.		
WEA Message (Parameter CMAMtext) <small>This is the message that will be received on cell phones.</small> <small>90 <u>characters</u> or less including spaces. Cannot contain URL or phone number links.</small> <small>It must include sending agency identifier i.e. NWS or Sheriff.</small>		
Insert text here.		
Twitter Message <small>140 <u>characters</u> or less including spaces.</small>		
Insert text here. #[incident name]		

Hint: To find the word and/or characters count, highlight the text and click “Words:” in the bottom left of your screen. The pop up box will show the word and character count (with spaces.)

APPENDIX C – TEST MESSAGES



EMERGENCY ALERT MESSAGE – 1

Pueblo County Sheriff's Office

101 W. 10th Street
Pueblo, CO 81003
Phone: (XXX) XXX-XXXX

Date:	Time:	Event Code: EVI <i>(Required 3 character code)</i>
Headline <i>160 characters or less including spaces.</i>		
Town of Boone (CSEPP Zones E1&2, SE1&2) advised to immediately evacuate due to Pueblo Chemical Depot emergency		
Description: <i>What, where, how does this impact the public, for how long?</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<p>The Pueblo County Sheriff advises people in the Town of Boone to immediately evacuate due a possible release of mustard agent at the Pueblo Chemical Depot. It is estimated the mustard plume may reach the Town of Boone and Boone Road at: XXXX.</p> <p>The evacuation area includes:</p> <ul style="list-style-type: none">○ The Town of Boone, the Boone School, Il Ranch Road, Boone road○ Boone Hill Road, Nepesta Road, Prairie Hills Road○ The remainder of zones East 1, East 2, Southeast 1, and Southeast 2 <p>Other areas near the depot, including the City of Pueblo are not affected at this time, but should stand by for additional information. #Test1-X</p>		
Instruction: <i>What to do to stay safe and how to do it.</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<ul style="list-style-type: none">• People in these areas should leave, traveling away from Pueblo Chemical Depot. Close vehicle windows and vents; and turn off the air-conditioner/heater.• If evacuation is not possible, in-place sheltering is recommended.• Boone School is implementing its emergency plans; do not attempt to pick up children from school.		
WEA Message (Parameter CMAMtext) <i>This is the message that the public will receive on their cell phone.</i> <i>90 characters or less including spaces.</i> <i>Cannot contain URL or phone number links. Must include issuing agency identifier i.e. NWS or Sheriff.</i>		
SHERIFF: Chemical Depot emergency. Boone area. Evacuate now. CSEPP Zones E1&2, SE1&2. #Test1- X		
Twitter Message <i>140 characters or less including spaces.</i>		
Town of Boone (CSEPP Zones E1&2, SE1&2) advised to immediately evacuate due to Pueblo Chemical Depot emergency. #Test1- X		



EMERGENCY ALERT MESSAGE – 2

Pueblo County Sheriff's Office

101 W. 10th Street
Pueblo, CO 81003
Phone: (XXX) XXX-XXXX

Date:	Time:	Event Code: SPW (Required 3 character code)
Headline 160 <u>characters</u> or less including spaces.		
Areas of Pueblo County to Shelter-in-Place due to Pueblo Chemical Depot emergency		
Description: <i>What, where, how does this impact the public, for how long?</i> Description and Instruction combined must be less than 160 <u>words</u> .		
<p>The Pueblo County Sheriff advises people in several areas to immediately Shelter-in-Place due to an incident involving the release of mustard agent at the Pueblo Chemical Depot.</p> <p>The area affected (zones East 1 & 2, SE 1 & 2, and South 1 & 2) includes:</p> <ul style="list-style-type: none"> ○ North Avondale, Avondale and Boone ○ Avondale Elementary School and the Boone School ○ Vineland east of 27th Lane and Pueblo Memorial Airport and Industrial Park ○ The southern portions of Boone Road <p>Other areas near the depot, including the City of Pueblo are not affected at this time. #Test2-X</p>		
Instruction: <i>What to do to stay safe and how to do it.</i> Description and Instruction combined must be less than 160 <u>words</u> .		
<p>To shelter-in-place:</p> <ul style="list-style-type: none"> • Bring all family members and pets indoors immediately. • Close exterior doors and windows. • Turn off heating, air-conditioning, and fans that draw in outside air. • Go to an inner above ground room, preferably one without windows. • Listen to local radio stations or visit puebloemergency.info for updates and further instructions. 		
WEA Message (Parameter CMAMtext) <i>This is the message that the public will receive on their cell phone.</i> 90 <u>characters</u> or less including spaces. Cannot contain URL or phone number links. Must include issuing agency identifier i.e. NWS or Sheriff.		
<p>SHERIFF: Chemical Depot emergency. Shelter-in-Place now. CSEPP Zones E1&2, SE1&2, S1&2. #Test2-X</p>		
Twitter Message 140 <u>characters</u> or less including spaces.		
<p>Immediate Shelter-in-Place near Pueblo Chemical Depot advised due to chemical emergency. CSEPP Zones E1&2, SE1&2, S1&2. #Test2-X</p>		

Insert Agency
Logo Here

EMERGENCY ALERT MESSAGE – 3

(Sent by KYEM)

Laurel County Emergency Management Agency

165 Substation St
London, Kentucky 40741
Phone: (606) 862-7904 Fax: (606) 862-7908

Date:	Time:	Event Code: EVI <i>(Required 3 character code)</i>
Headline <i>160 characters or less including spaces.</i>		
Laurel County evacuations advised due to Blue Grass Army Depot emergency		
Description: <i>What, where, how does this impact the public, for how long?</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<p>An incident occurred at the Blue Grass Army Depot near Richmond which involved the release of toxic chemicals in areas of Laurel County. Due to the expected health effects of these chemicals, emergency officials are recommending immediate evacuation of Victory.</p> <p>People in these areas should evacuate to London Community Center.</p> <p>Other areas in Laurel County are not affected at this time, but should stand by for additional information. #Test3-X</p>		
Instruction: <i>What to do to stay safe and how to do it.</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<ul style="list-style-type: none">• People in these areas should leave, traveling away from Blue Grass Army Depot. Close vehicle windows and vents; and turn off the air-conditioner/heater.• If evacuation is not possible, in-place sheltering is recommended.• Stay tuned to this station for updates and instructions for Laurel County Kentucky residents.		
WEA Message (Parameter CMAMtext) <i>This is the message that the public will receive on their cell phone.</i> <i>90 characters or less including spaces.</i> <i>Cannot contain URL or phone number links. Must include issuing agency identifier i.e. NWS or Sheriff.</i>		
LC EMA: Chemical Depot emergency. Evacuate now. Area of Victory, KY. #Test3- X		
Twitter Message <i>140 characters or less including spaces.</i>		
Immediate evacuation of Victory, KY advised to due to chemical emergency at Blue Grass Army Depot. #Test3- X		

Insert Agency
Logo Here

EMERGENCY ALERT MESSAGE – 4

(Sent by KYEM)

Laurel County Emergency Management Agency

165 Substation St
London, Kentucky 40741
Phone: (606) 862-7904 Fax: (606) 862-7908

Date:	Time:	Event Code: SPW <i>(Required 3 character code)</i>
Headline <i>160 characters or less including spaces.</i>		
Laurel County shelter-in-place advised due to Blue Grass Army Depot emergency		
Description: <i>What, where, how does this impact the public, for how long?</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<p>An incident occurred at the Blue Grass Army Depot near Richmond which involved the release of toxic chemicals in areas of Laurel County. Due to the expected health effects of these chemicals, emergency officials are recommending immediate shelter-in-place for people in the area of Victory, KY.</p> <p>Other areas in Laurel County are not affected at this time, but should stand by for additional information. #Test4-X</p>		
Instruction: <i>What to do to stay safe and how to do it.</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<p>To shelter-in-place, do the following:</p> <ul style="list-style-type: none">• Move inside immediately.• Close and lock all windows and doors.• Turn off ventilation system and all fans.• Go into and seal your chosen room with plastic sheeting and duct tape.• Listen to local radio stations via portable battery operated radio.• Stay tuned to this station for updates and instructions for Laurel County Kentucky residents.		
WEA Message (Parameter CMAMtext) <i>This is the message that the public will receive on their cell phone.</i> <i>90 characters or less including spaces.</i> <i>Cannot contain URL or phone number links. Must include issuing agency identifier i.e. NWS or Sheriff.</i>		
LC EMA: Chemical Depot emergency. Shelter-in-Place now Area of Victory, KY. #Test4- X		
Twitter Message <i>140 characters or less including spaces.</i>		
Immediate Shelter-in-Place in the area of Victory, KY advised to due to chemical emergency at Blue Grass Army Depot. #Test4- X		

Insert Agency
Logo Here

EMERGENCY ALERT MESSAGE – 5

Lexington-Fayette County

1793 Old Frankfort Pike
Lexington, KY 40507
Phone: (859) 258-3784

Date:	Time:	Event Code: EVI <i>(Required 3 character code)</i>
Headline <i>160 <u>characters</u> or less including spaces.</i>		
Fayette County evacuations advised due to Blue Grass Army Depot emergency		
Description: <i>What, where, how does this impact the public, for how long?</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<p>An incident occurred at the Blue Grass Army Depot near Richmond which involved the release of toxic chemicals in areas of Fayette County. Due to the expected health effects of these chemicals, emergency officials are recommending immediate evacuation of Zone 1.</p> <p>People in these areas should evacuate to Jacobson Park.</p> <p>Other areas in Fayette County are not affected at this time, but should stand by for additional information. #Test5-X</p>		
Instruction: <i>What to do to stay safe and how to do it.</i> <i>Description and Instruction combined must be less than 160 words.</i>		
<ul style="list-style-type: none">• People in these areas should leave, traveling away from Blue Grass Army Depot. Close vehicle windows and vents; and turn off the air-conditioner/heater.• If evacuation is not possible, in-place sheltering is recommended.• Stay tuned to this station for updates and instructions for Fayette County Kentucky residents.		
WEA Message (Parameter CMAMtext) <i>This is the message that will be received on cell phones.</i> <i>90 <u>characters</u> or less including spaces. Cannot contain URL or phone number links.</i> <i>It must include sending agency identifier i.e. NWS or Sheriff.</i>		
Lexington EMA: Chemical Depot emergency. Evacuate now. Area of Zone 1 #Test5- X		
Twitter Message <i>140 <u>characters</u> or less including spaces.</i>		
Immediate evacuation of Zone 1 advised due to chemical emergency at Blue Grass Army Depot. #Test5- X		

Insert Agency
Logo Here

EMERGENCY ALERT MESSAGE – 6

Lexington-Fayette County

1793 Old Frankfort Pike

Lexington, KY 40507

Phone: (859) 258-3784

Date:

Time:

Event Code: SPW

(Required 3 character code)

Headline

160 characters or less including spaces.

Fayette County shelter-in-place advised due to Blue Grass Army Depot emergency

Description: *What, where, how does this impact the public, for how long?*

Description and Instruction combined must be less than 160 words.

An incident occurred at the Blue Grass Army Depot near Richmond which involved the release of toxic chemicals in areas of Fayette County. Due to the expected health effects of these chemicals, emergency officials are recommending immediate shelter-in-place of Zone 1.

Other areas in Fayette County are not affected at this time, but should stand by for additional information. #Test6-**X**

Instruction: *What to do to stay safe and how to do it.*

Description and Instruction combined must be less than 160 words.

To shelter-in-place, do the following:

- Move inside immediately.
- Close and lock all windows and doors.
- Turn off ventilation system and all fans.
- Go into and seal your chosen room with plastic sheeting and duct tape.
- Listen to local radio stations via portable battery operated radio.
- Stay tuned to this station for updates and instructions for Fayette County Kentucky residents.

WEA Message (Parameter CMAMtext)

This is the message that will be received on cell phones.

90 characters or less including spaces. Cannot contain URL or phone number links.

It must include sending agency identifier i.e. NWS or Sheriff.

Lexington EMA: Chemical Depot emergency. Shelter-in-Place now. Area Zone 1 #Test6-**X**

Twitter Message

140 characters or less including spaces.

Immediate Shelter-in-Place of Zone 1 advised due to chemical emergency at Blue Grass Army Depot. #Test6-**X**

APPENDIX D – MODEL COMMUNICATIONS PLAN

The model Communications Plan may be found on the following pages.

Each participating agency can coordinate with their public information officer and develop a communication plan and pre-test messages if the agency feels it is needed.

The remainder of this page intentionally left blank.



Public Affairs Communications Plan

Integrated Public Alert and Warning System (IPAWS) Test

Plan Purpose

"A public that can and will protect itself in the event of a chemical emergency"
– Public Affairs IPT Mission Statement

The primary purpose of this plan is to mitigate public/media concerns that could arise because of the test of the Integrated Public Alert and Warning System (IPAWS) including Wireless Emergency Alerts (WEA). This plan outlines the methods that will be used to provide coordinated, consistent messages while ensuring that all parties (internal and external) are aware of the test and are provided the opportunity to become familiar with the new means of public alert and warning.

Action Plan

Key Audiences:

- Primary -- External. People who live or work in the CSEPP response zones (Immediate Response Zone [IRZ] and Protective Action Zone [PAZ]).
- Secondary – Internal. Staff, partner agencies, and key community communicators.

Key Messages:

- New way to warn the public in emergencies.
- Testing following the CSEPP Exercise, November 20, 2013.
- Here's what the public will see or hear: 1) EAS message, 2) Text Message on cell phone.
- Here's how to get more information [\[redacted\]](#).

Designated Spokespersons:

- Major County – John Doe, Public Information Officer, (555) 555-2345
- State– Jane Doe, (555) 555-1234
- Other PIOs?

Activities:

Date	Activity	Responsibility	Date Accomplished
	Development of key messages and designated spokespersons. A common set of talking points allows all players to emphasize basic points while referring more technical questions to the appropriate designated spokesperson(s).	John/Jane	7/18/2013
	Distribution / integration of key messages and tools. Provide the public affairs team and other appropriate internal team members the key messages and designated points of contacts.	John	
On-going	Respond to / document media or public inquiry. Use key messages to respond to media or public inquiry. Keep fellow site public affairs officers apprised of media contacts and questions. Document contact in case follow-up is needed at a later date.	PIOs	Ongoing
	Modify existing outreach tools to reflect new IPAWS alerts. Table top display, Power Point presentations, website pages.	Websites – Power points – PIOs modify their power points w/ new slides.	Web – October 20 Power Point – October 20
	Key message integration into CSEPP presentations, outreach events, tours, briefings.	PIOs	October 20
	Key message integration into Depot presentations, outreach events, tours. CSEPP will provide talking points for Depot PAOs and Outreach Office personnel to use in their presentations, outreach events and during tours.	John	October 20
<u>City Councils</u> <u>CAC</u>	Elected official/legislative briefings. Presentations relating to CSEPP activities are given on an ongoing basis to local emergency management boards, first responders, elected officials, legislative aides, and the Citizens' Advisory Commission. Updates will be given in person, by fax and email, and by telephone.	City Councils – CAC –	City Councils – CAC – September 10

Date	Activity	Responsibility	Date Accomplished
<u>Production</u> Ready for demo by October 1 <u>Ads run</u> Radio – all October? TV – Nov 11-15 Print – Nov 10-17	Paid advertisements. Incorporate key messages into paid advertisements in newspapers and on radio.	Radio – Print – TV –	November XX – Production complete
Chamber of Commerce <u>Deadlines</u> Oct XX, Mycity Oct XX, Anytown Nov XX, ??? City Oct XX, Mycity Nov XX, Anytown Nov XX, ??? <u>Business</u> Hospitals	Newsletter / Public (outreach). CSEPP will target the August editions of area civic and business newsletters for placement of a story about the IPAWS test.	Research deadlines and how to submit – Distribution of article –	October XX – e-mailed
September XX ?? TBD Detonator	Newsletter / employee and partner agency (in-reach). CSEPP will provide an article on the IPAWS test for two newsletters, the News, which is produced on a monthly basis, and Detonator which is produced on a ??? basis. Both are distributed to employees and partner agencies with the idea that they are program representatives in the eyes of their families, friends and neighbors.		

Date	Activity	Responsibility	Date Accomplished
	Social Media Update social media pages and put out messages notifying the public	Facebook – • Prepare Website – • County – • State –	
November 5 November 12 November 19	Personal notifications. A series of three emails will be sent CSEPP staff, partner agencies, responders and key community communicators (i.e., police and fire chiefs, elected officials, school districts and Citizens' Advisory Commission members) to advise them of the change and provide answers they can use if questioned.		
	Press release. Press release on IPAWS test will be prepared and sent to local newspapers and broadcast media.	John	October/November XX – Media Campaign release
	Live appearances on local broadcast media (radio and TV) programs. Schedule live appearances on local radio and/or cable TV talk shows.	Schedule – Appear –	November XX – Local Radio interview November XX – Local Radio interview
October 23 November 13	Messaging to Broadcasters. Chair Broadcasters Association will send an ECAST message to state broadcasters but needs to be reminded. Month prior – reminder that Automatic relay for Civil Emergency messages need to be configured Week prior – reminder that the test will be taking place.		
	Highway Reader board. Ensure that the reader board has information that there is a text message exercise in progress.		
December	Annual Report. The IPAWS test will be noted in the 2013 end-of-the-year CSEPP report.		

Performance Measurement:

The public affairs team will attempt to assess the impacts / successfulness of this plan by monitoring both outputs (activity generated because of these actions) and outcomes (public knowledge).

Outputs – Statistical information will be gathered in the following areas:

- Media inquiries
- Media stories generated
- Public phone calls
- Number of web page hits
- Response pieces mailed
- Presentation requests

Outcomes – Public knowledge, changes in knowledge and/or knowledge voids can be assessed in part using the ongoing public surveys being conducted in partnership with the site and Public Affairs IPT. Surveys conducted prior to the implementation of this plan will serve as a baseline for prior knowledge.

APPENDIX E – MESSAGE TRACKING FORMS

Pueblo County					
Message#	Test#	Note	Message#	Test#	Note
RWT					
Test1-1			Test2-1		
Test1-2			Test2-2		
Test1-3			Test2-3		
Test1-4			Test2-4		
Test1-5			Test2-5		
Test1-6			Test2-6		
Test1-7			Test2-7		
Test1-8			Test2-8		
Test1-9			Test2-9		
Test1-10			Test2-10		
Test1-11			Test2-11		
Test1-12			Test2-12		
Test1-13			Test2-13		
Test1-14			Test2-14		
Test1-15			Test2-15		
Test1-16			Test2-16		
Test1-17			Test2-17		
Test1-18			Test2-18		
Test1-19			Test2-19		
Test1-20			Test2-20		

Notes:

KYEM					
Message#	Test#	Note	Message#	Test#	Note
RWT					
Test3-1			Test4-1		
Test3-2			Test4-2		
Test3-3			Test4-3		
Test3-4			Test4-4		
Test3-5			Test4-5		
Test3-6			Test4-6		
Test3-7			Test4-7		
Test3-8			Test4-8		
Test3-9			Test4-9		
Test3-10			Test4-10		
Test3-11			Test4-11		
Test3-12			Test4-12		
Test3-13			Test4-13		
Test3-14			Test4-14		
Test3-15			Test4-15		
Test3-16			Test4-16		
Test3-17			Test4-17		
Test3-18			Test4-18		
Test3-19			Test4-19		
Test3-20			Test4-20		

Notes:

LFUCG					
Message#	Test#	Note	Message#	Test#	Note
RWT					
Test5-1			Test6-1		
Test5-2			Test6-2		
Test5-3			Test6-3		
Test5-4			Test6-4		
Test5-5			Test6-5		
Test5-6			Test6-6		
Test5-7			Test6-7		
Test5-8			Test6-8		
Test5-9			Test6-9		
Test5-10			Test6-10		
Test5-11			Test6-11		
Test5-12			Test6-12		
Test5-13			Test6-13		
Test5-14			Test6-14		
Test5-15			Test6-15		
Test5-16			Test6-16		
Test5-17			Test6-17		
Test5-18			Test6-18		
Test5-19			Test6-19		
Test5-20			Test6-20		

Notes:

APPENDIX F – MEETING AGENDAS

All times are Eastern

December 5, 2014
Pre-Test Coordination Call

Conference Bridge
Call in number: (800) 320-4330
PIN# 351497

10:00 to 10:30	Introductions and overall testing objectives
10:30 to 10:45	Overview of the testing process
10:45 to 11:45	Review of the testing scripts and forms
11:45 to 12:00	Final questions and close out

All times are Eastern

December 8, 2014
Testing Day 1

MCP Bridge #4
Call in number: (814) 954-1239
Pass Code: 18508

09:00 to 09:30	Introductions and roll call
09:30 to 10:00	Configurations and Test 1 RWT
10:00 to 11:30	Tests 2 through 6
11:30 to 13:00	Break for Lunch
13:00 to 14:30	Retest Test 1 then Tests 7 through 12
14:30 to 14:45	Break
14:45 to 16:00	Test 13 and 14 Reset Devices to Live

All times are Eastern

December 9, 2014
Testing Day 2

MCP Bridge #4
Call in number: (814) 954-1239
Pass Code: 18508

09:00 to 09:30	Introductions and roll call
09:30 to 09:45	Configurations and Test 1 RWT
09:45 to 11:30	Make-up testing
11:30 to 13:00	Break for Lunch
13:00 to 14:30	Retest Test 1 then Make-up testing as needed
14:30 to 14:45	Break
14:45 to 16:00	Make-up testing as needed Reset Devices to Live

All times are Eastern

December 16, 2014
After Action Day 1

3341 Strauss Avenue Suite 236
Building 900
Indian Head, MD 20640

JITC WebEx: <https://femaipawslab.webex.com/femaipawslab/onstage/g.php?d=292178617&t=a>

Audio conference information
US TOLL: 1-650-479-3207
Access code: 292 178 617

The lab is on a military installation so extra time will be needed to log in to the site. Carpooling is encouraged. There are several hotels located in nearby Waldorf, MD. The nearest airport is Washington Regan National.

08:30 to 09:30	In process and access from front gate
09:30 to 10:00	Introductions and general facility orientation
10:00 to 11:30	Review test results for Tests 1 through 6
11:30 to 13:00	Lunch
13:00 to 14:30	Review Tests 7 through 12
14:30 to 14:45	Break
14:45 to 16:00	Review Tests 13 and 14
18:00 to 20:00	Optional group dinner

All times are Eastern

December 17, 2014
After Action Day 2

3341 Strauss Avenue Suite 236
Building 900
Indian Head, MD 20640

JITC WebEx: <https://femaipawslab.webex.com/femaipawslab/onstage/g.php?d=296633729&t=a>

Audio conference information
US TOLL: 1-650-479-3207
Access code: 296 633 729

08:30 to 09:00	In process and access from front gate
09:00 to 10:30	Review test results
10:30 to 11:30	Lab equipment orientation by JITC staff
11:30 to 13:00	Lunch
13:00 to 15:30	Retests using JITC devices
15:30 to 16:00	Final review and close out
17:00 to 19:00	Optional group dinner