

STATEWIDE EMERGENCY COMMUNICATIONS BOARD INTEGRATED PUBLIC WARNING AND ALERT SYSTEM COMMITTEE

Thursday, July 21, 2016

1:00 p.m. – 3:00 p.m.

Chair: Ulie Seal

This month's meeting is a Face-to-Face meeting at the Bureau of Criminal Apprehension (BCA) at 1430 Maryland Avenue East, St. Paul, MN 55106

For those who cannot attend in person, please see the WEBEX connection information below:

Meeting number: 745 757 710

Meeting password: password

Call-in toll-free number: 1-888-742-5095

Conference Code: 172 933 5103

MEETING AGENDA

Call to Order

Approval of Today's Agenda

Approval of Previous Meeting's Minutes

- January 2016 (March 2016 no quorum)
- March 2016 (May 2016 no meeting)

Reports of Standing Committees

- Policy – du Bois / McDonald
 - Information on the FCC- Multilingual Report and Order FCC-16-32A1
- Infrastructure – Dooley
 - Information on the Notice of Proposed Rulemaking (NPRM) on the EAS System
- Public Information – Williams
 - Education and Outreach Workgroup under the SECB Steering Committee

Old Business

New Business

- Introduction: Kris Rush from the BCA replacing Janelle Rasmussen
- Selection of replacement Vice Committee Chair as Mike Martin retired in June from the Minnesota Cable Communications Association
- Review of the Work Plan
- Discussion on Membership

Other Business

Announcements

- Speaking Engagements

Adjourn

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM

January 21, 2016

MEETING MINUTES

ATTENDANCE

MEMBERS, REPRESENTING
PRESENT (Highlighted):

Chair: **Ulrie Seal**, MN Fire Chiefs Association
Vice Chair: Michael Martin, MN Cable Companies
John Dooley, Committee Coordinator/ HSEM
Janell Rasmussen/**David Kravik**, BCA
Dana Wahlberg/**Cathy Anderson**, DPS/ECN
Randy Willis, Minnesota Sheriffs Assn.
Todd Krause/Joe Calderone, National Weather Service
Don Sheldrew, MN Dept. of Health
Jim duBois/Steve Woodbury, MN Broadcasters Assn.
Bryan Green/Terry Stoltzman, AMEM
Amy Hass, Xcel Energy
Scott Williams, Metro Radio Region/Ramsey County
Vacant – Region 4
vacant– NE Radio Region
Nancy Shafer/vacant, NW Radio Region
Don Heppleman/vacant, Twin Cities Public Television
Lillian McDonald, tpt/ECHO Minnesota
Bryan Gorman – Region 5
Mike Bromberg – Southeast Radio Region
Denison Hanson—MPR
Patrick Waletzko – Central MN RAC
Diane Lind—Dakota County
Bill Schmidt-- Dept. of Health
BJ Kohlstedt--Lake County Emergency Management
Joel Glaser, Ampers
*Members attending are marked with yellow highlight.

Guests reporting

Name **Representing**

Carol Salmon, ECN

Jackie Mines, ECN

CALL TO ORDER

Chair Seal calls the meeting to order at 1:05 p.m.

MINUTES

Jim duBois moves to approve the November meeting minutes.

Lillian McDonald seconds.

Motion carries.

REPORT OF STANDING COMMITTEES

- ***Policy (duBois/McDonald)***

McDonald reports that the subcommittee's focus has been on revising the IPAWS work plan and brainstorming with other partners on how to keep moving the work forward.

duBois adds that he, McDonald and Steve Woodbury were on a conference call with the Communications Security, Reliability and Interoperability Council (CSRIC) IPAWS national group. He reports that they head the multilingual subgroup and shared what Minnesota is doing. Minnesota is well ahead of the curve on multilingual messaging and what we are doing may serve as a template for the rest of the country.

McDonald presented on the IPAWS exercises executed in Minnesota at events in Washington, D.C. and New York City. She adds that other states are facing the same funding challenges and some states are suspending efforts because of lack of funding. Many states are looking to Minnesota to keep blazing the trail.

- ***Infrastructure (Dooley)***

No report.

- ***Public information (Williams)***

No report. Scott Williams adds that he is trying to reestablish his county COG workgroup. He is hoping within a couple of months they will announce that they are live.

COMMITTEE ITEMS REPORTS

OLD BUSINESS

NEW BUSINESS

- **Discussion on the 2016 IPAWS Committee Work Plan (Chair Seal)**

Chair Seal reports that he and committee members and others have worked to develop a new IPAWS work plan. Chair Seal met with Deputy Commission Mark Dunaski, Chair of the

SECB, Joe Kelly, Director of HSEM, Jackie Mines, Director of ECN, and Bruce Gordon and Julie Anderson from DPS Communications to discuss the need for increased support and priority for the work of the IPAWS committee. A decision was made to dedicate one full time employee to the IPAWS effort. The employee will likely be at ECN at this point with continued participation from HSEM. The work plan initially focusses on counties along the rail corridors. There is funding available from the rail emergency management funds to support the counties along the rail lines in become alerting authorities and for training on how to send alerts and for testing the system. The key focus on the work plan is to ensure that the jurisdictions along the rail lines are alerting authorities or have access to an alerting authorities and to then do exercises and training and to implement the multilingual aspects. After the counties along the rail lines are completed, the work will continue through the rest of the state. There is a roughly three year timeline for the entire state to have access to IPAWS capability.

Deputy Commissioner Dunaski is committed to this effort and to the full time employee. Chair Seal will submit the plan to Dunaski for comments before sending it to the SECB.

Jackie Mines reports that she has been working with John Dooley to identify goals and objectives by quarter. She would like to meet with Chair Seal and committee members to get a sense of what things need to happen first. Over the next month there will be additional planning with HR on the job requisition. She adds that the way she sees this working is with a lead person who manages the day-to-day operations and pulling in vendors from the outside as a need is identified. She has gained insight into what some of the roadblocks may be and will work together with the committee to find opportunities to remove them. It is important that we understand what motivates people and what the concerns are and then address those areas where there is hesitancy. She plans to talk with the Minnesota Sherriff's Association because in Greater Minnesota a lot of the sheriffs make the decision about this program.

Seal says the committee had reached its peak on its ability to get this rolled out without additional support and he sees nothing but positives coming out of this partnership. There are cross competencies between the divisions. Members of the committee are committed to continuing to provide the voice and education for this effort across the state. We have tremendous support and dedication from D.C. Dunaski for the work this committee has been doing. We are on the cusp of moving this forward across the state.

ANNOUNCEMENTS

- Review Update on Public Alerting Authorities Workshops in Regions 1 and 5 Southern Minnesota

Dooley reports that he presented two workshops, one in Slayton and one in Glencoe. There were a total of 52 participants.

In Glencoe, the greatest percentage of participants were Emergency Managers. In Slayton, Emergency Mangers and PSAPs were about equally represented.

Participants felt that the handouts and the discussion of scenarios were helpful. They liked the Best Practices Guide and the message template indicating the number of characters available for messages. It was helpful to practice creating messages.

For improvements, it was suggested to ask for RSVPs. There were many more participants in attendance than had been planned on.

Dooley notes that Bobbie Harder, a county commissioner from Gaylord, was in attendance and sent a thank you note saying that the training was useful

OTHER BUSINESS ANNOUNCEMENTS

Speaking Engagements

- **Public Alerting Authorities Workshop at the 51st Governor's Homeland Security and Emergency Management Conference, February 9 – John Dooley**

Dooley reports that 25 participants have registered for this workshop. Chair Seal asks if Dooley needs assistance. Seal will try to find some help. Scott Williams will check his calendar. Todd Krause will be at the conference and may be able to help.

ADJOURN

duBois moves to adjourn.
Stromberg seconds.

Chair Seal thanks everyone for their work and dedication to making this a priority.

Motion carries.

MEETING ADJOURNS at 1:40 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM

March 17, 2016

MEETING MINUTES

ATTENDANCE

MEMBERS, REPRESENTING
PRESENT (Highlighted):

Chair: **Ulrie Seal**, MN Fire Chiefs Association
Vice Chair: Michael Martin, MN Cable Companies
John Dooley, Committee Coordinator/ HSEM
Janell Rasmussen/David Kravik, BCA
Dana Wahlberg/Cathy Anderson/**Jackie Mines** DPS/ECN
Amber Schindeldecker – DPS Communications
Randy Willis, Minnesota Sheriffs Assn.
Todd Krause/Joe Calderone, National Weather Service
Bill Schmidt/Don Sheldrew, MN Dept. of Health
Jim duBois/Steve Woodbury, MN Broadcasters Assn.
Bryan Green/Terry Stoltzman, AMEM
Amy Hass, Xcel Energy
Scott Williams, Metro Radio Region/Ramsey County
vacant– NE Radio Region
Nancy Shafer/vacant, NW Radio Region
Don Heppleman/vacant, Twin Cities Public Television
Lillian McDonald, TPT/ECHO Minnesota
Bryan Gorman – Region 5
Mike Bromberg – Southeast Radio Region
Denison Hanson—MPR
Patrick Waletzko – Central MN RAC
Diane Lind—Dakota County
BJ Kohlstedt--Lake County Emergency Management
Joel Glaser, Ampers
Steve Ewing – Southwest ECB
*Members attending are marked with yellow highlight.

Guests reporting

Name	Representing
Carol Salmon,	ECN

CALL TO ORDER

Chair Seal calls the meeting to order at 1:03 with no quorum.

AGENDA

John Dooley requests to add to the agenda a discussion about positioning the future of the committee's work and also an introduction of Amber Schindeldecker from DPS Communications.

MINUTES

Lillian McDonald asks that the meeting minutes going forward include the meeting schedule for the year.

REPORT OF STANDING COMMITTEES

Policy (duBois/McDonald)

Jim duBois reports on the Emergency Alert System (EAS) Summit held in Washington, D.C. in February where he presented on Minnesota's multilingual EAS efforts. It was well received and there were a lot of questions. DuBois notes that the David Simpson, retired Navy Rear Admiral and Chief of the FCC's Public Safety and Homeland Security Bureau, had good things to say about the work being done in Minnesota on multi-lingual messaging and suggested that it could be a best practices model for the nation. That message was repeated at a meeting with the FCC later in the week. DuBois also had the opportunity to meet with Minnesota's members of Congress or their staff. He found interest in the offices of Klobuchar, Franken, McCollum, Ellison, Walz and Kline about multi-lingual initiatives and he will follow up. It was a very productive set of meetings and there were many accolades for Minnesota.

Chair Seal asks if any of the accolades were printed in a report or minutes. DuBois believes there were minutes from the EAS Summit and will look into it.

Jackie Mines says it would be good opportunity to put those accolades on the DPS Facebook page. She introduces Amber Schindeldecker, the new Public Information Officer for DPS, who will be working on this and other SECB initiatives.

Amber Schindeldecker adds that these accolades present a great opportunity to let the public know the good work being done. She asks committee members to share these kinds of comment with her and she will craft a message and get the word out.

Lillian McDonald welcomes Schindeldecker to the team and welcomes her new ideas. She adds that TPT/ECHO also had a representative in DC while Jim DuBois was there. McDonald will follow up on that and with local legislative leaders to continue conversations about the importance of the work. TPT/Echo has a Best Practices Guide on multi-lingual which was published by Wilder Foundation. That document will be presented by the CEO to the major market group of PBS stations tomorrow along with a presentation on the multi-lingual work funded by the Corporation for Public Broadcasting.

DuBois will reach out to Admiral Simpson to see if he would be willing put together a couple of paragraphs about our work and he will approach Klobuchar's office to see if she would write a letter of support.

Mines suggests using some of these quotes to create a one-pagers for commissioners and sheriffs who make the decisions in Greater Minnesota to purchase the necessary equipment and deploy it. It would also be useful to have one for the broadcasters saying here is what IPAWS is, here is why it has value to you, here's why you want to do and here are quotes from others stressing how important this is.

Shindeldecker recommends using different platforms depending on the audience and being strategic so that the message is communicated in the way that it will be best received. As our other initiatives are launched, it will be good to have these proofs of performance to show successes. If committee members pass along the information and quotes to Shindeldecker, she will select the quotes and will craft a message and determine the platform for the audience. She adds that it will be a collaborative process to determine a messaging plan.

Positioning of Future Work (McDonald)

Much of this was covered in the item above but McDonald adds that she is working with the Metro Region Emergency Managers on continuing the conversation and advancing multilingual work in other ways. She recommends that Shindeldecker form a small subcommittee and adds that there is a lot of information from past work that can be utilized.

Infrastructure (Dooley)

John Dooley gives an update on counties in the IPAWS applications process. He has had several discussions with counties and there were some technical difficulties that needed work-arounds related to zip files. Benton, Carver, Marshall, Stevens, Wadena and Wilkin Counties have all started the application process. The Todd County Board just approved the purchase of CodeRed so they will be starting the MOA process soon. Jackson County purchased All Alert which has an IPAWS module in it and has started the work on getting the MOA agreement. There are four counties in the Southwest region where we will work to find out the reasons they do not have the system.

Dooley notes that he had good results from three training classes held in Fergus Falls, Fargo, and St. Cloud. A few more sheriffs have participated. In St. Cloud, about two-thirds of the dispatch staff attended.

Public Information

Jackie Mines re-introduces Amber Schindeldecker. Schindeldecker says that she came from 12 years in TV news and most recently from Kare11 where she was the Monday through Friday 10 p.m. news producer. She wanted to be challenged in a new professional way to help people and deliver important information to communities, which is what she is passionate about. She is excited to be here and to think about new, exciting and fresh ways to tell our stories. Coming from a TV perspective she wants to be strategic in the ways we tell our stories and make sure that they are seen in a new and different light.

Chair Seal welcomes Schindeldecker and says that he looks forward to working with her and he is sure the rest of the committee does as well.

OLD BUSINESS

2016 IPAWS Committee Work Plan

Chair Seal introduces a discussion of the 2016 IPAWS Committee Work Plan. The plan requests a dedicated DPS employee for IPAWS program work, communications support dedicated to public information and communication, and use of contractors to provide support for training, exercising and the advancement of multi-lingual messaging. There is a focus on the need for mass notification as part of rail line safety. It is hoped that funding can be secured from the emergency management rail line funding.

Mines reports that she and John Dooley have been working on securing funding, putting together a strategic look at the priority counties, and how to get the word out. They are working with the Regional Interoperability Coordinators (RICs) on the public safety side. John Dooley has made a lot of presentations to the Emergency Managers, Mines thinks the committee needs to get word out to the sheriffs because in

Greater Minnesota they purchase the items needed. Securing approval from the sheriffs is important to help Emergency Managers get the support they need. John Dooley will be doing presentations especially focusing on the Central, Southwest, South Central, and Southeast Regions where there is the biggest need. Mines is working with the RICs as well to help collect information on what is holding up the purchase in counties. Is it needing information or funding, and if funding, what kind of funding? Mines adds that the alert systems like CodeRed require that all of the 9-1-1 database information be downloaded into them so one of the holdups in deployment of IPAWs may be that some of the counties need help getting their databases together. The plan is to use a multi-pronged approach trying to hit all of the reasons that people say no and what can be done to dispel those reasons.

McDonald responds that Julie Anderson collected a survey that the committee put together with some of the answers to the questions just outlined. Some of that information exists. She adds that she is having conversations with Metro Emergency Managers which might help to clarify some of this. She is happy to assist.

Mines adds that the two big focuses in the work plan for this year are on getting the counties along the rail lines 100% on board by the end of the year and on multilingual messaging in the Metro.

Chair Seal notes that we may be able to build some synergy as we work along the rail lines counties and suggests that the subject of multilingual messaging be broached at the same time because he thinks the funding for the rail line counties will also apply to multilingual.

Mines will add multilingual to the rail line counties and will focus on those two initiatives as top priorities.

Steve Woodbury asks when it is planned to start integrating radio and television along the rail route.

Seal says that is also part of the work plan. That integration and those contacts will be made. In the work plan is not only getting people equipped and hooked up but also doing exercises and actual practice of alerting so it would be necessary to make contact with the communications people at the same time. The first focus will be getting counties connected and equipped and at the same time making those contacts and building those partnerships and then doing tests and exercises.

Woodbury suggests that it may be more helpful to involve the stations and entities early in the education process.

Woodbury and McDonald will give Mines a list of broadcasters along the rail lines.

NEW BUSINESS

Attendance and Roster

Carol Salmon reports that she provides the committee attendance at the beginning of the year for all of the SECB committees to show where there has been attendance, where there are vacancies and where there might be members who are no longer active. Inactive or vacant representatives can make it difficult to reach a quorum. The committee has some vacancies in the membership that is listed in statute. She also asks committee members to please look at their contact information to see if anything needs updating.

Chair Seal would like to reach out to non-participating members to see if they are still interested. He will take a look at it and come up with a process on how to reach out to those folks and will work with Dooley and Salmon. Mines adds that there is a template letter that can be sent out. Seal would like to reach out to certain individuals first. Letters can be sent to agencies where there are vacancies. Salmon and Mines will

work on those.

Attendance and Roster

Chair Seal notes that power point templates have been created for all of the SECB Committees. When the committee does presentations this template should be used. This is part of an effort to create a uniform look for the SECB. The templates are on the IPAWS page of the SECB/ECN website or contact Carol Salmon for copies.

OTHER BUSINESS ANNOUNCEMENTS

Speaking Engagements

Jim duBois reports that there will be a tornado test on April 14, as has been done in previous years. If there is severe weather on that day it will be moved to the following day. The FCC gave a waiver to use the live tornado code, as in the past several years. Todd Krauss has been invited to speak on the public affairs show Access Minnesota, which airs on about 45 radio stations statewide. It will air a couple of weeks in advance of the test. Kraus will talk about Severe Weather Awareness Week and the test and will answer general questions about severe weather and safety precautions.

Chair Seal says we appreciate the participation from the broadcasters.

John Dooley says an IPAWS Best Practices workshop is scheduled for March 24 in Rochester. Seal says the feedback he has been getting on the workshops has been positive.

Seal appreciates those who have called in for their attendance.

MEETING ADJOURNS at 1:50 p.m.

The next meeting will take place on Thursday, May 19 at 1:00 p.m.

2016 Meeting Schedule

IPAWS meets on the third Thursday of the month at 1:00 p.m. via phone and WebEx.

January 21

March 17

May 19

July 21

September 15

November 10

(Note: The November meeting is one week earlier due to the November holiday and the SECB meeting schedule.)

Minnesota
Integrated Public Alert and Warning System
Committee (MN-IPAWS)

Work Plan

Updated January 2016



SECB

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

Integrated Public Alert and Warning System Committee Work Plan

Table of Contents

Executive Summary.....	iii
1. Strategic Development	1
1.1 Approach and Methodology	1
1.2 Executive Sponsorship Requested	1
1.3 IPAWS Committee responsibilities	3
1.4 The SAFECOM Interoperability Continuum	3
1.4.1 Governance	4
1.4.2 SOPs	4
1.4.3 Technology	4
1.4.4 Training and exercises.....	4
1.4.5 Usage.....	4
1.5 Involvement of Subject Matter Experts (SME)	4
2. Goals:	5
2.1 Alignment with Statewide Emergency Communications Board Strategic Direction	5
2.2 Goal One: Implementation to meet the immediate needs for mass notification as part of rail safety initiative.	5
2.3 Goal Two: Identify Counties and their mutual aid Counties along rail routes that are not currently IPAWS alerting authorities and enable them to become alerting authorities	6
2.4 Goal Three: Ensure IPAWS capabilities in all other IPAWS capable counties in the state	7
2.5 Goal Four: Work to have counties in the state that are not IPAWS alerting authorities become IPAWS alerting authorities.....	9

Integrated Public Alert and Warning System Committee Work Plan

Executive Summary

In 2012, the State Emergency Communications Board (SECB) appointed a committee for the purpose of assembling teams of skilled staff and volunteers to update Minnesota's warning and alerting capabilities in compliance with the Federal Emergency Management Agency (FEMA) program for alerting called the Integrated Public Alert and Warning System (IPAWS). The MN-IPAWS committee and sub-committees are not required duties either by the state or with local agencies so priorities are inconsistent, but the dedicated handful of staff supported in-kind by broadcast, outreach, multi-lingual/cultural and other skills representing government, private and non-profit agencies interested in developing a robust multilingual warning and alert system have accomplished the bulk of the original work plan in the spirit of public service.

Three sub-committees including Communications, Policy and Infrastructure have advanced the initiating MN-IPAWS work plan voluntarily chaired by Chief Ulie Seal of the Bloomington Fire Department to date under the guidance of the SECB. Now, with significant momentum derived from the development, exercising and testing of MN-IPAWS multi-lingual possibilities, both MN-IPAWS committee and the SECB are seeking ways to fund a sustainable effort to accomplish the strategy designed to train users (public safety) and end users (public) of and updated warning and alerting system and process initiated the SECB as respectfully supported by the MN-IPAWS committee.

In addition to dedicated DPS staffing and funds to support deliverables for a sustainable, exercised infrastructure and delivery system for emergency managers to the general public, the MN IPAWS Committee is seeking stakeholder engagement to support public information for alert and warning use. Strategic guidance from the SECB has yielded the work plan as outlined with specific and measureable deliverables to be carried out over the next 2-3 years.

Integrated Public Alert and Warning System Committee Work Plan

1. Strategic Development

1.1 Approach and Methodology

The approach of the MN-IPAWS Committee has been to define the overall state warning strategy more than governing local tactical operations at the public alerting authority or the Emergency Alert System (EAS) Participant stations. Similar to the Statewide Communications Interoperability Protocol (SCIP) planning and implementation life cycle phases, the MN-IPAWS committee has followed the planning, implementation, and assessment phases since its inception in 2012 worked from the initial work plan.

As a guide, MN-IPAWS followed the SAFECOM Interoperability Continuum as the road map for improvement in the committee's goals as defined in section two of this work plan. The committee leaders and membership, hold monthly committee meetings and sub-committee meetings as required, as a result the MN-IPAWS committee has been able to accomplish several key initiatives including:

- 1) Development of a simplified, coordinated work flow process for originating a warning and alert by activating one of six codes, making the decision process simpler;

CDW Civil Danger Warning
CEM Civil Emergency Message
EVI Evacuate Immediately Warning
SPW Shelter in Place Warning
CAE Child Abduction Emergency (BCA ONLY)
NUW Nuclear Power Plant Warning (HSEM, BCA and the Chanhassen office of the National Weather Service)
- 2) Survey of emergency managers testifying to the technology, training, and functionality of EAS and MN-IPAWS infrastructure and how to improve the current warning system and;
- 3) Draft policy of the State EAS system including multi-lingual potential and use of MN-IPAWS resources for public information purposes.

1.2 Executive Sponsorship Requested

In order to keep up with the workload demands of MN-IPAWS committee and subcommittees, a request for dedicated Department of Public Safety employee(s) to support the work of MN-IPAWS. The use of contractors to assist moving forward IPAWS implementation, training assessments, and exercises should also be considered. This will help ensure that there is proper follow up on action items, work plans, and become a routine part of a successful and sustainable MN-IPAWS initiative supporting all jurisdictions.

Our request is to dedicate one FTE (employee) in DPS for IPAWS program work and additionally, communication support dedicated to public information and communication for IPAWS. The addition of contractor(s) to provide support training, exercising and the advancement of the multi-lingual warning and alert system as part of the MN-IPAWS initiatives, should be utilized as needed. A measureable work plan should be delivered annually to the MN-IPAWS committee before approved by

Integrated Public Alert and Warning System Committee Work Plan

the SECB for annual deliverables. With a funded focus on MN-IPAWS, the following specific deliverables may be realized by state staff (DPS - ECN/HSEM):

- Serve as point of contact for FEMA and other federal agencies screening applications by local jurisdictions for public alerting authority privileges in accordance with state plans;
- Coordinate with other Department of Public Safety divisions (Bureau of Criminal Apprehension and the Minnesota State Patrol) on statewide testing for the purpose of sending out alerts including localized, or statewide and the AMBER Alert;
- Coordinate with state and local officials on the policies and procedures for activating public alerts and warnings;
- Maintain the relationship with private sector alerting partners to insure that they are well informed of any changes and address concerns they have with local jurisdictions;
- Work closely with the EAS Participant community (radio, television, cable, and internet protocol based providers) to develop and maintain understanding and trust.
- Coordinate the technological and distribution methods so MN-IPAWS networks operate efficiently for activation and the end users;
- Maintain state maps showing participation and or status in respect to alerting;
- Ensure that state warning and alert system testing requirements are met and documented;
- Coordinate with neighboring states on alert and warning issues;
- Develop training materials to support the installation, activation and training of MN-IPAWS technology and protocols for all jurisdictions statewide;
- Develop public information materials and outreach activities to update the general public on the latest MN-IPAWS technology and system uses;
- Prepare and support the monthly meeting needs of the MN-IPAWS committee and sub-committee;
- Engage jurisdictions to participate MN-IPAWS activities, initiatives, and public information with a goal to ensure at least 95% of Minnesota's jurisdictions in the next 3 years are capable of initiating IPAWS alerts through their alerting point;
- Coordinate subcommittee work plans and goals that meet the needs of the full MN-IPAWS strategies;

Integrated Public Alert and Warning System Committee Work Plan

- Support the committee with the preparation of reports of activities to the SECB, so members receive routine progress reports;
- Update the state EAS plan at regular intervals, or as critical up to date information is identified;
- Disseminate updated state plans to all participating agencies and broadcast organizations.

1.3 IPAWS Committee responsibilities

- Develop state policy set forth as guidelines from federal rules and regulations;
- Provide guidance on the establishment of a training program to support the state EAS Plan including public alerting authorities and EAS participants.
- Promote Public Information and Warning capabilities through trained alerting authorities and SECB Education and Outreach committee. Maintain its statewide function and role as an oversight committee with regional representation through workgroups supporting Policy, Infrastructure and Public Information.
- Approve State EAS plan.
- Promote the use of the federal IPAWS system at professional association conferences, workshops, table tops and training exercises.

1.4 The SAFECOM Interoperability Continuum

The continuum is designed to help emergency response agencies and policymakers plan and implement solutions for interoperable communications. This too has been applied by the MN IPAWS committee which has worked toward the goal of interoperability between alerting authorities using the SAFECOM Interoperability Continuum. The narrative below figure one provides highlights what the MN IPAWS committee has accomplished so far.

Integrated Public Alert and Warning System Committee Work Plan

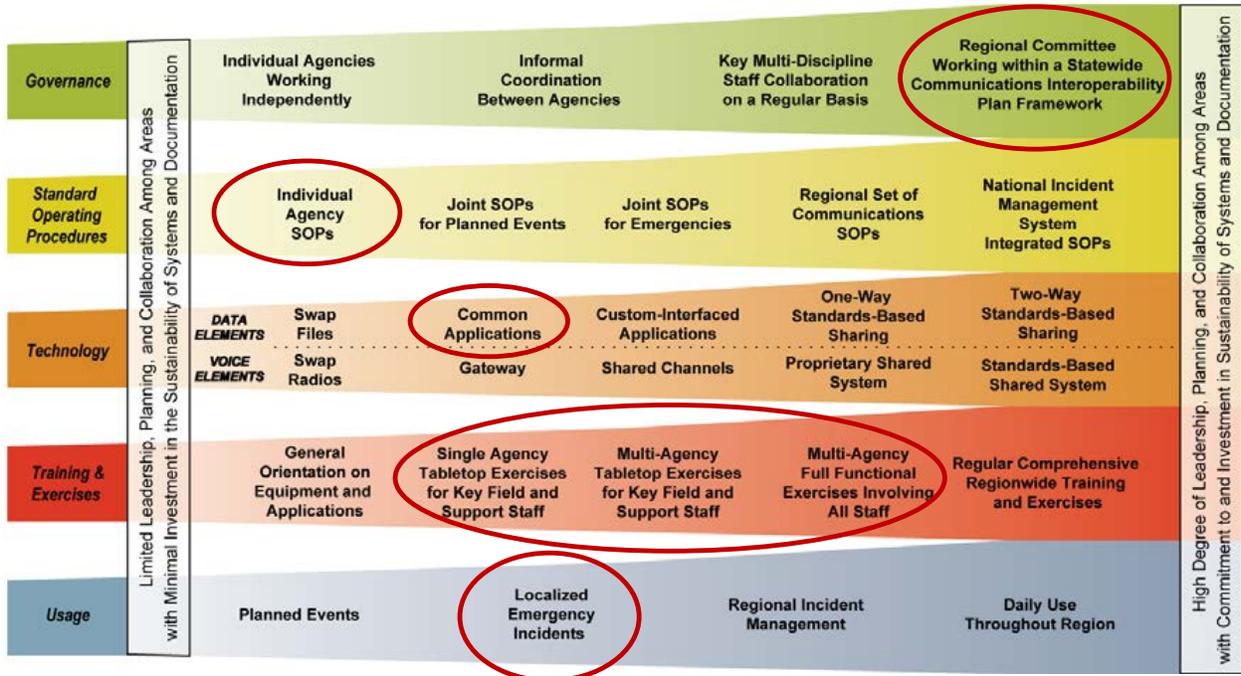


Figure 1- The SAFECOM Interoperability Continuum

The tool identifies five critical success elements that the MN IPAWS Committee has addressed to achieve interoperability:

1.4.1 Governance; the committee has established itself as a statewide body with regional representation, with workgroups covering Policy, Infrastructure and Public Information.

1.4.2 SOPs; the committee updated the state EAS plan, produced public information fact sheets, created a 6-hour workshop and a Public Alerting Authorities Best Practices Guide. The committee continues to monitor FCC rule making for any changes that may impact changes to the state EAS plan.

1.4.3 Technology (data); promoting jurisdictions to sign up and get started in the federal IPAWS system at professional association conferences, workshops, table tops and training exercises.

1.4.4 Training and exercises; Conducted awareness workshops, participated in multi-agency table top exercises & introducing the Public Alerting Authorities Best Practices Guide and participated

1.4.5 Usage; promoting the program as a tool to warn the public in the event of a situation of great danger.

1.5 Involvement of Subject Matter Experts (SME)

Involvement from cellular telecommunications industry is critical to gain knowledge and understanding on how best to educate public alerting authorities on cell phone limitations and capabilities when warning the public.

Integrated Public Alert and Warning System Committee Work Plan

2. Goals:

2.1 Alignment with Statewide Emergency Communications Board Strategic Direction

Promote statewide deployment and adoption of IPAWS to facilitate communications to the public when the need arises. This alerting system is designed to provide for mass communications in situations requiring citizens to take protective action, such as an active shooter, train derailment, hazardous materials release, or nuclear power plant incident.

2.2 Goal One: Implementation to meet the immediate needs for mass notification as part of rail safety initiative.

2.2.1 Identify counties with Class 1 rail lines that have an existing mass notification system and/or have started the process to become an IPAWS alerting authority.

- Start with counties with IPAWS agreements already in place.
- Determine counties based off of GIS Data for Class 1 rail lines starting with the counties with the most traffic.
- Determine major petroleum pipelines within same jurisdictions.
- Expand to counties that have started the process to become an IPAWS alerting authority.

2.2.2 Ensure that the public alerting authority has received IPAWS alerting capabilities

- Public Alerting Authority granted.
- Memorandum of Agreement with DHS / FEMA completed.
- Digital Certificates;
 - Production – IPAWS-OPEN system certificate.
 - Training – Training Environment with the Joint Interoperability Test Command (JITC).

2.2.2.1 If not fully activated, assist with/enable complete activation

- Assist with reconciling items in 2.2.2. with FEMA.
- Troubleshoot installation problems.
- Aid in procedural documentation.
- Assist with testing and implementation of periodic test program.

2.2.3 Develop/implement contacts and relationships with local broadcasters to enable IPAWS alerting

- Identify area EAS Participants (Broadcasters including Radio and Television, Cable, and Internet Protocol based providers).
- Ensure EAS Participants are in contact with public alerting authorities and the IPAWS Committee.

Integrated Public Alert and Warning System Committee Work Plan

2.2.4 Identify possible applications for multilingual technology and secure funding to implement

- Work with ECHO to identify percentage of population within affected counties with a significant multi-lingual alerting challenge.
- Work with the Minnesota Broadcasters Association to identify stations in the affected counties that transmit in whole or part in another language other than English.
- Identify funds and implement multilingual technology with Broadcasters

2.2.5 Train and test IPAWS alerting to ensure that the technology and system works

- Provide procedures for testing and training.
- Provide documentation templates for local testing.
- Validate that alerting system works and staff has sufficient training to be able to perform ongoing sustainment training.

2.2.6 Develop training exercises to test and implement IPAWS alerting

- Conduct table top and functional exercises focused on Public Information and Warning functions.
- Train the process from pre incident (templates) to warning the public.
- Develop, implement ongoing training exercises for IPAWS alerting authorities to be used for training new Incident commanders, dispatchers and emergency managers.

2.2.7 Education and outreach

- Promote IPAWS System at conferences, training meetings
- Continue with public education and outreach through:
 - Radio/television/newspaper interviews;
 - Public Service Announcements;
 - Paid advertising;
 - Appearances at county board meetings and;
 - Present at Regional Emergency Service Board meetings.

2.3 Goal Two: Identify Counties and their mutual aid Counties along rail routes that are not currently IPAWS alerting authorities and enable them to become alerting authorities

2.3.1 Educate and encourage IPAWS alerting capabilities to be adopted/implemented

- Advise jurisdiction on system requirements to be IPAWS compatible.
- Assist with completing application to FEMA for public alerting authority.
- Provide public alerting authority workshop.

Integrated Public Alert and Warning System Committee Work Plan

2.3.2 Develop/implement contacts and relationships with local broadcasters to enable IPAWS alerting

- Identify area EAS Participants (Broadcasters including Radio and Television, Cable, and Internet Protocol based providers).
- Provide contact information of EAS Participants to the local jurisdictions and facilitate contact to develop public private partnerships with local media.

2.3.3 Identify possible applications for multilingual technology and secure funding to implement

- Identify percentage of population within affected counties with a significant multi-lingual alerting challenge.
- Identify stations in the affected counties that transmit in whole or part in another language other than English.
- Identify funds and implement multilingual technology with Broadcasters

2.3.4 Train and Test IPAWS alerting to ensure that the technology and system works

- Provide procedures for testing and training.
- Provide documentation templates for local testing.
- Validate that alerting system works and staff has sufficient training to be able to perform ongoing sustainment training.

2.3.5 Develop training and exercises to implement IPAWS alerting and sustain ongoing testing and training.

- Conduct table top and functional exercises focused on Public Information and Warning functions.
- Train the process from pre incident (templates) to warning the public.
- Develop, implement ongoing training exercises for IPAWS alerting authorities to be used for training new Incident commanders, dispatchers and emergency managers.

2.3.6 Education and outreach

- Promote IPAWS System at conferences, training meetings.
- Continue with Public Awareness of Public Alerting.

2.4 Goal Three: Ensure IPAWS capabilities in all other IPAWS capable counties in the state

2.4.1 Contact the remaining existing IPAWS alerting authorities in the State

- Ensure that the alerting authority has IPAWS alerting capabilities;
 - If not fully activated, assist with/enable complete activation;

Integrated Public Alert and Warning System Committee Work Plan

- Advise jurisdiction on system requirements to be IPAWS compatible
- Assist with completing application to FEMA for public alerting authority.
- Provide public alerting authority workshop.

2.4.2 Develop/implement contacts and relationships with local broadcasters to enable IPAWS alerting

- Identify area EAS Participants (Broadcasters including Radio and Television, Cable, and Internet Protocol based providers).
- Provide contact information of EAS Participants to the local jurisdictions and facilitate contact to develop public private partnerships with local media.

2.4.3 Identify possible applications for multilingual technology and secure funding to implement

- Identify percentage of population within affected counties with a significant multi-lingual alerting challenge.
- Identify stations in the affected counties that transmit in whole or part in another language other than English.
- Identify funds and implement multilingual technology with Broadcasters

2.4.4 Train/Test IPAWS alerting to ensure that the technology and system works

- Provide procedures for testing and training.
- Provide documentation templates for local testing.
- Validate that alerting system works and staff has sufficient training to be able to perform ongoing sustainment training.

2.4.5 Develop training and exercises to implement IPAWS alerting and sustain ongoing testing and training.

- Conduct table top and functional exercises focused on Public Information and Warning functions.
- Train the process from pre incident (templates) to warning the public.
- Develop, implement ongoing training exercises for IPAWS alerting authorities to be used for training new Incident commanders, dispatchers and emergency managers.

2.4.6 Education and outreach

- Promote IPAWS System at conferences, training meetings.
- Continue with Public Awareness of Public Alerting.

Integrated Public Alert and Warning System Committee Work Plan

2.5 Goal Four: Work to have counties in the state that are not IPAWS alerting authorities become IPAWS alerting authorities.

2.5.1 Educate and encourage IPAWS alerting capabilities to be adopted/implemented

- Advise jurisdiction on system requirements to be IPAWS compatible.
- Assist with completing application to FEMA for public alerting authority.
- Provide public alerting authority workshops.

2.5.2 Develop/implement contacts and relationships with local broadcasters to enable IPAWS alerting

- Identify area EAS Participants (Broadcasters both Radio and Television, Cable, and Internet Protocol based providers).
- Provide contact information of EAS Participants to the local jurisdictions and facilitate contact to develop public private partnerships with local media.

2.5.3 Identify possible applications for multilingual technology and secure funding to implement

- Identify percentage of population within affected counties with a significant multi-lingual alerting challenge.
- Identify stations in the affected counties that transmit in whole or part in another language other than English.
- Identify funds and implement multilingual technology with Broadcasters

2.5.4 Train/Test IPAWS alerting to ensure that the technology and system works

- Provide procedures for testing and training.
- Provide documentation templates for local testing.
- Validate that alerting system works and staff has sufficient training to be able to perform ongoing sustainment training.

2.5.5 Develop training/exercises to test/implement IPAWS alerting in the county

- Conduct table top and functional exercises focused on Public Information and Warning functions.
- Train the process from pre incident (templates) to warning the public.
- Develop, implement ongoing training exercises for IPAWS alerting authorities to be used for training new Incident commanders, dispatchers and emergency managers.

2.5.6 Education and outreach

- Promote IPAWS System at conferences, training meetings.
- Continue with Public Awareness of Public Alerting.