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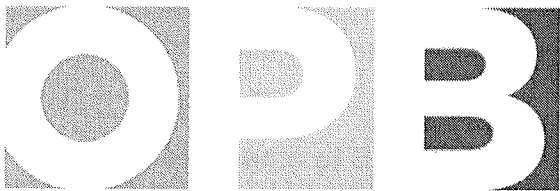
**Memorandum of Agreement**

**Between**

**Oregon Public Broadcasting**

**and**

**City of Portland, Oregon**



## I. Introduction

- A. Purpose – This Memorandum of Agreement (MOA) is intended to define a relationship between Oregon Public Broadcasting (hereinafter "OPB") and the City of Portland (hereinafter "City") for OPB to broadcast alert messages from the City to the public during emergencies.
- B. Scope – This agreement supports the City's Alert and Warning Annex.
- C. Objectives – The provisions of this agreement seek to establish OPB as a broadcast radio and, when appropriate, over-the-air (OTA) television broadcast point for communicating emergency messages from the City to the public.

## II. Situation and Assumptions

### A. Situation –

1. Some natural disasters and human-caused emergencies require the City to issue a warning to the public or provide information on how to prepare for what is about to happen or how to respond to the event.
2. When traditional lines of communication (e.g. landline phone, cell phone, Internet) are disabled by an emergency, AM/FM broadcast radio could be one of the only means for the City to communicate critical information to the public.
3. The Portland Bureau of Emergency Management (PBEM) will coordinate getting public messaging from the Mayor or his/her successor/designee to OPB for broadcasting in an emergency.
4. Emergency messages will be provided to OPB by any means available, including via telephone, City of Portland two-way radio, amateur radio, email, CD-R/memory card or recorded in person at an OPB facility.
5. OPB can pass information given to OPB to other media if other media asks, but is not required, nor will be held responsible for how other media organizations handle said materials.

### B. Assumptions –

1. This agreement is only intended to address communications to the public through OPB in the event most other means of communication are unavailable. In most cases, information to the public will be provided using multiple communications tools – including all local media partners – and not require the use of this system.

2. Emergency messages will be transmitted utilizing Frequency Modulation (FM) and/or Amplitude Modulation (AM) broadcast radio.
3. While every effort has been made to ensure the system works, delivery of a message is dependent on the availability of OPB's broadcast infrastructure.
4. OPB is not responsible for the content or timeliness of emergency information provided by this system.
5. OPB will cooperate with the City as to the length and timing of messages, however OPB reserves ultimate control over OPB's airwaves.
6. OPB may release the title, transcript, and/or recording of the public message provided by the City to other broadcasters or media outlets as necessary, however this MOA does not require them to do so.
7. Transmitter location(s) and broadcast signal strength should attempt to ensure that people within the city of Portland's boundaries can hear the transmission or view the OPB channel if OTA television is used. In the event a larger broadcast area is needed, the Mayor will coordinate with neighboring jurisdictions and request OPB to increase the distribution area.

### III. Access to OPB

- A. Message workflow – All emergency messages recorded by the Mayor or his successor/designee and submitted to OPB for broadcasting will be reviewed and approved by the City's Incident Commander and coordinated through PBEM and the City's Emergency Coordination Center/Emergency Operations Center if activated to avoid mixed messaging or misinformation.
- B. Message recorded by OPB – If an emergency message is recorded for broadcast directly by OPB, the Mayor and/or successor/designee can record it in the following ways:
  1. In person at OPB's headquarters (7140 SW Macadam Avenue) or at an auxiliary or portable facility.
  2. Via phone using a satellite phone or landline/cell phone with a Government Emergency Telecommunications Service (GETS) card.
  3. Via City of Portland two-way radio or amateur radio device.
  4. Via other method agreed upon by both parties ahead of delivery/availability.

- C. Message recorded by the City – If an emergency message is recorded for broadcast directly by the City, the Mayor and/or successor/designee can record it in the following ways and then submit to OPB:

1. WAV or MP3 recorded on a computer or smartphone and sent via email.
2. CD-R, DVD or storage device delivered by a courier.

#### IV. Message Specification

- A. Message information – The City is solely responsible for the content and timing of messages. If possible, emergency messages recorded by OPB or submitted by the City to OPB should include the following details:

1. Date and time created.
2. Created by/contact information.
3. Authentication password/passphrase.
4. Transmission method: broadcast radio, OTA television or both.
5. Recording length.
6. Message title.
7. Message transcript (if OTA television message is requested).
8. Broadcast frequency (e.g. every 30 minutes, hourly, daily).
9. Expiration date and time.

#### V. Authentication

- A. Authorized Persons – The Mayor of the City of Portland or his/her successor is the only public official authorized to activate the system or designate a City employee to record a message on his/her behalf.
- B. Succession – If the Mayor for any reason is unable or unavailable to perform the duties of office, authority to activate the system is delegated to the next official per Portland City Code 15.08.010 - <http://www.portlandonline.com/auditor/index.cfm?c=28224>.
- C. Password Authentication – A quarterly password/passphrase will be provided to OPB and the Mayor's Office by PBEM and shared with the VPs of News, Programming and Engineering. This password or passphrase will

accompany any messages sent to OPB and will serve to authenticate the message originator as an authorized official.

## VI. Test Procedure

- A. Test – The system will be tested at least once per year initiated by PBEM and coordinated with OPB. This test will involve recording a mayoral message and transmitting to OPB. OPB will authenticate the message and simulate broadcasting of the message. Additional yearly technical testing may also be required as necessary. A separate standard operating procedure will be created for testing of the system.

## VII. MOA Maintenance and Review

- A. Updates – The City is responsible for updating the MOA every two years in consultation with OPB.

City of Portland, Oregon

Oregon Public Broadcasting

By: \_\_\_\_\_  
(Signature)

Name: Sam Adams

Title: Mayor

Date \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
(Signature)

Office of City Attorney

Date \_\_\_\_\_