Administrative Message (ADR)

A non-emergency message providing updated information about an event in progress, an event that has expired or concluded early, pre-event preparation or mitigation activities, post-event recovery operations, or other administrative matters pertaining to the Emergency Alert System.

ADR may be used for precautionary advisory messages. Precautionary advisories are issued as a protective measure or "In an abundance of caution." Because there are no civil advisory or civil statement event codes, precautionary advisory messages are typically distributed through normal public information and news media channels instead of EAS and WEA.

Note: DHS IPAWS does NOT forward ADR messages to NOAA weather radios (non-weather emergency messages) or cellphones (Wireless Emergency Alert).

Broadcasters and cable systems typically do not interrupt programming for ADR messages. They normally include follow-up information as part of normal news coverage. Unstaffed facilities serving remote areas with limited news sources could distribute administrative messages to the public, because ADR messages can contain important follow-up information. Message authors should assume any CAP/EAS message may be broadcast to the public, and should ensure all messages are suitable for public broadcast.

1) All Clear Notification

A message provided by emergency management officials that indicates the threat or dangerous situation has ended. Different emergency agencies have different policies whether or not to use All Clear messages

2) Drinking Water Advisory (precautionary)

Water systems and state or local agencies issue drinking water advisories when water quality could be compromised, pending confirmation by laboratory testing. Advisories tell individuals, schools, hospitals, businesses, and others about the situation and how to take immediate action. An advisory does not mean that the water is contaminated, but rather that it could be contaminated: because the water quality is unknown, customers should assume the water is unsafe to drink and take the appropriate precautions.

A precautionary drinking water advisory, which may include a boil water advisory, is usually issued in the following instances:

- If untreated water may have reached the distribution system (e.g. reservoir flooding)
- Loss of pressure in the entire distribution system or a significant portion of the system
- A water main break where dirt and debris may have entered the distribution piping

Laboratory test confirmed drinking water contamination should use CDW or LAE depending on public impact.

http://www.cdc.gov/healthywater/pdf/emergency/drinking-water-advisory-communication-toolbox.pdf

Attention: The sample in this template does not include all items required by EPA's Public Notification Rule. The sample messages must be supplemented by media releases and additional public outreach.

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3) False alert notification

A message provided by emergency management officials after an accidental or unauthorized alert. This could be used after warning sirens accidently sound, an erroneous EAS alert, or unauthorized activation by vandals.

Do NOT repeat or attempt to send a new alert after an accidental alert. Multiple alerts cause even more disruptions. The public naturally tries to confirm alert messages through the other media, so it is not necessary to issue a "correction" alert after an accidental alert.

For accidental CAP alerts, immediately attempt to "cancel" the CAP message through the IPAWS user interface. This is similar to "recalling" an e-mail message, and doesn't always work. If the CAP message cannot be canceled through the CAP interface, use normal public information and media information channels for false alert notifications.

Use the ADR event code only when it is necessary to send a formal false alert notification. But again, it's usually better not to attempt to send "correction" alerts.

4) Loss of alerting sources, e.g. weather radio, LP-1, LP-2 off the air

An administrative message about a long-term change or failure of an EAS or CAP alerting source. A short-term loss of an alerting channel does not require any notification. Broadcasters and cable systems should investigate failures to receive weekly RWT and monthly RMT messages from mandatory and optional EAS and CAP sources.

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	PSSCCC	Locations included in alert area
Duration (HHMM):	0100	1 Hour

Common Alerting Protocol Elements

Category: Safety
Event: Administrative Message
Response Type: AllClear

Urgency:	☐ Immediate	☐ Expected	☐ Future	☒ Past	☐ Unknown
Severity:	☐ Extreme	☒ Severe	☐ Moderate	☐ Minor	☐ Unknown
Certainty:	☐ Observed	☒ Likely	☐ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard	*[Severity] [Event/Hazard] [Certainty]*
Location of the emergency	in *[Short Area/City/County/State].*
Recommended action (urgency)	*[Recommended Action] [Urgency]*
Expected expiration if known	until *[hh:mm][am/pm].*

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency)	*[Recommended Action] [Urgency]*
Description of hazard	due to *[Severity] [Event/Hazard] [Certainty]*
Location of emergency	in the *[Area/City/County/State] area*
Expected expiration if known	until *[hh:mm] [a.m./p.m.] [Day].*

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	The *[Official Government Agency]* has issued an Administrative Update to the *[Severity] [Event/Hazard]* in *[City] [State].*
Why do people need to act?	At *[Incident Time] [Day], [Describe the incident, hazard and its consequences].*
Where is the emergency taking place?	This impacts people in *[Area/City/County/State],* including *[Describe location by reference to obvious geographic features, such as roads and rivers, rather than with abstract descriptions such as a one-mile radius of some intersection. The preferred method of describing the area should use compass directions and neighborhood and landmark names where appropriate.]*
	People in other areas in *[Area/City/County]* are not affected at this time.

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	For your personal safety, you should *[Urgency]* *[Recommended actions and extended instructions]*

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When do people need to act? (next update, expiration)	The *[Event Type]* remains in effect until further notice. This message will be updated in [Message Duration], or sooner if needed.
Closing.	For more information, check www.*[Official Web Site]*.gov, or tune to local news media. Please do not call *[9 1 1],* except for a serious emergency.

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	047005	Benton County, TN
Duration (HHMM):	0600	6 Hours

Common Alerting Protocol Elements
Category: Health
Event: Administrative Message
Response Type: Execute

Urgency:	☒ Immediate	☐ Expected	☐ Future	☐ Past	☐ Unknown
Severity:	☐ Extreme	☐ Severe	☒ Moderate	☐ Minor	☐ Unknown
Certainty:	☐ Observed	☐ Likely	☒ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard	Boil Water Alert
Location of the emergency	for City of Camden
Recommended action (urgency)	
Expected expiration if known	next 24 hours.

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency)	
Description of hazard	Boil Water Alert
Location of emergency	for City of Camden
Expected expiration if known	next 24 hours.

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	The Benton County Emergency Management Agency has issued a precautionary a boil water alert for the City of Camden due to a broken water main.
Why do people need to act?	
Where is the emergency taking place?	The City of Camden Water Department is recommending, but not requiring, all water department customers to boil water before consumption for the next 24 hours. Customers can call the City of Camden Water Department at 731-584-4656 for more information.

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	Use the boiled water for preparing and cooking food, feeding babies and using formula, making ice, brushing teeth and providing water to pets. Be careful not to swallow any water when bathing or showering. Use caution when bathing babies or young children.
When do people need to act? (next update, expiration)	
Closing.	Boil Water Instructions: – Fill a pot with water.

	– Heat the water until bubbles come from the bottom of the pot to the top. – Once the water reaches a rolling boil, let it boil for 1 minute. – Turn off the heat source and let the water cool. – Pour the water into a clean container with a cover for storage.

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	015001	Hawaii county, HI
Duration (HHMM):	0100	1 Hour

Common Alerting Protocol Elements
Category: Safety
Event: Administrative Message
Response Type: AllClear

Urgency:	☐ Immediate	☐ Expected	☐ Future	☒ Past	☐ Unknown
Severity:	☐ Extreme	☐ Severe	☐ Moderate	☒ Minor	☐ Unknown
Certainty:	☒ Observed	☐ Likely	☐ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard	Civil Defense siren malfunction
Location of the emergency	in Hawaii county.
Recommended action (urgency)	There is no emergency
Expected expiration if known	at 9:50 pm

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency) Description of hazard	Civil Defense siren sounding due to malfunction
Location of emergency	In Hawaii county
Expected expiration if known	at 9:50 p.m. on Friday, July 8

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	This is a Civil Defense message. This is a siren sounding information update for Friday, July 8 at 10:45 p.m.
Why do people need to act?	The recent island wide Civil Defense siren system sounding occurred due to a malfunction. There is no emergency.
Where is the emergency taking place?	Again, the recent island wide Civil Defense siren system sounding occurred due to a malfunction. There is no emergency.

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	
When do people need to act? (next update, expiration)	
Closing.	This is your Hawaii County Civil Defense.

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	017167	Sangamon county, IL
Duration (HHMM):	0600	6 Hours

Common Alerting Protocol Elements

Category: Met
Event: Administrative Message
Response Type: Monitor

Urgency:	☒ Immediate	☐ Expected	☐ Future	☐ Past	☐ Unknown
Severity:	☐ Extreme	☐ Severe	☐ Moderate	☒ Minor	☐ Unknown
Certainty:	☒ Observed	☐ Likely	☐ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard	Weather radio WXJ-75 off air
Location of the emergency	In Springfield, IL.
Recommended action (urgency)	Stay weather aware.
Expected expiration if known	

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency)	Stay weather aware.
Description of hazard	NOAA Weather Radio Station WXJ-75 off air
Location of emergency	in Springfield, Ill.
Expected expiration if known	

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	The National Weather Service in Lincoln says WXJ-75 in Springfield, Illinois is off the air at this time.
Why do people need to act?	The Springfield NOAA Weather Radio station (WXJ-75) on a frequency of 162.400 MHz is off the air. There is a problem with the communication line at the transmitter
Where is the emergency taking place?	site. Technicians have been called to work on restoring the Springfield weather radio station.

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	Please stay weather aware during the outage. Not all backup transmitters will tone for your specific county.
When do people need to act? (next update, expiration)	
Closing.	The National Weather Service apologizes for any inconvenience that this may cause to our listeners.

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	PSSCCC	Locations included in alert area
Duration (HHMM):	0100	1 Hour

Common Alerting Protocol Elements

Category: Rescue
Event: Administrative Message
Response Type: AllClear

Urgency:	☐ Immediate	☐ Expected	☐ Future	☒ Past	☐ Unknown
Severity:	☐ Extreme	☐ Severe	☐ Moderate	☒ Minor	☐ Unknown
Certainty:	☒ Observed	☐ Likely	☐ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard Location of the emergency Recommended action (urgency) Expected expiration if known	*[City, ST]* AMBER Alert: Cancelled. Child located in [City] [State].

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency) Description of hazard Location of emergency Expected expiration if known	AMBER Alert cancelled. Child located in [City] [State].

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	The *[Official Government Agency]* has cancelled the AMBER Alert for a child abducted in *[City] [State]*.
Why do people need to act?	The child was located in [City] [State] at [Time] [Day].
Where is the emergency taking place?	

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	No further action requested.
When do people need to act? (next update, expiration)	
Closing.	

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	PSSCCC	Locations included in alert area
Duration (HHMM):	0100	1 Hour

Common Alerting Protocol Elements

Category: Safety
Event: Administrative Message
Response Type: AllClear

Urgency:	☐ Immediate	☐ Expected	☐ Future	☒ Past	☐ Unknown
Severity:	☐ Extreme	☐ Severe	☐ Moderate	☒ Minor	☐ Unknown
Certainty:	☒ Observed	☐ Likely	☐ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard	Shelter-in-place cancelled
Location of the emergency	in *[Short Area/City/County/State]*.
Recommended action (urgency)	All clear. Resume activity.
Expected expiration if known	

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency)	Shelter in place cancelled.
Description of hazard	*[Event/Hazard]* cleared
Location of emergency	in the *[Area/City/County/State]* area
Expected expiration if known	

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	The *[Official Government Agency]* has cancelled the Shelter-In-Place order for *[Area/City/County/State]*.
Why do people need to act?	All clear.
Where is the emergency taking place?	

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	You can resume normal activity in *[Area/City/County/State]*.
When do people need to act? (next update, expiration)	
Closing.	

Administrative Message (ADR)

Emergency Alert System Elements

Originator Code (ORG):	CIV	Civil Authority
Event Code (EEE):	ADR	Administrative Message
Location Codes (PSSCCC):	PSSCCC	Locations included in alert area
Duration (HHMM):	0100	1 Hour

Common Alerting Protocol Elements

Category: Safety
Event: Administrative Message
Response Type: AllClear

Urgency:	☐ Immediate	☐ Expected	☐ Future	☒ Past	☐ Unknown
Severity:	☐ Extreme	☐ Severe	☐ Moderate	☒ Minor	☐ Unknown
Certainty:	☒ Observed	☐ Likely	☐ Possible	☐ Unlikely	☐ Unknown

Wireless Emergency Alert (WEA) Text (90 characters or less including spaces):

Description of the hazard	Evacuation cancelled
Location of the emergency	in *[Short Area/City/County/State]*.
Recommended action (urgency)	All clear. Resume activity.
Expected expiration if known	

Computer Headline (140/160 characters or less including spaces):

Recommended action (urgency)	Evacuation cancelled.
Description of hazard	*[Event/Hazard]* cleared
Location of emergency	in the *[Area/City/County/State]* area
Expected expiration if known	

Description (Instruction + Description should be 1500 characters or less and under 200 words):

Lead sentence briefly stating the official source, hazard and location.	The *[Official Government Agency]* has cancelled the evacuation order for *[Area/City/County/State]*.
Why do people need to act?	All clear.
Where is the emergency taking place?	

Instruction (Instruction + Description should be 1500 characters or less and under 200 words):

What should people do?	You can return to *[Area/City/County/State]*.
When do people need to act? (next update, expiration)	
Closing.	