

Memorandum of Understanding for Wireless Emergency Alerting (WEA) to the Public

1. Introduction

The jurisdictions of Outagamie and Winnebago Counties recognize the need for interagency cooperation to enhance public alerting capabilities. This Memorandum of Understanding (MOU) allows the jurisdictions to improve their ability to warn the public of emergencies in a timely manner, where a multi-jurisdictional impact is likely.

2. Purpose

This MOU will allow Wireless Emergency Alerts (WEA) notifications to reach those affected by an incident and help to eliminate duplicate or conflicting instructions. Each jurisdiction participating in this MOU can activate IPAWS in an emergency.

3. Scope

This Wireless Emergency Alerts (WEA) MOU is effective as of August 1, 2021 and will continue until revoked by all parties following the procedures listed in section 7 Changes to Memorandum of Understanding. The MOU may be used when there is an incident other than a weather event that has occurred in a respective jurisdiction, but which may impact an area outside of the incident jurisdiction and the incident may impact the outside jurisdiction within 30 minutes or when back-up alerting is requested.

Parties to the MOU are:

Jurisdiction: Outagamie County	Jurisdiction: Winnebago County
POC: Paula Rieder	POC: Eric Rasmussen
Address: 320 S Walnut Street	Address: 4311 Jackson Street
City, State Zip: Appleton, WI 54911	City, State Zip: Oshkosh, WI 54901
E-mail: paula.rieder@outagamie.org	E-mail: erasmussen@co.winnebago.wi.us
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FIPS Code: 55087	FIPS Code: 55139

4. Definitions

COG – Collaborative Operating Group is a term used by IPAWS to designate an organization that has been granted access to the IPAWS Alert Aggregator. A COG is established with IPAWS when a Federal, State, territorial, tribal, or local alerting authority executes a Memorandum of Agreement (MOA) with FEMA in order to access and use IPAWS.

FEMA – Federal Emergency Management Agency

IPAWS – Integrated Public Alert and Warning System is available to United States Federal, State, local, territorial and tribal government officials that improves alert and warning capabilities by allowing the delivery of the message from a single portal to multiple communication pathways. These pathways include; Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), National Weather Service Dissemination Systems including NOAA Weather Radio, Unique Systems (i.e., emergency telephone networks, sirens, or digital road signs), and Future Systems.

MOU – Memorandum of Understanding is an agreement between two or more parties for the purpose of formalizing an agreed upon process or procedure.

WEA – Wireless Emergency Alerts enable alerting authorities to broadcast emergency alerts to cellular carrier customers with compatible mobile devices who are located in the geographic vicinity of cellular towers serving an affected area.

5. Policy and Procedures

All parties agree that in the event of an emergency incident that meets the following criteria, the jurisdiction where the emergency originated can initiate an alert for the other participating jurisdiction to this MOU.

Incident Criteria:

- Event is not a weather emergency. (National Weather Service will lead these incidents.)
- The incident will impact people outside of the incident jurisdiction within 30 minutes of the onset.
- The incident's impact to people outside of the jurisdiction may be endangered if action is not taken by the public (such as evacuation or shelter in place)
- The County of Outagamie may issue an alert to the impacted or potentially affected areas of the following jurisdictions
 - The County of Winnebago (FIPS 55139)
- The County of Winnebago may issue an alert to the impacted or potentially affected areas of the following jurisdictions
 - The County of Outagamie (FIPS 55087)
- A message is limited to the following event codes:
 - CDW – Civil Danger Warning
 - EVI – Evacuate Immediate
 - FRW – Fire Warning
 - HMW – Hazardous Materials Warning
 - LAE – Local Area Emergency
 - LEW – Law Enforcement Warning
 - RHW – Radiological Hazard Warning
 - SPW – Shelter in Place Warning
 - TOE – 911 Telephone Outage Emergency

Wireless Emergency Alerts to other jurisdiction will be limited to the geographic area impacted, or the entire county or FIPS code, as deemed appropriate.

The originating jurisdiction will use the following procedures:

- 1) Identify an incident that may impact neighboring jurisdictions.
- 2) Determine if that impact meets the policy of this MOU
- 3) If time permits, inform the other party to this agreement and provide detailed information on the incident and that an alert will be issued.
- 4) Compose an IPAWS message that includes the impacted other jurisdictions' geographic area.
- 5) Send the IPAWS message.
- 6) Contact impacted jurisdiction to provide detailed information on the incident, if not done prior to alert activation.
- 7) Coordinate further alerts with all impacted jurisdictions.

The impacted jurisdiction will use the following procedures:

- 1) Monitor IPAWS feeds for all incidents or messages for the jurisdiction.
- 2) Coordinate with originating jurisdiction for any ongoing alerts or follow up messages.

6. Back Up Alerting

In addition to cross jurisdictional emergency messaging, each party will provide back-up alerting capability to the other participating jurisdiction in the event that the impacted jurisdiction is not able to initiate an alert; i.e., system accessibility or failure, time constraints, or other issue that prevents the jurisdiction from issuing an emergency alert message. The Event Codes available for use by the back-up jurisdiction to issue an alert for the impacted jurisdiction will be consistent with the impacted jurisdiction's COG permissions for alert activation. The back-up jurisdiction will not issue an alert for an event type that is not included in the impacted jurisdiction's FEMA IPAWS approved alerting permissions.

If the activation of this section is requested, the impacted jurisdiction will use the following procedures:

- Contact the other jurisdiction to request assistance to issue an alert
- Provide the required information to the assisting jurisdiction to issue the alert
 - Event Type
 - Alert Duration
 - Urgency, Severity and Certainty information
 - Identify the Distribution Channels, or alert paths, to be used
 - Emergency Alert System
 - Wireless Emergency Alert
 - National Weather Service
 - If a WEA message, provide the geographical information for a polygon
 - Provide the text for EAS and/or WEA 90 and 360 character messages as appropriate
- Provide updates as needed for follow-up or cancellation messages

The assisting jurisdiction will provide the status of the issued alert to the requesting jurisdiction; sent, received, activated, failure, etc. and issue updates and/or cancel the alert as requested.

7. Changes to Memorandum of Understanding

This MOU will be reviewed and automatically renewed each year in January. The originating jurisdiction will send notification to each other party to the MOU that the MOU has been reviewed and notice of changes requested. A completed copy of the MOU will be forwarded to the State and to the FEMA IPAWS office.

If changes are requested to this MOU, the requesting jurisdiction will submit the respective changes to the other party. The other party will review and provide acceptance, modification or rejection to the originating jurisdiction. Should all parties agree to the change(s), the originating jurisdiction will prepare a new version of the MOU for signature by all parties.

If a jurisdiction elects to revoke the MOU, the respective jurisdiction will notify the other party of the MOU in writing with a 30 day notice. The State needs to be notified of any changes to the MOU including changes of participants.

Each jurisdiction will submit requested changes to their alerting authority to the State for review and approval and then to FEMA IPAWS for an update to their respective Collaborative Operating Group permissions.

County of Outagamie

County of Winnebago

Printed/Title

Printed/Title

Signed

Signed

Date

Date

Printed/Title

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