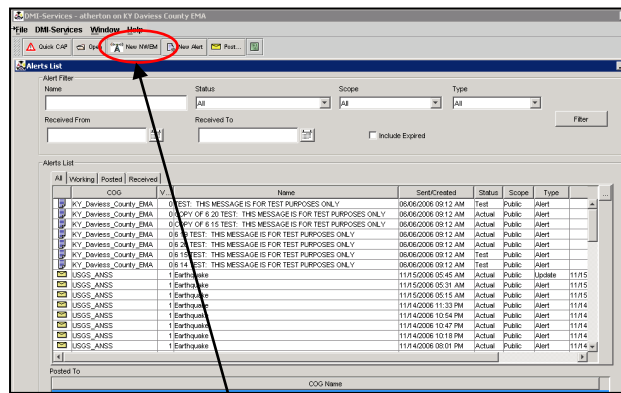


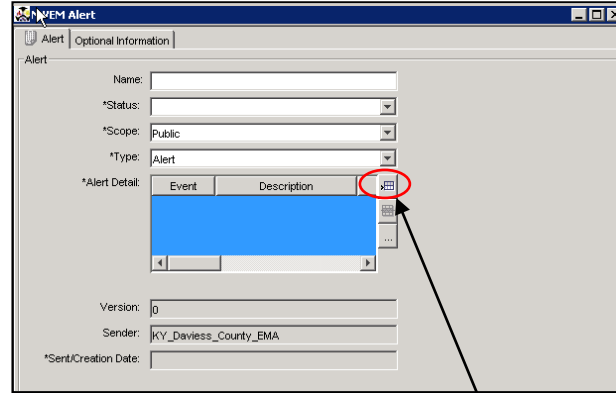
1



- a. ACCESS **Alerts List** from the menu: *DMI-Services/ Disaster Management Tools / Alerts List*.
- b. CLICK on the **New NWEM button**.

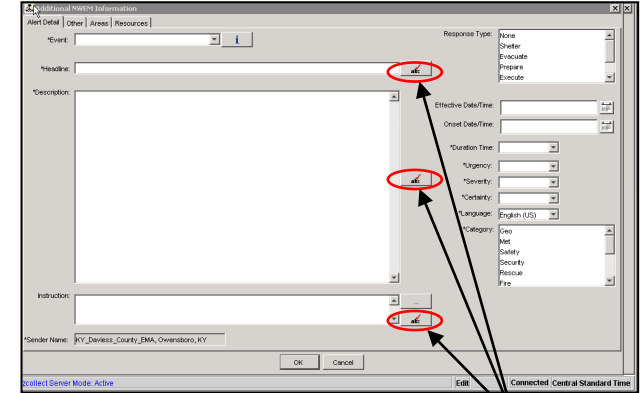
NOTE: Throughout, required fields are marked with an asterisk (*).

2



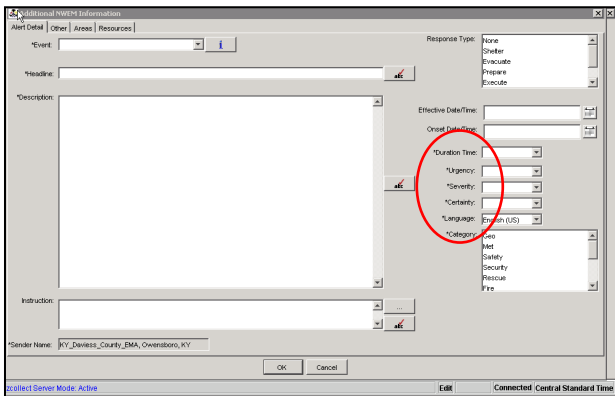
- a. ENTER **Name**. (Tip: Include **NWEM** in name to identify it on Alerts list later.)
- b. SELECT **Status** from drop down list.
 - o Actual and Exercise are broadcast;
 - o Test and System are not broadcast.
- c. Leave **Scope** as Public.
- d. Leave **Type** as Alert.
- e. CLICK on the **Grid Button** to open the Additional NWEM Information window.

3



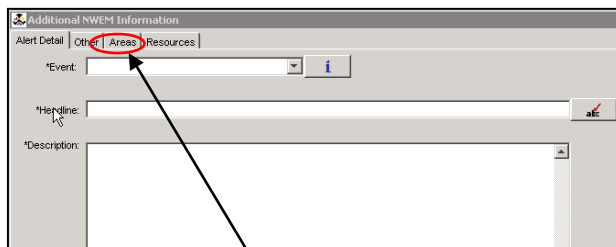
- a. In **Alert Detail Tab**, SELECT **Event** from drop down list.
- b. ENTER **Headline**, max 160 characters including spaces.
- c. ENTER **Description** of the hazard.
- d. ENTER public protective **Instruction**.
 - o Max length of **Description** + **Instruction** is 160 words.
 - o For all fields, use only letters, numerals, period (.), ellipsis (...), plus (+), minus (-).
 - o Use the **Spell Check Buttons** for each field.

4

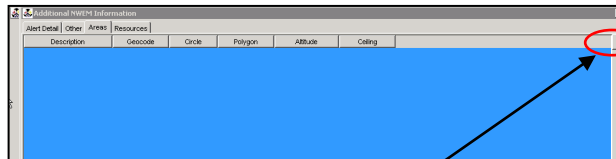


- a. At a minimum, SELECT VALUES for Required Fields:
 - o ***Duration Time**
 - o ***Urgency**
 - o ***Severity**
 - o ***Certainty**
 - o ***Language** (must be English except for Puerto Rico),
 - o ***Category**

5

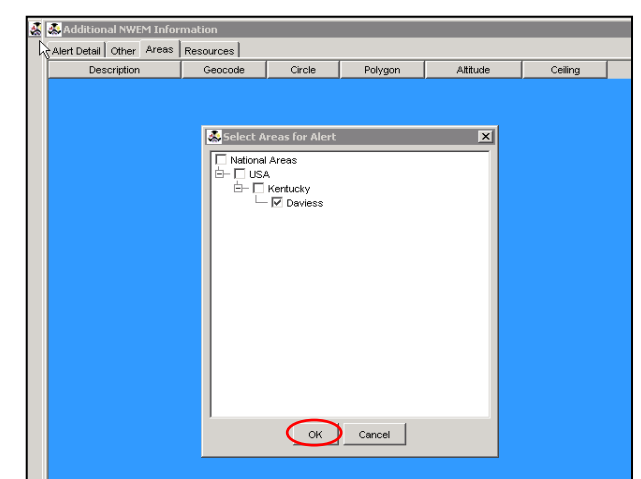


- a. CLICK on **Areas Tab**.



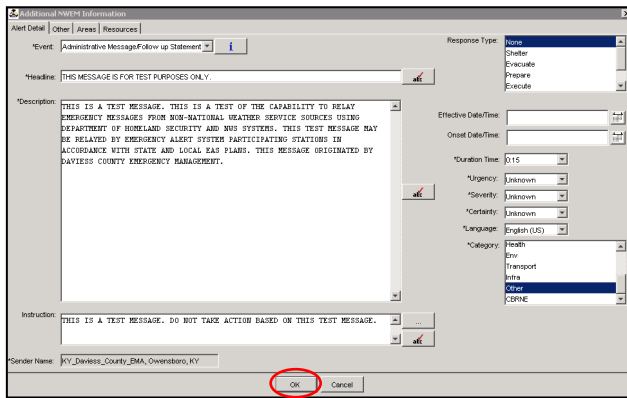
- b. CLICK on the **Ellipsis Button**.

6



- a. EXPAND the tree structure
- b. SELECT the **Area To Be Warned** for which you are authorized.
- c. CLICK **OK**.

7

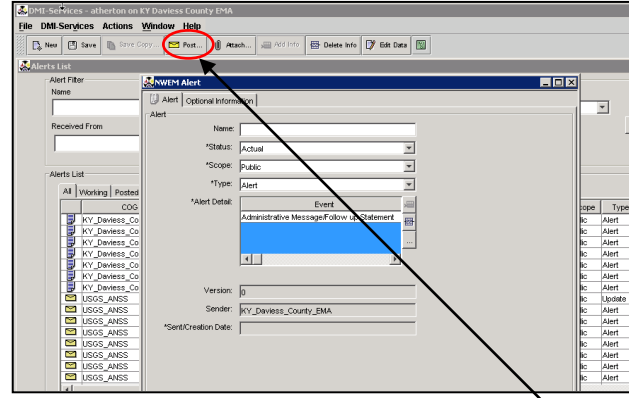


This is a Sample Message ready to be Broadcast

If you reselect the Alert Detail Tab, you will see YOUR NWEM Message.

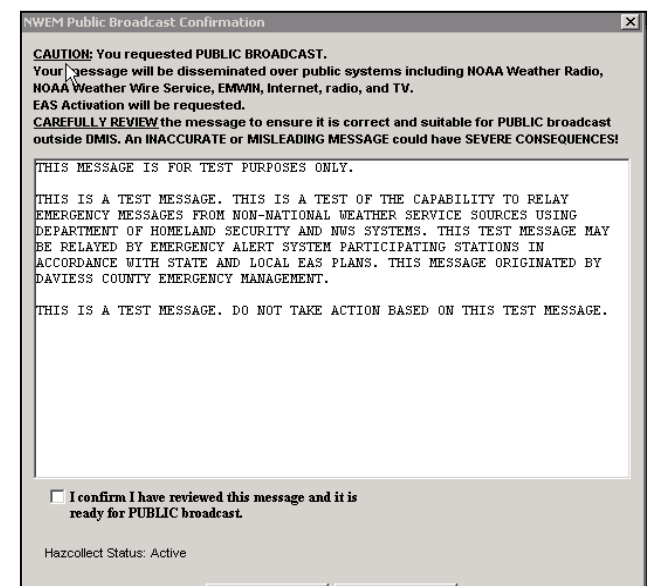
a. CLICK OK.

8



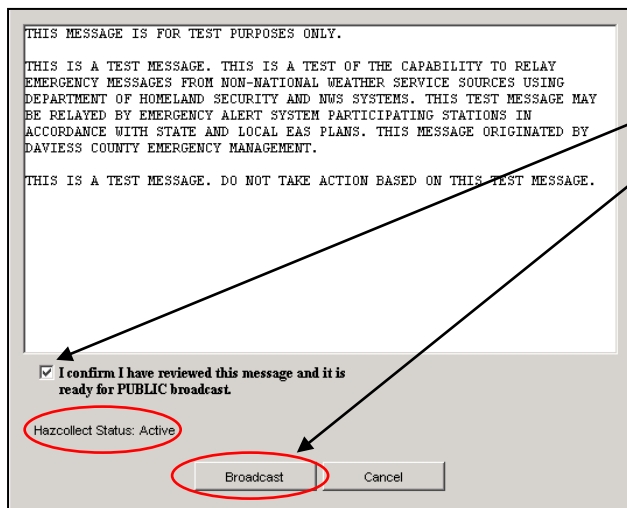
- a. The initial NWEM window is displayed.
- b. If you are **NOT Ready to Broadcast**, CLICK on Save.
 - o After saving, if you wish to use the message as a Template, click on Save Copy.
- c. If you are **READY to Broadcast**, CLICK on the Post Button.

9



The Broadcast Confirmation window is displayed. **REVIEW THE MESSAGE CAREFULLY.**

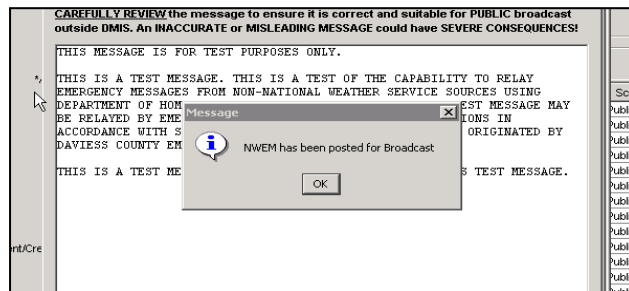
10



a. VERIFY that the HazCollect System Status is "ACTIVE."

11

- a. If the System Status is ACTIVE, and
- b. the message is correct and ready for public broadcast over NOAA Weather Radio and the Emergency Alert System, CLICK in the Confirmation Box.
- c. The Broadcast Button is enabled.
- d. CLICK on the Broadcast Button.
- e. The following Confirmation Message should appear in a few seconds.



12

The ONLY method for verifying that your NWEM message has actually been broadcast is listening to NOAA Weather Radio and/or local EAS stations.

For further information see:

<http://www.disasterhelp.gov/disastermanagement/>