

# Emergency Alert System

## *Manual Activation*

All hosts are required to know how to do this. You can run a test anytime, but it's not required. You may use the alert system in the event of an actual local emergency, but it's illegal to misuse: the FCC will issue a fine of \$8,000 per incident. Note that we broadcast incoming alerts and tests automatically; those may override your show briefly.

NOTE: When the "Dump" delay is on, your voice is delayed by several seconds, but the alert tones happen in real time. So if you intro a test while the delay is on, and trigger the test right when you finish the intro, the listeners will hear the tones start while you're still talking. Easiest thing is to either ramp down the Dump box to 0 before doing the test, or just don't announce the test ahead of time. If you ramp down the Dump box, be sure to ramp it back up again.

### **Manual activation of the Emergency Alert System:**

1. Double-click the EAS shortcut on the PC3 desktop.
2. A web browser will open and will ask you to log in.
3. Log in with the username \_\_\_\_\_ and the password \_\_\_\_\_.
4. Locate the "RWT" button on the web page.
5. Here's an example intro script:  
**"W-O-O-L FM, 91.5 in Bellows Falls, Vermont, is a participating broadcaster in the national Emergency Alert System. The following is a test of the Emergency Alert System. This is only a test."**
6. Click the RWT button on the PC3 screen with the mouse. You'll hear the familiar BEEP BEEP BEEP tones from across the room (you won't hear the tones in your headphones or on the monitors).
7. Here's an example outro script:  
**"This has been a test of the Emergency Alert System. This was only a test. If this had been an actual emergency, the attention signal would have been followed by official information, news, or instructions. The FCC and federal, state, and local authorities have developed this system to keep you informed in the event of an emergency. W-O-O-L participates in the Emergency Alert System to bring you important breaking information of local and regional concern about natural and civil emergencies and warnings."**
8. Fill out the attached log sheet.
9. All done! Close the web browser.