GWES EAS Relay Network

Operational Procedures

Enacted July 2024

SECTION ONE: PARTICIPANTS

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1.1   REQUIREMENTS TO JOIN THE NETWORK

1) 1. To join the network, an interested person should be able to meet the following requirements upon admission:

   a) Must be in the GWES Main Discord Server for 24 hours.

   b) Must have commercial EAS equipment.

   c) Must be capable of monitoring at least one internet stream.

   d) Must be able to stream to an Icecast server in accordance with §1.10.1.

   e) Must show maturity with the operation of commercial EAS equipment

1.2   STRUCTURE OF THE NETWORK

1) The network is comprised of Participants and Relay Stations.
   a) Relay Stations are members of Network Operations or Participants otherwise designated by Network Operations

1.3   TESTS OF THE NETWORK

1) Monthly network tests are conducted every 1st day at 12:15 PM CT.
   a) In the event of severe weather or pressing event, the test may be postponed by Network Operations.

2) A weekly test of the network is conducted every Sunday at 12:00 PM CT.

1.4 ORIGINATION OF MESSAGES

1) Participants may originate a Required Weekly Test or Practice/Demo Warning, within the following limitations:
    a) Required Weekly Tests may only be originated on the network two times within a seven-day period.
    b) Practice/Demo Warnings are not limited; however, it is asked that they be sent outside of the network if originated in rapid succession.

2) Origination and broadcast of an EAS message on the network outside of test messages by a Participant is allowed under the following circumstances:
    a) The message is approved by a member of Network Operations.
    b) The message is coded as an Administrative Message.
    c) The message originated from an official agency and was not sent via EAS. (i.e. sent on the agency's own alert system or to WEA only.)
    d) The message is sent with the "EAS" originator code.

1.5   MESSAGES FROM OFFICIAL SOURCES

1) Participants are encouraged to relay messages from official sources (see below) at their own discretion, within the following limitations:
    a) The message is not expired or meant to not be aired through EAS (i.e. "BLOCKCHANNEL")
    b) The message must be intelligible.
    c) The message does not include another Participant's local area, without their permission.
    d) Certain messages must be relayed (see §1.5.3).

2) "Official sources" are defined as the National Weather Service, AM/FM/TV broadcasters, IPAWS, and SIRIUS-XM.

3) Participants must relay specific messages upon receipt (see Appendix A.1) with the following exceptions:
    a) Local messages are the only ones being relayed by the Participant.
    b) Station equipment does not allow for the relay of non-local messages.
    c) There is an ongoing threat of hazardous weather in the Participant's local area.
        i) Relay Stations are not included in this exception.
    d) Station equipment does not support the required event code.

1.6   MESSAGES FROM THIRD-PARTY SOURCES

1) Participants may not relay messages from third-party sources. Third-party sources are defined as:
    a) Cable system CAP feeds
    b) Sources not approved by Network Operations as deemed appropriate.

2) The ERN CAP server does not apply to this section.

3) Personal CAP servers do not apply to this section if the alerts originated follow the limitations set by section 1.4 of this document.

1.7   MESSAGE HANDLING BY RELAY STATIONS

1) Relay Stations are bound by all limitations set in this document.
    a) Relay Stations are prohibited from relaying Required Weekly Tests or Practice/Demo Warnings, unless they are originated by the National Weather Service.

1.8   LOCAL AREA

1) Participants can define their own local area or "coverage area" in the #local-areas Discord channel.
   a) Submissions must contain county and state names, FIPS codes, and a "last modified" denotation for auditing purposes.

2) The area within a 50-mile radius of a Participant's home location is automatically considered their local area.
   a) The use of streams from AM/FM/NWR in the local area as a supplement to over-the-air reception is permitted.

3) Participants may extend their local area outside of the 50-mile automatic radius.
   a) The expanded local area must be receivable and decodable over-the-air.
   b) The use of streams from AM/FM/NWR in the local area as supplement to over-the-air reception is permitted, provided §1.8.3(a) is met.

1.9   CALLSIGNS AND ALERT FILTERING

1) Participants can choose their own EAS equipment callsigns as desired.
   a) Callsigns must not contain slurs, profanity, or text otherwise deemed inappropriate by Network Operations.

2) Participants can establish alert "filters" within the limitations of §1.5.
   a) The names of such filters must describe the purpose, handling, or category of the alert in a brief and concise way.

b) Filters must not contain wording that is otherwise profane, derogatory, demeaning, insensitive, or improper in nature.

1.10 PARTICIPANT ACTIVITY

1) To be considered as "active" in the network, Participants must meet the following benchmarks each month of the year:
    a) Icecast stream uptime of 60% or greater.
    b) Successful relay of the networkwide Required Monthly Test.

2) 2. If a Participant is deemed "inactive" in the network, they may receive an Activity Warning.
    a) Following the issuance of an Activity Warning, the Participant must be notified by Network Operations. The Activity Warning must also be documented within the in-house moderation bot, Prosochi.
        i) Notification of the Activity Warning can be made by Prosochi.
    b) Network Operations reserves the right to retract an Activity Warning at any time.
    c) Network Operations reserves the right to exercise discretion when determining when to issue an Activity Warning.

3) If a Participant fails to meet the criteria outlined in §1.10.1 after one month of the issuance of an Activity Warning, they may be removed from the Network.
    a) Network Operations reserves the right to exercise discretion with disciplinary action.

1.11   ALTERNATE STREAMS

1) Participants may choose to establish alternate streams for purposes like a non-EAS stream and an EAS or music backend link between equipment.
    a) Identifiers and applicable Icecast mountpoints will be stylized as "ERN-IID_ALT." In the case of multiple alternate streams, they will be numbered by sequentially appending a number to the end of "ALT", beginning at 2.
    b) Participants can have two alternate streams without Network Operations approval.

1.12   STATIONS IN MULTIPLE LOCATIONS

1) Participants may have station setups in more than one physical location, such as a college dormitory, second residence, etc.
    a) Stations in different physical locations than the Participant's home station will be stylized internally as the Participant's IID, proceeded by a sequential number starting at 2.
    b) Participants can have one additional station without Network Operations approval.
    c) Additional stations will not count as a separate Participant, with the Participant still being internally identified by their original IID.

1.13   PRIVILEGED COMMUNICATION AREAS

1) Within the ERN Discord, all channels under the "Network Participants" category are considered privileged.

2) All communications and files within privileged areas must not be shared, redistributed, or displayed to those who do not have access to said privileged areas without Network Operations approval.

SECTION TWO: NETWORK OPERATIONS

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2.1   STRUCTURE OF NETWORK OPERATIONS

1) The Network Operations team is composed of four roles:
    a) Network Administrator
    b) Network Infrastructure Manager
    c) Network Participant Manager
    d) Network Development Manager

2.2   RESPONSIBILITIES OF NETWORK OPERATIONS

1) The Network Operations team is responsible for the daily maintenance and upkeep of the network.

2) To spread responsibility, each member of Network Operations will be assigned a set of duties to focus on within their role:
    a) The Network Administrator oversees the finances, documents, meetings, and Leadership Council liaison responsibilities.
    b) The Network Participant Manager oversees the recruitment, onboarding, and moderation of Participants.
    c) The Network Infrastructure Manager oversees the infrastructure and systems of the network.
    d) The Network Development Manager oversees the Network Developers and Network Development Partners and manages and creates software. Additionally, they are responsible for moderation of the NDA agreement.

2.3   PARTICIPANT MANAGEMENT

1) The Network Operations team will open and close Participant applications as deemed necessary.
   a) To change the status of Participant applications, a unanimous vote must be reached.

2) 2. Admission of new Participants may be handled by any member of Network Operations.
   a) Where applicable, the Network Infrastructure Manager should be notified of any changes to be made to the network's information systems.

3) Offboarding of Participants may be handled by any member of Network Operations, in following with the Participant Offboarding Checklist.

4) Disciplinary action against Participants may be administered by any member of Network Operations or GWES Staff.
   a) Violations of any section or subsection of the Operational Procedures constitutes disciplinary action at the discretion of Network Operations, in following with the ERN Moderation Playbook.

2.4   VOTING PROCEDURES

1) Votes are required on all major changes to the network.
   a) Major and minor changes are defined in the GWES Leadership Council's ISP document.
   b) All votes must be preceded by a 24-hour discussion period.
      i) The discussion period can be waived, extended or shortened with mutual agreement.
   c) All votes will run for a 24-hour duration.
      i) Votes can be closed early if a unanimous opinion is reached.

2) Votes should generally be unanimous to promote unity between Network Operations members.
   a) A simple majority may be invoked by the Network Administrator in good faith.
      i) If a simple majority is invoked, the vote must run for the full 24 hours, unless the opinion is unanimous.

2.5   DOCUMENT CHANGE PROCEDURES

1) The following process must occur when introducing new documents or making changes to existing documents:
   a) The initial draft is presented to Network Operations.
   b) Revisions to the draft may be introduced over the next 5 days.
      i) The revision period can be shortened or extended with mutual agreement.
      ii) The revision period can be waived if all members of Network Operations contributed to the initial draft.
   c) The document or change is brought to a vote.

i) Minor changes do not require votes.
ii) New documents may require a vote, depending on the scope of the document.
iii) Major and minor changes are defined in the GWES Leadership Council's ISP document.

APPENDICES

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A.1   RELAY-REQUIRED MESSAGES

- Tornado Warning
- Flash Flood Warning
- Snow Squall Warning
- Hurricane Warning
- Tsunami Warning
- Dust Storm Warning
- Extreme Wind Warning
- Tropical Storm Warning
- 911 Telephone Outage Emergency
- Child Abduction Emergency
- Civil Emergency Message
- Shelter in Place Warning
- Law Enforcement Warning
- Blue Alert
- Evacuation Immediate
- Civil Danger Warning
- Local Area Emergency
- Required Monthly Test (ERN test <u>only</u>)