

**ALASKA
AMBER
ALERT**



State of Alaska AMBER Alert Plan

AMBER: **A**bducted **M**inors **B**roadcast **E**mergency **R**esponse

The AMBER Alert Plan is a voluntary partnership between law enforcement agencies and broadcasters to alert the public when a child has been abducted and is believed to be in serious danger. Under the AMBER plan, area radio and television stations will interrupt programming to broadcast information about the abducted child, suspect and suspect vehicle, using the Emergency Alert System (AES). This program is designed to gain public participation and support in passing on investigative leads to law enforcement to secure rapid and safe return of the abducted child. The program will exert pressure on the abductor to release the child due to media and public attention.

This plan has been developed through the cooperative efforts of the Alaska State Troopers, Alaska Division of Emergency Services, Alaska Department of Transportation and the Alaska State Broadcasters Association.

Working together, we can make the Alaska AMBER Alert Program an effective tool in recovering abducted children, and deterring possible abductions.

Table of Contents:

<u>Item</u>	<u>Page</u>
<i>Introduction.....</i>	<i>4</i>
<i>Activation Criteria.....</i>	<i>5</i>
<i>Program Requirements.....</i>	<i>6</i>
<i>Roles and Responsibilities.....</i>	<i>7</i>
<i>Activation Procedures.....</i>	<i>8</i>
<i>Cancellation/Review Process.....</i>	<i>10</i>
<i>Media Guidelines and Information.....</i>	<i>11</i>
 <i>Appendices:</i>	
<i>1 – Amber Alert Checklist.....</i>	<i>13</i>
<i>2 – EAS Alert Message.....</i>	<i>14</i>
<i>3 – AMBER Alert Request Form.....</i>	<i>16</i>
<i>4 – AMBER Alert Procedural Checklist.....</i>	<i>18</i>
<i>5 – AMBER Alert Leads Form.....</i>	<i>19</i>
<i>6 – Website Activation/Cancellation Procedure.....</i>	<i>20</i>
<i>7 – EAS Activation/Cancellation Procedure.....</i>	<i>22</i>

INTRODUCTION

This plan provides procedural guidelines for activation of an AMBER Alert and the relationships between agencies involved in this program. The plan is designed as a guide to provide assistance to all participants to clearly define roles and responsibilities.

The AMBER (Abducted Minor: Broadcast Emergency Response) Alert system reflects Alaska's continued commitment to the safety of its citizens. This program ensures that accurate and timely information is disseminated to the public, public agencies, and private sector resources when a child under 18 years of age has been abducted and is believed to be in grave danger. The goal is the safe and rapid return of the abducted child. This agreement represents a voluntary cooperative effort between Alaska's law enforcement agencies, public and private sector agencies, and the state's broadcasters.

Local law enforcement and the Alaska State Troopers will collaborate on decisions to activate statewide AMBER Alerts. The Alaska State Troopers and other Level One agencies, will initiate statewide emergency alerts to broadcasters for dissemination to the public. The alerts will include descriptions of the child, and whenever possible descriptions of the suspect and the suspect's vehicle, as well as a toll-free number to contact law enforcement with information that could be critical to the safe recovery of an abducted child.

The Emergency Alert System (EAS) will be the primary mechanism for sending alerts. Secondary methods include the Dynamic Message Signs (SYLVIA) and the DOT's 5-1-1 emergency phone system. These alerts will be disseminated to all available media sources including Alaska's newspapers and wire services. Through the AMBER program, local law enforcement agencies will receive timely information and alerts for immediate dissemination to their officers and staff.

ACTIVATION CRITERIA

AMBER Alerts will not be activated for every child abduction and will be issued only when specific requirements are met. Requests for activation of the Alaska AMBER Alert system will be evaluated based on the following criteria:

- ◆ The abduction involves a child or children under 18 years of age, or someone with a known mental or physical disability; and,
- ◆ Local law enforcement is reasonably certain that an abduction has occurred and the victim is believed to be in imminent danger of serious bodily harm or death;
- ◆ Enough descriptive information is available about: the victim; the suspect; and/or the suspect's vehicle to assist with the safe recovery of the victim and/or the apprehension of the suspect; and,
- ◆ Information on the abduction has been entered into the National Crime Information Center (NCIC), and flagged as a Child Abduction (CA) or AMBER Alert (AA).

*****NOTE: AMBER Alerts are not to be used for Runaway or Family Abductions, unless investigation determines that the victim's life is in immediate danger.***

PROGRAM REQUIREMENTS

- a. A coordinated effort by Local, State and Federal Agencies, private sector agencies and Alaska broadcasters is required to evaluate, activate and disseminate statewide AMBER Alerts.
- b. AMBER Alerts can only be implemented through state and local law enforcement agencies, ***not through citizen activations***. Citizens requesting activation must contact their local law enforcement agencies or the Alaska State Troopers.
- c. Use of the system is restricted to abductions where the child is believed to be in danger.
- d. Members of the Alaska Broadcasters Association will voluntarily interrupt their regular programming to broadcast periodic AMBER Alerts.
- e. Local law enforcement will provide the initial response in any reported child abduction. State and federal investigative assistance is intended as a supplement to, and not a substitute for, local response.
- f. Local law enforcement agencies will enroll in the program at one of three levels. The level of participation will depend on the resources of the law enforcement agency.

Level One:

- Level One agencies will have the independent authority to activate an AMBER Alert.
- The agency's dispatch center will be responsible for taking all calls from the public and for media releases. AST will coordinate notifications to other agencies.
- The Level One agency will be the primary investigative agency in the case.

Level Two:

- Level Two agencies will coordinate with the Alaska State Troopers to initiate the activation of an AMBER Alert through the Alaska State Trooper Dispatch Center in Fairbanks.
- The Fairbanks Dispatch Center (FDC) will receive all calls and route information to the Requesting Law Enforcement Agency (RLEA).
- AST will disseminate information to the media, DOT, ADES, and other participating agencies.
- Level Two agencies will be the primary investigative agency in the case.

Level Three:

- Level Three agencies will operate under the same guidelines as Level Two agencies with the exception that the Alaska State Troopers will be the primary investigative agency in the case.

ROLES AND RESPONSIBILITIES

Alaska State Troopers/Fairbanks Dispatch Center (FDC)

- ◆ Serves as the initial contact for Requesting Law Enforcement Agencies (RLEA's) to activate an alert;
- ◆ Notifies bordering local, State, Federal and Canadian Law Enforcement and/or Customs, State agencies having jurisdiction over airports and ferry terminals (DOT); private industry; and private transportation companies.
- ◆ Posts and maintains AMBER Alert information on the statewide 5-1-1 emergency number.
- ◆ Activates dynamic message signs (DMS) along the state highway system to direct motorists to the 5-1-1 number;
- ◆ Provides a 24-hour dispatch center for call taking and routing of information.
- ◆ Coordinates involvement of the State Crime Detection Laboratory;
- Coordinates the annual review of statewide AMBER Alert activations.

State of Alaska Department of Transportation (DOT)

- ◆ Receives and disseminates AMBER information to all facilities under DOT jurisdiction (airports, ferry terminals, etc); and,
- ◆ Notifies all DOT maintenance crews via State Radio about AMBER Alerts.

State of Alaska Division of Emergency Services

- ◆ Assists in notification of state, federal and private sector agencies;
- ◆ Maintains an electronic database for disseminating e-mail and fax messages to Alaska's media and the state's public transportation facilities; and,
- ◆ Provides administrative support in developing, implementing, and maintaining the AMBER Alert plan.

ACTIVATION PROCEDURES

Following are procedures for activation of the Alaska AMBER Alert system:

1. Local Response/Initial State Notification:

Upon notification to a local law enforcement agency that a possible abduction has taken place, the Requesting Law Enforcement Agency (RLEA) will contact the nearest Alaska State Troopers Post to advise of the potential for activating an AMBER Alert.

The receiving State Trooper Post will notify the Fairbanks Dispatch Center (FDC) and their local dispatch center; provide a briefing to the immediate chain of command; and notify the State Emergency Operations Center of the potential activation.

2. Verification of Incident/State Notification:

If the abduction is verified, the RLEA will fax a completed copy of the AMBER Alert Report form (Appendix 3) to the FDC requesting an activation of the AMBER Alert system.

3. Evaluation of Request :

From Level Two and Level Three agencies; the request will be evaluated by the AST Emergency Operations Supervisor prior to activating the AMBER Alert system. If the EOC Supervisor is unavailable, EOC staff will contact the on-call Division Staff Officer for approval.

Following a Level One agency request for activation, or if an activation is authorized, immediate notification and briefing will be provided to the Alaska Bureau of Investigation, the Alaska State Troopers Division Command Staff, and the DPS Public Information Office.

4. AMBER Alert Activation:

A. Emergency Alert System (EAS)

- ◆ AST Fairbanks Dispatch Center personnel will activate the Emergency Alert System. Dispatch Center staff will record the information and issue an EAS message to KFQD radio in Anchorage using the Civil Emergency Message event code for All of Alaska. (This code will be replaced with the Child Abduction Emergency event code once the majority of Alaska EAS participants have upgraded their equipment to recognize the code.) KFQD automatically rebroadcasts the EAS message throughout the system.

- ◆ Alerts will be broadcast at least every 30 minutes during the first two hours of activation and then every hour for the next three hours. Hourly broadcasts will continue until the Fairbanks Dispatch Center receives notification from the requesting law enforcement agency to discontinue the alerts.

B. Media Notification

- ◆ Level 1 agencies will be responsible for the release of the **AMBER Alert – Media Advisory**, which will be sent to the media via e-mail and posted on the State AMBER Alert website.
- ◆ Level 2 and 3 agencies will coordinate with the Alaska State Troopers for release of the **AMBER Alert – Media Advisory**, which will be sent to the media via e-mail and posted on the State AMBER Alert website.

1. The AMBER Alert Media Advisory will include:

1. Description of the child (name, race, age, physical attributes, clothing worn);
2. Where the abduction took place;
3. Where the child was last seen;
4. Suspect description;
5. Suspect vehicle description;
6. Phone number for the media to call for additional information; and,
7. Phone number for the public to call with information.
8. A photograph of the child and suspect, if available, should be obtained and provided to the media as soon as possible.

5. Routing of Calls from the Public:

- ◆ 1-866 AKAMBER (252-6237) number, and 9-1-1, will be used for each activation.
- ◆ Routing of calls will depend on the Level (1,2 or 3) of the Requesting Law Enforcement Agency (RLEA).
- ◆ 1-866-AKAMBER rings directly into the Fairbanks Dispatch Center at (907) 451-5181. Local law enforcement agencies will also receive calls through local 9-1-1 exchanges. **Any call received by dispatch, or other agency, will be forwarded to the responsible agency:**
 1. **after recording the caller's name and call-back number; and/or**
 2. **the information is taken and recorded on a 'leads sheet' and then forwarded.**
- ◆ Level 1 Agencies – calls/information will be forwarded to the originating law enforcement agency.

- ◆ Level 2 Agencies – calls/information will be forwarded to the originating law enforcement agency through the closest Alaska State Trooper dispatch center.
- ◆ Level 3 Agencies – calls/information will be forwarded to the assigned AST investigative unit through the closest Alaska State Trooper dispatch center.

6. Cancellation of an AMBER Alert:

- ◆ All RLEA's will determine the necessity to cancel an AMBER Alert and notify AST dispatch. AST dispatch will contact the Fairbanks Dispatch Center, which will then issue a cancellation of the AMBER Alert through the EAS. Fairbanks Dispatch will coordinate cancellation notification to State, Federal and Private Sector Agencies.

REVIEW PROCESS

An after-action review of each AMBER Alert will be completed following cancellation of the activation.

A review board comprised of state agencies and local law enforcement will review all activations occurring during an annual period as well as the AMBER Alert Plan. This review will insure accuracy of the plan, evaluate procedures and to clarify roles and responsibilities. Members will include representatives of the Alaska State Troopers, Alaska Broadcasters Association, the Alaska Police Chiefs Association, ADES, DOT, and other agencies, as needed.

Upon review, the review board will report written findings and recommendations for the review period.

Media Guidelines and Information

A. INFORMATION:

Media cooperation is vital to the Amber Alert Program, therefore it is critically important to achieve maximum participation from stations across the state. This is particularly true in urban areas, as an abductor may have traveled to the major population areas within the first two or three hours of the abduction.

Prompt broadcasting after an abduction is an integral part of the AMBER Plan and increases the probability of a successful resolution to these incidents.

1. The Alaska State Troopers will operate under the aforementioned guidelines. If an AMBER Alert is authorized, the initial alert will be issued over the Emergency Alert System (EAS). (Appendix 2).
2. The AMBER Alert will transmit to the participating stations via their EAS receiver. Participating stations' endec should be programmed for the event code CEM – Civil Emergency (or CAE - Child Abduction Emergency). This will be used for AMBER Alerts. Stations must be certain that their receiver is programmed to receive this code. An audiotape with the alert will be available for testing purposes.
3. Some stations may be programmed for an automatic interrupt of programming or for a delay. If delayed, the alert should be broadcast within 15 minutes of the receipt of the alert. Broadcast and cable television should have a "scroll" on-the-air within 15 minutes.
4. The alert message should be broadcast every 30 minutes for the first two hours, then once an hour for the next three hours.

5. The Public Information Office of the Department of Public Safety will place a written alert and any available photographs on our Alaska AMBER Alert website, <http://amberalert.alaska.gov>, as soon as possible.

6. Media will be contacted as soon as possible following resolution or cancellation of an AMBER Alert. (An AMBER Alert cancellation will be sent through the EAS if the situation is resolved within the initial 5-hour timeframe. After that, the information is handled just like a press release to the media.)

APPENDIX 1

AMBER ALERT CHECKLIST

(Law Enforcement/Dispatch Use ONLY)

1. Is the kidnapping one in which the child victim is under 18 years of age?
 - IF YES, answer question 5.
 - If NO, answer question 2.
2. Is the kidnapping one in which the child victim has a proven mental or physical disability?
 - IF YES, answer question 5.
 - IF NO, answer question 3.
3. Was the child kidnapping witnessed by anyone?
 - IF YES, answer question 5.
 - IF NO, answer question 4.
4. Did the child kidnapping involve acts of violence?
 - IF YES, answer question 6.
 - IF NO, answer question 5.
5. Do you believe the child to be in danger of serious bodily harm or death?
 - IF YES, answer question 6.
 - IF NO, DO NOT ACTIVATE THE AMBER PLAN.
6. Do you have enough descriptive information on the victim, suspect or suspect vehicle to assist in the location of the victim?
 - IF YES, ACTIVATE THE AMBER PLAN.
 - IF NO, DO NOT ACTIVATE THE AMBER PLAN.

The alert must contain a description of the child and details of the abduction. Law enforcement agencies should carefully consider NOT activating the plan if there is insufficient information to send out.

APPENDIX 2
EAS ALERT MESSAGE

Activation:

The Alaska Department of Public Safety and the Alaska Division of Emergency Services are activating this ALASKA AMBER ALERT.

We have just received this important announcement regarding an abducted child in *(Name of city)*.

The *(Local law enforcement agency and/or Alaska State Troopers)* is/are asking the public's assistance in locating *(Child's name)* a *(Child's description including race/sex/age/height/weight/hair/eyes)*. Child was last seen *(Location)* and is believed to be in DANGER. Child was last seen wearing *(Clothing description)*. Authorities believe the child was likely abducted by a *(Suspect description, include all available information)*, and may be traveling in a *(Vehicle description, year/color/make/ model/ license number)*.

For more information on this ALASKA AMBER ALERT please call 5-1-1 or go to our website at amberalert.alaska.gov.

Anyone with any information regarding this abduction is asked to call 9-1-1 or the AMBER Alert Hotline at 1-866-AK-AMBER that's 1-866-252-6237.

(See next page for Cancellation script)

Cancellation:

The Alaska Department of Public Safety and the Alaska Division of Emergency Services have cancelled the current ALASKA AMBER ALERT. This system has been designed to notify the public in case of an abducted minor who is believed to be in danger. Once again, the current ALASKA AMBER ALERT has been cancelled. Thank you.



State of Alaska Dept. of Public Safety

Case No.	
Date Investigated	
Investigating Agency	Investigating Officer
Perm ID	Agency Location
24 Hour Contact Number	
Agency Address	Agency/Officer Email Address

AMBER ALERT
REQUEST FORM

<p>CHECK ALL THAT APPLY</p> <p><input type="checkbox"/> Victim is under 18 years old and/or proven mentally or physically disabled</p> <p><input type="checkbox"/> The abduction was witnessed and/or involved acts of violence</p> <p><input type="checkbox"/> The victim is believed to be in danger of serious bodily harm or death</p> <p><input type="checkbox"/> There is enough descriptive information of the victim, suspect or suspect vehicle to assist in the location of the victim</p>	<p>DPS USE ONLY Approved/Disapproved By:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Perm ID</td> <td style="width: 30%; padding: 5px;">Date</td> <td style="width: 40%; padding: 5px;">Time</td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;">AMBER ALERT ISSUED (DATE/TIME)</td> </tr> </table>	Perm ID	Date	Time	AMBER ALERT ISSUED (DATE/TIME)								
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Offense Code UCR#	TYPE OF ACTIVITY	Date Reported	Time Reported	Date Occurred	Time Occurred								
1	Child Abduction/AMBER Alert Request												
<p>Location of Offense/Activity Patrol Zone</p>													

Victim Information:

Name/Nickname:		Sex:	DOB: APSIN ID#	
Home Address: NCIC #				
Work Address: SSN#				
Home Tel. #		Work Tel. #		Cell Phone #
Race:	Height:	Weight:	Hair:	Eyes:
Photo? Yes No		Glasses, Contacts?		Scars/Marks?
Clothing	<u>Style/Description</u>	Color	Clothing	<u>Style/Description</u>
Coat-Jacket		Shoes		
Shirt		Gloves		
Pants		Other		
Hat		Other		

Suspect Information:

Name/Nickname:		Sex:	DOB: APSIN ID#	
Home Address: NCIC #				
Work Address: SSN#				
Home Tel. #		Work Tel. #		Cell Phone #
Race:	Height:	Weight:	Hair:	Eyes:
Photo? Yes No		Glasses, Contacts?		Scars/Marks?
Clothing	<u>Style/Description</u>	Color	Clothing	<u>Style/Description</u>
Coat-Jacket		Shoes		
Shirt		Gloves		
Pants		Other		
Hat		Other		

ALASKA AMBER ALERT PROCEDURAL CHECKLIST

When a Law Enforcement Agency (LEA) contacts the Alaska State Trooper Fairbanks Dispatch Center (AST/FDC):

- 1. An AST/FDC dispatcher determines if the report meets the basic requirements of the Alaska AMBER Alert Plan (Appendix 1).**
- 2. The AST/FDC dispatcher will have the reporting LEA fill out the SOA AMBER Alert Report Form (Appendix 3) and fax it to the AST/FDC at 451-5317.**
- 3. The AST/FDC dispatcher will then notify:**
 - a. The current EOC lieutenant or on-call division staff officer;**
 - b. The Alaska Division of Emergency Services, Statewide Emergency Coordination Center (SECC) Duty Officer;**
 - c. The Alaska State Trooper Public Information Office (PIO); and**
 - d. The detachment OIC of the pending AMBER Alert.**
- 4. Once approved, the AST/FDC will issue the AMBER Alert.**
 - a. Post the new AMBER Alert to the website, (See separate instructions Appendix 6)**
 - b. Enter the information into the AMBER Alert script (Appendix 2) and send the alert via EAS. (See separate instructions Appendix 7)**
- 5. AST/FDC will contact the PIO and ensure that they have a completed copy of the AMBER Alert Report Form and any available photographs of the victim, suspect, or suspect's vehicle.**
- 6. AST/FDC will issue a standard Commissioner's Notification on the alert.**
- 7. AST/FDC will issue a standard STXX/POLS notification on the alert.**
- 8. AST/FDC will enter the alert on NCIC.**
- 9. AST/FDC will log and forward all information received to the appropriate LEA or case OIC (Appendix 5).**
- 10. Cancel AMBER Alert when notified by requesting agency.**
 - a. Cancel the Alert on the webpage. (See Appendix 6)**
 - b. Send the cancellation via the EAS. (See Appendix 7)**

Appendix 6

POSTING AN AMBER ALERT TO THE WEBSITE

1. Go on-line in Internet Explorer to <http://AmberAlertWeb>.
2. Log on to the AMBER Alert Maintenance page by using your APSIN User ID as the User ID and your APSIN Operator ID as the Password.
3. Select the “Add Alert” prompt.
4. Fill out the form as completely as possible attaching photos etc.
5. Once complete click on the “Add Alert” prompt at the top of the page.
6. Alert will now be posted to the website and the Bulk Email list will be sent out directing recipients to the website for more information.

CANCELLING AN AMBER ALERT ON THE WEBSITE

1. Go on-line in Internet Explorer to <http://AmberAlertWeb>.
2. Log on to the AMBER Alert Maintenance page by using your APSIN User ID as the User ID and your APSIN Operator ID as the Password.
3. Select the “Cancel Alert” prompt.

4. Mark the proper alert to be cancelled and click on the “Select” prompt.
5. You will be shown the original worksheet for posting the alert. If it’s the right one, click on the “Cancel Alert” prompt at the top of the page.
6. The Alert will now be removed from the website and the Bulk Email list will be sent out notifying recipients that the alert has been cancelled.

Appendix 7

EMERGENCY ALERT SYSTEM (EAS) PROCEDURES

1. If sending an actual alert (not a weekly or monthly test) ensure you have filled out one of the fill-in-the-blank scripts on the following pages **BEFORE** you proceed.
2. Pick up the handset on the phone unit provided. **Use the phone unit provided (as pictured below) ONLY.**



3. Dial **9,1-907-344-9827**. After one ring KFQD should pick up. You should not hear anything on the line. If the phone keeps ringing or you hear a person on the line, hang up and try again.
4. Once KFQD picks up, place the Hold/Release switch on the black Comrex telephone coupler to the **HOLD** position.



Pick up the Sage Alerting Systems remote control as shown below:

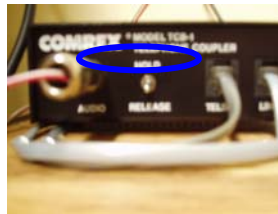


5. Press the button on the remote control for the alert you wish to send. (Your options are on the bottom of the remote, and are labeled **Weekly Test**, **Monthly Test**, **Amber Alert**, **Tsunami Warning**, or **Tsunami Cancellation**)
6. Enter in the password by pressing the **ENTER** key four times. The screen on the remote should next ask for a duration. The duration should be 1:00:00.
7. Press the **ENTER** key, and the screen on the remote should display the name of the event (i.e. Amber, Tsunami Warn, etc) and should also say **Proceed or Abort**.
8. Press the **ENTER** key. The system should start transmitting the alert. The first sounds you hear should sound like a computer modem, followed by an 8 second tone .

9. You will see a countdown on the remote that says **X** seconds until audio. **At this time you will need to pick up the microphone and be prepared to read your prewritten message!!!**



10. After the countdown, press the push to talk switch on the microphone and read your message. (Appendix 2)
11. When you are done reading the message, pick up the remote control and press the **OPTION** key. This will end the audio portion of the alert. You should hear a modem tone, and that will indicate the end of the alert.
12. Place the remote control back in its place, and go to the **Comrex** telephone coupler. Place the **HOLD/RELEASE** switch back to the **RELEASE** position. This will end the phone call to KFQD.



NOTES: For the Weekly Test and Monthly Tests, you should not have to use the microphone (skip steps 10-12). For Amber Alerts, Tsunami Warnings, and Tsunami Cancellations, you will need to use the microphone and read back your prewritten scripts. (see the following pages for blank script messages).