

## Public Alerts

### 350.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

#### 350.1.1 DEFINITIONS

**Abduction** - is any child under the age of 18-years, who has been unwillingly removed from their environment without permission from the child's legal guardian or a designated legal representative.

### 350.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, Alert OC messages, Wireless Emergency Alerts (WEA), television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

### 350.3 RESPONSIBILITIES

#### 350.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Irvine Police Department should notify their supervisor, watch commander or Investigations Bureau Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

#### 350.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Press Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander

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#### 350.3.3 EMERGENCY TELEPHONE NOTIFICATION SYSTEM - ALERT OC

The emergency telephone notification system (Alert OC) is an internet based emergency warning system that assists Department personnel in making concise, essential emergency notifications in a timely manner.

See attachment: [Alert OC Message Templates.pdf](#)

#### **350.4 WIRELESS EMERGENCY ALERTS (WEA)**

Wireless Emergency Alerts (WEA) may be issued for severe weather events, police activity, or any natural or human-caused incident or hazard which poses a threat to public safety and where a protective action is necessary.

##### 350.4.1 ACTIVATION CRITERIA FOR ISSUING WIRELESS EMERGENCY ALERTS (WEA)

The following activation criteria shall be taken in to consideration and weighed by the Incident Commander or appropriate staff when considering the use of WEA:

- (a) Severity: There must be a significant threat to public safety and life.
- (b) Public Protection: There must be a need for the public to take a protective action.
- (c) Warning: There must be a need to provide warning information to the public.
- (d) Timing: The situation must require immediate public knowledge to avoid adverse impacts.
- (e) Geographic Area: The situation must be limited to a defined geographic area.
- (f) Traditional Media Inadequate: Other forms of traditional media and social media are not viable alternatives for timely delivery of emergency notification for the incident.

##### 350.4.2 PROCEDURE FOR ISSUING A WEA DIRECTLY (IPD ACCESS)

The supervisor in charge will ensure the following:

- (a) Determine whether the incident necessitates use of WEA by evaluating the "Activation Criteria" as contained in this policy.
- (b) If the use of WEA is determined to be warranted and approval is obtained by the on duty Command Officer, the supervisor in charge or other appropriate staff shall establish contact with the Emergency Management Administrator, Communications Manager, or Supervising Dispatcher with WEA administrative privileges,
- (c) The supervisor in charge will provide details sufficient enough for the WEA administrator to develop an appropriate message and select the appropriate geographic area for distribution.
- (d) When timing permits, notification should be made to the Orange County Sheriff's Department (OCSD) via Control One regarding the intent to distribute the WEA message. NOTE: This courtesy notification **IS NOT** a prerequisite for message distribution when a hazard posing imminent threat to life safety is present.
- (e) When timing permits, the WEA Administrator should have the draft WEA message reviewed by one other person to confirm that message is clear and the targeted geographic area is appropriate.

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In the event that all access to WEA systems are down, the on duty Command Officer may make a request to the Orange County Sheriff's Department (OCSD) via Control One to have a message sent on the department's behalf. When making this request, the requestor should follow the following process:

- (f) Notification is made to the Orange County Sheriff's Department Watch Commander or Control One Supervisor of the need to issue a WEA.
- (g) Completion of the Orange County Operational Area Integrated Public Alert and Warning System (IPAWS) and Wireless Emergency Alerts (WEA) request forms. On the WEA form, the IPD supervisor will specify the geographic region to be notified (i.e. the area within the hazard zone). When crafting the WEA message (on WEA form) the IPD supervisor must include the following:
  - 1. What the threat is (i.e. severe weather, fire, police activity, etc.)
  - 2. Where the threat is (i.e. specific landmarks, cross streets, known areas, etc.)
  - 3. What protective action or measure the supervisor wants the public to take in response to the known threat

The supervisor must sign and submit the IPAWS and WEA request forms via fax or email noted on the forms. [See attachment: 02 OA IPAWS and AlertOC Request Form.pdf](#)

- (h) As a last resort, the supervisor may authorize and provide the message verbally over the phone to Control One if IPAWS and WEA forms are unavailable or inaccessible.

### **350.5 AMBER ALERTS**

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

#### **350.5.1 CRITERIA FOR AMBER ALERT**

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

- (a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.
- (b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
- (c) The victim is in imminent danger of serious injury or death.
- (d) There is information available that, if provided to the public, could assist in the child's safe recovery.

#### **350.5.2 PROCEDURE FOR AMBER ALERT**

The supervisor in charge will ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the child:

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1. The child's identity, age and description
  2. Photograph if available
  3. The suspect's identity, age and description, if known
  4. Pertinent vehicle description
  5. Detail regarding location of incident, direction of travel, potential destinations, if known
  6. Name and telephone number of the Press Information Officer or other authorized individual to handle media liaison
  7. A telephone number for the public to call with leads or information
- (b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).
- (c) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).
- (e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).
- (f) The following resources should be considered as circumstances dictate:
1. The local FBI office
  2. National Center for Missing and Exploited Children (NCMEC)

### **350.6 BLUE ALERTS**

Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

#### **350.6.1 CRITERIA FOR BLUE ALERTS**

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

- (a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.
- (b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.
- (c) A detailed description of the suspect's vehicle or license plate is available for broadcast.
- (d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

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#### 350.6.2 PROCEDURE FOR BLUE ALERT

The supervisor in charge should ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the suspect:
  - 1. The license number and/or any other available description or photograph of the vehicle
  - 2. Photograph, description and/or identification of the suspect
  - 3. The suspect's identity, age and description, if known
  - 4. Detail regarding location of incident, direction of travel, potential destinations, if known
  - 5. Name and telephone number of the Press Information Officer or other authorized individual to handle media liaison
  - 6. A telephone number for the public to call with leads or information
- (b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.
- (c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) The following resources should be considered as circumstances dictate:
  - 1. Entry into the California Law Enforcement Telecommunication System (CLETS)
  - 2. The FBI local office

#### **350.7 SILVER ALERTS**

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

##### 350.7.1 CRITERIA FOR SILVER ALERTS

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

- (a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.
- (b) The department has utilized all available local resources.
- (c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.
- (d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that

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the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

- (e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

#### **350.7.2 PROCEDURE FOR SILVER ALERT**

Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

#### **350.8 MUTUAL AID**

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate a public alert will generate a high volume of telephone calls to the handling agency.

The Sheriff's Department emergency communications facilities and staff can be made available in the event of a high call volume.

If the watch commander or Investigations Bureau Supervisor elects to use the services of the Sheriff's Department, the following will apply:

- (a) Notify the Sheriff's Department watch commander of the incident and the request for assistance. He/she will provide you with a telephone number for the public to call.
- (b) In the press release, direct the public to the telephone number provided by the Sheriff's Department watch commander.
- (c) The Press Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff's Department will be referred back to this department.

The Irvine Police Department shall assign a minimum of two detectives/officers to respond to the Sheriff's Department emergency communications facility to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the emergency communications facility.

#### **350.9 ADDITIONAL ALERTS FOR PUBLIC SAFETY EMERGENCIES**

Additional public safety emergency alerts may be authorized that utilize wireless emergency alert system (WEA) and emergency alert system (EAS) equipment for alerting and warning the public to protect lives and save property (Government Code § 8593.7).

##### **350.9.1 CRITERIA**

Public safety emergency alerts may be issued to alert or warn the public about events including but not limited to:

- (a) Evacuation orders (including evacuation routes, shelter information, key information).
- (b) Shelter-in-place guidance due to severe weather.
- (c) Terrorist threats.

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(d) HazMat incidents.

#### 350.9.2 PROCEDURE

Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

## **Attachments**



## **Alert OC Message Templates.pdf**

## Alert OC Message Templates

- a. Source of the message: The message **must** identify that the alert is being issued by the City of Irvine/Irvine Police Department;
- b. Description of hazard: The message **must** describe the event that has occurred (or may occur) and the threat that it poses to the public. The hazard must be described clearly and in such a way that any member of the general public should be able to understand (i.e. avoid acronyms).
- c. Location of the hazard: The message **must** describe the geographic area(s) threatened or at risk. The details of the location should be described using well-known landmarks, cross streets, and/or geographic boundaries.
- d. Protective action: The message **must** include the protective action to be taken such as “evacuate,” “shelter-in-place,” or “stay clear ”
- e. Information/status: Whenever possible, the message should include a link to social media, city website, or another source where the public can go to get additional information.
- f. All Clear Message For any issued alert, there must be an “ALL CLEAR” message issued once the threat has been contained or mitigated. See last message template for guidance.

## Emergency Message Templates

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### Wildfire - Evacuation

#### **SMS/Text & Email:**

**Subject:** “Wildfire - Evacuation”

**Content:** Irvine PD has issued an immediate evacuation order for the ----- community/area due to the current wildfire. DONT WAIT LEAVE NOW. Check [facebook.com/IrvinePD/](https://facebook.com/IrvinePD/) for more information.

**Voice:** An immediate evacuation order for the ----- community/area (**use major cross streets or landmarks**) has been issued by the Irvine Police Department due to the current wildfire. It is ----- (**date**) at ----- (**time**) and police officers are enforcing the immediate evacuation order. Please take this warning seriously and leave now. An evacuation reception site has been established at the ----- community center. Please check [facebook.com/IrvinePD/](https://facebook.com/IrvinePD/) regularly for updates.

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## Police Activity – Shelter in Place

### **SMS/Text & Email:**

Subject: "Police Activity – Shelter in Place"

Content: Irvine PD has issued a Shelter in Place order for the ----- community/area due to an armed subject. Subject is described as ----- . STAY INSIDE. Lock doors/windows. If seen, do not approach.

Voice: The Irvine Police Department has issued a Shelter in Place order for the ----- community/area (use major cross streets or landmarks) due to current police activity. It is ----- (date) at ----- (time) and police officers are searching for an armed subject described as ----- (use known description, if any). For your personal safety, please stay inside your residence with your doors and windows locked. If you must leave your residence, please use caution. If you are not in the area, please stay clear until further notice. Please check [facebook.com/IrvinePD/](https://facebook.com/IrvinePD/) regularly for updates.

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## Hazardous Material – Shelter in Place

### **SMS/Text & Email:**

Subject: "Hazardous Material – Shelter in Place"

Content: Irvine PD has issued a Shelter in Place order for ----- due to the presence of a Hazardous Material. Stay inside. Close doors/windows. Shutoff heating/air. [facebook.com/IrvinePD/](https://facebook.com/IrvinePD/) for more.

Voice: The Irvine Police Department has issued a Shelter in Place order for the ----- community/area (use major cross streets or land marks) due to a Hazardous Material (spill, release, etc.). It is ----- (date) at ----- (time). First responders are on scene. For your safety, please remain inside. Close your doors and windows. Shutoff all heating, ventilation, and air conditioning systems. If you are not in the area, stay clear until further notice. Please check [facebook.com/IrvinePD/](https://facebook.com/IrvinePD/) regularly for updates.

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## Natural Gas Leak - Evacuation

### **SMS/Text & Email:**

**Subject:** "Natural Gas Leak - Evacuation"

**Content:** Irvine PD has issued an immediate evacuation order for the ----- community/area due to a gas leak DON T WAIT LEAVE NOW Emergency responders are on scene. See [facebook.com/IrvinePD/](https://www.facebook.com/IrvinePD/) for more.

**Voice:** The Irvine Police Department has issued an immediate evacuation order for the ----- community/area (use major cross streets or landmarks) due to a natural gas leak. It is ----- (date) at ----- (time). Police officers are enforcing the immediate evacuation order. Please take this warning seriously and leave now. An evacuation reception site has been established at ----- community center. Please check [facebook.com/IrvinePD/](https://www.facebook.com/IrvinePD/) regularly for updates.

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## Earthquake – Take Protective Action

### **SMS/Text & Email:**

**Subject:** "Earthquake – Take Protective Action"

**Content:** Irvine PD is asking you to take protective action following the recent earthquake. Assess your surroundings. Shelter in Place if it is safe to do so; otherwise, leave. See [facebook.com/IrvinePD/](https://www.facebook.com/IrvinePD/) for more.

**Voice:** The Irvine Police Department is requesting that the community take protective action following the recent earthquake. It is ----- (date) at ----- (time). Irvine PD strongly encourages you to assess your surroundings in your home or business for safety-related concerns. Shutoff gas only if you can smell or hear a gas leak. Shelter in Place if it is safe to do so. If it is not safe, leave. Reception centers for those forced to leave their homes have been established at the following locations ----- . Please check [www.facebook.com/IrvinePD/](https://www.facebook.com/IrvinePD/) regularly for updates.

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**\*\*\*All Clear Message\*\*\***

**SMS/Text & Email:**

Subject: "All Clear – Resume Normal Activity"

Content: "Irvine PD has confirmed that the previous threat notification issued for the ----- community/area has been contained or mitigated. ALL CLEAR. You may resume normal activity at this time. Thank you."

Voice: The Irvine Police Department has confirmed that the previous threat notification issued for the ----- community/area has been contained or mitigated. All is Clear at this time and you are free to resume normal activity. We thank you for your cooperation.

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## **02 OA IPAWS and AlertOC Request Form.pdf**

## Orange County Operational Area AlertOC/EAS/WEA Activation Request

AlertOC, the Emergency Alert System (EAS), and Wireless Emergency Alerts activations may be requested by the following authorized officials:

### County

- a. Orange County Sheriff-Coroner Department: Sheriff-Coroner Department Commander
- b. Orange County Fire Authority: Fire Chief, Division Chief, Battalion Chief
- c. County of Orange Director of Emergency Services
- d. County of Orange Health Care Agency: Health Officer
- e. Orange County Public Works: Director
- f. County Executive Office: County Executive Officer

### City

- a. City Government: City Manager
- b. City Police Department: Police Chief, Watch Commander
- c. City Fire Department: Fire Chief, Battalion Chief

**For all systems: Agencies and/or officials specified above are authorized to activate the Alert & Warning systems by following these steps:**

- Complete page 2 of this packet and the applicable page(s) for the type of message requested.
- Include any desired emergency response material to be attached to the message (e.g., maps, description of the emergency actions being taken by local government, instructions to the public.
- Send this form to the Orange County Sheriff's Department (OCS D) Countywide Coordinated Communications Center (known as Control One; LP2) by e-mail to [ControlOneSupervisors@ocsd.org](mailto:ControlOneSupervisors@ocsd.org) or fax to 714-628-7198. As a last resort only, if e-mail and/or fax are unavailable, contact the Control One Supervisor at (714) 628-7008 to dictate the message.
- Contact Control One (LP2) by telephone at 714-628-7008 or 714-628-7000 to verify receipt of forms and information. If phones are unavailable use the Control One Landline System or Public Safety Radio System.

**FOR EAS Messages ONLY: Complete EAS activation procedures can be found in the Orange County EAS Plan.**

- KWVE is designated as LP1 and can launch EAS messages only; they cannot launch AlertOC or WEA.
- As a last resort only, if Control One (LP2) cannot be contacted, contact the LP1 (KWVE) at 714-641-7091 and fax 714-979-4659.

Alert and Warning Message Coordination: Control One Supervisor

Phone: 714-628-7008

Fax: 714-628-7198

e-mail: [ControlOneSupervisors@ocsd.org](mailto:ControlOneSupervisors@ocsd.org)

Rev: May 2018

**Orange County Operational Area  
 Integrated Public Alert and Warning System (IPAWS) Request Form  
 AlertOC/Emergency Alert System (EAS)/Wireless Emergency Alerts (WEA)**



This is a Drill                       This is a Real Emergency

**Request Received**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Received By (Name/Title): \_\_\_\_\_

**Requesting Jurisdiction Information**

Jurisdiction/Agency: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Title: \_\_\_\_\_

Contact Phone Numbers: #1: \_\_\_\_\_ #2: \_\_\_\_\_

"I request that             AlertOC             EAS             WEA  
 be activated on behalf of \_\_\_\_\_ (Jurisdiction Name)  
 due to \_\_\_\_\_  
 \_\_\_\_\_"  
 (Description of the Emergency)

Type of Threat Response:    LAW / FIRE / Other

Authorizing Official Name: \_\_\_\_\_

Authorizing Official Title: \_\_\_\_\_

Comments or Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





**AlertOC Message (Continued)**

**Area to be Notified (If a map is available, attach it showing the area to be notified.)**

Street Boundaries	Radius from Intersection or Point
North _____	Radius Measurement (Miles): _____
South _____	<b>Intersection</b>
East _____	Cross Street 1/Latitude: _____
West _____	Cross Street 2/Longitude: _____

**Additional Description of Notification Area:**

Control One Initiator Name (printed):

Authorizing OCSD Official:

Date and Time EAS Sent:

## Emergency Alert System (EAS)

This is a Drill

This is a Real Emergency

Please note that the message will be broadcast by all AM, FM, TV and Cable TV stations in the FCC Operational Area Emergency Alert System Plan.

### Event Code (Select One):

ADR – Administrative Message

CAE – Child Abduction Emergency

CEM – Civil Emergency Message

CDW – Civil Danger Warning

CFW – Coastal Flood Warning

DSW – Dust Storm Warning

EVI – Evacuation Immediate

EQW – Earthquake Warning

FFW – Flash Flood Warning

FFS – Flash Flood Statement

FLS – Flood Statement

FLW – Flood Warning

FRW – Fire Warning

HMW – Hazardous Materials Warning

HUW – Hurricane Warning

HWW – High Wind Warning

LAE – Local Area Emergency

LEW – Law Enforcement Warning

NUW – Nuclear Power Plant Warning

RHW – Radiological Hazard Warning (RHW)

SPW – Shelter in Place Warning

TOE – 911 Telephone Outage Emergency

SVR – Severe Thunderstorm Warning

TOR – Tornado Warning

TOA – Tornado Watch

TSA – Tsunami Watch

TSW – Tsunami Warning

WSW – Winter Storm Warning

Message to be released: (maximum time 2 minutes):

### Control One Staff Executing Message

Control One Initiator Name (printed):

Authorizing OCSD Official:

Date and Time EAS Sent:

Alert and Warning Message Coordination: Control One Supervisor

Phone: 714-628-7008

Fax: 714-628-7198

e-mail: [ControlOneSupervisors@ocsd.org](mailto:ControlOneSupervisors@ocsd.org)

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