



Dave Heineman
Governor

Memorandum

To: Local Emergency Management Directors and Communication Coordinators in Nebraska.

From: Nebraska Emergency Management Agency

Date: January 17, 2013

Re: IPAWS Application Process Memorandum

Nebraska Emergency Management Agency (NEMA) will be the Memorandum of Agreement (MOA) holder and all local county license holders will apply for IPAWS approval through NEMA. This application process will include a FEMA, State and County MOA initial application, a Public Alert Authority Application, the COG MOA, a FEMA IS 247 Certification, as well as documented proof of a County IPAW's Communication Plan and Standard Operating Procedures (SOP's) for the utilization of all messages. Within this Communication Plan, the County must detail who has the alerting authority (with a minimum of two designees), what events would necessitate messages to be sent out, (and the circumstances leading to that message in SOP form), who the county authority needs to contact regarding the message and, finally, what the message will contain.

These documents will be filled out and compiled by the local county emergency manager and submitted, in whole, to the Nebraska Emergency Management Agency. When submitted, NEMA will examine the documents and when approved, they will be signed by the Assistant Director and submitted to FEMA for a COG identification number.

At the time of FEMA approval, the approval letter will be sent to both the Nebraska Emergency Management Agency and the County Emergency Management Agency, respectively.