

EAS Logs EAS participants must maintain an EAS log containing entries pertaining to each test and activation of the Emergency Alert System that is received or initiated by the facility. EAS log entries must be made in the log either manually by responsible staff, or by an automatic device.

Responsible staff must sign and date each manual log entry and EAS equipment permanent record, such as a printout. If equipment printouts are not available, the responsible staff must also record the message's Originator, Event, Location(s), valid time period and the local time the message was transmitted in the EAS log.

EAS
Equipment
Modes

Automatic Mode: When EAS Equipment operates in automatic operation, it must provide a permanent record of each mandatory and preselected EAS message received or transmitted. For automatic operation, the Mandatory spreadsheet is used as an EAS log in conjunction with the EAS equipment permanent records to verify compliance.

Manual Mode: When the EAS equipment operates in Manual Mode, the operator on duty must log and record EAS actions. For manual operation, the EAS Log spreadsheet is used in conjunction with the Mandatory spreadsheet to verify compliance. Most EAS equipment also provides a permanent record in manual mode, such as a printout.

Semi-Automatic Mode: A mode available with some EAS equipment, which is a combination of Automatic and Manual modes. EAS equipment must provide a permanent record of its automatic actions. The operator on duty must also record manual actions in EAS log entries. For semi-automatic operation, both the EAS equipment permanent records and the EAS Log spreadsheet are used in conjunction with the Mandatory spreadsheet to verify compliance.

Blank Month This version of the EAS log spreadsheet uses the Blank Month.

Fill in the starting and ending dates for the month, and each week in the month.

Weekly Tests Each week an EAS participant is required to transmit at least one Required Weekly Test (RWT) (§11.61 (a)(2)), and verify receipt of at least one RWT from each required monitoring source (§11.35 (a)). Make a notation in the log when another EAS activation, monthly, national, or special test replaces the RWT, in the week it occurs (§11.61 (a)(4)).

You should receive three RWTs each week. That is one each from your assigned LP-1, LP-2 and IPAWS. If you monitor optional sources, they may also transmit RWTs, but do not count as a required monitoring source. Transmitting a RWT does not have to be coincident with reception of a RWT or relayed from a monitored source. Because monitoring sources may transmit a RWT at anytime, and could contain audio unsuitable for rebroadcast; RWT messages should only be logged and not relayed. The choice of date and time for your RWT transmission is up to you, but should be different each week.

Record the transmission date, time and operator's signature for the RWT transmitted each week by the facility in the log. Record the reception date, time and operator's signature for the RWT received each week from each required monitoring source in the log (§11.61 (b)).

Monthly Tests Each month an EAS participant is required to relay (retransmit) a coordinated Required Monthly Test (RMT) within 60 minutes of receipt (§11.61 (a)(1)). Make a notation in the log when another EAS activation, National Test (NPT) or scheduled Special Test ("live code" test) containing both the attention signal and audio message replaces the RMT, in the month it occurs (§11.61 (a)(4)). National tests must be relayed immediately. Special tests must be relayed within 15 minutes.

Record the reception date and time of the test message, monitoring source, EAS Event Code (RMT, NPT or "live code"), re-transmission date and time, and operator's signature in the log (§11.61 (b)).

In the event you are unable to relay (re-transmit) a required RMT, NPT, or Special Test, e.g. did not receive, off-the-air at the time, or equipment problem; do not attempt to originate (initiate) a replacement RMT, NPT or Special Test message. Instead, you must transmit a Required Weekly Test (RWT) message in lieu of the failed test during the same week, and document the problem in the log.

National Activations When a National Activation (Emergency Action Notification) occurs, record the reception date and time, monitoring source, EAN event code, re-transmission date and time, and operator's signature in the log (§11.54 (a)(3)).

In the event you are unable to relay (re-transmit) a national activation, e.g. did not receive, off-the-air at the time or equipment problem; do not attempt to originate (initiate) a replacement EAN.

EAS Problems If you fail to receive or transmit a required test or activation, FCC rules (§11.35 (a)) require you to document the problem and also provide an explanation in the EAS log. Include the steps you've taken to determine the cause of the failure and the corrective actions taken to rectify the problem. If the problem was at the source, you must note on the log, how you determined the problem was at their end.

EAS Equipment Out of Service While EAS equipment is out of service, an EAS participant may operate, pending repair or replacement, for 60 days without further FCC authority. Enter the date, time, and what equipment was removed and restored to service. The required monthly test script must still be transmitted (i.e. read by an announcer) even if the equipment for generating the EAS message codes, Attention Signal and EOM code is not functioning. (§11.35(b)).

If the repair or replacement of defective EAS equipment is not completed within 60 days, follow the FCC rule (§11.35 (c)) to request additional time from the Regional Director of the FCC field office.

Reviewed Weekly Each week when you conduct the review of the EAS log, sign and date the log(s). Also sign, date and attach printouts from the EAS equipment of activations and tests including any state and local events you elect to transmit.

Broadcast Stations: FCC rules (§ 73.1870 (c)(3)) require the Chief Operator or designee review station records (including EAS logs) at least once each week. FCC rules (§73.1840) require broadcast stations keep station records (including the EAS logs) for two years.

Cable Systems: FCC rules do not prescribe who or how frequently cable operators must review EAS logs, but you should regularly review the EAS logs for problems such as failures to receive and transmit required tests or activations. FCC rules (§ 76.1711) require cable systems of 1,000 or more subscribers keep EAS logs for three years.

Other EAS participants: FCC rules do not prescribe who or how frequently other EAS participants must review EAS logs, but you should regularly review the EAS logs for problems such as failure to receive and transmit required tests or activations. FCC rules (§11.35(a)) require other EAS participants keep the EAS logs for two years.