



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

Mayor Bob Gallagher, Chair
David Donovan, Agency Director
Brian Payne, EMA Coordinator
1100 East 46th Street, Davenport, Iowa 52807
Phone 563-484-3050 david.donovan@scottcountyiowa.com

Tentative Meeting Agenda

August 25, 2022, at 6:00 p.m.

SCEMA Commission – In-person Meeting
Emergency Operations Center Conference Room
1100 E. 46th St
Davenport, IA 52807

- 1) Changes to and/or approval of Meeting Agenda – today’s meeting.
 - 2) Approval of Minutes from May 19, 2022, Commission meeting (see attached)
 - 3) Project Updates:
 - a. Hazard Mitigation Plan – update with Bi-State Regional Commission
 - b. Alert Iowa Marketing Campaign bid awards
 - c. BRIC Grant Application
 - d. Mobile Command Vehicle
 - e. EOC Technology
 - f. Genesis Well Project and Grant Update
 - 4) Approval of rejecting all bids for the Genesis Well Project and authorizing EMA staff to solicit bids for other project expenditures and to draft a revised partner agreement for future consideration.

Motion _____ Second _____ Ayes _____ Nays _____
 - 5) Approval of Annual Training for EMPG Grant.

Motion _____ Second _____ Ayes _____ Nays _____
-

- 6) Discussion of changes to Alert Iowa text notifications.
- 7) Approval of Alert Iowa Operations Plan pending Iowa Homeland Security and FEMA review.

Motion _____ Second _____ Ayes _____ Nays _____

- 8) Discussion of Annual Emergency Operations Plan Revisions.
- 9) Consideration of adopting the Scott County Special Occasion Bonus for EMA Staff.

Motion _____ Second _____ Ayes _____ Nays _____

- 10) Discussion of future equipment purchases (forklift, plotter).
- 11) Other Items of Interest – Monkeypox, Iowa Governor’s School Safety Funding
- 12) Next Scheduled Meeting – October 27, 2022, at 6:00 pm, for a regularly scheduled meeting.

- 13) Motion to Adjourn Time _____

Motion _____ Second _____ Ayes _____ Nays _____



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David Donovan, Director
Bob Gallagher, Commission Chair
1100 East 46th Street, Davenport, Iowa 52807
(563)484-3050 david.donovan@scottcountyiowa.com

**Scott County Emergency Management Agency Commission
May 19, 2022, Meeting Minutes**

The Scott County Emergency Management Commission met for a special meeting on Thursday, May 19, 2022, at 6:00 p.m. The meeting was conducted in-person at Scott Emergency Communication Center in the Emergency Operations Center conference room.

Commission Members present:

Bob Gallagher, Mayor of Bettendorf; Anthony Heddlesten, Mayor of Riverdale; Ken Schoenthaler, Mayor of Donahue; John Kostichuk, Mayor of Walcott; and Michael Limberg, Mayor of Long Grove.

Others Present:

Dave Donovan, Scott County EMA/SECC; and Brian Payne, Scott County EMA

Mayor Gallagher called the meeting to order at 6:00 p.m.

Approval of Meeting Agenda and Minutes

Mayor Limberg made a motion to approve the agenda for the May meeting. Mayor Kostichuk seconded the motion. All Ayes.

Mayor Schoenthaler made a motion to approve the minutes from the April 28, 2022, meeting of the Scott County Emergency Management Commission. Mayor Limberg seconded the motion. All Ayes.

Old Business

- 1) Donovan provided information to the Commission on the Hazard Mitigation Plan. FEMA hasn't approved the grant to help with this plan. EMA met with the Bi-State to set a plan to move forward with this project. Mayor Gallagher and Mayor Matson advised Donovan to write a letter for the Commission to review and sign.
 - 2) Payne outlined that, due to some grant restrictions, there is a need to remove some items from the bid package and adjust other quantities. Payne outlined those recommendations.
 - 3) Donovan reported that he expects to take delivery of both previously approved fleet vehicles before the end of the fiscal year.
-

New Business

- 1) Donovan and Payne outlined the results of a proposal request for the EOC Technology Upgrade Project. This project is funded by \$39,000 in EMPG grant dollars, and the remaining amount is split equally between EMA and SECC.
- 2) Donovan reported on the formation of a local Cyber Security Information Sharing Group and their initial meeting on May 10, 2022.

Public Hearing

- 1) Mayor Limberg made a motion to approve the opening of a Public Hearing regarding an amendment to the FY2022 budget for Scott County Emergency Management Agency. Mayor Schoenthaler seconded the motion. All Ayes.
- 2) Donovan outlined the proposed amendment, the affected revenue and expense accounts and the required publication information.
- 3) No public comments were offered.
- 4) Mayor Limberg made a motion to close the Public Hearing regarding an amendment to the FY2022 Budget for the Scott County Emergency Management Agency. Mayor Kostichek seconded the motion. All Ayes.

Actions and Approval

- 1) Mayor Heddlesten made a motion to approve of the award of contract for the EOC Technology Project as recommended by staff. Mayor Kostichek seconded the motion. All Ayes.
- 2) Mayor Heddlesten made a motion to approve the revised purchase quantities for the alert Iowa Marketing Campaign as presented. Mayor Kostichek seconded the motion. All Ayes
- 3) Mayor Heddlesten made a motion to approve amending the Fiscal Year 2022 Budget for the Scott County Emergency Management Agency as published. Mayor Schoenthaler seconded the motion. Mayor Gallagher of Bettendorf, Mayor Schoenthaler of Donahue, Mayor Limberg of Long Grove, Mayor Heddlesten of Riverdale, and Mayor Kostichek of Walcott all vote Aye. No Nays.

Next Meeting

Due to this special meeting, and no anticipated agenda items needing attention, there will be no June meeting.

Therefore, the next Commission Meeting is August 25, 2022, at 6:00 p.m. for a regularly scheduled meeting.

Adjourn

Mayor Schoenthaler made a motion, and Mayor Limberg seconded to adjourn at 6:24 p.m. All ayes.



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050 ema@scottcountyiowa.gov

August 19, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: Brian Payne
EMA Deputy Director

Subj: Update on the Well Project at Genesis

As discussed at the last Commission meeting, we have received the bids in response to our second round of bidding for the Well Project at the Genesis East Campus. The Commission rejected all bids from the first round due to inconsistencies and concerns with the construction timeline. Below is the summary of the second round of bidding:

<u>Vendor</u>	<u>Total Bid Amount</u>
Gingerich	\$4,548,185.00

As you can see, we only received one bid through this round of bidding, showing an increased price of nearly \$1.9 million from the previous low bid in February of 2022. After evaluating the proposal and discussing with the vendor and our engineer, we have concluded that uncertainty in the materials and labor markets negatively impacted the bid amounts.

Along with our local partners and Iowa Homeland Security, we evaluated our options for the project to make a recommendation to the Commission. Iowa American Water Company cannot commit to providing the required additional funding to move the project forward. We also considered what other options might exist to move us closer to our goal of a redundant water supply and meet the grant requirements of the Iowa Flood Mitigation Board.

First, we recommend that the EMA Commission reject the latest bid from Gingerich.

Next, we ask the Commission to authorize staff to put together several smaller, preparatory projects to utilize the Iowa Flood Mitigation Board funding fully. Those projects will likely include infrastructure (sewer and water line) and site work. Expect

that those projects will require Commission consideration and approval at a future date. There is \$352,164.09 of remaining grant funding from the initial \$417,000.00.

Lastly, we recommend that staff work with the County Attorney's Office and draft a revised project agreement with Genesis Health and Iowa American Water, whereby we recognize the expenditure of the grant funds and those organizations agree to move forward with the water well at their expense and a later date. That will allow the market time to moderate and let Iowa American Water look at other alternatives to complete the project. From discussions with the Iowa Flood Mitigation Board staff, that agreement and our expenditure of the grant funds as outlined would suffice to fulfill our grant obligations.

We have considered withdrawing from the grant. However, that solution would require us to pay back \$65,210.91 in grant money for engineering and bidding. We believe the proposed path forward is the best solution and continues to move us toward achieving our goals of redundant water supplies for our communities.

CC: Dave Donovan
Jim Hawkes



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY
1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050
Readyscottcounty.com

DATE: 08/25/2022

TO: HSEMD training team

FROM: Robert Gallagher, Scott County EMA Commission Chair, Mayor of Bettendorf, Iowa

RE: 24-hour annual training

As identified under Iowa Administrative Code Chapter 7.4(4)c "Local Emergency Management" said person must complete annually, per federal fiscal year, a minimum of 24 hours of continuing education training.

I, Robert Gallagher, verify that Brian Payne, Scott County's Emergency Management Coordinator has completed their 24 hours of continuing education hours from the timeline of October 1, 2021, through September 30, 2022.

Emergency Management Specific Training supporting documents w/certificate(s):

Event/Course name	Date	# hrs
1. Iowa Homeland Security Conference	10/13/21 – 10/15/21	12.0

Commission-Approved Training w/certificate(s):

Event/Course name	Date	# hrs
1. Large Animal Rescue Awareness	11/13/2021	4.0
2. G191 ICS/EOC Interface	11/30/2021	7.0
3. G557 Rapid Needs Assessment	12/07/2021	4.0

Sincerely,

Robert Gallagher, Scott County EMA Commission Chair



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050 ema@scottcountyiowa.gov

August 19, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: Brian Payne
EMA Deputy Director

Subj: Cell Phone Carrier's Non-Emergent Messaging Charge

Cell phone carriers across the United States are imposing a change that will impact Scott County's usage of Alert Iowa as our source for non-emergent messaging. This change is not explicitly related to the current vendor for Alert Iowa (Rave Mobility) but is being imposed across all vendors.

A fee of approximately \$0.01 per message will now be charged for each non-emergent text message distributed through Alert Iowa. This fee is tentatively set to start on 01/01/2023. All emergent text messages will remain at no cost. However, cell phone carriers can audit emergency messages, and messages found to be inaccurately classified could result in a fine or suspension of accessing the messaging service. Through Rave Mobility (Alert Iowa), we can purchase a 50,000 message bundle for \$500.00.

Scott County EMA, local communities, and partners continue to encourage members of the public to sign up for Alert Iowa through our marketing campaign. We also continue to encourage Scott County communities to consider using the Alert Iowa platform as a consistent emergency and non-emergency platform.

Because we continue to endorse Alert Iowa and given some uncertainty about the timing and impact of this change, we recommend the Scott County EMA absorb this expense for now. This will allow us & our local partners the time needed to evaluate our actual costs. After the charge goes into effect and we have some cost history, we can reevaluate to determine if there is a need or desire to pass the expense to our member communities. In any event, we would not recommend billing Scott County communities until there is an opportunity to include it in a future budget.

Based on the numbers from 08/2021 to 07/2022, we estimate that we will need to purchase 200,000 non-emergent messages at \$2,000.

CC: Dave Donovan
Jim Hawkes





SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050 ema@scottcountyiowa.gov

August 19, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: Brian Payne
EMA Deputy Director

Subj: Alert Iowa's Operational Plan

As you are aware, Scott County EMA has been working to onboard local communities, engaging members of our communities, and integrating Alert Iowa into our local non-emergent & emergency messaging procedures.

Through this integration & planning, we explored the use of Alert Iowa as a suitable platform for emergency public notification during all types of emergent situations, including radiological emergencies and our response plans for the Quad City Nuclear Generating Station (now Constellation). We plan to use Alert Iowa's IPAWS-WEA feature as our backup messaging platform for those plans. Due to some unanticipated urgency in implementing that, we have moved quickly in preparing an operational plan for using Alert Iowa to meet FEMA requirements for our radiological emergency preparedness plans.

Scott County EMA has completed the plan for your consideration and approval. Your approval is contingent on review by Iowa Homeland Security and a final FEMA review.

CC: Dave Donovan
Jim Hawkes



Alert Iowa

Plan & Procedure

Stay Informed!

The one-stop-shop that personalizes YOUR preparedness alerts.

-  **Community Updates**
-  **Countywide Notices**
-  **Weather Alerts**

 readyscottcounty.com

ALERT IOWA

This project is being funded by the Department of Homeland Security's, Homeland Security Grant Program (HSGP).

The graphic has a dark blue background with a stylized map of Iowa in the center. The text and icons are white and yellow. The bottom section has a dark green background with a road leading towards the horizon.

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Appendices:

- A. Scott County User Lists
- B. Organizational Structure for Users
- C. Notification Selection Process
- D. Training & System Testing
- E. Marketing Strategy
- F. Projections on Population & Population Demographics
- G. Barriers to Access Registry (Formally known as Access & Functional Needs)
- H. Authorized Boundary Agreements – Still Being Established
- I. System Support Process
- J. IPAWS-WEA
- K. State of Iowa's System Application
- L. User Agreement (Draft)

Scott County Alert Iowa Procedure

Summary

This procedure provides detail on how Scott County will utilize and operate the statewide emergency messaging and mass notification system (Alert Iowa) that is under the control of the Iowa Department of Homeland Security and Emergency Management (HSEMD). Per Code of Iowa Section 29C.17 and Administrative Code 605.15, the Scott County Emergency Management Commission determines how Alert Iowa will operate within the County and is required to submit an operations plan.

Alert Iowa System

The Alert Iowa system provides a centralized location for messaging related to imminent emergencies and public safety needs. This enhanced coordination of resources between state agencies, local authorities, and the general public will enable effective communication with the citizens of Iowa.

Purpose

The system is to be used responsibly by all state and local authorities to provide timely notifications to the public when an emergency situation is happening, or will likely happen, that concerns the life, safety, and property of residents and will require immediate action or affects a large portion of the population.

Authorities

Code of Iowa section 29C.17A and Iowa Administrative Code section 605, Chapter 15 establish a statewide mass notification and emergency messaging system and defines the proper use of such a system.

Confidentiality

HSEMD, the State of Iowa, and any authorized government-affiliated officials & personnel who have been identified in this procedure and granted access to, or the right and license to use, the Alert Iowa System shall preserve the confidentiality of the Alert Iowa System and shall maintain reasonable procedures for safeguarding such property. This shall be done per Code of Iowa Chapters 22 and 29C and the Alert Iowa User Agreement.

Messaging

NOTIFICATION MESSAGING

The mass notification system is designed to allow authorized users to send messages for multiple issues in multiple ways. A local jurisdiction may experience events or situations that pertain to an area, city, or even neighborhood that may warrant an alert.

The authorized user may determine the communication modes appropriate for a particular message. There may be a need to utilize all available methods of communication or by select modes. The message type, time of day, and audience may influence the mode or modes selected.

Mode options include phone (landline, wireless, VoIP), text messaging, multimedia messaging, email, social media and TDD/TTY, and publicly available mobile app. You may also limit the message to specific opt-in groups or codes.

This plan will guide in identifying the types of incidents for which users may need to send messages and create notification and usage plans tied to user notification types.

SITUATIONS WHERE NOTIFICATION MESSAGING COULD BE USED INCLUDE:

Local Area Emergency
<i>Including but not limited to:</i>
Localized prolonged power outages, demonstrations/protests/civil unrest, road closures due to police activity, community health or safety concerns, flooding-related notifications, Air quality warnings, boil orders, burn bans, public health emergencies, mass vaccination sites, or large-scale outbreaks and or health canvassing.
Administrative Messages
<i>Including but not limited to:</i>
EOC staff roll-call, check-ins, call-ups, Public Safety/Public Service staff roll-call, check-ins, call-ups.
Inclement Weather
<i>* Please note that the system may provide automatic weather alerts from the NWS based on your specific preferences.</i>
Local Notifications Tied to Significant/Inclement Weather
<i>Including but not limited to:</i>
Notifying an area of sand and or sandbag stations due to flooding, changes to regular schedules or additional sanitation services due to severe weather (for example, if a tornado caused significant damage and debris stations or pickup were to be scheduled to help with clean up), assistance is available from organizations like the Red Cross or FEMA, significant road/bridge closures, snow ordinance enactments, or other extreme weather-related notifications.
Public Safety Notifications
<i>Including but not limited to:</i>

Community calls to action for information about a homicide or other incident, incidents that are not covered by DPS (see section State and Federal Agency Messaging), wild animal nuisance or danger that effects public safety or health.
Large Scale Planned Event Messaging
Events like RAGBRI, county fairs, festivals, etc. that may require messaging to the public and or opt-in communications.
Non-Emergent Messaging
<i>Including but not limited to:</i>
Council meeting reminders, special event information, parks & recreation updates, trail closures, etc.

IPAWS MESSAGING

IPAWS messaging provides public safety officials an integrated gateway to send alert and warning messages to the public using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), and National Weather Service All-Hazard Emergency Message Collection System (HazCollect). All IPAWS messaging must be consistent with EAS plans, Amber Alert plans, and local or state emergency operations plans.

Alert Iowa shall be used to access IPAWS to provide timely notification to the public when an emergency is happening that poses a threat to life and property and requires the public to take immediate action.

FEMA approves access to the IPAWS system through a Memorandum of Agreement (MOA). Scott County EMA has an MOA on behalf of Scott County and FEMA. Scott County EMA's responsibility is to update FEMA as needed when the contact information changes for the County. Scott County EMA is also responsible for conducting the FEMA-required monthly testing of the IPAWS system. Failure to comply may result in the County losing access to IPAWS.

Per IPAWS guidelines, the following warnings and emergencies can be broadcast via IPAWS:

Administrative Message Child Abduction Emergency Civil Danger Warning Civil Emergency Message Evacuation Immediate	Hazardous Materials Warning High Wind Warning* Law Enforcement Warning Local Area Emergency	911 Telephone Outage Emergency Nuclear Power Plant Warning Radiological Hazard Warning Shelter in Place Warning
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Further definitions of these events along with event codes and what portion of IPAWS may issue the alert are found in the Glossary.

** The Alert Iowa messaging system will provide automatic weather alerts to the IPAWS WEA for High Wind Warning based on the warned area as defined by NWS.*

Wireless Emergency Alerts (WEA) are short emergency messages from authorized public alerting authorities that can be broadcast to any WEA-enabled mobile device in a locally targeted area. The WEA channel of IPAWS can be used for three alert categories: Presidential, AMBER, and Imminent Threat.

These alerts are geo-targeted, do not require a subscription by the owner of the WEA enabled mobile device, and appear with a unique ring tone and/or vibration.

The Emergency Alert System (EAS) is used to send detailed warnings via broadcast, cable, satellite, and wireline radio and television channels. In many cases, radio and TV stations continue to operate when other means of alerting the public are unavailable, providing a layer of resiliency when other means of alerting the public are unavailable.

The NWS HazCollect system automatically relays Non-Weather Emergency Messages from NWS approved officials to NWS dissemination systems, including All-Hazards Weather Radios.

Authorization

Scott County has been designated authority to use the Alert Iowa System from HSEMD, and the County can designate access to one or multiple persons within the County.

COUNTY ADMINISTRATORS

At the delegation of the Scott County Emergency Management Commission, the Scott County Emergency Management Agency designates the following positions or people as being able to initiate emergency messages IPAWS messaging, general emergent & non-emergency alerts, & access to most of Scott County's Alert Iowa System.

All positions or people authorized to initiate an IPAWS message must have completed the training requirements listed in the training appendix. These records are maintained by the primary point of contact designated in this document or their designee. Copies of all certificates should be sent to HSEMD.

DESIGNATED COUNTY ADMINISTRATORS

See Appendix A for this table

ADVANCED SYSTEM USERS

At the delegation of the Scott County Emergency Management Commission, the Scott County Emergency Management Agency designates the following positions as being able to distribute emergent & non-emergent alerts, manage data, create agency lists, and manage their managed contacts. AND OR send Alert Iowa Messages inside the Alert Iowa system.

ADVANCED SYSTEM USERS

See Appendix A for this table

ALERT SENDERS

At the delegation of the Scott County Emergency Management Commission, the Scott County Emergency Management Agency designates the following persons/positions as being able to send Alert Iowa Messages inside of the Alert Iowa System for their designated community/agency. Alert Senders will have the ability to create alerts and distribute internal or external alerts (determined by their community/agency).

DESIGNATED CITY/MUNICIPALITY ADMINISTRATORS

See Appendix A for this table

Notification and Use Procedures

Each County should create procedures on when messaging is used. It is up to the County to train staff and subgroups on the proper usage of the system based on the provided guidance in this document. Use the below template or attach your procedures to this document:

Please see Appendix C for Scott County's Alert Selection Process

Inter-County Alerting

Scott County has established Memorandums of Understanding with the following counties to allow for cross-border messaging in emergency incidents. For cross-border messaging to occur, the incident will impact people outside of the incident jurisdiction within 30 minutes and will cause the public to be endangered if the public does not take action. A copy of the completed MOUs should be remitted to HSEMD when completed.

County	Effective Date of MOU

State and Federal Agency Messaging

The following state or federal agencies will issue statewide or regional messages.

HOMELAND SECURITY AND EMERGENCY MANAGEMENT

- Incidents of regional or statewide nature that either the Governor or Director deem to require messaging to the public.

DEPARTMENT OF TRANSPORTATION

- Interstate Closures. This will also include closures of interstate highways in bordering states that will impact travelers within Iowa.
- Larger state road closures that have been coordinated with local jurisdictions and the Transportation Operations Center

DEPARTMENT OF PUBLIC SAFETY

- Amber Alerts/Child Abduction Emergency
- Endangered Person Advisory/Silver Alerts/Blue Alerts
- Regional law enforcement activity coordinated with local jurisdictions.

NATIONAL WEATHER SERVICE

- Tornado Warning
- Flash Flood Warning
- Dust Storm Warning
- Automatic Weather Alerts
- High Wind Warning – Issued through IPAWS WEA based on the warned area as defined by NWS.

Glossary

TERM (IPAWS MESSAGE CODE) – DEFINITION. (IPAWS MESSAGE TYPES)

Administrative Message (ADR) - A non-emergency message that provides updated information about an event in progress, an event that has expired or concluded early, pre-event preparation or mitigation activities, post-event recovery operations, or other administrative matters pertaining to the Emergency Alert System. (EAS, HazCollect)

Blizzard Warning (BZW) - A warning issued for winter storms with sustained or frequent winds of 35 mph or higher with considerable falling and/or blowing snow that frequently reduces visibility to 1/4 of a mile or less. These conditions are expected to prevail for a minimum of 3 hours. (WEA)

Child Abduction Emergency (CAE) - An emergency message about a missing child believed to be abducted. (EAS, HazCollect)

Civil Danger Warning (CDW) - A warning of an event that presents a danger to a significant civilian population. The civil danger warning, which usually warns of a specific hazard and gives specific protective action, has a higher priority than the Local Area Emergency. Examples include contaminated water supply and imminent or in-progress military or terrorist attack. Public protective actions could include evacuation, shelter in place, or other actions (such as boiling contaminated water or seeking medical treatment. (EAS, WEA, HazCollect)

Civil Emergency Message (CEM) - An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The civil emergency message is a higher priority message than the Local Area Emergency, but the hazard is less specific than the Civil Danger Warning. For example, the Civil Emergency Message could be used to describe a change in the Homeland Security Alert System level in response to a terrorist threat. (EAS, WEA, HazCollect)

Dust Storm Warning (DSW) - NWS issues IPAWS WEA messages for Dust Storm Warnings. A warning of a severe weather condition characterized by strong winds and dust-filled air over an extensive area. (WEA)

Evacuation Immediate (EVI) - A warning where immediate evacuation is recommended or ordered according to a state law or local ordinance. As an example, authorized officials may recommend the evacuation of affected areas due to an approaching hazardous materials plume. In the event a flammable or explosive gas is released, authorized officials may recommend evacuation of designated areas where casualties or property damage from a vapor cloud explosion or fire may occur. (EAS, WEA, HazCollect)

Fire Warning (FRW) - A warning of a spreading wildfire or structural fire that threatens a populated area. Evacuation of areas in the fire's path may be recommended by authorized officials according to a state law or local ordinance. (EAS, WEA, HazCollect)

Flash Flood Warning (FFW) - NWS issues IPAWS WEA messages for Flash Flood Warnings. A warning issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely. (WEA)

Flood Warning (FLW) - A warning issued by the NWS to inform the public of flooding along larger streams in which there is a serious threat to life or property. A flood warning will usually contain river stage (level) forecasts. (WEA)

Hazardous Materials Warning (HMW) - A warning of the release of a non-radioactive hazardous material (such as a flammable gas, toxic chemical, or biological agent) that may recommend evacuation (for an explosion, fire, or oil spill hazard) or shelter in place (for a toxic fume hazard). (WEA)

High Wind Warning (HWW) - A warning issued by the National Weather Service when high wind speeds may pose a hazard or are life-threatening. (WEA)

Law Enforcement Warning (LEW) - A warning of a bomb explosion, riot, or other criminal events (e.g. a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons. (EAS, WEA, HazCollect)

Local Area Emergency (LAE) - An emergency message that defines an event that by itself does not pose a significant threat to public safety and/or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. Examples include a disruption in water, electric or natural gas service, road closures due to excessive snowfall, or a potential terrorist threat where the public is asked to remain alert. (EAS, WEA, HazCollect)

911 Telephone Outage Emergency (TOE) - An emergency message that defines a local or state 911 telephone network outage by geographic area or telephone exchange. Authorized officials may provide alternative phone numbers in which to reach 911 or dispatch personnel. (EAS, HazCollect)

Nuclear Power Plant Warning (NUW) - A warning of an event at a nuclear power plant classified such as a Site Area Emergency or General Emergency as classified by the Nuclear Regulatory Commission (NRC). A Site Area Emergency is confined to the plant site; no off-site impact is expected. Typically, a General Emergency is confined to an area less than a 10-mile radius around the plant. Authorized officials may recommend evacuation or medical treatment of exposed persons in nearby areas. (EAS, WEA, HazCollect)

Radiological Hazard Warning (RHW) - A warning of the loss, discovery, or release of a radiological hazard. Examples include the theft of a radioactive isotope used for medical, seismic, or other purposes; the discovery of radioactive materials; a transportation (aircraft, truck or rail, etc.) accident that may involve nuclear weapons, nuclear fuel, or radioactive wastes. Authorized officials may recommend protective actions to be taken if a radioactive hazard is discovered. (EAS, WEA, HazCollect)

Severe Thunderstorm Warning (SVR) - A warning issued by NWS when either a severe thunderstorm is indicated by the WSR-88D radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal to or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately. (WEA)

Shelter in Place Warning (SPW) - A warning of an event where the public is recommended to shelter in place (go inside, close doors and windows, turn off air conditioning or heating systems, and turn on the

radio or TV for more information). An example is the release of hazardous materials where toxic fumes or radioactivity may affect designated areas. (EAS, WEA, HazCollect)

Tornado Warning (TOR) - National Weather Service issues IPAWS WEA messages for Tornado Warnings. A warning issued by NWS when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. (WEA)

Winter Storm Warning (WSW) - A warning is issued by the National Weather Service when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. (WEA)



Appendix A

Scott County's

Alert Iowa

Operating Plan & Procedures

Scott County's User List

County Administrators

Scott County's Alert Iowa User Lists - Appendix A							
Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Bright	Allie	allison.bright@iowa.gov	County Administrator Access	Yes	Domain Admin	State IHSEMD	allison.bright@iowa.gov
Bright	Allie	alliefaas@gmail.com	County Administrator Access	Yes	Domain Admin	State IHSEMD	allison.bright@iowa.gov
Connor	Jensen	jensen.connor@iowa.gov	County Administrator Access	Yes	Domain Admin	State IHSEMD	jensen.connor@iowa.gov
Donovan	Dave	David.donovan@scottcountyiowa.gov	County Administrator Access	Yes	Domain Admin	EMA	David.donovan@scottcountyiowa.gov
Duty Officer 1	SCEMA (Dave Donovan)	SCEMA.DO1	County Administrator Access	Yes	SCEMA_Duty Officer Domain Lead	EMA	scema.do1@gmail.com
Duty Officer 2	SCEMA (Brian Payne)	SCEMA.DO2	County Administrator Access	Yes	SCEMA_Duty Officer Domain Lead	EMA	scema.do2@gmail.com
Duty Officer 3	SCEMA (Jim Hawkes)	SCEMA.DO3	County Administrator Access	Yes	SCEMA_Duty Officer Domain Lead	EMA	scema.do3@gmail.com
Duty Officer 4	SCEMA (Molly McKee)	SCEMA.DO4	County Administrator Access	Yes	SCEMA_Duty Officer Domain Lead	EMA	scema.do4@gmail.com
Duty Officer	HSEMD	iowadutyofficer@iowa.gov	County Administrator Access	Yes	Domain Admin	State IHSEMD	iowadutyofficer@iowa.gov
Hawkes	Jim	Jim.Hawkes@scottcountyiowa.gov	County Administrator Access	Yes	Domain Admin	EMA	Jim.Hawkes@scottcountyiowa.gov
McKee	Molly	Molly.McKee@scottcountyiowa.gov	County Administrator Access	Yes	Domain Admin	EMA	Molly.McKee@scottcountyiowa.gov
Payne	Brian	brian.payne@scottcountyiowa.gov	County Administrator Access	Yes	Domain Admin	EMA	brian.payne@scottcountyiowa.gov
SPEIDEL	TAMMY	Tammy.speidel@scottcountyiowa.gov	County Administrator Access	Yes	County Admin Domain Lead - No IPAWS	Scott County	Tammy.speidel@scottcountyiowa.gov
Thee	Mary	Mary.Thee@scottcountyiowa.gov	County Administrator Access	Yes	County Admin Domain Lead - No IPAWS	Scott County	Mary.Thee@scottcountyiowa.gov
Tollerud	Mitch	mitch.tollerud@scottcountyiowa.gov	County Administrator Access	Yes	County Admin Domain Lead - No IPAWS	Scott County	mitch.tollerud@scottcountyiowa.gov
Training	AlertIOWA	TrainingOfficer@alertiowa.gov	County Administrator Access	Yes	Domain Admin	State IHSEMD	TrainingOfficer@alertiowa.gov
Wierman	Vanessa	vanessa.wierman@scottcountyiowa.gov	County Administrator Access	Yes	County Admin Domain Lead - No IPAWS	Scott County	vanessa.wierman@scottcountyiowa.gov

Scott County's Alert Iowa User Lists - Appendix A

Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Andorf	Paul	Paul.Andorf	Alert Sender for Agency	No	Medic EMS Admin	Medic EMS	andorf@medicems.com
Beckman	Travis	Travis.Beckman@jecc-ema.org	Alert Sender for Agency	No	HCC-Region 5 Leadership	Health Care Coalition	Travis.Beckman@jecc-ema.org
Benson	Denise	dbenson@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Dept. Lead	Eldridge	dbenson@cityofeldridgeia.org
Blessing	Judy	buffaloasstclerk@mchsi.com	Alert Sender for Agency	No	Buffalo City Domain Lead	Buffalo	buffaloasstclerk@mchsi.com
Bujalski	Josh	buffalopd412@mediacombb.net	Alert Sender for Agency	No	Buffalo City Domain Lead	Buffalo	buffalopd412@mediacombb.net
Coffman	Jody	jcoffman@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Alert Sender	Eldridge	jcoffman@cityofeldridgeia.org
Cook	Jason	Jason.Cook@scottcountyiowa.gov	Alert Sender for Agency	No	SECC Dispatcher	SECC	Jason.Cook@scottcountyiowa.gov
Covella	Hayleigh	hcovella@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	hcovella@bettendorf.org
Dept. Leader	SCME Training	n/a	Alert Sender for Agency	No	Training Profile	EMA	n/a
Devlin	Ryan	ryan.devlin@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	ryan.devlin@davenportiowa.com
Dispatcher	SECC	n/a	Alert Sender for Agency	No	SECC Dispatcher	SECC	n/a
Domain Lead	SCEMA Training	n/a	Alert Sender for Agency	No	Training Profile	EMA	Training Profile
Dyson	Chad	chad.dyson@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	chad.dyson@davenportiowa.com
Enfield	Denice	denfield@bettendorf.org	Alert Sender for Agency	No	Bettendorf Domain Lead	Bettendorf	denfield@bettendorf.org
Evans	Troy	troy.evans@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	troy.evans@davenportiowa.com
Fabrizius	Meredith	mfabrizius@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	mfabrizius@bettendorf.org
Fischer	Sherrie	sherrie.fischer@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	sherrie.fischer@davenportiowa.com
Foster	Jay	jfoster@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	jfoster@bettendorf.org

Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Fox	Tanner	tfox@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	tfox@bettendorf.org
Gale	Ryan	rgale@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Alert Sender	Eldridge	rgale@cityofeldridgeia.org
Garreston	Jeri	Jeri.Garretson@davenportiowa.com	Alert Sender for Agency	No	Davenport Communication Support	Davenport	Jeri.Garretson@davenportiowa.com
Gerdts	Elly	egerdts@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	egerdts@bettendorf.org
Glass	Nicole	Nicole.Glass@mercyhealth.com	Alert Sender for Agency	No	Hospital Alliance Leadership	Hospital Alliance	Nicole.Glass@mercyhealth.com
Guyer	Rosina	clerk@longgroveia.org	Alert Sender for Agency	No	Long Grove Domain Lead	Long Grove	clerk@longgroveia.org
Haldeman	Lauran	lhaldeman@bettendorf.org	Alert Sender for Agency	No	Bettendorf Domain Lead	Bettendorf	lhaldeman@bettendorf.org
Hamilton	Derek	dhamilton@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Dept. Leader	Eldridge	dhamilton@cityofeldridgeia.org
Hansen	Brian	brian.hansen	Alert Sender for Agency	No	HCC-Region 5 Leadership	Health Care Coalition	brian.hansen@unitypoint.org
Hauman	Theresa	theresa.hauman@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	theresa.hauman@davenportiowa.com
Hill	Adam	ahill@cityofwalcott.com	Alert Sender for Agency	No	Walcott Domain Lead	Walcott	ahill@cityofwalcott.com
Horihan	Tim	thorihan@cityofwalcott.com	Alert Sender for Agency	No	Walcott Domain Lead	Walcott	thorihan@cityofwalcott.com
Hudson	Jamie	JHudson	Alert Sender for Agency	No	Mabas 43 Lead	Mabas 43	
Huggins	Mark	Mark.Huggins@unitypoint.org	Alert Sender for Agency	No	HCC-Region 5 Personnel Manager	Health Care Coalition	Brooke.Lehmann@unitypoint.org
Jacobs	Isaac	ijacobs@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	ijacobs@bettendorf.org
Jansen	Kaytlyn	kjansen@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	kjansen@bettendorf.org
Keith	Darin	Darin.keith@icloud.com	Alert Sender for Agency	No	MABAS 43 Lead	Mabas 43	Darin.keith@icloud.com
Lacey	Ashley	alacey@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Domain Lead	Eldridge	alacey@cityofeldridgeia.org
Lehmann	Brooke	Brooke.Lehmann@unitypoint.org	Alert Sender for Agency	No	HCC-Region 5 Alert Sender	Health Care Coalition	Brooke.Lehmann@unitypoint.org

Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Lellig	Andrew	alellig@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Dept. Leader	Eldridge	alellig@cityofeldridgeia.org
Leonard	Tanna	buffalocityhall@mchsi.com	Alert Sender for Agency	No	Buffalo City Domain Lead	Buffalo	buffalocityhall@mchsi.com
Levetzow	Maria	mlevetzow@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	mlevetzow@bettendorf.org
Limberg	Michael	mayor@longgroveia.org	Alert Sender for Agency	No	Long Grove Domain Lead	Long Grove	mayor@longgroveia.org
Loeffelholz	Al	LoeffelholzA@genesishealth.com	Alert Sender for Agency	No	Hospital Alliance Leadership	Hospital Alliance	LoeffelholzA@genesishealth.com
Lopez	Tracey	tlopez@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	tlopez@bettendorf.org
Mathews	Mike	MMathews@milestonesaaa.org	Alert Sender for Agency	No	Milestones Domain Lead	Milestones	MMathews@milestonesaaa.org
Mcdowell	Emily	Emily.Mcdowell@unitypoint.org	Alert Sender for Agency	No	HCC-Region 5 Leadership	Health Care Coalition	Emily.Mcdowell@unitypoint.org
McLeod	Cole	cole.mcleod@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	cole.mcleod@davenportiowa.com
Merritt	Mallory	mallory.merritt@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	mallory.merritt@davenportiowa.com
Moses	Trish	trish.moses@davenportiowa.com	Alert Sender for Agency	No	Davenport Domain Lead	Davenport	trish.moses@davenportiowa.com
Nees	Ray	inspector@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Dept. Leader	Eldridge	inspector@cityofeldridgeia.org
Niles	Becca	becca.niles@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	becca.niles@davenportiowa.com
Ott	Sarah	Sarah.Ott@davenportiowa.com	Alert Sender for Agency	No	Davenport Domain Lead	Davenport	Sarah.Ott@davenportiowa.com
Perrin	Chris	perrinc@mgmc.com	Alert Sender for Agency	No	Hospital Alliance Leadership	Hospital Alliance	perrinc@mgmc.com
Petersen	Pam	deputyclerk@longgroveia.org	Alert Sender for Agency	No	Long Grove Domain Lead	Long Grove	deputyclerk@longgroveia.org
Randerson	Amanda	amanda.randerson@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	amanda.randerson@davenportiowa.com
Reiter	Jeff	jreiter@bettendorf.org	Alert Sender for Agency	No	Bettendorf Domain Lead	Bettendorf	jreiter@bettendorf.org
Rhoads	Jessica	jessica.rhoads@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	jessica.rhoads@davenportiowa.com

Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Richlen	Kathleen	Kathleen.Richlen@yahoo.com	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	Kathleen.Richlen@yahoo.com
Rickertsen	Lisa	lrickertsen@cityofwalcott.com	Alert Sender for Agency	No	Walcott Domain Lead	Walcott	lrickertsen@cityofwalcott.com
Rodriguez	Sally	rodriguezsally23@gmail.com	Alert Sender for Agency	no	Buffalo City Domain Lead	Buffalo	rodriguezsally23@gmail.com
Rowe	Jacob	jrowe@cityofeldridgeia.org	Alert Sender for Agency	no	Eldridge Dept. Leader	Eldridge	jrowe@cityofeldridgeia.org
Rupe	Tony	trupe@cityofeldridgeia.org	Alert Sender for Agency	no	Eldridge Domain Lead	Eldridge	trupe@cityofeldridgeia.org
Saladino	Anthony	publicworks@longgroveia.org	Alert Sender for Agency	No	Long Grove Dept. Leader	Long Grove	publicworks@longgroveia.org
Schneckloth	Keith	kschneckloth@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Dept. Leader	Eldridge	kschneckloth@cityofeldridgeia.org
Sharp	Angie	asharp@bettendorf.org	Alert Sender for Agency	No	Bettendorf Domain Lead	Bettendorf	asharp@bettendorf.org
Sheridan	Daniel	daniel.sheridan@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	daniel.sheridan@davenportiowa.com
Sisler	Joe	jsisler@cityofeldridgeia.org	Alert Sender for Agency	no	Eldridge Dept. Leader	Eldridge	jsisler@cityofeldridgeia.org
Snow Team	DPW	dpwsnowteam	Alert Sender for Agency	no	Davenport Snow Team	Davenport	n/a
Soliz	Zach	zach.soliz@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	zach.soliz@davenportiowa.com
Sowells	Adam	Adam.Sowells@unitypoint.org	Alert Sender for Agency	No	HCC-Region 5 Leadership	Health Care Coalition	Adam.Sowells@unitypoint.org
Stagg	Paul	pstagg@cityofwalcott.com	Alert Sender for Agency	No	Walcott Domain Lead	Walcott	pstagg@cityofwalcott.com
Sweeney-Adrian	Brooke	bsweeney-adrian@bettendorf.org	Alert Sender for Agency	No	Bettendorf Alert Sender	Bettendorf	bsweeney-adrian@bettendorf.org
Thorndike	Tiffany	Tiffany.Thorndike@davenportiowa.com	Alert Sender for Agency	No	Davenport System Administrator	Davenport	Tiffany.Thorndike@davenportiowa.com
Torres	Samantha	samantha.torres@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	samantha.torres@davenportiowa.com
Tubbs	Betsy	betsy.tubbs@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	betsy.tubbs@davenportiowa.com
Vos	Chris	Christopher.Vos@mercycic.org	Alert Sender for Agency	No	Hospital Alliance Leadership	Hospital Alliance	Christopher.Vos@mercycic.org

Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Wagner	Sadie	swagner@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Alert Sender	Eldridge	swagner@cityofeldridgeia.org
Wessel	Brian	bwessel@cityofeldridgeia.org	Alert Sender for Agency	No	Eldridge Dept. Leader	Eldridge	bwessel@cityofeldridgeia.org
White	Clif	Clifton.White@unitypoint.org	Alert Sender for Agency	No	Hospital Alliance Leadership	Hospital Alliance	Clifton.White@unitypoint.org
Zurcher	Allison	allison.zurcher@davenportiowa.com	Alert Sender for Agency	No	Davenport Alert Sender	Davenport	allison.zurcher@davenportiowa.com

Advanced System Users

Scott County's Alert Iowa User Lists - Appendix A							
Last Name	First Name	Rave Handle	Classification	Access to IPAWS	Alert Iowa Administrative Role	Agency/Org. Name	Email Address
Barnes	Brooke	Brooke.Barnes@scottcountyiowa.gov	Advance System User	No	County Admin Domain Lead	Scott County	Brooke.Barnes@scottcountyiowa.gov
Dunn	Robbin	robbin.dunn@davenportiowa.com	Advance System User	No	Davenport Administrator	Davenport	robbin.dunn@davenportiowa.com
Farrell	Owen	owen.farrell@davenportiowa.com	Advance System User	No	Davenport Administrator	Davenport	owen.farrell@davenportiowa.com
Pershall	Courtney	courtney.pershall@scottcountyiowa.gov	Advance System User	No	SECC TEMP ADMIN (NO IPAWS)	SECC	courtney.pershall@scottcountyiowa.gov
Sanders	Tracey	Tracey.Sanders@scottcountyiowa.gov	Advance System User	No	SECC TEMP ADMIN (NO IPAWS)	SECC	Tracey.Sanders@scottcountyiowa.gov

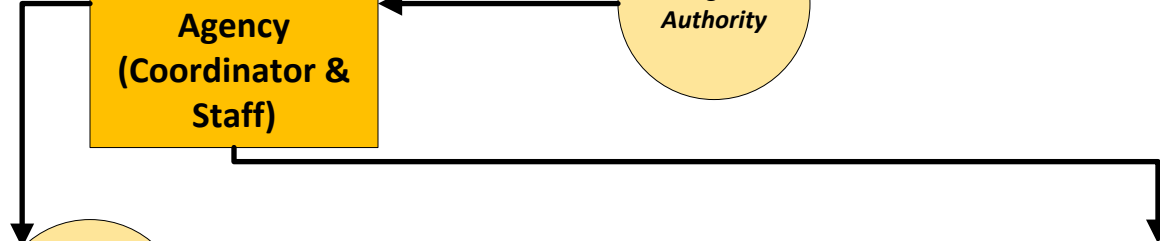


Scott County's Emergency Management Commission

Scott County's Alert Iowa Organization Chart

Scott County's Emergency Management Agency (Coordinator & Staff)

Delegated Authority



Approved NON-IPAWS Operational Use

Approved IPAWS Use

Government Agencies

Non-Government Agencies

City of Bettendorf

Scott Emergency Communication Center

Iowa's Hospital Alliance

Onboarding Additional As Needed

Scott County EMA

City of Buffalo

Scott County Administration

MABAS 43

Onboarding Additional As Needed

EOC Public Information Officers

City of Davenport

City of Walcott

Medic EMS

Onboarding Additional As Needed

Onboarding Additional Staff As Needed

City of Eldridge

Onboarding Additional As Needed

Milestones

City of Long Grove

Region 5 Health Care Coalition

Appendix B Scott County's Alert Iowa Operational Plan & Procedures

This Appendix may fluctuate throughout the year/s. Contact SCEMA for the most current version.



**Scott County
Alert Iowa
Notification
Selection
Process**

**Notification Selection
Process for Scott
County's Alert Iowa**

Does the information align / compare with one of the following scenarios?

Is this information considered Critical Life Safety?

Does the information meet one of the categories below?

No

Yes

No

Yes

Yes

- *Message Scenarios***
- Life Safety Concerns or Hazard (Snow Emergency, watermain break, boil order, etc.)
 - General Warning or Hazard Information (unconfirmed threats, steer clear of an area because of a life safety hazard, etc.)
 - Staffing Shortage Messages for Emergency Services (Police, Fire, EMS, Emergency Rooms, EMA, etc.)
 - Exercise/testing/training of the system
 - Emergency Operation Center Activations or Emergency Information Sharing
 - Team Call-outs (SWAT, Hazmat TF, Damage Assessment Teams, etc.)

- *Message Scenarios***
- 911 Telephone Outage Emergency
 - Civil Danger Warning
 - Civil Emergency Message
 - Evacuation Immediate
 - Hazardous Materials Warning
 - Law Enforcement Warning (Active shooter, bomb or bombing, etc.)
 - Nuclear Power Plant Warning Radiological Hazard Warning
 - Shelter in Place Warning

Distribute message through the **NON-EMERGENT Message Profile**

Distribute message through **Emergent Messaging Profile/s**

Distribute message through **IPAWS-WEA**

**Appendix C
Scott County's
Alert Iowa
Notification
Selection Process**

This document may fluctuate throughout the year/s. Contact SCEMA for the most current version.



Appendix D

Scott County's

Alert Iowa

Operating Plan & Procedures

Training

Guideline



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Purpose

This guideline will provide active users with the information they'll need to obtain before sending messages out of the Alert Iowa system. That information includes what approvals will be needed and the requirement for training & experience for the different levels of access for Scott County's Alert Iowa system. Additionally, this guideline will outline how active users within Scott County's Alert Iowa System can become Alert Iowa trainers to help onboard members of their community/agency.

New User Training Classes

Local, State, or Online Training Opportunities for Standard or Advanced System Users

1. Standard Alert Sender Training (Local Training)
 - a. This 2-3 hour class can be requested by any Scott County Community or agency utilizing the Scott County Alert Iowa system.
 - b. The Standard training will cover the following tabs; My Account, Dashboard, Alerts & List/People, & Reports
2. Advanced System User (Local Training)
 - a. This 2-3 hours class can be requested by any Scott County Community or agency utilizing the Scott County Alert Iowa system. **This class time will be in addition to the Standard Alert Sender training.**
 - b. The Advanced training will cover the following tabs; Prepare, System, Smart Loader, & more in-depth overview of the Standard training areas.
 - c. **Disclaimer:** For those who attend this training, it does not mean users will have access to the abovementioned areas. This training is designed for users to better understand the system's functionalities & how your community or agency can better use the Alert Iowa system to serve your stakeholders. Additional access to the Scott County Alert Iowa system needs to be approved by your agency leadership & the Scott County Emergency Management Agency.
3. IPAWS User (A Combination of Local & Online Training)
 - a. The following online certification is needed before taking any local or state IPAWS training:
 - i. [FEMA IS-247.b - Integrated Public Alert and Warning System \(IPAWS\) for Alert Originators](#)
 - b. Scott County's Local training for IPAWS is a 2-hour class that can be requested by any Scott County Community or agency utilizing the Scott County Alert Iowa system.
 - c. The IPAWS training will ONLY focus on the IPAWS portion of the Alert Iowa system, its functionalities, event codes, WEA handling codes, urgency & categories, and the GEO fencing
4. Annual IPAWS Refresher for Active IPAWS Users (in-person or local online training)
 - a. This 30-60 minute refresher reminds users of the abovementioned areas from the IPAWS training, outlines new legal guidelines/requirements, and provides any other updates on local information pertinent to users who can access Scott County's IPAWS.



5. Training Links (links are subject to change without notice)
 - a. Local Training Opportunities
 - i. Contact the Scott County Emergency Management Agency to request any of the classes listed above or for additional training requests relating to Scott County's Alert Iowa
 - ii. Locally provided online training will be coming soon
 - b. State of Iowa Training Opportunities
 - i. [State of Iowa Class Schedule Site](#)
 - ii. [Alert Iowa Resource Site](#)
 1. **To access this site, your will need to request access through the Scott County Emergency Management Agency**
 - c. Online Training Opportunities
 - i. [FEMA IS-247.b - Integrated Public Alert and Warning System \(IPAWS\) for Alert Originators](#)
 - ii. [Rave's Academy](#)
 1. **To access this site, your will need to request access through the Scott County Emergency Management Agency**
 - iii. [State of Iowa's Training Videos](#)
 1. **To access this site, your will need to request access through the Scott County Emergency Management Agency**

New User Training Requirements

Standard Alert Senders - Non-Emergent Messaging

1. Internal Non-Emergency Messaging
 - a. Local training of system users can be completed at the local agency level.
 - b. This training does NOT need to be conducted by an official Scott County Alert Iowa System trainer.
 - i. At the community or agency's request, Scott County EMA can complete training for current or new users within our Alert Iowa Domain.
2. External Non-Emergency Messaging
 - a. Local training of system users can be completed at the local agency level.
 - i. This training does NOT need to be conducted by an official Scott County Alert Iowa System trainer but is **HIGHLY** encouraged.
 - ii. At the community or agency's request, Scott County EMA can complete training for current or new users within our Alert Iowa Domain.



Standard Alert Senders - Emergent Messaging

1. Internal Emergency Messaging
 - a. Local training of system users can be completed at the local agency level.
 - i. This training does NOT need to be conducted by an official Scott County Alert Iowa System trainer.
 - ii. At the community or agency's request, Scott County EMA can complete training for current or new users within our Alert Iowa Domain.
2. External Emergency Messaging for **Your Community/Agency ONLY**
 - b. Local training of system users can be completed at the local agency level.
 - i. This training does NOT need to be conducted by an official Scott County Alert Iowa System trainer but is **HIGHLY** encouraged.
 - ii. At the community or agency's request, Scott County EMA can complete training for current or new users within our Alert Iowa Domain.
3. External Emergency Messaging for **Multiple Communities/Agencies**
 - a. Users messaging emergency messages to multiple communities/agencies will require training by an approved Scott County Alert Iowa Trainer.

Advance System Users for Non-Emergent & Emergent Messaging

1. All Advance System Users will be required to complete the standard & advanced level training by an approved Scott County Alert Iowa Trainer.

New IPAWS-WEA Users

1. Required training for IPAWS Message users includes:
 - a. Completing the Advanced System User Training
 - b. Complete FEMA's independent study IS-247.b and submit the certificate to Scott County Emergency Management Agency
 - c. Complete the new users' IPAWS training
 - i. This will be conducted by Scott County Emergency Management Agency or Iowa Homeland Security (either source is accepted)



Ongoing IPAWS Training & Drills Expectation

All Scott County’s Alert Iowa Users who can distribute an IPAWS message will be required to complete an annual refresher training & a quarterly drill.

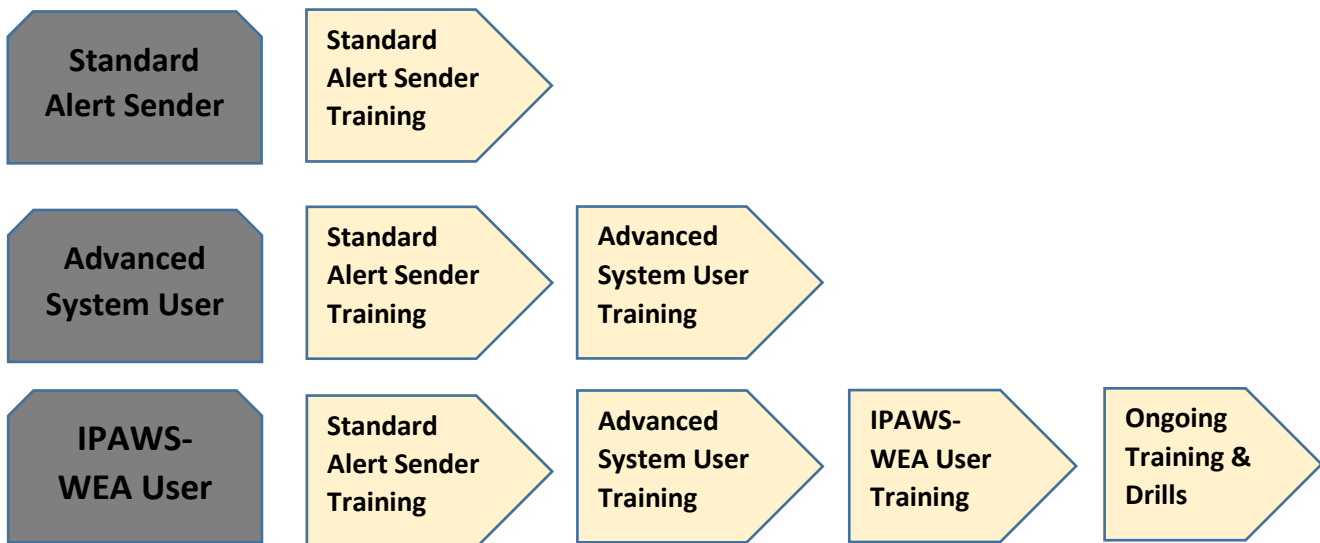
These increased requirements have been established because of the real-world impacts an IPAWS activation can have on our community, Scott County’s ability to maintain access to this life-saving tool, ensure the familiarity of using this tool, and the emergent nature of these messages types.

- 1. Refresher Training
 - a. Complete the annual IPAWS Refresher training course.
- 2. Quarterly Drill
 - a. Users must distribute an **Exercise Message** quarterly on Scott County’s **IPAWS TEST PROFILE**.
 - b. These drills will be scheduled by the Scott County Emergency Management Agency and should require less than 10-minutes/drill.

Non-Compliance of IPAWS Ongoing Training & Drills

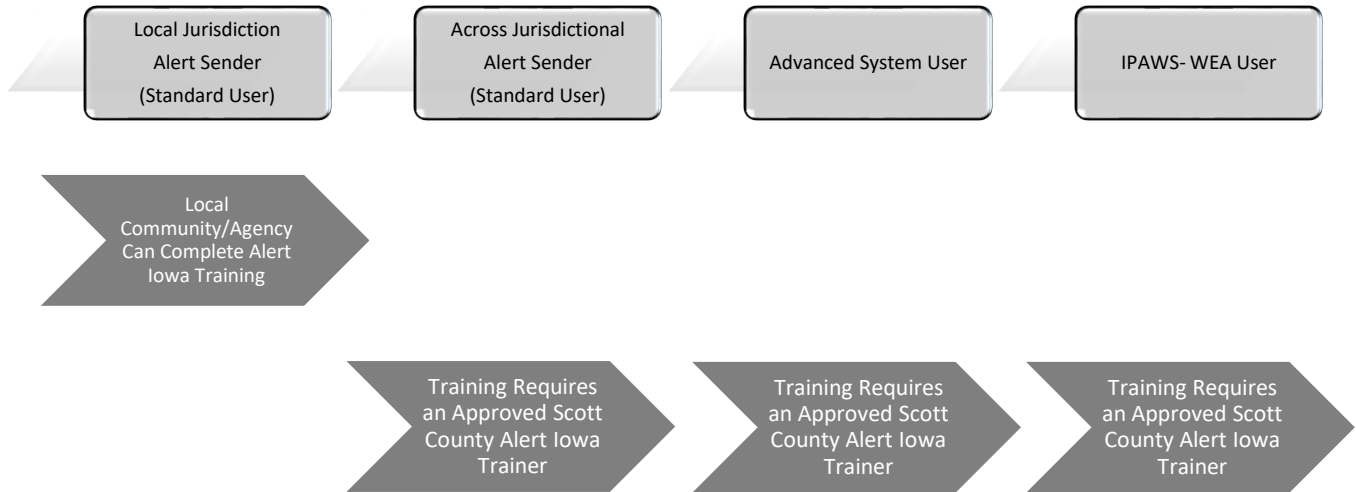
- 1. Active IPAWS users who cannot meet the ongoing training & drills will be re-educated on the policy expectation.
- 2. Once policy re-education has been completed, any noncompliant user will have IPAWS access removed and their community/agency leader will be notified.

Visual Aid for Training Requirements





Visual Aid for Trainer Requirements



Train the Trainer

Trainer Levels

1. Standard Alert Sender Trainers
 - a. These trainers will be approved to conduct training for the areas listed above.
2. Advance User Trainers
 - a. These trainers will be approved to conduct training for all areas of the Alert Iowa platform except IPAWS.
3. IPAWS User Training (New User or Refresher)
 - a. These trainers will be approved to conduct training for the areas listed above.

Community/Agency Approval

Alert Iowa trainers will be expected to not only provide training to others on their team, but they could be requested to support the Scott County Emergency Agency with another training.

All persons wanting to be considered trainers with the Scott County Alert Iowa system will be required to have their community/agency leader complete an approval form that will need to be attached to your application. This form can be obtained from the Scott County Emergency Management Agency.

Requesting to Becoming a Scott County Alert Iowa Trainer

Any active user on Scott County's Alert Iowa system can request to become a trainer. Please submit the following information to the Scott County Emergency Management Agency to initiate your request to become a trainer:



1. Complete a Scott County Alert Iowa - Train the Trainer Application
2. Attached with your application, provide your completed approval form

After your request to become a trainer is received, it will be reviewed by the Scott County Emergency Management Agency. A response to your application will be provided in a reasonable amount of time. If approved, Scott County Emergency Management Agency will work with you on scheduling & completing the requirements listed below.

Experience

Because the system is still in the infancy stages for Scott County, the experience category will be evaluated on a case-by-case basis. The specifications listed below are not the minimum requirement and have been established to provide a baseline of preferred experience.

1. Standard Alert Sender Experience Training
 - a. 0.5-year of experience within Scott County or another community/agency operating on the same system
 - b. Distributed 50 (+) Internal or External Messages
2. Experience for Advance User
 - a. 1-year of experience within Scott County or another community/agency operating on the same system
 - b. Distributed 100 (+) Internal or External Messages

Training for Train the Trainers

Standard Alert Sender Trainers:

1. Must complete a training session by Scott County Emergency Management Agency or Iowa Homeland Security
2. Must co-teach **one** training session with any approved Advanced Alert Sender Trainer

Advanced Alert Sender Trainers (Not to include IPAWS):

1. Must complete **two** training sessions by Scott County Emergency Management Agency or Iowa Homeland Security of the entire Alert Iowa System
2. Must co-teach **one** training session with a trainer that Scott County Emergency Management Agency approves
3. Must teach **one** training session while being observed by a trainer that Scott County Emergency Management Agency approves

IPAWS Trainers (Not to include IPAWS):

No community or agency partner can be approved to provide IPAWS training for Scott County's Alert Iowa system. The Scott County Emergency Management Agency and Iowa Homeland Security are the only approved trainers for IPAWS.

Training Task Book:

The task book was developed to show proficiency & completion of required tasks.

1. All persons completing the Train the Trainer process will be assigned a task book that will need to be completed
2. Once your task book has been completed, a copy will be provided to the Scott County Emergency Management Agency for final review & approval.
3. After approval of completion, a Trainer Certificate will be provided to the trainer, and you will be listed as an approved trainer for Scott County's Alert Iowa system.



Scott County EMA Training Profiles & Accounts

General Information on Training Profiles & Accounts

In an effort to create a real-world training environment, the Scott County Emergency Management Agency has created a training agency, lists, profiles, etc. Any agency can use Scott County EMA's Training Profiles within Scott County EMA's Alert Iowa Domain.

This training profile & accounts will allow the users to complete everything within their assigned permission levels, established at the direction of their community or agency leadership, and **actually** send out real messages to a targeted training group/s.

The establishment of this profile is believed to allow the users to feel more comfortable with the system by allowing them to start a task and walk it through completion.

How to Access Training Profiles & Accounts

1. Training Profiles (Email, text, phone, etc.)
 - a. All approved trainers will be provided access to the training profiles that can be accessed at any time within your account.
2. Training Accounts
 - a. Before your training session, these accounts can be assigned to you and/or your students for use during that training session. With enough notice, these accounts can be modified for the users in training to mirror their pending real-world accounts for accessing Scott County's Alert Iowa system.
 - b. Contact Scott County Emergency Management Agency for assistance with these accounts.

Required System Testing

Per Federal requirements, IPAWS will be tested at a minimum monthly through Scott County's test profile and conducted by the Scott County Emergency Management Agency.

Summary

The information within this document is a guideline intended to provide direction on training & trainers for varying access levels of Scott County's Alert Iowa system. The information within this document is subject to change at any time and without notice through real-world experiences, process improvements, partnership feedback, etc. The revised date in the footer will provide document control for the most recent version of this guideline.

For questions, comments, concerns, or to ensure you have the most recent version of this training guideline, please contact the Scott County Emergency Management Agency.



Appendix E
Scott County's
Alert Iowa
Operating Plan & Procedures
Marketing
Strategy



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Purpose

This guideline has been developed to support the marketing strategy of Scott County's Alert Iowa system. Our local communities & partners are encouraged to utilize these strategies, products, or information as they see fit.

Community Partnerships

Because Scott County EMA is always looking to work with different communities, agencies, or identified other partners, this section of the guideline is subject to change without notice.

Current Partnerships – System Users

- City of Bettendorf
- City of Buffalo
- City of Davenport
- City of Eldridge
- City of Long Grove
- City of Walcott
- Healthcare Coalition – Region 5
- Hospital Alliance – Regional
- MABAS 43 – Peer Support Team
- Medic EMS
- Milestones Area Agency on Aging
- Scott County
- Scott County EMA

Community Engagement Goals

By partnering with the organization types listed below, we believe these partnerships could help Scott County further engage with our community members. This list is not all-encompassing and will be updated as partnerships are developed:

- Healthcare:
 - Home Health
 - Pre-Discharge information from hospitals
 - Home Medical Equipment Agencies
 - Organizations Assisting Persons with Disabilities. Such as Handicapped Development Center
 - And like agencies
- Senior Resident Support Areas
 - CASI
 - And like agencies
- Real Estate Agencies
 - New residents or families move into Scott County from another community
- Community Gather Locations (ex. Campgrounds, parks, BettPlex, Modern Woodmen Park, etc.)
 - Emergency Messaging Partnerships for outdoor warning signs
- Industrial or Business
 - A business with a constant number of employees or patrons who would benefit from pre-established emergency messaging capabilities for weather-related emergencies.



Marketing Items

Marketing Items Examples

- Bus
- Event Card
- Barriers to Access
- Commercials/Videos
- Outdoor Signs
- Banners
- A-Frame Signs
- Text-in Options

Handout Items - Recommended Usage & Areas of Usage

Handout items could include the items listed below but will not be limited to these items:

- Barrier to Access Card
- Event Card

Barrier to Access Cards

The Barrier to Access Cards has been created to help encourage residents who may need additional assistance during or immediately following a disaster within our community. That encouragement will include discussing why it may benefit them to create an Alert Iowa account and register those possible needs.

Partners can distribute these cards to members of the community who they feel may be interested in sharing this information. Additionally, several partners may be in a position to help provide this information to residents only known to them because of privacy practices. For example, home medical equipment agencies would know if a resident was recently issued a piece of medical equipment that requires electricity 24/7. This would be an excellent opportunity for those agency types to take a few minutes to hand out a Barrier to Access card.

Event Cards

The Event Cards have been created to help encourage ALL residents in Scott County or persons who work within Scott County to create an account to receive critical, emergent/urgent, or non-emergent messages.

Any partner listed above or identified as we advance can distribute these cards to community members. They will be expected to briefly describe how this could help them stay safe and obtain other information they may find valuable.

Static or Stationary Items - Recommended Usage & Areas of Usage

Static or Stationary items could include the items listed below but will not be limited to these items:

- A-Frame Signs
- Banners
- Bus
- Outdoor Signs



A-Frame Signs

The A-Frame Signs were created to be a static display (permanent or temporary) for events, real-world emergencies, etc., to encourage community members to register for an account with Scott County's Alert Iowa.

Agencies not pre-assigned an A-Frame sign can request a sign through the Scott County Emergency Management Agency. This sign will need to be returned at the close of your event or in a real-world emergency.

Banners

The Banners were created to be a static display (permanent or temporary) for events, real-world emergencies, etc., to encourage community members to register for an account with Scott County's Alert Iowa.

Agencies not pre-assigned a Banner can request a sign through the Scott County Emergency Management Agency. This sign will need to be returned at the close of your event or in a real-world emergency.

Bus

At this time, the Scott County Emergency Management Agency has contracted the vendor for the Davenport City Bus to wrap two buses and place multiple static displays within the City Buses.

This marketing strategy is scheduled to end at the end of June 2023 and, at this time, will not be re-purchased. The internal planning team will evaluate the re-purchasing of these items.

Outdoor Signs

The Outdoor Signs have been created to be a static display that will offer a text-in option for emergency messaging. For example, if they are camping in Scott County but live outside the area, they can text a pre-identified phrase to our local number to receive emergency messages.

These signs are available for any area within Scott County (Public or Private) with a large concentration of patrons for events. A few examples of these types of areas are as follows, but this list will not be all-encompassing:

- Campgrounds
- Parks
- Boat Launches
- Sports Complexes
- Etc.

Any public or private entity can contact the Scott County Emergency Management Agency to request one of these signs. All requests will be evaluated on a case-by-case basis.

Other Items - Recommended Usage & Areas of Usage

Static or Stationary items could include the items listed below but will not be limited to these items:

- Commercials/Videos
- Text-in Options

Commercials/Videos

Commercials/Videos were developed as a visual engagement tool. These videos can be run through media outlets, YouTube, social media platforms, etc. Any partner listed above can utilize the commercials/videos that were created.



Additionally, commercials were scheduled to run through local media outlets starting in July of 2022 and, with varying ending dates, will stop in September of 2022.

Text-in Options

Text-in options can be established for any public or private event allowing patrons to receive emergency messages. These options will be evaluated case-by-case but can be provided at no cost to the public or private entity. Additionally, the marketing of these text-in options will be left up to the organizer of those events.

Lastly, pending the event or incident, emergency text-in options can be generated to provide one-on-one communication with those affected by the given event/incident.

Long-Term Marketing Strategies

The long-term marketing strategy will follow the abovementioned areas but will continuously evaluate the strategy for improvement opportunities. This will include the items used for marketing, Alert Iowa partnerships, and any other area that has yet to be defined.

Effectiveness & Engagement Monitoring

The Scott County Emergency Management Agency, Scott County GIS, & the Alert Iowa Vendor will provide statistical information to monitor & evaluate the effectiveness of our public engagement. This will include but is not limited to the following areas for Scott County:

- Daily Subscribers within the Alert Iowa System
 - Updated Weekly
 - If Scott County EMA is made aware of a planned marketing event, this date/s will be “flagged” to highlight the potential increases in registration based on that specific marketing event
- Subscribers by Zip Code
 - Updated Monthly
- Distributed Messages (all available profiles)
 - Updated Monthly

Summary

The information within this document is a guideline intended to provide direction on marketing for the Alert Iowa System. It can change anytime and without notice through real-world experiences, process improvements, partnership feedback, etc. The revised date in the footer will provide document control for the most recent version of this guideline.

For questions, comments, concerns, or to ensure you have the most recent version of this training guideline, please get in touch with the Scott County Emergency Management Agency.



Appendix F

Scott County's

Alert Iowa

Operating Plan & Procedures

***Alert Iowa Projections on
Population & Population
Demographics***



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Purpose

These projections on population & population demographics are being provided for emergency planning purposes.

Assumptions

It is assumed that during normal business hours our population grows. This assumption is based off of our geographical location on the border of Iowa & Illinois, several large industrial facilities (ex. John Deere, Alcoa, etc.), two large healthcare systems, and several of our surrounding counties being considered rural communities.

US Census Population Projections (as of 07/01/2021)

174,170

Protected Population Increase for Daily Workers

Based on data from the United States Census Bureau, assumptions have been made to estimate the population increase during regular business hours (08:00-17:00).

- Approximately 21,186 people live in Scott County, but work outside of Scott County
- Approximately 25,099 people work in Scott County, but do NOT live in Scott County
- The projected total of increased people during business hours is 3,913, which is rounded up to 4,000 for planning purposes.

Total Protected Scott County's Population

- **174,170 - 2021 Census Projection – Assumed Nighttime Population**
- **3,913 - Daytime increase**
- **178,083 - Assumed Daytime Population**

Radiological Emergencies Relating to the Nuclear Power Plant

In reference to the radiological emergencies for population & demographic, please refer to the ETE report that's contracted for providing this information.

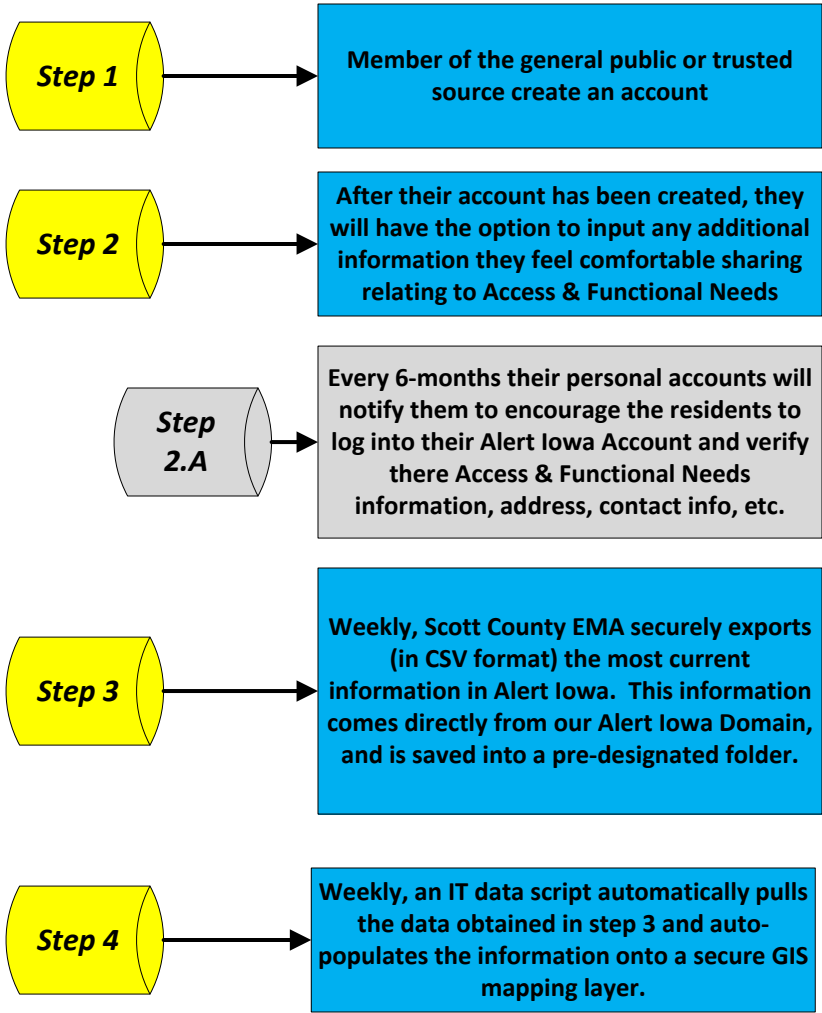
Summary

The information within this document is compiled from assumptions & facts that were compiled to allow the Scott County Emergency Management Agency an opportunity to enhance our ability to plan for emergencies in Scott County.

Additionally, the information within this document is subject to change at any time and without notice through real-world experiences, process improvements, partnership feedback, etc. The revised date in the footer will provide document control for the most recent version of this guideline.

For questions, comments, concerns, or to ensure you have the most recent version, please contact the Scott County Emergency Management Agency.

Access & Functional Needs Collection, Storage, & Use Process with Alert Iowa

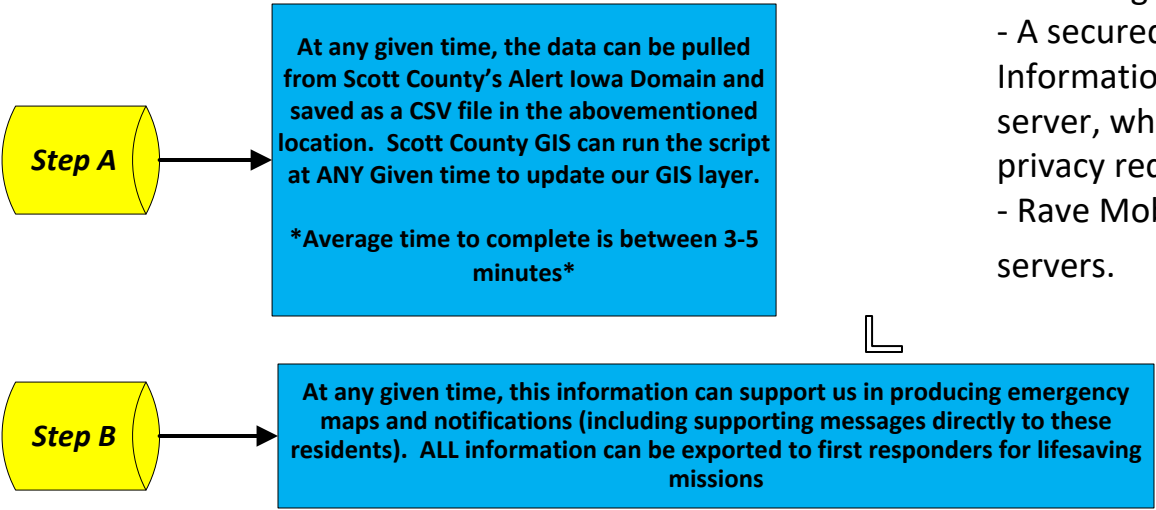


Privacy & Security

****This Process Does NOT Replace Residents Calling 911****

- ❑ This information is HIGHLY restricted and access is approved by Scott County EMA for system users performing functions to support those with access & functional needs.
- ❑ This information is managed by the general public, their family, caregiver, Milestones Area Agency on Aging, etc. NO USER (or Administrator) has the capability to edit ANY information that is listed by the members of the public.

Insert a Real-World Event



- ❑ All Data collected is stored in the following locations:
 - A secured Scott County Information Technology server, which meets data privacy requirements.
 - Rave Mobility's secure servers.

This document may fluctuate throughout the year/s. Contact SCEMA for the most current version.

**Appendix G
Scott County's
Alert Iowa
Barriers to Access
Process**



Appendix H

Scott County's

Alert Iowa

Operating Plan & Procedures

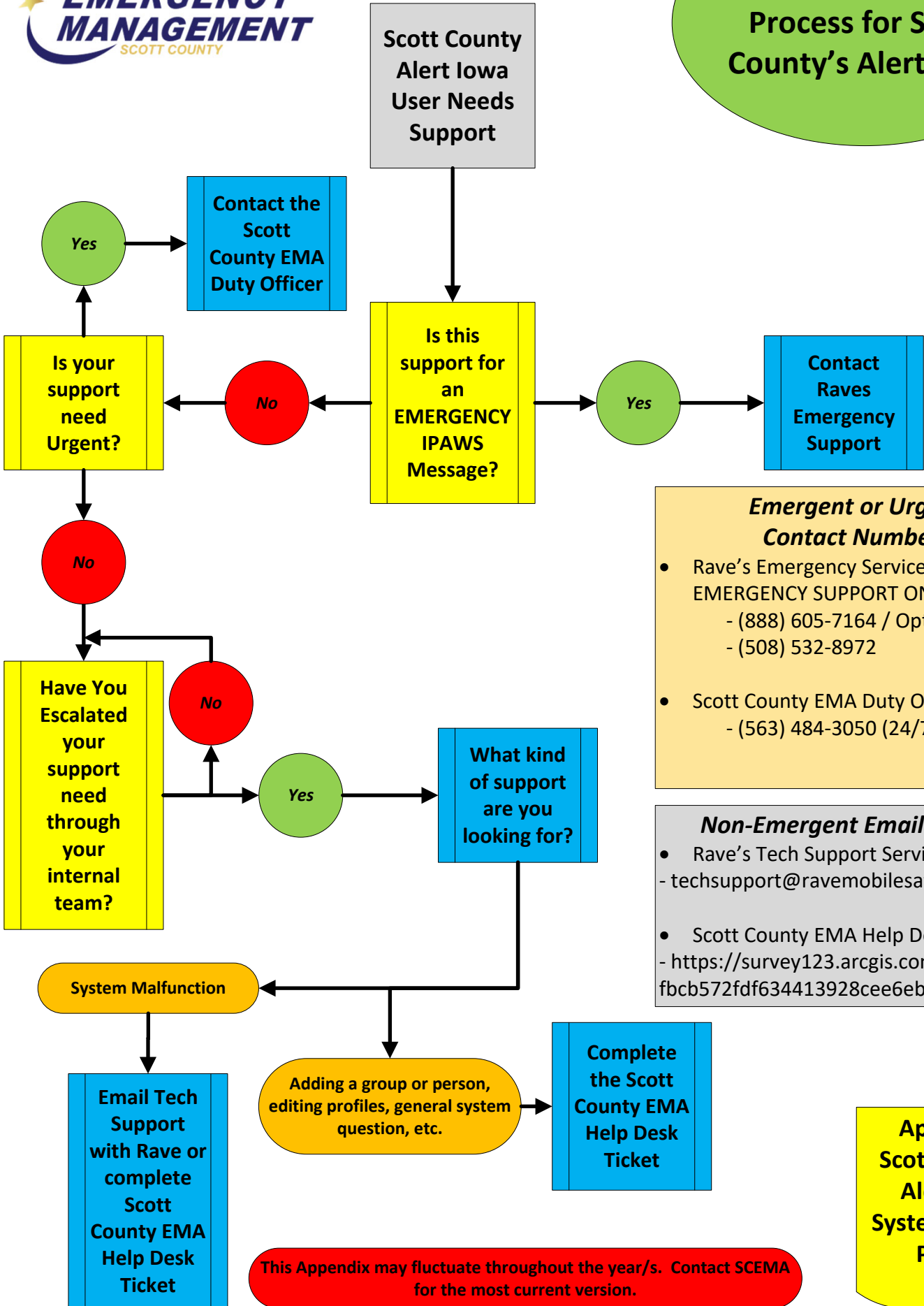
Authorized Boundary Agreements



**Scott County's boundary agreements are still being finalized.
Please expect these at a later date.**



System Support Process for Scott County's Alert Iowa



- Emergent or Urgent Contact Numbers**
- Rave's Emergency Services (IPAWS or EMERGENCY SUPPORT ONLY):
 - (888) 605-7164 / Option 3 **OR**
 - (508) 532-8972
 - Scott County EMA Duty Officer
 - (563) 484-3050 (24/7 #)

- Non-Emergent Email or Links**
- Rave's Tech Support Services
 - techsupport@ravemobilesafety.com
 - Scott County EMA Help Desk Ticket
 - <https://survey123.arcgis.com/share/fbcb572fdf634413928cee6ebbd5f250>

This Appendix may fluctuate throughout the year/s. Contact SCEMA for the most current version.

Appendix I Scott County's Alert Iowa System Support Process

**Memorandum of Agreement
between the
Scott Emergency Communications Center
and the**



**Federal Emergency Management Agency
Integrated Public Alert and Warning System
(IPAWS) Program Management Office**

**Regarding the use of:
Scott Emergency Communications Center
Interoperable System(s)
and
IPAWS OPEN Platform for Emergency Networks
(IPAWS-OPEN)**

Version 4.2

17 Jul 2020

WARNING: This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of the FEMA Integrated Public and Warning System and the FEMA Disclosure Offices.

MEMORANDUM OF AGREEMENT

1.0 SUPERSEDES: IA Scott Emergency Communications Center_MOA-1

2.0 INTRODUCTION

The purpose of this memorandum is to establish a management agreement between the Scott Emergency Communications Center hereinafter referred to as the Collaborative Operating Group (COG), and the Federal Emergency Management Agency (FEMA) IPAWS Program regarding the utilization and security of Scott Emergency Communications Center Interoperable System(s) (as shown in Appendix A), which interoperate with the IPAWS-Open Platform for Emergency Networks (IPAWS-OPEN). The expected benefit is to enable information interoperability across emergency response organizations and systems as intended by the FEMA IPAWS Program.

This agreement will govern the relationship between the Collaborative Operating Group and FEMA, including designated managerial and technical staff and system users associated with the aforementioned COG. As indicated within the terms of this agreement, both parties agree to allow system interoperability through the use of SOAP over HTTPS via the public internet. Under this agreement, no direct or networked connection using VPN (or equivalent technology) between the systems named in Appendix A and IPAWS-OPEN is allowed. In the event a direct connection is required, an Interconnection Security Agreement must be executed.

3.0 AUTHORITY

The authority for this agreement is based on the Communications Act of 1934, as amended (47 U.S.C § 606) and the implementation of regulation 47 C.F.R § 11 which establishes the statutory basis under which the FEMA IPAWS Program operates emergency alerting systems. In addition, Executive Order 13407 of June 26, 2006, Public Alert and Warning System Executive Order states, "It is the policy of the United States to have an effective, reliable, integrated, flexible, and comprehensive system to alert and warn the American people... establish or adopt, as appropriate, common alerting and warning protocols, standards, terminology, and operating procedures for the public alert and warning system to enable interoperability and the secure delivery of coordinated messages to the American people". In response, FEMA established the IPAWS Program Management Office (PMO) in April 2007.

4.0 BACKGROUND

It is the intent of both parties to this agreement to establish and utilize a standardized web based application interface (as defined by the IPAWS-OPEN Web Service Interface Design Guidance) between the information technology (IT) systems shown below to facilitate the exchange of emergency messages within the production environment. The testing of the interoperability of these systems has been performed through the use of FEMA's Test and Development environment to ensure the transference and receipt of emergency messages using approved messaging standards. The interoperability between these systems is supported by the use of SOAP over HTTPS via the public internet.

5.0 COMMUNICATIONS

Frequent formal communications are essential to ensure the successful management and operation of system interoperability. Both parties agree to maintain open lines of communication between designated staff (as indicated in Appendix B) at both the managerial and technical levels. All communications described herein must be conducted in writing and may be disseminated by electronic means unless otherwise noted.

The owners of the respective systems agree to designate and provide contact information for technical leads for their respective systems, and to facilitate direct contacts between technical leads to support the management and operation of system interoperability. To safeguard the confidentiality, integrity, and availability of the systems and the data they store, process, and transmit, both parties agree to provide notice of specific events within the timeframes indicated below:

- **Security Incidents:** Technical, administrative and/or help desk staff will immediately notify their designated counterparts by telephone or e-mail when a security incident(s) is detected and/or a violation of the Rules of Behavior (see Appendix C) has been identified. Both parties agree to make the appropriate technical and administrative individuals available for all necessary inquiries and/or investigations. Containment and/or

resolution procedures will be documented by the identifying party and after action reports generated and submitted to the system owner and/or designated security officials within five (5) business days after detection of the incident(s).

- **Disasters and Other Contingencies:** The FEMA IPAWS Program Office will notify the COG by telephone, e-mail or other acceptable means in the event of a disaster or other contingency that disrupts the normal operation of IPAWS-OPEN.
- **System Interconnections:** This MOA is intended for systems interoperating with IPAWS-OPEN using SOAP over HTTPS via the public Internet. If in the future, an interconnection (i.e. dedicated system-to-system connection) is required to IPAWS-OPEN, this MOA must be updated and an Interconnection Security Agreement (ISA) must be executed. If a change in status from interoperating to interconnected system is required, the initiating party will notify the other party at least 3 months before the planned interconnection is to be in place.
- **Discontinuation of Use:** In the event the use of IPAWS-OPEN is no longer required, the COG agrees to immediately notify, in writing, the FEMA IPAWS Program Office at which time the COGID and associated access credentials will be deactivated.
- **Personnel Changes:** Both parties agree to provide notification of changes to their respective system owner or technical lead. In addition, both parties will provide notification of any changes in the point of contact information provided in Appendix B. All relevant personnel changes and changes to contact information must be provided within 5 business days of the change.

6.0 TYPE OF INTERCONNECTIVITY

Both parties agree that the COG will utilize only the assigned COGID, associated credentials and digital certificates provided by the FEMA IPAWS Program Office to support interoperability between the system(s) listed in Appendix A and IPAWS-OPEN. In addition, all interoperable systems must be configured to interface with IPAWS-OPEN over the public Internet using only approved web service standards and associated requirements. A listing of approved web service standards and supporting requirements can be obtained from the IPAWS-OPEN Web Service Interface Design Guidance document.

In the event, a dedicated connection is required, both parties will agree to negotiate and execute an Interconnection Security Agreement (ISA) as required per Department of Homeland Security (DHS) policy which must be signed by all required parties before the interconnection is activated. Proposed changes to either system that affect system interoperability will be reviewed and evaluated to determine the potential impact. If the proposed changes impact the agreed upon terms, the MOA will be renegotiated and executed before changes are implemented.

7.0 SECURITY

To ensure the joint security of the systems and the message data they store, process, and transmit, both parties agree to adhere to and enforce the Rules of Behavior (as specified in Appendix C). In addition, both parties agree to the following:

- Ensure authorized users accessing the interoperable system(s) receive, agree to abide by and sign (electronically or in paper form) the IPAWS-OPEN Rules of Behavior as specified in Appendix C. Each jurisdiction is responsible for keeping the signed Rules of Behavior on file or stored electronically for each system user.
- Utilize FEMA approved PKI certificates to digitally sign messages as they are transported over the public Internet.
- Certify that its respective system is designed, managed and operated in compliance with all relevant federal laws, regulations, and policies.
- Document and maintain jurisdictional and/or system specific security policies and procedures and produce such documentation in response to official inquiries and/or requests.

- Provide physical security and system environmental safeguards for devices supporting system interoperability with IPAWS-OPEN.
- Ensure physical and logical access to the respective systems as well as knowledge of the COGID and associated access criteria are only granted to properly vetted and approved entities or individuals.
- Where applicable, ensure that only individuals who have successfully completed FEMA-required training can utilize the interoperable systems to issue alerts and warnings intended for distribution to the public.
- Where applicable, document and maintain records of successful completion of FEMA-required training and produce such documentation in response to official inquiries and/or requests.

8.0 PROFICIENCY DEMONSTRATION

Once enabled, each COG operating under this agreement must demonstrate their ability to compose and send a message through the IPAWS-OPEN system at regular intervals. Such demonstration must be performed on a monthly basis through generation of a message successfully sent through the IPAWS-OPEN Training and Demonstration environment.

9.0 ASSOCIATED SOFTWARE REQUIREMENTS

The COG will need to select a software package which will allow the COG to properly populate a Common Alerting Protocol (CAP) message which complies with both the *OASIS Common Alerting Protocol Version 1.2* and the *OASIS Common Alerting Protocol, v. 1.2 USA Integrated Public Alert and Warning System Profile Version 1.0*. With respect to the software and the software vendor selected FEMA expects the selected software to provide the following minimum critical capabilities and services:

- Permissions:
 - The ability to assign and manage user permissions; and
 - The ability to retrieve and view IPAWS Alerting Permissions
- Proficiency:
 - The provision of vendor support, to include user training, and around the clock technical support; and
 - The ability to submit both live and test digital certificates, with clear, easily identifiable information that indicates the environment to which the software is pointed (Live or Test)
- User Interface:
 - The provision of an intuitive user interface, to include help menus; and
 - The ability to notify the user of digital certificate expiration; and
 - The ability to constrain event types and geocodes to user permissions; and
 - The ability to send one alert to multiple channels; and
 - The provision of displays that show required fields based on selected channel; and
 - The ability to pre-populate fields to the greatest extent possible; and
 - The ability to support templates; and
 - The ability to create a polygon or circle, of less than 100 nodes; and
 - The ability to update or cancel an alert, without having to reenter all of the data; and
 - The ability to alert the end user if a software license has expired; and
 - Clear explanations if alert information is case sensitive when entered
- Confirmation and Error Checking:
 - The ability to pre-check an alert message for errors, prior to sending; and
 - The ability to create free-form 90-character WEA text, while preventing prohibited characters; and

- The provision to IPAWS of alert status codes for any sent alert, with a clear definition of whether the codes are advice codes or error codes, along with the meaning of those codes; and
- The provision of user confirmation of connectivity to IPAWS; and
- The ability for users to see alert history and/or logs

10.0 COST CONSIDERATIONS

This agreement does not authorize financial expenditures by the COG on behalf of FEMA. The FEMA IPAWS Program is responsible for the costs associated with developing, operating and maintaining the availability of the IPAWS-OPEN system. The COG is responsible for all costs related to providing their users with access to IPAWS-OPEN via the public Internet. These costs may include hardware, software, monthly Internet charges, completion of security awareness training and other related jurisdictional costs.

11.0 PROPERTY OWNERSHIP

Each Party agrees and acknowledges that nothing in this Agreement shall be construed as giving a party any proprietary rights in or to the intellectual property of the other party. Each Party further agrees that nothing in this Agreement shall be construed as creating or granting to a party any implied or express license in or to the intellectual property of the other party.

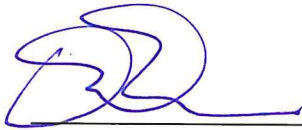
12.0 TIMELINE

This agreement will remain in effect based on the life of the Authority to Operate (ATO) for IPAWS-OPEN or a maximum of three (3) years after the last date on either signature in the signature block below. Upon expiration of the IPAWS-OPEN ATO or after three (3) years (whichever comes first), this agreement will expire without further action and system access privileges will be revoked. If the parties wish to extend this agreement, they may do so by reviewing, updating, and reauthorizing this agreement. This agreement supersedes all earlier agreements, which should be referenced above by title and date. If one or both of the parties wish to terminate this agreement prematurely, they may do so upon 30 days' advanced notice or in the event of a security incident that necessitates an immediate response. This agreement may be suspended by FEMA for failure to perform the Proficiency Demonstration for two consecutive months. A suspended COG may be reinstated upon a completion of a successful Proficiency Demonstration.

SIGNATORY AUTHORITY

I agree to the terms of this Memorandum of Agreement. Noncompliance on the part of either organization or its users or contractors concerning the policies, standards, and procedures explained herein may result in the immediate termination of this agreement.

Scott Emergency Communications Center Official
Name: Dave Donovan
Title: Director



July 17, 2020

(Signature Date)

Scott Emergency Communications Center
1100 E. 46th Street
Davenport, IA, 52807

Federal Emergency Management Agency
IPAWS-OPEN System Owner
Name: Mark A. Lucero
Title: Chief, IPAWS Engineering

(Signature Date)

Attn: IPAWS-OPEN System Owner, Suite 5NW-0309
Federal Emergency Management Agency
500 C Street SW
Washington, D.C. 20472-3153

Appendix A

Listing of Interoperable Systems

The FEMA IPAWS Program recognizes that Emergency Management organizations may utilize multiple tools to facilitate the emergency management process. As a result, jurisdictions may need to interoperate with IPAWS-OPEN using more than one system. In order to comply with DHS policy, all systems interoperating with IPAWS-OPEN must be documented and supported by a Memorandum of Agreement. As a result this appendix must be completed to identify all systems associated with the COG and used for interoperating with IPAWS-OPEN. This Appendix must be amended as applicable systems are added or removed from operations.

- **IPAWS-OPEN**

Function:	IPAWS-OPEN is the backbone system that structures the alert and distributes the message from one interoperating and/or interconnected system (message sender) to another interoperating and/or interconnected system (message recipient).
Location:	Bluemont, VA; Clarksville, VA
Description of data, including sensitivity or classification level:	Messaging data is considered Sensitive But Unclassified (SBU) information and does not contain Personally Identifiable Information (PII), Financial data, Law Enforcement Sensitive Information or classified information. Each message that flows through the IPAWS-OPEN system will be associated to a specifically assigned system User ID and COGID as captured within the message elements. This information will be retained in system logs.

The systems listed below are managed and operated by the COG and are subject to the terms defined within the Memorandum of Agreement including the Rules of Behavior in Appendix C. Each interoperable system will be assigned unique authentication credentials, which must be protected by the COG. In the event these credentials are compromised, the COG is expected to immediately contact the FEMA IPAWS Program Management Office. The systems listed below are only allowed to interoperate with IPAWS-OPEN based on the criteria set forth within the IPAWS-OPEN Web Service Interface Design Guidance.

- **WENS - Wireless Emergency Notification System**

Function:	Mass notification and alert system
Location:	Dallas, TX; Los Angeles, CA; Akron, OH;
Description of data, including sensitivity or classification level:	COTS FOUO Alert and warning information formatted in CAP standard.

Appendix B
COG Point of Contact Information

Designated COG Primary Point of Contact:

Name: Dave Donovan

Title: Director

Business Email Address: ema@scottcountyiowa.com

Primary Phone Number: 563-484-3036

Alternate Phone Number:

Organization: Scott County EMA

Mailing Address: 1100 E. 46th Street, Davenport, IA, 52807

Designated Alternate Point of Contact:

Name: Brian Payne

Title: Deputy Director

Business Email Address: brian.payne@scottcountyiowa.com

Primary Phone Number: 563-484-3056

Alternate Phone Number:

Organization: Scott County Emergency Management Agency

Mailing Address: 1100 E. 46th Street, Davenport, IA, 52807

Designated Technical Point of Contact:

Name: Brian Payne

Title: Deputy Director

Business Email Address: brian.payne@scottcountyiowa.com

Primary Phone Number: 563-484-3056

Alternate Phone Number:

Organization: Scott County Emergency Management Agency

Mailing Address: 1100 E. 46th Street, Davenport, IA, 52807

**FEMA: Integrated Public Alert and Warning System
Open Platform for Emergency Networks (IPAWS-OPEN)**

Contact Name	Contact Number	Email Address	Summary of System Responsibilities
Lytwaive Hutchinson	202-212-2480	lytwaive.hutchinson@fema.dhs.gov	Chief Information Officer, FEMA
Dr. Cynthia Sutherland	202-710-5329	cynthia.sutherland@fema.dhs.gov	Chief Information Security Officer
Mark Lucero	202-646-1386	mark.lucero@fema.dhs.gov	System Owner
Gary Ham	703-899-6241	gary.ham@associates.fema.dhs.gov	FEMA PMO - IPAWS-OPEN
Gustavo Barbet	202-212-3586	gustavo.barbet@associates.fema.dhs.gov	FEMA ISSO - IPAWS-OPEN
Neil Bourgeois	703-732-6331	neil.bourgeois@associates.fema.dhs.gov	FEMA-EADIS IPAWS-OPEN Tech Lead

Appendix C

IPAWS-OPEN Rules of Behavior

1.0 INTRODUCTION

The following rules of behavior apply to all persons with application access to Scott Emergency Communications Center Interoperable System(s) and/or who have been issued a COGID with associated credentials for IPAWS-OPEN. These individuals shall be held accountable for their actions related to the information resources entrusted to them and must comply with the following rules or risk losing their access privileges. The Rules of Behavior apply to users on official travel as well as at their primary workplace (e.g., Emergency Operations Center – EOC) and at any alternative workplace (e.g., telecommuting from a remote or satellite site) using any electronic device including laptop computers and portable electronic devices (PED's). PED's include personal digital assistants (PDA's) (e.g. Palm Pilots), cell phones, text messaging systems (e.g., Blackberry), and plug-in and wireless peripherals that employ removable media (e.g. CDs, DVDs, etc.). PEDs also encompass USB flash memory (thumb) drives, external drives, and diskettes. These Rules of Behavior are consistent with existing DHS policies and DHS Information Technology (IT) Security directives and are intended to enhance the awareness of each user's responsibilities regarding accessing, storing, receiving and/or transmitting information using IPAWS-OPEN.

2.0 APPLICATION RULES

2.1 Official Use

- IPAWS-OPEN is a Federal application to be used only in the performance of the user's official duties in support of public safety as described in the National Incident Management System (NIMS).
- The use of the IPAWS-OPEN for unauthorized activities is prohibited and could result in verbal or written warning, loss of access rights, and/or criminal or civil prosecution.
- By utilizing IPAWS-OPEN, the user of the interoperable system(s) consents to allow system monitoring to ensure appropriate usage for public safety is being observed.
- Scott Emergency Communications Center will be held accountable for safeguarding all configuration items and information entrusted to them by FEMA. Scott Emergency Communications Center is expected to manage the relationship with supporting vendors, consultants and any other entities providing system support on their behalf. In addition, Scott Emergency Communications Center will be held accountable in the event of a security breach or disclosure of sensitive configuration information such as digital certificates. Scott Emergency Communications Center understands that the use of digital signatures, used on their behalf, is binding and Scott Emergency Communications Center will be held accountable accordingly. In the event sensitive information is mishandled, utilization of IPAWS-OPEN may be immediately revoked by FEMA.
- If software interoperating with IPAWS-OPEN enables users to geo-target public alert messages by means of geospatial polygons or circles, then the user shall restrict any such geospatial boundaries so as to remain within the geographical limits of their public warning authority (or as near as possible), as determined by applicable state and/or local laws and duly adopted operational plans.

2.2 Access Security

- All Email addresses provided in connection with interoperable system(s) user accounts must be associated to an approved email account assigned by the user's emergency management organization. The use of personal email accounts to support emergency messaging through IPAWS-OPEN is prohibited.
- Upon approval of the MOA by FEMA, a COG account with COGID and Digital Certificate will be created and issued to the designated technical representative. All individuals with knowledge of these credentials must not share or alter these authentication mechanisms without explicit approval from the FEMA IPAWS

Program.

- Every interoperable system user is responsible for remote access security as it relates to their use of IPAWS-OPEN and shall abide by these Rules of Behavior.

2.3 Interoperable System User Accounts and Passwords

- All users must have a discrete user account ID which cannot be the user's social security number. To protect against unauthorized access, passwords linked to the user ID are used to identify and authenticate authorized users.
- Accounts and passwords shall not be transferred or shared. The sharing of both a user ID and associated password with anyone (including administrators) is prohibited.
- Accounts and passwords shall be protected from disclosure and writing passwords down or electronically storing them on a medium that is accessible by others is prohibited.
- The selection of passwords must be complex and shall:
 - Be at least eight characters in length
 - Contain a combination of alphabetic, numeric and special characters
 - Not the same as any of the user's previous 8 passwords.
- Passwords shall not contain any dictionary word.
- Passwords shall not contain any proper noun or the name of any person, pet, child, or fictional character. Passwords shall not contain any employee serial number, Social Security number, birth date, phone number, or any information that could be readily guessed about the creator of the password.
- Passwords shall not contain any simple pattern of letters or numbers, such as “qwerty” or “xyz123”.
- Passwords shall not be any word, noun, or name spelled backwards or with a single digit appended, or with a two-digit “year” string, such as 98xyz123.
- Pass phrases, if used in addition to or instead of passwords, should follow the same guidelines.
- Passwords shall not be the same as the User ID.
- Users shall either log off or lock their workstations when unattended.
- Workstations shall be configured to either log off, or activate a password-protected lock, or password-protected screensaver within fifteen (15) minutes of user inactivity.
- Locked sessions shall remain locked until the user re-authenticates.
- Workstations shall be protected from theft.
- A user's account shall be automatically locked after three consecutive failed logon attempts.
- The automatic lockout period for accounts locked due to failed login attempts shall be set for a minimum of twenty (20) minutes.
- A process shall exist for manually unlocking accounts prior to the expiration of the twenty (20) minute period, after sufficient user identification is established.
- Sessions shall automatically be terminated after sixty (60) minutes of inactivity.

FOR OFFICIAL USE ONLY // CONTROLLED UNCLASSIFIED INFORMATION

- Users are required to change their passwords at least once every 90 days.
- Passwords must be promptly changed whenever a compromise of a password is known or suspected.

2.4 Integrity Controls & Data Protection

- All computer workstations accessing IPAWS-OPEN must be protected by up-to-date anti-virus software. Virus scans must be performed on a periodic basis and when notified by the anti-virus software.
- Users accessing interoperable system(s) to utilize IPAWS-OPEN must:
 - Physically protect computing devices such as laptops, PEDs, blackberry devices, smartphones, etc;
 - Protect sensitive data sent to or received from IPAWS-OPEN;
 - Not use peer-to-peer (P2P) file sharing, which can provide a mechanism for the spreading of viruses and put sensitive information at risk;
 - Not program computing devices with automatic sign-on sequences, passwords or access credentials when utilizing IPAWS-OPEN.

Users may not provide personal or official IPAWS-OPEN information solicited by e-mail. If e-mail messages are received from any source requesting personal information or asking to verify accounts or other authentication credentials, immediately report this and provide the questionable e-mail to the Local System Administrator and/or the Scott Emergency Communications Center Help Desk.

- Only devices officially issued through or approved by DHS, FEMA and/or approved emergency management organizations are authorized for use to interoperate with IPAWS-OPEN and use of personal devices to access and/or store IPAWS-OPEN data and information is prohibited.
- If a Blackberry, smartphone or other PED is used to access the interoperable system(s) to utilize IPAWS-OPEN, the device must be password protected and configured to timeout or lock after 10 minutes of inactivity.
- If sensitive information is processed, stored, or transmitted on wireless devices, it must be encrypted using approved encryption methods.

2.5 System Access Agreement

- I understand that I am given access to the interoperable system(s) and IPAWS-OPEN to perform my official duties.
- I will not attempt to access data, information or applications I am not authorized to access nor bypass access control measures.
- I will not provide or knowingly allow other individuals to use my account credentials to access the interoperable system(s) and IPAWS-OPEN.
- To prevent and deter others from gaining unauthorized access to sensitive resources, I will log off or lock my computer workstation or will use a password-protected screensaver whenever I step away from my work area, even for a short time and I will log off when I leave for the day.
- To prevent others from obtaining my password via “shoulder surfing”, I will shield my keyboard from view as I enter my password.
- I will not engage in, encourage, or conceal any hacking or cracking, denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any data or component within the interoperable system(s) and IPAWS-OPEN.

- I agree to inform my Local System Administrator when access to the interoperable system(s) and/or IPAWS-OPEN is no longer required.
- I agree that I have completed Computer Security Awareness training as may be required by my jurisdiction prior to my initial access to the interoperable system(s) and IPAWS-OPEN and that as long as I have continued access, I will complete Computer Security Awareness training on an annual basis. If my jurisdiction does not provide Computer Security Awareness training, I will complete the FEMA self-study course *IS-906: Workplace Security Awareness* (<https://training.fema.gov/is/courseoverview.aspx?code=IS-906>) on an annual basis.

2.6 Accountability

- I understand that I have no expectation of privacy while using any services or programs interoperating with IPAWS-OPEN.
- I understand that I will be held accountable for my actions while accessing and using interoperable system(s) and IPAWS-OPEN, including any other connected systems and IT resources.
- I understand it is my responsibility to protect sensitive information from disclosure to unauthorized persons or groups.
- I understand that I must comply with all software copyrights and licenses pertaining to the use of IPAWS-OPEN.


2.7 Incident Reporting

- I will promptly report IT security incidents, or any incidents of suspected fraud, waste or misuse of systems to the Local System Administrator and/or the Scott Emergency Communications Center Help Desk.

3.0 IPAWS-OPEN Rules of Behavior Statement of Acknowledgement

I have read and agree to comply with the requirements of these Rules of Behavior. I understand that the terms of this agreement are a condition of my initial and continued access to Scott Emergency Communications Center Interoperable System(s) and IPAWS-OPEN and related services and that if I fail to abide by the terms of these Rules of Behavior, my access to any and all IPAWS-OPEN information systems may be terminated and I may be subject to criminal or civil prosecution. I have read and presently understand the above conditions and restrictions concerning my access.

Printed Name (as listed in Appendix B): DAVE DONOVAN

Signature:  _____ Date: July 17, 2020

Statewide Mass Notification System Application

IN ACCORDANCE WITH Code of Iowa section 29C.17A, _____ County Local Emergency Management Commission requests access to the Statewide Mass Notification and Emergency Messaging System operated by the Iowa Department of Homeland Security and Emergency Management (HSEMD).

The commission shall develop and submit to HSEMD an operation plan and procedure that meets the requirements established by HSEMD. The plan and procedure must be approved by HSEMD prior to access being granted to the Statewide Mass Notification and Emergency Messaging System.

_____ County Local Emergency Management Commission designates the following individual as the primary contact for this application to access the Statewide Mass Notification and Emergency Messaging System:

Name: _____

Position: _____

Agency: _____

Email: _____

Phone: _____

Signature: _____

County Local Emergency Management Commission Chair

Date: _____

The Statewide Mass Notification and Emergency Messaging System is to be used by state and local authorities to provide timely notification of the public when an emergency situation is happening, or likely to happen, that poses a threat to life and property and requires, or will likely require, the public to take immediate action. The Statewide Mass Notification and Emergency Messaging System utilizes the RAVE Mobile Safety system. The RAVE system provides access to the Federal Emergency Management Agency's Integrated Public Alert and Warning System (FEMA IPAWS). IPAWS messaging provides public safety officials an integrated gateway to send alert and warning messages to the public using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), and National Weather Service (NWS) HazCollect.



Alert Iowa User Agreement

This User Agreement (“Agreement”) is between the State of Iowa, Iowa Department of Homeland Security and Emergency Management (“HSEMD”) and Scott County EMA, the authorized Alert Iowa User (“User”).

Recitals

1. The Alert Iowa messaging system, created and maintained by Rave Mobile Safety, is used to provide timely notification to the public when an emergency situation is happening, or likely to happen, that poses a threat to life and property and requires, or will likely require, the public to take immediate action.
2. During the use of Alert Iowa, User may be exposed to information deemed confidential under Iowa Code chapter 22, including, but not limited to, email addresses, phone numbers and personally identifiable information about individuals and Rave Mobile Safety system components. Additionally, User may be exposed to information, the release or dissemination of which is prohibited by federal or state constitutional or statutory law.
3. The form of this confidential and privileged information includes, but is not limited to: Rave Mobile Safety system, system data, files, records, contract data, analysis, memos, meeting content, and conversations.
4. HSEMD desires to grant User access to Alert Iowa on the condition that User agrees to maintain such information in confidence and agrees not to disseminate such information. User desires to be an authorized user of Alert Iowa, subject to the following terms and conditions.

Terms and Conditions

5. User hereby consents to the following terms and conditions of this Agreement in consideration of HSEMD granting User conditional and limited access to Alert Iowa, User acknowledges that completion of operational plan and procedure that is approved by HSEMD is a necessary prerequisite to accessing and using Alert Iowa.
6. User agrees to only access or attempt to access the Alert Iowa system for which User is granted conditional access authorization. User further agrees to only access system in connection with incidents for which User possesses a professional responsibility.

7. User agrees not to disclose or extract confidential data or system information which could adversely affect the interest of the State of Iowa, HSEMD, the privacy to which individuals are entitled, or Rave Mobile Safety, unless required under Iowa Code Chapter 22 or Federal law.

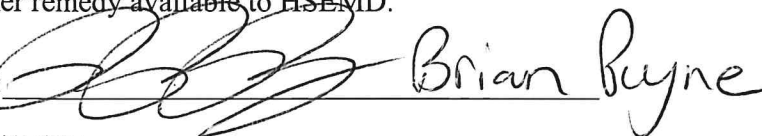
8. User agrees not to use, release, allow access to, or disseminate any confidential data or system information in any form whatsoever to any person or entity other than to other authorized users without written authorization from HSEMD director, unless required under Iowa Code Chapter 22 or Federal law. NOTE: A User providing services under a contractual relationship or working for a non-governmental entity shall not share confidential information or system data with his or her company/organization or with any other non-governmental individual, corporation, business, or organization without HSEMD written approval.

9. User agrees to protect confidential data and system information in accordance with applicable laws and regulations governing the confidentiality of public records. If User becomes aware of any improper use, extract, release, or disclosure of confidential data or system information, User agrees to advise HSEMD immediately.

10. If User possesses authorization access to Alert Iowa in the course of his or her duties as a contractor or non-governmental personnel, User agrees to provide a copy of this Agreement to his or her employer.

11. User agrees and recognizes that any unauthorized use, release, or dissemination of confidential data or system information or other violation of any term of this Agreement may result in HSEMD's removal of User's authorized Alert Iowa access, in addition to any other remedy available to HSEMD.

Signed: _____

 Brian Byrne

Date: 8/17/22



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050 ema@scottcountyiowa.gov

August 20, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA Director

Subj: Consideration of Adopting Scott County Special Occasion Bonus

Earlier this summer, Scott County implemented an employee incentive bonus. The bonus was a small token of appreciation for their employees and the challenges they continue to face with the ongoing pandemic. It was also in response to the recent inflationary pressures that have impacted everyone's pocketbook. Attached is a copy of the resolution passed by the Scott County Board of Supervisors.

Historically, Scott County EMA staff received the same cost-of-living salary adjustments that the County Board has adopted. EMA staff (excluding the appointed Director) are compensated based on County salary scales. EMA by-laws state that personnel administration and benefits shall be in accordance with County policies in lieu of a specific EMA policy. Since the County's Special Occasion Bonus is not part of the policy, Scott County Human Resources recommended that the EMA Commission consider and approve the measure if they desire to implement it.

Should the Commission wish to implement, a simple motion, second, and vote on the same provisions implemented by Scott County would suffice.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 23, 2022

APPROVING AN EMPLOYEE SPECIAL OCCASION BONUS PAYMENT IN REWARD FOR SERVICE

WHEREAS, County staff have endured natural disasters, a pandemic and record high inflation in the past years;

WHEREAS, the County like most employers have endured increasing challenges based on the cost of labor, where wages are factored on market rather than inflation;

WHEREAS, the County implemented an extensive and revised compensation plan in July, 2019 addressing the market rate of positions;

WHEREAS, current world dynamics are difficult to factor into competitive salary impacts, along with benefit packages; and

WHEREAS, this past spring the County conducted an employee recognition survey and staff said they valued time off;

WHEREAS, in appreciation of continued dedicated service in unprecedented times the county wishes to recognize staff in the month of July, 2022 by awarding a one-time special occasion bonus payment on or about July 15, 2022.

NOW THEREFORE, BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That all regular full-time staff employed with the County on both July 1 and July 3, 2022 shall be eligible for a special occasion bonus payment. The

one-time payment shall be equivalent to one percent (1.0%) of annual base salary less customary payroll deductions. The bonus payment shall be calculated by multiplying the employee's hourly rate on July 1, 2022 by 20.80. (The annual base salary of a 1.0 FTE has historically been divided by 2080 to determine an hourly rate of pay and the calculation is not influenced by other historical pay or hours worked).

Section 2. That all regular part-time staff employed with the County on both July 1 and July 3, 2022 shall be eligible for a special occasion bonus payment. For regular part time staff the one-time payment shall be equivalent to one percent (1.0%) of the annual base salary percentage of their budgeted FTE level. The budgeted FTE level is set as a percentage of a full time employee or 0.XX FTE. The bonus payment shall be calculated by multiplying in the employee's hourly rate on July 1, 2022 by 20.80 by the employees budgeted FTE level or a minimum of \$150.00. [For example: hourly rate x (20.80 x budgeted FTE level) = bonus amount. Or if a .45 FTE employee at pay rate or \$16.63 an hour; then \$16.63 x (20.8 x .45) = \$155.66]

Section 3. That all employees employed with the County on both July 1 and July 3, 2022 with positions characterized as PRN (such as Bailiff, Detention Youth Counselor, Community Based Youth Counselor, Public Health Nurse or Correctional Health Nurse) who performed work in calendar year 2022 shall receive a \$150.00 special occasion bonus payment.

Section 4. The following positions are not entitled to a one-time special occasion bonus payment; an elected office holder, deputy elected office holder, seasonal employee, temporary employee, intern or pollworker.

Section 5. Any employee who is eligible pursuant to Human Resources Policy K to receive floating holidays shall receive the equivalent on one additional floating holiday to be used in fiscal year 2023. The floating holiday will be processed in the second payroll cycle in July. Per administrative policy floating holidays will not be paid out or carry over into the following fiscal year.

Section 6. The Human Resources Director and the Budget and Administrative Services Director shall calculate the one-time special occasion bonus payment and direct the Auditor in the application of this resolution. The estimated cost is \$400,000 and will be paid from the FY23 budget authority.

Section 7. This resolution shall take effect immediately.



Iowa Sheriffs, Chief of Police, and Emergency Managers,

On August 17th, 2022, the Iowa Department of Education sent the attached information to all Iowa School Superintendents for distribution to the 1520 Public and Private K-12 schools regarding the Governor of Iowa's School Safety Radio Program. This email provided information on selecting and ordering a school safety radio for their schools that will enable schools to communicate with local and state law enforcement during an emergency event. Every school in Iowa is eligible for a school safety radio free of cost.

The Department of Public Safety would like to provide you with the information that has been emailed to the schools so you have visibility of how the radio portion of this program will be implemented and how your assistance may be requested by the schools in choosing the radio that is right for them.

All schools will have the choice between a Motorola or L-3 Harris/RACOM School Safety Radio. Superintendents will be working with each school principal to determine if they wish to participate in the program. If they chose to participate, schools will complete an order form that was included in the email from the Department of Education. School Districts have been encouraged to reach out to their local Sheriff's, Chief of Police, and/or local Emergency Managers for guidance regarding radio selection and future programming of their School Safety Radios.

It is the intent that all schools who choose to participate in this program and receive a School Safety Radio, have their radios programmed so the local PSAPs are the primary answering point of contact for all emergency calls. Although not required, it is respectfully suggested that ISICS is programmed as a backup in all School Safety Radios to provide a layer of resiliency to communications should it ever be needed. A multi-banded radio was selected to facilitate this process. The School Safety Radios the State of Iowa is providing were designed to have capabilities and features making them adaptable to all of Iowa's current PSAP communications platforms and those who may move to narrow banding in the future.

Lastly, the School Safety Radios were developed to be as "out of the box" ready as possible; however, some schools in geographically challenged areas may require additional external antenna solutions. The State of Iowa is ordering and paying for the School Safety Radios. Any other costs incurred after the radio is delivered to the vendor will be negotiated and paid for by the school.

To review the School Safety Radio options and the Frequently Asked Questions (FAQ's) regarding the radio selection, purchasing, and delivery process, open the links below:

[School Safety Radio Manufacturer Brochures and Photos](#)

[School Safety Radio FAQ's](#)

The School Safety Radios shall have all the capabilities and features listed below:

- Radio Capabilities: 700/800 and VHF in a single chassis, Phase I P25 Conventional and trunking, Phase II TDMA operation, OTAP (Over-the-air-provisioning), and capable of multisystem enrollment/use
- Large Format Emergency Button
- Included/Enabled Encryption Features: AES 256, Multi-key, P25 OTAR (Over-the-air-rekeying), and Multisystem OTAR/KMF
- Industry Standard No Cost - 3 Year (36 Month) Manufacturer Warranty
- Standard Format Palm Microphone
- Speaker for Receiving Incoming Audio
- 120 Volt AC to 12 Volt DC Power Supply
- Magnetic Base Multiband Antenna System

Any school wishing to participate in this program must complete the electronic application/order form and be received by the Department of Public Safety no later than 4:30 p.m., on October 21, 2022.

Thank you for your assistance with this program and your willingness to aid any participating school that reaches out to you.

For specific questions regarding the radio program please contact:

Captain Richard Pierce

Iowa DPS Communications Interoperability Bureau - Bureau Chief

Office of the Commissioner

215 E. 7th Street | Des Moines, Iowa 50319

o: 515.725.6113 | c: 515.269.0730|

Email: pierce@dps.state.ia.us

For general information about the School Safety Bureau please contact:

Special Agent in Charge Don Schnitker

Governor's School Safety Bureau – Bureau Chief

Iowa Department of Public Safety

215 E. 7th Street | Des Moines, Iowa 50319

o: 515.725.1150 | c: 515.238.0465 |

Email: schnitke@dps.state.ia.us

To: Superintendents, Principals, Nonpublic School Administrators, AEA chiefs
CC: AEA Media Directors
Bcc: Department of Education Staff, Ed Heads, State Board Members

From: Ann Lebo
Subject: Important School Safety Funding Updates

Dear Colleagues:

I am pleased to update you on the status of several of the school safety opportunities that Governor Reynolds announced in June. We have been working closely with agency partners at the Iowa Department of Public Safety and Iowa Department of Homeland Security and Emergency Management (HSEMD), and are excited to make these important services available to schools.

Please read the below and attached information carefully, as there are several actions that need to be taken in order to receive these services.

Request a Vulnerability Assessment

First, I want to remind everyone about the vulnerability assessments that are available now. Superintendents and nonpublic school administrators can request an assessment through the School Safety Vulnerability Assessment Survey, located in the "Other" folder on the main CASA dashboard.

As many of you are aware, a vulnerability assessment must be completed in order to be eligible for the School Safety Improvement Funds. However, it is not required that the vulnerability assessment be conducted by HSEMD's vendor. The option to use a previously conducted assessment and/or use a vendor of the district's/school's own choosing is outlined in the [HSEMD School Safety Improvement Program Frequently Asked Questions \(FAQs\)](#) document, and now reflected in the updated vulnerability assessment survey in CASA. As such, we ask that you take a moment to update your survey responses.

Each school district and nonpublic school that requests a vulnerability assessment through the CASA survey will be contacted via phone by the State of Iowa's third party contracted entity, Tetra Tech, to establish communications. Once initial contact has been made, Tetra Tech will work with the point of contact at each district and nonpublic school to schedule their vulnerability assessments.

School Safety Improvement Fund

A new survey called the School Safety Improvement Funding Notice of Interest Survey has been added to CASA in the "Other" folder on the main CASA dashboard. Superintendents and nonpublic school administrators need to complete this survey to indicate interest in applying for up to \$50,000 per school building in School Safety Improvement Funds to implement recommended safety capital improvements identified through the vulnerability assessment. Districts and nonpublic schools that indicate interest to apply for these funds will be sent application materials.

Additional information about this grant funding opportunity can be found within the [Notice of Funding Opportunity \(NOFO\)](#) and associated [School Safety Improvement Program FAQs](#).

Emergency Radios for Schools

All Iowa school districts and nonpublic schools can request an emergency radio for each school building by completing the [School Safety Radio Order Form](#). The State of Iowa will purchase the radios, which are being manufactured by [Motorola and L3-Harris/RACOM](#), to help ensure that schools have effective, efficient and secured communication with local and state law enforcement authorities, and other first responders, in the event of a school emergency.

After completing the School Safety Order Form, the request will be sent to the Department of Public Safety (DPS) Purchasing for processing. It will take around 8 to 12 weeks for the radio to be built by the manufacturer. When your school safety radio arrives at the manufacturer's Iowa vendor, the identified Iowa School Point of Contact listed on the order form will receive email notification from the vendor with the appropriate contact information for the vendor. It is the school's responsibility to contact the vendor to develop their radio programming, and coordinate training and installation. Any fees incurred after the radio arrives at the vendor will be the responsibility of the school. Additional information regarding this opportunity can be found on the [School Safety Radio Frequently Asked Questions](#) (FAQ) webpage.

Any school wishing to participate in this program must complete the electronic application/order form and be received by the Department of Public Safety **no later than 4:30 p.m., on October 21, 2022**. You will receive a confirmation email once your application has been successfully submitted.

Thank you for your partnership in this important work. I will continue to share information, including details on the critical incident mapping services for schools, as soon as it becomes available. In the meantime, we have updated our [Governor's School Safety Initiative web page](#) with this latest information and you can reach out to me or Eric St Clair (eric.stclair@iowa.gov; 515-326-0274), who is coordinating this work at the Department, with any questions.

Sincerely,

Ann

Attachments:

DPS school radio letter

HSEMD notice of funding opportunity

HSEMD grant FAQ