



**GWES EAS Relay Network
Operational Procedures**

April 2023

SECTION ONE: PARTICIPANTS

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1.1 REQUIREMENTS TO JOIN THE NETWORK

1. In order 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 be in possession of commercial EAS equipment.
- c) Must be capable of monitoring at least one internet stream.
- d) 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. Tests of the network will be conducted routinely every 1st Sunday of the month 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 Practice/Demo Warning will be issued on the CAP sever at random times throughout the week by Network Operations.

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 by 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

Participants can 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.

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

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, as long as the originated alerts 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 should not relay 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 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.

SECTION TWO: NETWORK OPERATIONS

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2.1 STRUCTURE OF NETWORK OPERATIONS

1. The Network Operations team is composed of three roles:

- a) Network Administrator
- b) Network Infrastructure Manager
- c) Network Development Lead

2.2 RESPONSIBILITIES OF NETWORK OPERATIONS

1. As a whole, the Network Operations team is responsible for the day-to-day maintenance and upkeep of the network.

2. In order 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 will be responsible for the oversight of relations, moderation, and finances, as well as assisting the other members of Network Operations in their duties.
- b) The Network Infrastructure Manager will be responsible for the maintenance and upkeep of the network's information systems and moderation of the network.
- c) The Network Development Lead will be responsible for the maintenance and upkeep of the network's software and moderation of the network, as well as assisting the Network Infrastructure Manager in their duties.

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. 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, in following with the GWES Main Operational Agreement.

- 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.

