



# FEMA

## IPAWS Adoption Checklist for Alerting Authorities

### **Step 1:**

#### **Process for applying for IPAWS:**

Go to [www.fema.gov/how-sign-IPAWS](http://www.fema.gov/how-sign-IPAWS) for a list of alert origination software providers with an IPAWS Developer Memorandum of Agreement (MOA)

Contact your potential or current software provider to confirm they can meet your public alerting needs. Go to <http://www.fema.gov/library/viewRecord.do?id=5670> for a list of current IPAWS operable software providers. Recordings of our Alert Origination Service Providers Webinar Series, which include demonstrations by some software providers, are available at <https://femaipawslab.webex.com>

Acquire IPAWS-compatible alert software

Access [www.fema.gov/how-sign-ipaws](http://www.fema.gov/how-sign-ipaws) for an Operational Collaborative Operating Group (COG) MOA application

Email the completed MOA application to the IPAWS Program Management Office (PMO) at [ipaws@fema.dhs.gov](mailto:ipaws@fema.dhs.gov)

You will receive an email from the IPAWS PMO containing your MOA for signature, public alerting application, COG Identification (ID) and COG name, and additional instructions

Sign and return your MOA to [ipaws@fema.dhs.gov](mailto:ipaws@fema.dhs.gov)

Your MOA will be reviewed and signed by FEMA authorizing officials and returned to you

You will be emailed your digital certificate and receive a phone call with the password

Contact your software provider to load your credentials into your alert origination software

### **STEP 2:**

**You can now do COG-to-COG messaging! The steps below are for public safety officials who also want to obtain *public* alerting authority; these steps can be completed concurrently with the Operational COG application.**

Complete and submit the public alerting application to your designated state official (contact information is provided by the IPAWS PMO)

Once your state contact returns the signed public alerting application, please email it to [ipaws@fema.dhs.gov](mailto:ipaws@fema.dhs.gov) (some states' officials will send the application directly to IPAWS—check with your state Point of Contact for guidance)

Complete the IPAWS for Alerting Authorities training course, IS-247a (<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-247.a>), and submit your certificate of completion to [ipaws@fema.dhs.gov](mailto:ipaws@fema.dhs.gov)

Once all these steps are completed, the IPAWS PMO will enable you to send alerts to the public and confirm you are an IPAWS public alerting authority

**You can now send alerts to the public using IPAWS!**