IPAWS PUBLIC ALERTING AUTHORITY APPLICATION

OMB Control No. xxxx-xxxx - Expires: xx/xx/20xx – Rev 04/25/2019

Instructions for Organizations Applying for Access to IPAWS-OPEN for Public Alerting

The following are the requirements for access to IPAWS-OPEN for Public Alerting:

- Your software vendor/system developer must have an executed Memorandum of Agreement (MOA) with FEMA for access to the IPAWS test environment. See http://www.fema.gov/library/viewRecord.do?id=5670.

- Your sponsoring organization must have an executed MOA with FEMA for system security requirements with signed Rules of Behavior. A separate application form is required. See https://www.fema.gov/library/viewRecord.do?id=6019.

- Demonstrated successful completion of the Emergency Management Institute (EMI) *Independent Study IS-247.a: Integrated Public Alerts and Warning System* course, posted online at http://training.fema.gov/EMIWeb/IS/IS247a.asp. (See Note # 5 below.)

Notes on the Public Alerting Application:

1. **COG Name** and **COG ID#**: This information is used to identify your organization and is provided by FEMA upon execution of an MOA. If you did not receive this information from FEMA, please contact the IPAWS office for assistance (ipaws@fema.dhs.gov)

2. **Geographic area of responsibility:** List the area name and FIPS codes for which you are authorized to issue public warnings, typically one or more counties.

   - A list of FIPS codes can be found here: http://www.census.gov/geo/www/ansi/countylookup.html
   - If you are requesting state-wide alerting authority, simply list the state
   - If you are requesting alerting authority in multiple states, please complete one separate form for each state

3. **Event Codes:** Check the event code boxes that apply to your alerting authority

   - A list of definitions for event codes can be found in Appendix C of the National Weather service Instruction 10-518 (http://www.nws.noaa.gov/directives/sym/pd01005018curr.pdf)
   - Note that some event codes are not available for certain dissemination systems (e.g. TOE is not available for WEA)
   - Consult your state reviewer if you are requesting Child Abduction Emergency (CAE) for Wireless Emergency Alerts (WEA)

4. **Signature:** Do not sign this form! This form must be signed by the state reviewer point of contact.

   - **Applicant:** Send the completed, unsigned form to the state reviewer contact provided by FEMA. If you did not receive this information from FEMA, please contact the IPAWS office for assistance (ipaws@fema.dhs.gov)
   - **State Reviewer:** Please review the requested alerting permissions. If consistent with state alert and warning plans, please complete the remainder of the form, sign and return to the applicant.

5. When you have successfully completed the IPAWS Independent Study course, submit a copy of your EMI training certificate to the FEMAIPAWS MOA coordinator (ipaws@fema.dhs.gov)

Next steps: Once your application has been processed, you will be notified when your public alerting permissions have been implemented in the IPAWS system and are ready to use

Application for IPAWS Public Alerting Authority

COG Name: _____ **COG ID#:** _____

Geographic Area of Responsibility: [List the names(s) and FIPS Codes(s) for your geographic area of responsibility. *Attach additional pages as needed.*]

Name: *FIPS Code:*

_____ _____

_____ _____

_____ _____

_____ _____

Event Codes: [Check all that apply for WEA, EAS, and NWS dissemination systems.]

Event Code	Event Description	WEA	EAS	NWS
ADR	Administrative Message	N/A	☐.	☐.
AVA	Avalanche Watch	N/A	☐.	☐.
AVW	Avalanche Warning	☐.	☐.	☐.
BLU	Blue Alert	☐.*Public Safety Info	☐.	☐.
CAE	Child Abduction Emergency	☐*State Use Only	☐.	☐.
CDW	Civil Danger Warning	☐.	☐.	☐.
CEM	Civil Emergency Message	☐.	☐.	☐.
DMO	Practice/Demo Warning	☐.*User Opt-in only	☐.	☐.
EQW	Earthquake Warning	☐.	☐.	☐.
EVI	Evacuation Immediate	☐.	☐.	☐.
FRW	Fire Warning	☐.	☐.	☐.
HMW	Hazardous Materials Warning	☐.	☐.	☐.
LAE	Local Area Emergency	☐.*Public Safety Info	☐.	☐.
LEW	Law Enforcement Warning	☐.	☐.	☐.
NUW	Nuclear Power Plant Warning	☐.	☐.	☐.
RHW	Radiological Hazard Warning	☐.	☐.	☐.
RMT	Required Monthly Test	☐.*User Opt-in only	☐.	N/A
RWT	Required Weekly Test	☐.*User Opt-in only	☐.	N/A
SPW	Shelter In-place Warning	☐.	☐.	☐.
TOE	911 Telephone Outage Emergency	☐.*Public Safety Info	☐.	☐.
VOW	Volcano Warning	☐.	☐.	☐.

The undersigned has reviewed this application. The public alerting authorities requested by the applicant are consistent with the state Emergency Alert System plan, AMBER Alert System plan, or other operational public warning plans.

For the State of _____ Agency: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____ Telephone: _____