



WIRELESS EMERGENCY ALERTS

A nationwide system providing lifesaving information for the state of California

Alerting Authorities

How to sign up for the Integrated Public Alert and Warning System (IPAWS)



Steps

1

Confirm that your organization is not setup to use IPAWS

Your organization may already be approved to use IPAWS. Visit www.fema.gov/integrated-public-alert-warning-system-authorities to see a current list of organizations in California already approved or currently going through the approval process to use IPAWS.

Alerting authorities authorized to use IPAWS are designated as a Collaborative Operating Group (COG). Each COG administers individual member accounts through its software system. If your organization is already approved, you will need to determine the individual member accounts already assigned and add new ones if necessary.

2

Select IPAWS compatible software

If your organization has not been approved to use IPAWS, you will need to begin the process of authorization with FEMA. Access to IPAWS is free; however, in order to send a message using IPAWS, your organization must procure its own IPAWS compatible software. A list of approved vendors is available on the www.fema.gov website.

3

Apply for a Memorandum of Agreement (MOA) with FEMA

To request a COG, an MOA governing security system must be executed between the sponsoring organization and FEMA. Download the MOA application from www.fema.gov and follow the instructions provided on the application process.

4

Apply for public alerting permissions

The application for IPAWS Public Alerting Authority will be provided when you apply for a COG MOA with FEMA. It will include contact information for California's designated state reviewer. This is needed to ensure consistency with the state's public alerting plans. This application must be signed by the designated state reviewer prior to submission to FEMA.

5

Complete IPAWS Web-based training

Applicants must complete the independent study course, IS-247 Integrated Public Alert and Warning System, found at <http://training.fema.gov/IS/>.

This course is a prerequisite for full access to IPAWS OPEN. This course does not provide training on third-party authorized software. Contact your vendor for any software support questions.

Once the public alerting application and Web-based training is complete, specific alerting permissions will be implemented in IPAWS OPEN. At that point the individual members specified by the COG will be able to send alerts and warnings in the geographically prescribed areas.

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