

*Lewis County AMBER Alert Plan*  
**\*Proposed Changes Description**  
 2012 Revision

Page	Section	Description	Type of Action
	Cover Page	Change date to 2012, correct address, E-mail address, CHANGE: acronym to "America's Missing: Broadcast Emergency Response" per State change (also throughout plan)	Change
All	Footer	Add revised date of 2012	Add
iii	Distribution List	Change some agency staff titles	Change
v	Record of changes	Item # 05 for this revision	Add
vi	Plan approval	Condense approvals to one page	Change
vii-viii	Table of Contents	Update page numbers, add new forms	Revision
4-13	Basic plan	Modify to update to current use of Portal system and option to have WSP initiate	
13	VII	Add Plan Maintenance, training and Exercise section	Add
15-20	State Event Process	Update titles and process to access the Portal	Correction
22	Media Notification Script Form	Add check box and sample Broadcaster Text	Add
23	Fax Cover Sheet	Add contact numbers	Add
24	AMBER Tip Sheet	Reformat for ease in entry	Format
25	Alert Activation Report Form	New, designed to meet criteria for report to SECC and WSP Review Committee after issuing an Alert	NEW
26	Cancellation Form	New. Added after review indicated this would be desirable	NEW
27-30	Instructions, Debrief Form and After Action Report Form	New. Developed after alert was issued and a review was required.	NEW
31-32	Memorandum of Understanding	Revision. Includes one sheet signature pages instead of one per agency.	Revision
34-35	Local AMBER Alert Implementation Procedures	New. Designed as quick reference for local entities when completing an Alert process	NEW

\*Note: Due to re-typing plan into Word 2010, track changes were not included in this revision.

*Lewis County AMBER Alert Plan*  
**\*Proposed Changes Description**  
 July 17, 2012 Revision

Overview of the revisions since the March 9, 2012 review includes:

- movement of Training Section into the Policy Section
- Clarification of agency responsibility to ensure training of staff (inclusion of a Training Compliance Certification Form and process)
- Removal of the local criteria review (duties assigned to Washington State Patrol)
- Washington State Event Process Section has been removed from main section and included in the Attachment Section
- Some attachment order has been rearranged

\*Note: Page numbering on Table of Contents and references throughout the document will not be accurate until Track Changes have been accepted. Yellow highlight is for insertion of final page numbering after Track Changes are accepted.

Page	Section	Description	Type of Action
vii-ix	Table of Contents	Reorganization of sections as indicated (page numbering will be changed when Track Changes are completed)	Housekeeping
9	Policy	Move Training Section under Policy	Create Policy
11	Responsibilities	Clarify duty of local agency to review criteria with State Patrol	Remove DEM/LCSO from review process
16	Attachments	Include Training Compliance Certification form to be completed by all law enforcement agencies at least once every two (2) years.	
15-49	Attachments	Rearrange Order	Housekeeping
41-49	Attachments	Move Washington State Activation Flow & procedures to Attachment Section	Housekeeping

Lewis County

# **AMBER Alert Plan**

**America's Missing: Broadcast Emergency Response**

# **2012**

Created: 2002  
Revised: 2004, 2005, 2006,  
May, 2012

Prepared by

**Lewis County Division of Emergency Management  
Lewis County Sheriff's Office  
Steve Mansfield, Sheriff**

Administered by:

**Local AMBER Review Committee (LARC)**

and

**Local Area Emergency Communications Committee (LAECC)**

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## **PREFACE**

The AMBER Alert Plan is written for Lewis County law enforcement and broadcast entities and is a collaborative effort between the radio broadcast media, law enforcement agencies and Local Area Emergency Communications Committee (LAECC) within Lewis County. The AMBER Alert Plan is a voluntary enhancement of and an appendix to the local Emergency Alert System (EAS) Plan. The goal of the plan is the safe and swift return of children who are abducted or become missing under specific criteria, by providing accurate information to the public and gaining their assistance in locating the child.

A national study conducted by the Washington State Attorney General's Office found that nearly seventy-five percent of the nation's children who were abducted and murdered were dead within three hours of the time of their abduction. Given this small window of opportunity for a safe recovery of an abducted child, the police community must depend on the assistance of concerned citizens to help with the safe recovery of our children.

The purpose of the AMBER Alert Plan is to utilize the local and statewide radio, television media and the Washington State Department of Transportation (DOT) to assist police departments in the recovery of an abducted child. The local law enforcement agency initiating an AMBER Alert will notify the Washington State Patrol who, in turn, will use the EAS (Emergency Alert System) to notify the media and DOT of the AMBER Alert activation. Radio and television media will broadcast the description of the missing child, details of the abduction, abductor information, vehicle information, possible direction of travel and any other information deemed helpful by the investigating agency. DOT will place similar, though abbreviated, information on freeway traffic signs. The broadcast will advise the public to call 911 with any possible information regarding the Alert.

The Local AMBER Review Committee (LARC) was formed to manage and oversee the plan, supervise training, review all activations to ensure compliance with activation criteria, and clarify any procedural issues.

The Plan outlines the policy and procedures for law enforcement to alert radio broadcast and television stations by utilizing the Emergency Alert system (EAS) in the same way alerts are disseminated during natural and manmade disasters.

This plan is not meant to dictate how a given agency investigates the report of a missing or abducted child. Each individual agency will be responsible for developing and following their own procedures for the investigation of those types of cases. The Lewis County AMBER Alert Plan is to be used as a standardized tool to assist area law enforcement in the recovery of children. Detectives, Search and Rescue and utilization of other resources still remains the responsibility of the initial investigating agency.

The commitment to the Lewis County AMBER Alert Plan sends a strong message that crimes against children are intolerable. The AMBER partnership between law enforcement, broadcasters, and the public has enormous potential to help in apprehending predators and bringing abducted children home safely.

## AMBER ALERT PLAN DISTRIBUTION LIST

Issued		Plan Agency	Staff Title	Date
Book	CD			
1		BOCC	Clerk of the Board	
2	X	LC DEM	Deputy Director/ LAECC/LARC	
3	X	WA ST EMD	Plans Section	
4	X	Centralia	EM Liaison	
5	X	Chehalis	EM Liaison	
6	X	Mossyrock	EM Liaison	
7	X	Morton	EM Liaison	
8	X	Napavine	EM Liaison	
9	X	PeEll	EM Liaison	
10	X	Toledo	EM Liaison	
11	X	Vader	EM Liaison	
12	X	Winlock	EM Liaison	
	X	LC Public Works	Director	
	X	E911 Communications	Manager	
	X	ARES/RACES	Regional Coordinator	
	X	ARES/RACES	Radio Officer	
	X	Providence Hospital	Asst. Admin. - Patient	
	X	Morton Hospital	Director	
	X	Riverside Fire Authority	Chief	
	X	Chehalis Fire Department	Chief	
	X	Lewis County FD # 1 - Onalaska	Chief	
	X	Lewis County FD # 2 - Toledo	Chief	
	X	Lewis County FD # 3 - Mossyrock	Chief	
	X	Lewis County FD # 4 - Morton	Chief	
	X	Lewis County FD # 5 - Napavine	Chief	
	X	Lewis County FD # 6 - Chehalis	Chief	
	X	Lewis County FD # 8 - Salkum	Chief	
	X	Lewis County FD # 9 - Mineral	Chief	
	X	Lewis County FD # 10 - Packwood	Chief	
	X	Lewis County FD # 11 - PeEll	Chief	
	X	Lewis County FD # 13 - Curtis	Chief	
	X	Lewis County FD # 14 - Randle	Chief	
	X	Lewis County FD # 15 - Winlock	Chief	
	X	Lewis County FD # 16 - Doty	Chief	
	X	Lewis County FD # 17 - Ashford	Chief	
	X	Lewis County FD # 18 - Glenoma	Chief	
	X	Lewis County FD # 20 - Cowlitz/Lewis	Chief	
	X	Washington State Patrol	Sergeant/ LAECC/LARC	
	X	Centralia Police Department	Chief/ LAECC	
	X	Chehalis Police Department	Chief/ LAECC	

Lewis County  
AMBER Alert Plan

Issued		Plan Agency	Staff Title	Date
Book	CD			
	X	Morton Police Department	Chief	
	X	Mossyrock Police Department	Chief	
	X	Napavine Police Department	Chief	
	X	PeEll Marshall's Office	Marshal	
	X	Toledo Police Department	Chief	
	X	Vader Police Department	Chief	
	X	Winlock Police Department	Chief	
	X	Cowlitz County DEM	Director	
	X	Grays Harbor County DEM	Director	
	X	Mason County DEM	Director	
	X	Pacific County DEM	Director	
	X	Pierce County DEM	Director	
	X	Skamania County DEM	Director	
	X	Thurston County DEM	Director	
	X	Wahkiakum County DEM	Director	
	X	Yakima County DEM	Director	
	X	KELA/KMNT Radio	Director/ LAECC	
	X	KITI Radio	Director/ LAECC/LARC	
	X	KCED Radio (Centralia College)	Director/ LAECC	
	X	KACS	Director/ LAECC	
	X	Lewis County Radio	Service Administrator/LAECC	
	X	Lewis County E911 Communications	LAECC Committee/LARC	
	X	LARC Committee Representative	LAECC Committee	
	X	Lewis County Fire Chiefs - East	LAECC Committee	
	X	Lewis County Fire Chiefs - West	LAECC Committee	
	X	Law Enforcement Representatives (3)	LARC Committee	
	X	LAECC Representative	LARC Committee	

## RECORD OF CHANGES

NOTICE TO PLAN HOLDERS: In order to maintain a current Lewis County AMBER Alert Plan, the Lewis County Sheriff's Office, Division of Emergency Management will issue changes periodically. **Please make those changes upon receipt**, and record them on this page. If a previous change number shows no entry, you may not have an up-to-date version of the plan.

Change Number	Date Made	Location/Page(s) Changed	Initials
01	06-26-03	Replace all Plan pages, diskette	
02	07-15-04	Replace all Plan pages, diskette	
03	07-07-05	Replace: cover, iii, v, vi, vii, ix, 27	
04	08-10-06	Replace: Cover, iii, v, vii, ix, 3, 9, 11, 27	
05	03-31-12	Replace all Plan pages, CD	
06			
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## Approval of This Plan

On behalf of Lewis County broadcasters, local and state law enforcement, and agencies providing emergency management, transportation and information technology services, the undersigned agree to establish and adopt this Lewis County AMBER Alert plan:

Executive Sponsor	Signature	Date
Lewis County Board of County Commissioners --Chairman <b>Lee Grose</b>		
Lewis County Sheriff's Office --Sheriff, Lewis County <b>Steve Mansfield</b>		
Washington State Patrol --LARC Representative <b>Sergeant Jason Ashley</b>		
Lewis County Division of Emergency Management --Deputy Director <b>Ross McDowell</b>		
Local AMBER Review Committee (LARC): --Chairman <b>Gene Seiber</b>		
Local Area Emergency Communications Committee (LAECC) --Chairman <b>Jim Rich</b>		
Lewis County E911 Communications --Manager <b>Craig Larsen</b>		
Lewis County IT Services --Manager <b>Steve Wohld</b>		
News Media/Broadcasters --LAECC Media Representative <b>Matt Shannon (KITI)</b>		
Centralia Police Department --Chief <b>Bob Berg</b>		
Chehalis Police Department --Chief <b>Glenn Schaffer</b>		
Morton Police Department --Chief <b>Dan Mortensen</b>		
Mossyrock Police Department --Chief <b>Jeremy Stamper</b>		
Napavine Police Department --Officer in Charge <b>Silas Elwood</b>		
PeEll Marshall's Office --Marshall <b>Steve Dawes</b>		
Toledo Police Department --Chief <b>John Brockmueller</b>		
Vader Police Department --Chief <b>Terry Williams</b>		
Winlock Police Department --Chief <b>Terry Williams</b>		
Washington State Department of Transportation --Representative <b>Randy Bateman</b>		

*Lewis County*  
**AMBER ALERT PLAN**

(America's Missing: Broadcast Emergency Response)

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*Lewis County*  
**AMBER ALERT PLAN**

(America's Missing: Broadcast Emergency Response)

Appendix to:  
Lewis County EAS (Emergency Alert System) Plan  
Lewis County Comprehensive Emergency Management Plan (CEMP)

**I. INTRODUCTION**

**A. PREFACE**

The Lewis County and area cities' "Lewis County AMBER Alert Plan" is a collaborative effort between Lewis County area law enforcement agencies, media, Washington State Patrol and the local broadcasters. Numerous other state and local agencies are part of this plan. The goal of the plan is the safe and swift return of children who are abducted or become missing under specific criteria, by providing accurate information to the public and gaining their assistance in locating the child. This will be accomplished by sharing and utilizing each other's assets.

**B. PURPOSE**

To provide law enforcement agencies at both the local and state level immediate access to the public broadcast media, and on-air signals of broadcast stations following an initial report of suspicious circumstances involving a child's disappearance. The intent is to disseminate accurate information about the disappearance of a child as quickly as possible. This immediate dissemination will enhance the probability of locating the child.

**C. SCOPE**

This plan applies to all local law enforcement entities in Lewis County and the Emergency Alert System (EAS) Relay Network in disseminating emergency information and broadcasts concerning child abduction. The Washington State Patrol (WSP) and State Emergency Management Division (EMD) are key participants in the alert process. All AMBER Alert activations of the EAS and the Portal for AMBER Alerts will be statewide in scope. The Washington Statewide AMBER Alert Plan solely governs and authorizes the use of EAS and the Portal for AMBER Alerts throughout Washington State. The Washington State Patrol is accountable to provide timely activation decisions that are consistent with the State planning criteria.

## II. DEFINITIONS

### A. LOCAL

#### 1. AMBER

**America's Missing: Broadcast Emergency Response**

#### 2. EAS

The Emergency Alert System that is utilized to send emergency messages to the public through local broadcast media. EAS utilizes a local relay network to carry out the alert notifications.

#### 3. LAECC

The Local Area Emergency Communications Committee that oversees and administers the local EAS Plan.

#### 4. LARC

The Local AMBER Review Committee that oversees and administrates the local AMBER Alert Plan. This committee is chaired by law enforcement.

#### 5. State Emergency Communications Committee (SECC)

The State Emergency Communications Committee that provides guidelines to the LAECC for the development and maintenance of the local EAS plan and network.

#### 6. Statewide AMBER Alert

**An America's Missing: Broadcast Emergency Alert** that utilizes the statewide Emergency Alert System (EAS) and web portal to notify citizens of an active child abduction situation.

### B. GOVERNANCE OF THE STATEWIDE AMBER ALERT PLAN

Local, state, and tribal law enforcement agencies, broadcasters, emergency management officials, and the Department of Transportation and Information Services combine their efforts through the following Statewide AMBER Alert governance model to recover abducted children.

#### 1. State AMBER Alert Manager

The Washington State Patrol (WSP) is the lead agency for the Washington Statewide AMBER Alert Plan. The Chief of the WSP is the State AMBER Alert Manager and

has final decision-making authority over all aspects of the Statewide AMBER Alert Plan. While the Chief of the WSP is ultimately accountable for program success, this responsibility is shared with other entities that form the AMBER Alert Advisory Committee.

## **2. State AMBER Alert Coordinator**

The AMBER Alert Coordinator is responsible for managing the operations of and procedures for the AMBER Alert Web Portal. Any recommended changes or improvements to the Portal will be made through the AMBER Alert Advisory Committee to the AMBER Alert Manager for approval.

The AMBER Alert Coordinator is also the single point of contact for Washington State with the Department of Justice and the National Center for Missing and Exploited Children in regard to AMBER Alerts.

## **3. State AMBER Alert Advisory Committee**

The AMBER Alert Advisory Committee provides administrative oversight to develop, implement, review, and recommend revisions to all aspects of the Washington Statewide AMBER Alert Plan. Such recommendations are made to the State AMBER Alert Manager. The AMBER Alert Advisory Committee charter further defines its purpose, membership, authority and decision making process.

## **4. State AMBER Alert Review Committee**

The AMBER Alert Review Committee conducts after action reviews of all AMBER Alert activation requests and alerts. It evaluates the effectiveness and timeliness of key decisions, actions, and results. The committee recommends policy and procedure improvements to the AMBER Alert Advisory Committee. This review committee is convened by the Washington Association of Sheriffs and Police Chiefs and is further defined by its charter, which is approved by the State AMBER Alert Manager.

## **5. State Emergency Communications Committee (SECC)**

The State Emergency Communications Committee (SECC) has been delegated authority by the Federal Communications Commission (FCC) to create the State Emergency Alert System (EAS) Plan and manage the Emergency Alert System (EAS) operations in Washington. Broadcasters must comply with the SECC's State EAS Plan to be in compliance with FCC regulations.

Local AMBER Alert Plans must be approved by the SECC. The SECC shall provide the names of all law enforcement agencies with approved plans to the Washington State Patrol (WSP).

## 6. State AMBER Web Portal

The single statewide web source for the latest detailed AMBER Alert information and photos. The portal can be accessed at: <http://www.WashingtonAMBERAlert.com>.

## 7. State Portal Operations Group

This committee assesses Portal usability, recommends improvements and implements changes to the Portal. Recommendations are made to the Advisory Committee and the State AMBER Alert Manager.

### III. POLICY

#### A. AMBER ALERT PLAN

The Lewis County AMBER Alert Plan for local law enforcement will guide the policies and procedures for requesting local alerts. The Plan shall not conflict with the Washington State AMBER Plan. Any conflicts shall be brought to the attention of the Local AMBER Review Committee (LARC).

#### B. LOCAL AMBER REVIEW COMMITTEE (LARC)

The Lewis County AMBER Alert Plan shall provide for a Local AMBER Review Committee (LARC) to oversee the plan, supervise AMBER Alert training, review all activations to ensure compliance with activation criteria, and clarify any procedural issues.

A law enforcement representative shall chair the LARC that shall consist of at least the following members:

- 3 - law enforcement personnel chose at the discretion of the law enforcement community
- 1 - E911 Communications member
- 1 - LAECC member
- 1 - DEM Deputy Director
- 1 - News media member
- 1 - Local Washington State Patrol (WSP) member

The Lewis County Local AMBER Review Committee (LARC) may establish additional categories of representation as the needs arise.

The LARC shall review all local Lewis County AMBER alerts within thirty (30) days of activation and make any necessary changes to the policy and procedures. The LARC shall forward information on the reasons for activation within thirty (30) days to the Washington State AMBER Review Committee. The information provided shall consist

of the reasons for activating AMBER, supplemental reports from the activating agency, and any other pertinent information justifying the alert activation.

### C. AUTHORITY

The Washington Statewide AMBER Alert Plan governs and authorizes the use of the Emergency Alert System (EAS) and the Portal for AMBER Alerts throughout Washington State. The Washington AMBER Alert Statewide Plan takes effect when the local law enforcement agency has determined in its investigation that the incident qualifies under the criteria of the Washington Statewide AMBER Alert Plan and the local law enforcement agency requests the Washington State Patrol (WSP) to initiate activation of the EAS and the Portal. All AMBER Alert Activations of the EAS and the Portal will be statewide in scope.

Law enforcement shall control the decision to request a local AMBER activation, and the content and duration of each alert message. To be granted authorization to request AMBER Alert activations, law enforcement must first:

- Officially approve and sign on as a members of the Lewis County AMBER Alert Plan
- Appoint a representative to receive a copy of the Plan
- Assign staff to complete the AMBER training and pass any required tests
- Ensure that a copy of the AMBER Plan is available or has been assigned to each of the proposed users

The LAECC shall review all relevant material from the requesting agency and approve or deny the request. The LAECC will then send written notification of their decision to the requesting agency and the LARC Chairperson. The requesting agency may appeal any LAECC decision by providing written documentation to the Chairman of the LAECC. Appeals will be reviewed and scheduled for the next regular LAECC meeting.

The Lewis County AMBER Alert Plan is an appendix to the Lewis County Emergency Alert System (EAS) Plan. The AMBER Alert Plan must be reviewed and approved by the Committee (LAECC). The LAECC shall then forward the plan to the State Emergency Communications Committee (SECC) who must also review and approve the Lewis County Local AMBER Alert Plan. Both the SECC and the LAECC are mandated to exist by the Federal Communications Commission (FCC).

The Local AMBER Alert Plan must be approved by the Local Area Emergency Communications Committee (LAECC) and State Emergency Communications Committee (SECC) prior to any activation of the AMBER Alert system. The Washington State Patrol (WSP) will receive notification from the SECC of the approved plan.

The content of this AMBER Alert Plan, with exception of the law enforcement investigative procedure, shall be subject to review and approval first by the LAECC, and then by the SECC.

The Washington Statewide AMBER Alert Plan solely governs and authorizes the use of EAS and the Portal for AMBER Alerts throughout Washington State.

The statewide plan recognizes approved local AMBER Alert plans, which specify local law enforcement agency procedures to investigate a child abduction case, approve AMBER Alert activations, coordinate community response and direct the recovery of the child.

By January, 2005 all agencies without an approved plan were required to have a mutual aid agreement in place with an agency that has an approved plan. (Cities within Lewis County that contract with Lewis County for Emergency Management services are considered to have met this requirement).

#### **D. AMBER ALERT CRITERIA**

Law enforcement shall ensure that the following criteria are met prior to requesting an AMBER Alert:

1. The child is under eighteen (18) years of age and is known to be abducted and is not a runaway or thrown-away from home.
2. The abducted child is believed to be in danger of death or serious bodily injury.
3. The AMBER Alert activation should occur within four (4) hours of the event qualifying under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.
4. There is enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child. Must include as much of the following information as possible:
  - a. Where the abduction took place
  - b. A specific physical description of the child. Can include clothing worn when last seen, height, weight, age, hair and eye color, hair length, any additional distinguishing physical characteristics
  - c. A physical description of the abductor. Can include approximate height, weight, hair color/length, eye/skin color, clothing, and any distinguishing physical characteristics
  - d. Place last seen
  - e. Description of the vehicle. Can include color, make, model, license number, approximate year (older, newer)
5. The incident has been reported to and is under investigation by a law enforcement agency.

## **E. NON-QUALIFYING USES OF AMBER ALERT PROGRAM**

Based on the above criteria, the following situations **WOULD NOT QUALIFY** for AMBER Alert activation:

- Missing children believed to have run away from home
- Missing child taken by non-custodial relative in a child custody case
- Lost children
- As a tool for continuing an investigation after the initial abduction has occurred
- Police searches for criminal suspects (murder, bank robber, etc.)
- Missing elderly and Alzheimer patients
- Child leaves voluntarily with known criminal suspects, but is not in personal danger

## **F. REQUESTING STATE AMBER ALERT ACTIVATION**

The law enforcement jurisdiction from which an abduction occurs shall be responsible for requesting the Washington State Patrol (WSP) to activate the Statewide AMBER Alert. This request should be made through E911 Communications, but under exigent circumstances may be made directly to WSP in Vancouver.

The requesting investigative agency shall provide a name and phone number to the Washington State Patrol (WSP) for the assigned investigator and Public Information Officer (PIO).

News inquiries and investigative information should be routed to the designated numbers.

When the Washington State Patrol (WSP) is notified, they will review the request to ensure all activation criteria have been met, ensure that the requesting entity has or is part of an approved plan, and then provide secured access to the Portal. The investigating agency shall then access the Portal and submit the AMBER Alert.

Following the broadcast of the AMBER Alert EAS message through the state relay network, the message will be forwarded through broadcast media outlets. At this time and throughout the alert, broadcasters should refer to the Portal at <http://www.WashingtonAMBERAlert.com> as the single source for the latest detailed AMBER Alert information and photos. The investigative agency will add updated information to the Portal as it becomes available. The Portal will automatically push simultaneous notification that new information is available to broadcasters, law enforcement, the public and many partners who forward AMBER Alerts to a wide collection of audiences.

## **G. REQUESTING INTERSTATE AMBER ALERT ACTIVATION**

When the investigating agency determines it is necessary to extend an AMBER Alert into another State, they shall contact Washington State Patrol (WSP) Tacoma with such request.

Washington State Patrol (WSP) Tacoma will verify if the target state is a member of the interstate AMBER Plan, then contact them providing the AMBER information and request interstate AMBER Alert activation (reference the Interstate AMBER Memorandum of Understanding).

## **H. WEB PORTAL UNAVAILABILITY**

If the AMBER Web Portal is unavailable for entering activation or updated information, all information normally sent to the Portal shall be transmitted to the Washington State Patrol (WSP) by telephone or fax.

The Washington State Patrol (WSP) will forward all information to State EMD who will then activate the EAS to transmit the AMBER Alert information.

The investigating agency should anticipate and staff accordingly for increased media, law enforcement, and public call volume should the Portal be unavailable.

## **I. ADDITIONAL INFORMATION**

The investigating agency responsible for the AMBER Alert shall provide additional alert information to the web portal as necessary.

## **J. CANCELING AN AMBER ALERT**

The investigating agency responsible for the AMBER Alert shall be responsible to cancel the alert when the child is located or it is confirmed that the child is no longer in any danger.

## **K. AMBER REPORT FORMS**

The law enforcement entity requesting an AMBER Alert shall utilize the pre-approved AMBER forms in addition to their normal report requirements:

- **AMBER Alert - Report Form**  
(Attachment A, page 14)
- **AMBER Alert - Media Notification Script Form**  
(Attachment C, page 16)
- **AMBER Alert - Fax Cover Sheet Form**  
(Attachment D, page 17)
- **AMBER Alert - Tip Sheet Form**  
(Attachment E, page 18)
- **LARC AMBER Alert Activation Report**  
(Attachment F, page 19)

- **AMBER Alert Cancellation Form**  
(Attachment G, page 20)
- **AMBER Alert Debrief Form (4)**  
(Attachment H, 4 pages, 21-24)

## **L. PLAN MAINTENANCE, TRAINING AND EXERCISES**

### **1 ANNUAL REVIEW**

The AMBER Alert Plan shall be reviewed annual by the Local AMBER Review Committee (LARC). The Director of Emergency Management, or his designee, will forward appropriate recommendations for plan revisions to LARC. After LARC reviews and adopts the revised plan, the Director of Emergency Management, or his designee, shall forward copies of the plan to the Lewis County LAECC and Washington State Emergency Communications Committee (SECC) for their approval. (The SECC approval of the plan qualifies Lewis County as an approved AMBER Plan holder with the ability to request local AMBER Alert activations).

### **2. AFTER AMBER ALERT ACTIVATION REVIEW**

A LARC review committee shall also review the AMBER Alert Plan within 30 days after an Alert. Recommended changes will be forwarded to the LARC for adoption.

### **3. TRAINING AND EXERCISES**

An annual training/exercise program will be provided by the law enforcement LARC membership. See Attachment B, page 15, for Training Compliance Certification Form.

## **IV. SITUATION**

### **A. GENERAL**

The safe recovery of an abducted child depends upon the cooperative effort of law enforcement, the media, and concerned citizens working together in an organized and informed manner.

The ability to refer to a countywide abduction response plan (AMBER) and swiftly implement such a plan is critical for transmitting information to the public to enlist their support in locating the abducted child. The AMBER web portal provides a mechanism to implement, update and inform all parties involved in the alert process.

### **B. PLANNING ASSUMPTIONS**

The first few hours of any child abduction case are often chaotic and lack organized communitywide response.

The Emergency Alert System (EAS) is the system that is utilized to transmit an AMBER Alert.

For AMBER to be effective, the local EAS system, the AMBER Web Portal, must be operational and participants within the system must be properly trained in the policies and procedures governing the local and state EAS and AMBER plans.

Other methods of notifying the public will be utilized in addition to the AMBER Alert.

Law enforcement efforts may be hampered by other local incidents occurring at or near the same time as an abduction.

The local media will actively participate in expediting the broadcast of the local AMBER Alert.

## **V. CONCEPTS OF OPERATIONS**

### **A. GENERAL**

The AMBER Alert Plan is a locally-based, voluntary enhancement of the local Emergency Alert System (EAS). It is an appendix to the Local Area Emergency Communications Committee (LAECC) Emergency Alert System (EAS) Plan.

In order to increase effectiveness, all local broadcast stations and law enforcement entities should participate equally in the AMBER Alert planning and training.

### **B. DIRECTION AND CONTROL**

The operational direction and control of an AMBER incident will at all times be the responsibility of the law enforcement entity with jurisdiction. Law Enforcement is considered the incident command for AMBER alerts. The decisions involving activation and termination will be handled by the responsible law enforcement entity and the WSP.

The AMBER Web Portal will be used to initiate, update and advise on AMBER Alert investigations.

In large-scale operations that involve multiple entities, the investigative law enforcement agency may request the Division of Emergency Management (DEM) to activate the Emergency Operation Center/Emergency Coordination Center (EOC/ECC) and provide coordination with surrounding jurisdictions. Coordination may include ensuring consolidated communications, news and media updates and releases, and addressing resource requests.

### **C. BROADCASTS**

After the initial AMBER Alert, the investigating agency shall monitor the situation to determine when and if additional EAS alerts are necessary.

Once the station has transmitted the initial AMBER Alert, follow-up announcements should be voiced by station personnel and can be incorporated into regular station programming as the station sees fit.

After the initial statement is transmitted, stations should re-broadcast additional AMBER Alert announcements in the following manner:

1. **First three (3) hours:**

Every 20 minutes for the first three (3) hours, unless the AMBER Alert is terminated

2. **Three to Six (3 to 6) hours:**

Every half-hour for the next three (3) hours, unless the AMBER Alert is terminated

3. **After Six (6) hours:**

The station may continue to broadcast the AMBER Alert follow-up announcements until the AMBER Alert is formally terminated by the activating law enforcement agency or at the agency's requests.

*The AMBER Alert follow-up announcements must not be a retransmission of the initial AMBER Alert, nor include the EAS header tones, event codes, etc.*

## VI. RESPONSIBILITIES

### A. LEAD

1. **Local Law Enforcement:**

- Initiates investigation and reports
- Determines if incident meets AMBER criteria
- Makes decision to active AMBER
- Contacts Washington State Patrol (WSP) to approve and ensure criteria are met and to request E911 Communications access to Web Portal
- Acts as the primary incident command for all AMBER Alert situations
- Ensures telephone access for statewide tips, media, and law enforcement
- Initiates the request for broadcast of original alert
- Requests follow-up alert notifications as necessary
- Requests incident alert conclusion notifications
- Maintains majority presence and the chair for the AMBER Alert Committee
- Provides the media, law enforcement, and public contact numbers for AMBER activations

- Schedules testing and training for AMBER policy and procedures
- Ensures annual and after-activation AMBER Alert Plan reviews

**2. Broadcasters:**

- Monitors the EAS LRN for EAS Amber Alerts
- Broadcasts Washington State AMBER Alerts as necessary through the EAS
- Rebroadcasts AMBER alert announcements as specified within the plan
- Monitors the AMBER web portal for follow-up and cancellations notices
- Broadcasts appropriate AMBER follow-up information

**3. E911 Communications:**

- Maintains the EAS Encoder/Decoder for AMBER Alerts
- Conducts periodic EAS testing as directed by the LAECC and SECC procedures and testing schedules
- Contacts Washington State patrol (WSP) for access to web Portal.
- Assists law enforcement with activation and update processes as necessary

**4. Washington State Patrol (WSP) - District 5**

- Verifies investigative law enforcement agency has an SECC approved AMBER Alert Plan
- Provides the approved law enforcement agency with the web portal URL, logon ID, and password
- Assists the investigative law enforcement agency as necessary
- Notifies Washington State Department of Transportation (WSDOT), State Emergency Management Division (EMD) and Washington State Patrol ACCESS of the AMBER Alert
- Notifies WSDOT, EMD and ACCESS of AMBER cancellation

**5. Washington State Emergency Management Division (EMD):**

- Receives AMBER Alert notification via the Web Portal
- Activates the State EAS network
- Provides technical support to the local jurisdiction
- Cancels EAS AMBER Alerts as directed by the investigative law enforcement agency
- Maintains the AMBER public hotline and upon request transfers such line to the investigating law enforcement agency.

**B. SUPPORT**

**1. Lewis County Emergency Management (DEM):**

- Assists as requested by the responsible law enforcement entity with the coordination of local sources and as necessary activates the Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

- Functions as the local EAS coordinator and provides support information as necessary
2. **Washington State Department of Transportation (WSDOT):**
    - Utilizes the Variable Message Signs (VMS) to provide information to the public on the AMBER Alert
    - Utilizes the Highway Advisory Radio System (HARS) to provide information to the public on the AMBER Alert
    - Updates VMS and HARS as new information becomes available
    - Terminates the WSDOT alert systems (VMS and HARS) when advised by WSP to cancel the AMBER Alert
  3. **Local Area Emergency Communications Committee (LAECC):**
    - Maintains an EAS Plan with the local AMBER Alert Plan Appendix that is approved by the State Emergency Communications Committee (SECC)
    - Conducts updates and changes to the EAS plan to remain in compliance with SECC requirements
    - Ensures the EAS Local Relay Network (LRN) is functional and available to transmit and broadcast local AMBER Alerts
  4. **National Oceanic Atmospheric Administration (NOAA):**
    - Maintains the Weather Radio System
    - Rebroadcasts the AMBER Alert over Weather Radio at the request of the local law enforcement agency or State EMD
  5. **State Emergency Communications Committee (SECC):**
    - Provides guidance for the Local Area Emergency Communications Committee (LAECC) in developing the local EAS Plan and AMBER Alert Plan Appendix
  6. **Local AMBER Review Committee (LARC):**
    - Reviews all AMBER alert activations and provides guidance to law enforcement on the AMBER Alert system
    - Makes changes and decisions guiding the AMBER Plan and training requirements
    - Ensures proper training and documentation on the local/state AMBER Alert Plans
  7. **National Center for Missing and Exploited Children (NCMEC):**
    - Provides and monitors the Cyber Tip Link
    - Posts missing children alerts
    - Provides educational materials for children, teachers, and the public
    - Provides statistical information

Lewis County  
AMBER Alert Plan

Attachment A  
**AMBER ALERT REPORT FORM**

LE Agency: \_\_\_\_\_ Case #: \_\_\_\_\_

Investigating Officer: \_\_\_\_\_ Phone Contract #: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

*ACTIVATION CRITERIA		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. The child is under eighteen (18) years of age, is known to be abducted and is not a runaway or thrown-away from home.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. The abducted child is believed to be in danger of death or serious bodily injury.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. The AMBER Alert activation should occur within four (4) hours of the event qualifying under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. There is enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. The incident has been reported to and is under investigation by a law enforcement agency.

\*Please **DO NOT** request a Washington State AMBER Alert if the answer is "NO" to any of these questions.

Victim Name/Nickname: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Ht.: \_\_\_\_\_ Wt.: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Hair Style: \_\_\_\_\_

Clothing Description: \_\_\_\_\_

Distinguishing Features: \_\_\_\_\_

Medical conditions/medications required: \_\_\_\_\_

Location last seen: \_\_\_\_\_

Date last seen: \_\_\_\_\_ Time last seen: \_\_\_\_\_

Suspect Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Ht.: \_\_\_\_\_ Wt.: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Hair Style: \_\_\_\_\_

Clothing Description: \_\_\_\_\_

Distinguishing Features: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Location last seen: \_\_\_\_\_

Direction of travel: \_\_\_\_\_



Attachment C  
**MEDIA NOTIFICATION SCRIPT FORM**

“This is an activation of the AMBER Alert System.

We have just received this important information regarding an abducted child in

\_\_\_\_\_ . The \_\_\_\_\_ is  
*Area, City, and/or County* *Law Enforcement Jurisdiction(s)*

looking for a child who was last seen at \_\_\_\_\_  
*Location*

and is believed to be in danger. The child’s name is \_\_\_\_\_ . He/She is  
*Name*

\_\_\_\_\_ years old, \_\_\_\_\_ with \_\_\_\_\_ hair, \_\_\_\_\_ and was last  
*Age* *Race/Gender* *Style/Color* *Height/Weight*

seen wearing \_\_\_\_\_. Authorities say that the child may be in  
*Description of Clothing*

the company of \_\_\_\_\_ and they may be traveling in a  
*Name, Description, Clothing, etc.*

\_\_\_\_\_ that was last seen heading  
*Vehicle Make, Year, Model, Color, License Plate #, any Distinguishing Marks*

\_\_\_\_\_. If you have any information on the whereabouts  
*Direction and Street/City Location*

of this child, \_\_\_\_\_, please call 911 immediately.”  
*Name or Description of Child*

<b>E911 Communications Usage Only:</b>	
Fax Sent to:	<input type="checkbox"/> KELA (360) 736-0150 <input type="checkbox"/> KITI (360) 736-4761
	<input type="checkbox"/> Follow-up Phone Contact

**Sample AMBER Broadcaster Follow-up Announcement Text**

“ \_\_\_\_\_ has an AMBER Alert advisory. An AMBER Alert has been issued for Washington State. \_\_\_\_\_ (listeners/viewers) are advised to look for (vehicle description), driven by (suspect description). The victim is (victim details) has been abducted by a non-family member and is at risk of physical harm. If you see a (vehicle description), please dial 911 immediately, and tell the operator you have an AMBER Alert sighting for the Washington State Patrol dispatch. Again, if you see (vehicle description), please dial 911.”

Attachment D

# FAX COVER SHEET

~ AMBER ALERT ~

*Verify fax receipt by calling the fax recipient immediately following transmission.*

Number of pages, including cover sheet: \_\_\_\_\_

<p><b>From:</b> _____ Investigator Name _____ Investigating Agency</p> <p><b>Telephone:</b> _____</p> <p><b>Fax:</b> _____</p>	<p><b>To:</b> <input type="checkbox"/> Lewis County E911 Communications Dispatch: (360) 740-1105 FAX: (360) 748-2363</p> <p><input type="checkbox"/> WSP - Vancouver District HQ Dispatch: (360) 449-7950 FAX: (360) 449-7959</p> <p><input type="checkbox"/> WSP - Tacoma District HQ Dispatch: (253) 536-6210, #4 FAX: (253) 538-3271</p> <p><input type="checkbox"/> Other: _____</p>
--	--

**Date/Time:** \_\_\_\_\_ / \_\_\_\_\_ 24 hrs.

*Check One Only:*

Request Statewide AMBER Alert Activation  
(AMBER Alert Report attached)

Update to original alert to follow

For Your Information

Request interstate AMBER Alert Activation to the following state(s):

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~ AMBER ALERT ~

Attachment E

## AMBER ALERT TIP SHEET FORM

Date/Time Received: \_\_\_\_\_ / \_\_\_\_\_ Incident # \_\_\_\_\_

\*Call Taker Name: \_\_\_\_\_

### CALLER INFORMATION:

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

Address: \_\_\_\_\_

Phone(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### INFORMATION PROVIDED:

(Sighting, including location, direction of travel, if known)

*\* Complete and submit to Investigative Officer*

ROUTINE     URGENT    \*\*ASSIGNED TO: \_\_\_\_\_

### FOLLOW-UP ACTION TAKEN:

*\*\* Complete and submit to Investigative Officer*

Attachment F

## AMBER ALERT ACTIVATION REPORT FORM

(Complete within 30 days of Alert activation and submit to Washington State AMBER Review Committee)

AMBER Alert Date:
Name of Child Abducted:

Activating Lewis County Agency: \_\_\_\_\_

Reasons for Activation of AMBER Alert: \_\_\_\_\_

Lewis County Sheriff's Office Review and Authorization:

Approved for dissemination, AMBER Alert criteria has been met

Authorized by: \_\_\_\_\_  
Name Title

Supplemental Information supporting the alert activation:

--

Alert Activation Outcome (provided narrative of alert updates, duration of incident, final outcome of incident):

--

Reviewed by Lewis County LARC Committee:

\_\_\_\_\_  
Lewis County LARC Chairman Chief Criminal Deputy Gene Seiber Date

Final Report submitted to Washington State AMBER Review Committee:

\_\_\_\_\_  
Division of Emergency Management Representative Date

Attachment G

## AMBER ALERT CANCELLATION FORM

Call \_\_\_\_\_ to confirm receipt of this notice

**SEND TO:**

- WSP       DOT       NCMEC  
 ST EMD       MEDIA       Other: \_\_\_\_\_

Date/Time Sent: \_\_\_\_\_

**~ AMBER Alert ~ is hereby cancelled for:**

NAME OF SUBJECT: \_\_\_\_\_

*Child Listed as Abducted*

CASE NUMBER: \_\_\_\_\_ \*NCIC NUMBER: \_\_\_\_\_

REASON FOR CANCELLATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*NCIC: National Crime Information Center*

FROM: \_\_\_\_\_

*Law Enforcement Officer, Agency*

For Additional information, contact PIO: \_\_\_\_\_ at: \_\_\_\_\_

**Enter Information into the Portal to Cancel the Alert**

- LEA       E911       WSP

Attachment H

## **AMBER ALERT DEBRIEF FORM**

*Lewis County*

### **AMBER ALERT DEBRIEF AND AFTER ACTION REPORT INSTRUCTIONS**

(Page 1 of 4)

The purpose of the Debrief and After Action Reports ( AAR) are to identify both successes and challenges from an Alert that can be used as a learning tool for others and make changes to the AMBER Alert Plan.

The information provided by you will be evaluated by the **Local AMBER Review Committee (LARC)** and action taken on those items that can be improved or changed.

Everyone, (Law Enforcement, Dispatchers, Emergency Management staff, local broadcasters), are requested to complete a Debrief Form for each AMBER Alert activation they participate in.

The LARC committee will complete a review of the comments/suggestions received and develop the After Action Report (AAR) and Improvement Matrix. The LARC committee will complete a Lewis County LARC AMBER Alert Activation Report and submit a copy to the Washington State AMBER Review Committee within 30 days of the alert activation.

Emergency Management staff will review and revise the Lewis County AMBER Alert Plan as necessary.

Once completed you can return your Debrief Form by:

Fax: (360) 740-1471

Mail: Lewis County Sheriff's Office  
Deputy Director  
Division of Emergency Management  
345 West Main Street  
Chehalis, WA 98532

E-Mail: [DEM@lewiscountywa.gov](mailto:DEM@lewiscountywa.gov)

Lewis County  
**AMBER ALERT DEBRIEF FORM**  
(Page 2 of 4)

**AMBER Alert Date:**

**Name of Child Abducted:**

**Report Submitted by:**

**Agency:**

**Phone Number:**

**E-Mail Address:**

**Role in the Alert:**

**AMBER Alert Date:**

**Name of Child Abducted**

What was the most notable success of the AMBER Alert that others may learn from:  
(please explain)

What were some of the most difficult challenges faced and how were they overcome?  
(please explain)

*Lewis County*

**AMBER ALERT DEBRIEF FORM**

(Page 3 of 4)

What changes, additions or deletions are recommended to AMBER Alert Plan?  
(please explain)

What issues were not resolved to your satisfaction and need further review? Based on what was learned, what is your recommendation for resolution?  
(please explain)

**AMBER ALERT AFTER ACTION REPORT (AAR) FORM**  
(Page 4 of 4)

**AMBER Alert Date:**

**Name of Child Abducted:**

**Incident Summary:**

<b>Incident Summary:</b>

**IMPROVEMENT MATRIX**

<b>Discipline</b>	<b>Corrective Element</b>	<b>Improvement Action</b>	<b>Responsible Party/Agency</b>	<b>Completion Date</b>
	<b>Planning:</b>			
	<b>Training:</b>			
	<b>Equipment:</b>			
	<b>Other:</b>			

Attachment I  
**Memorandum of Understanding**

**Between Law Enforcement Entities  
and  
Local AMBER Review Committee (LARC)**  
(Page 1 of 2)

This agreement governs the use of the Lewis County AMBER Plan -- collaborative effort between Lewis County law enforcement entities, broadcasters and the LARC in response to child abductions. "AMBER" is an acronym for America's Missing: Broadcast Emergency Response, and it is the protocol for alerting the public to a child abduction in order to solicit information useful in the investigation and recovery of the abducted child.

**LAW ENFORCEMENT:**

The use of Lewis County AMBER is permitted by the law enforcement entity under the following circumstances:

- The law enforcement entity has established a protocol, special order, general order, or standard operating procedure governing the use of the Lewis County AMBER plan.
- The entity's staff has been trained on the criteria for the activations, as well as the review process.
- The entity agrees to request an AMBER activation only when the investigative criteria have been met (see the Lewis County AMBER Alert Plan, page 5).
- The entity has specified the person(s) authorized to request an AMBER activation, and has provided the LARC with that information.

**Local AMBER Review Committee (LARC)**

The LARC agrees to the following duties:

- Provide guidance to law enforcement on the AMBER Alert system.
- Monitor the Lewis County AMBER Plan and review all alerts to ensure compliance.
- Maintain the system to file suggestions or grievances.
- Maintain a liaison with the Lewis County Local Area Emergency Communications Committee (LAECC) to administer the Lewis County AMBER Plan.

**MODIFICATION and TERMINATION of AGREEMENT:**

This agreement may be modified at any time the parties listed herein deem necessary. Suggested modifications to this agreement shall be developed in writing and distributed to each party for their review and comment. A modification to this agreement is approved or rejected by mutual consensus. Any party may terminate participation in this agreement by submitting written notice of their withdrawal to the other parties. A termination notice shall be provided at least 30 days in advance of the effective date of such termination.

## Memorandum of Understanding

(Page 2 of 2)

### EFFECTIVE DATE:

The terms and conditions of this agreement shall become effective on the date that the representative of the law enforcement entity signs this agreement. The provisions of this agreement shall remain in full force until such time as this agreement is modified or terminated by the parties.

### SIGNATURES:

<b>Agency</b>	<b>Signature</b>	<b>Date</b>
Local AMBER Review Committee --Chairman (LARC) <b>Gene Seiber</b>		
Lewis County Sheriff's Office --Sheriff <b>Steve Mansfield</b>		
Centralia Police Department --Chief <b>Bob Berg</b>		
Chehalis Police Department --Chief <b>Glenn Schaffer</b>		
Morton Police Department --Chief <b>Dan Mortensen</b>		
Mossyrock Police Department --Chief <b>Jeremy Stamper</b>		
Napavine Police Department --Officer in Charge <b>Silas Elwood</b>		
PeEll Marshall's Office --Marshall <b>Steve Dawes</b>		
Toledo Police Department --Chief <b>John Brockmueller</b>		
Vader Police Department --Chief <b>Terry Williams</b>		
Winlock Police Department --Chief <b>Terry Williams</b>		

**Local AMBER Review Committee (LARC)**

**Membership List - 2012**

<b>Gene Seiber, Sheriff's Office</b> LA ECC Representative <b>LARC Chairperson</b>	Office: (360) 740-1341  <a href="mailto:gene.seiber@lewiscountywa.gov">gene.seiber@lewiscountywa.gov</a>
<b>Michael Strozyk, Central Services</b> E911 Communications	(360) 740-2781  <a href="mailto:michael.strozyk@lewiscountywa.gov">michael.strozyk@lewiscountywa.gov</a>
<b>Jason Ashley, Washington State Patrol</b>  Law Enforcement	Office: (360) 496-3323  <a href="mailto:jason.ashley@wsp.wa.gov">jason.ashley@wsp.wa.gov</a>
<b>Randy Kaut, Chehalis Police Dept.</b> Law Enforcement  <b>LARC Vice Chairperson</b>	Office: (360) 748-8605  <a href="mailto:rkaut@ci.chehalis.wa.us">rkaut@ci.chehalis.wa.us</a>
<b>Ross McDowell, DEM</b> Emergency Management Deputy Director	Office: (360) 740-1310  <a href="mailto:ross.mcdowell@lewiscountywa.gov">ross.mcdowell@lewiscountywa.gov</a>
<b>Dan Mortensen, Morton Police Dept.</b>  Law Enforcement	Office: (360) 496-6636  <a href="mailto:mpdchief@lewiscounty.com">mpdchief@lewiscounty.com</a>
<b>Jim Rich, Centralia Police Department</b>  Law Enforcement	Office: (360) 330-7680  <a href="mailto:jrich@cityofcentralia.com">jrich@cityofcentralia.com</a>
<b>Matt Shannon, News Media (KITI)</b>  News media	Office: (360) 736-6397 ext. 23  <a href="mailto:mshannon@live95.com">mshannon@live95.com</a>

**LOCAL AMBER ALERT IMPLEMENTATION PROCEDURES**

(Page 1 of 2)

PROCESS	STAFF	ACTION
Investigate Incident	Responding LE Officer	<ul style="list-style-type: none"> <li>• Contacts the reporting party and takes an initial report</li> <li>• Completes an AMBER Alert Report Form</li> </ul>
	LE Department Supervisor or Alternate Approving Agency	<ul style="list-style-type: none"> <li>• Verifies abduction details with LE officer and establishes AMBER criteria has been met</li> <li>• Faxes AMBER Alert Report to Lewis County E911 Communications</li> <li>• Contacts E911 Communications Supervisor to confirm receipt</li> <li>• Reviews AMBER Alert criteria with LEA Supervisor and confirms criteria has been met</li> <li>• Notifies Lewis County Division of Emergency Management</li> <li>• Notifies City and County PIOs</li> <li>• (If AMBER Alert criteria is not met, issues an Endangered Missing Person Advisory -- Non-AMBER)</li> </ul>
Evaluate AMBER Alert Criteria	E911 Communications	<ul style="list-style-type: none"> <li>• Contacts LEA Supervisor by phone to confirm receipt of AMBER Alert Report</li> </ul>
Portal Access	Responding LE Officer	<ul style="list-style-type: none"> <li>• Once Approval is determined, LEA will contact the WSP to request access to the Portal to activate a Statewide AMBER Alert</li> <li>• Completes the AMBER Media Notification Script</li> <li>• Serves as the AMBER Investigator and PIO until advised otherwise by a supervisor</li> <li>• Ensures notification of National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678</li> </ul>
	LE Department Supervisor	<ul style="list-style-type: none"> <li>• Makes administrative notifications per agency/department policy</li> <li>• Notifies WSP of law enforcement agency intention to activate an AMBER Alert</li> </ul>
	WSP	<ul style="list-style-type: none"> <li>• Ensures requesting LEA has a previously approved AMBER Plan or has a mutual aid agreement with a LEA with an approved plan</li> </ul>

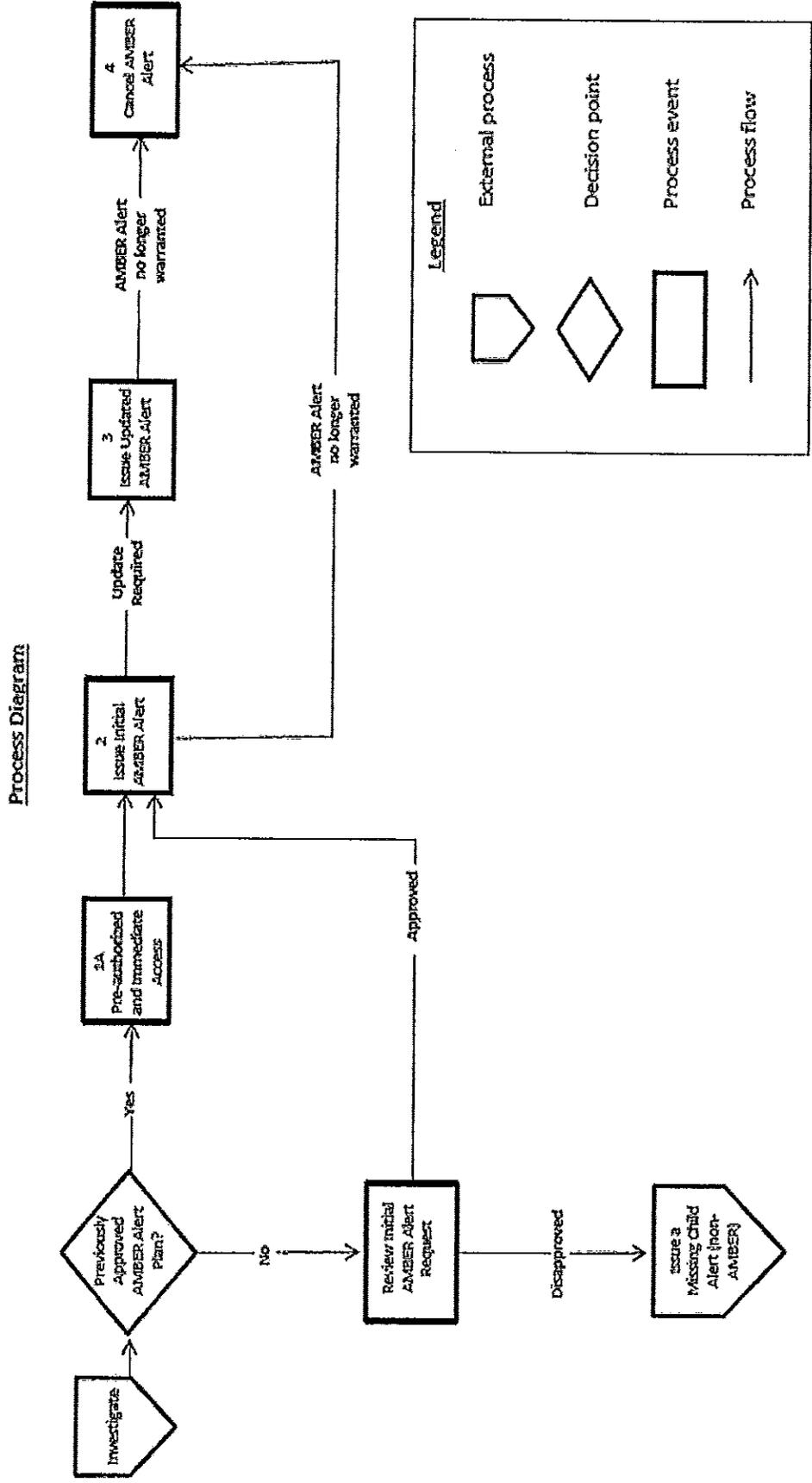
Lewis County  
AMBER Alert Plan

PROCESS	STAFF	ACTION
		<ul style="list-style-type: none"> <li>• Provides access to the Portal</li> <li>• Begins coordination with State EMD and DOT</li> </ul>
	<b>E911 Communications</b>	<ul style="list-style-type: none"> <li>• Receives access to Portal</li> <li>• Enters information into the Portal to issue the AMBER Alert (may request WSP issue the Alert)</li> <li>• Enters information into the Portal to update the AMBER Alert as long as it is active (may request WSP update the AMBER Alert)</li> </ul>
	<b>LEA Department Supervisor</b>	<ul style="list-style-type: none"> <li>• Assigns AMBER investigator to relieve reporting supervisor and appoints a PIO to handle all media inquiries</li> <li>• Staff the tip line</li> <li>• Responsible for the supervision of the ongoing investigation</li> </ul>
	<b>Broadcast Media</b>	<ul style="list-style-type: none"> <li>• Broadcast Public Service announcements at least every 30 minutes for the first two hours and once every hour for the next 3 hours</li> </ul>
	<b>Citizens</b>	<ul style="list-style-type: none"> <li>• Provide information about the incident provided in the AMBER Alert by calling E911</li> </ul>
	<b>E911 Communications</b>	<ul style="list-style-type: none"> <li>• Document calls on AMBER Alert Tip Sheet</li> </ul>
		<ul style="list-style-type: none"> <li>• Updates will be phone and/or faxed by the agency initiating the alert to LEA as soon as possible</li> </ul>
	<b>LEA, WSP, DOT</b>	<ul style="list-style-type: none"> <li>• Consult prior to end of 12 hours</li> </ul>
<b>Cancellation</b>	<b>Initiating Agency</b>	<ul style="list-style-type: none"> <li>• When recovery is made, notify LEA, E911 Communications, WSP, PIOs, State EMD, and other agencies involved and as soon as possible</li> </ul>
<b>AMBER Alert Review</b>	<b>LARC</b>	<ul style="list-style-type: none"> <li>• Receive activation reports and reviews to enhance the plan and identify training needs</li> <li>• Within 30 days of AMBER Alert, submits report to the WSP AMBER Review Committee</li> </ul>

# Attachment L - WASHINGTON STATE OVERALL ACTIVATION FLOWCHART

## AMBER Alert Activation Flowchart

The following diagram and associated event descriptions (in table format) reflect the high-level AMBER Alert process. A Law Enforcement agency with a previously approved AMBER Alert Plan or one with an existing mutual aid agreement with another Law Enforcement agency having an approved plan qualifies.



**Attachment M - Washington State Description of Event Process**

Event process	Law Enforcement Agencies (LEA)	Washington State Patrol (WSP)	WA State Emergency Management Division (EMD)	Broadcasters	WA State Dept. of Transportation (WSDOT)
<b>Investigate Incident</b>	Investigate and compile the initial information: <b>Responding Officer</b> 1. Contacts the reporting party and takes an initial report <b>Supervisor</b> 1. Evaluates the initial AMBER Alert Report 2. Completes AMBER Media Notification Script 3. Makes administrative notification per agency/departement policy 4. Serves as the AMBER investigator and PIO until advised otherwise by a supervisor. 5. Notifies WSP of the law enforcement agency intention to activate an AMBER Alert 6. Reference you have a previously approved AMBER Plan. 7. Ensures notification of National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678 <b>Administration</b> 1. Assigns AMBER investigator to relieve reporting supervisor and to handle all media inquiries				

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<p><b>1A. Pre-authorized and Immediate Access</b></p> <p><i>(For those having a previously approved AMBER Alert Plan or having a developed mutual aid agreement with another LEA with an approved plan.)</i></p>	<ol style="list-style-type: none"> <li>1. Determine that the AMBER Alert criteria is met.</li> <li>2. Notify the WSP that LEA has approved an AMBER Alert and request access to the Portal.</li> <li>3. Reference you have a previously approved AMBER Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check list of approved plans and proceed immediately with providing the LEA with access to the Portal to activate a Statewide AMBER Alert.</li> <li>2. Begin coordination with EMD and DOT.</li> </ol>			

### Washington State Description of Event Process

Event process	Law Enforcement Agencies (LEA)	Washington State Patrol (WSP)	WA State Emergency Management Division (EMD)	Broadcasters	WA State Dept. of Transportation (WSDOT)
<p><b>1B. Initial Review of AMBER Alert Request</b>  <i>(For those without a previously approved AMBER Alert Plan or having a developed mutual aid agreement with another LEA with an approved plan.)</i></p>	<ol style="list-style-type: none"> <li>Determine that the AMBER Alert criteria is met.</li> <li>Request the WSP to issue an AMBER Alert.</li> </ol>	<ol style="list-style-type: none"> <li>Review and approve/disapprove LEA's request based on the approved statewide criteria.</li> <li>Notify LEA of approval.</li> </ol>			
<p><i>If AMBER Alert criteria are not met:</i></p> <p>Issue an Endangered Missing person Advisory (non-AMBER).  <i>(External Process)</i></p>	<ol style="list-style-type: none"> <li>Receive notification of disapproval.           <ul style="list-style-type: none"> <li>Utilize Statewide Endangered Missing Person Advisory Plan.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Notify LEA of disapproval.</li> </ol>			

## Washington State Description of Event Process

Event process	Law Enforcement Agencies (LEA)	Washington State Patrol (WSP)	WA State Emergency Management Division (EMD)	Broadcasters	WA State Dept. of Transportation (WSDOT)
<p><b>2. Issue Initial AMBER Alert</b></p>	<ol style="list-style-type: none"> <li>1. Receive access to Portal.</li> <li>2. Enter information into the Portal to issue the AMBER Alert (Note: LEA may request the WSP issue the Alert.)</li> <li>3. May request EMD to forward the statewide tip line.</li> <li>4. Staff the tip line that was forwarded from EMD.</li> <li>5. Responsible for the ongoing investigation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide the LEA with access to the Portal.</li> <li>2. Notify a single point of contact in EMD to issue the AMBER Alert via EAS.</li> <li>3. Notify a single point of contact in WSDOT to activate the Electronic Highway Signs and the Highway Advisory Radio.</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive notification from the WSP to issue the AMBER Alert via EAS using code "CAE." (Also see Portal).</li> <li>2. Issue the AMBER Alert via EAS.</li> <li>3. Activate National Warning System (911 centers).</li> <li>4. Send AMBER Alert ACCESS administrative text message.</li> <li>5. If requested by LEA, forward the statewide tip line to the LEA for staffing incoming tips.</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive the AMBER Alert via EAS.</li> <li>2. Receive the AMBER Alert via Portal.</li> <li>3. Broadcast the AMBER Alert.</li> <li>4. Make follow-up AMBER Alert announcements</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive the request from the WSP to activate the Electronic Highway Signs and the Highway Advisory Radio.</li> <li>2. Receive the AMBER Alert information via the Portal.</li> <li>3. Activate the Electronic Highway Signs and the Highway Advisory Radio, as determined appropriate pursuant to DOT policy.</li> </ol>

### Washington State Description of Event Process

Event process	Law Enforcement Agencies (LEA)	Washington State Patrol (WSP)	WA State Emergency Management Division (EMD)	WA State Dept. of Transportation (WSDOT)
<p><b>3. Issue Updated AMBER Alert</b></p>	<p>1. Enter information into the Portal to update the AMBER Alert.             (Note: LEA may request the WSP update the AMBER Alert.)</p>	<p>1. Receive updated information via portal.             2. If conditions warrant, request EMD to issue update via EAS and DOT to update the Electronic Highways Signs and the Highway Advisory Radio.             3. Consult with LEA and DOT prior to end of 12 hr Rule.</p>	<p>1. Receive update notice from the WSP. (Also see Portal.)             2. Issue update via EAS.</p>	<p>1. Receive updated information via Portal.             2. Broadcast updated AMBER Alert information.             3. Go to AMBER Alert Web Portal to obtain information.</p>

### Washington State Description of Event Process - Cancellation

Event process	Law Enforcement Agencies (LEA)	Washington State Patrol (WSP)	WA State Emergency Management Division (EMD)	Broadcasters	WA State Dept. of Transportation (WSDOT)
<p>4. Cancel AMBER Alert</p>	<ol style="list-style-type: none"> <li>Determine the AMBER Alert activation is no longer warranted.</li> <li>Enter information into the Portal to cancel the Alert. (Note: LEA may request the WSP cancel the AMBER Alert.)</li> <li>Notify the WSP of the cancellation.</li> </ol>	<ol style="list-style-type: none"> <li>Receive cancellation request from Portal.</li> <li>Notify a single point of contact in EMD of cancellation.</li> <li>Notify a single point of contact in DOT of the cancellation.</li> </ol>	<ol style="list-style-type: none"> <li>Receive cancellation notice from the WSP. (Also see Portal).</li> <li>Issue cancellation using EAS code "ADR."</li> </ol>	<ol style="list-style-type: none"> <li>Receive cancellation via EAS (using "ADR" code).</li> <li>Receive cancellation via Portal.</li> <li>Broadcast cancellation as a news item or other means--but do not rebroadcast EAS cancellation message.</li> </ol>	<ol style="list-style-type: none"> <li>Receive cancellation via Portal.</li> <li>Receive cancellation notice from the WSP.</li> <li>Cancel the Electronic Highway Signs and the Highway Advisory Radio.</li> </ol>