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How to Become an
IPAWS Alerting Authority

As part of the statewide Michigan IPAWS system, your city or county can become an IPAWS Alerting Authority and use OnSolve® CodeRED® to send lifesaving alerts to your community during emergencies.

1 Apply for a Memorandum of Agreement (MOA).

To become a Collaborative Operating Group (COG)*, organizations must first apply for a MOA with FEMA, as each is customized to the sponsoring organization based on their software system. You can apply by downloading the application and emailing the form to ipaws@fema.dhs.gov after its completion. To begin the MOA process online, please register for an account on the IPAWS User Portal. The MOA requires that you include organizational contact information along with details regarding your interoperable software.

2 Apply for public alert permissions.

Once you have applied for a MOA, you will be provided an application for public alerting permissions. This application requires detailed information on the types of alerts your organization plans to send out along with your geographic warning area. Once completed, the application needs to be reviewed by a designated state official or tribal leadership before being submitted to FEMA.

3 Train your team on IPAWS.

FEMA offers two-hour web-based training for staff members who will be using the system. This training offers awareness of the benefits of IPAWS, skills to draft messages and best practices. Once training has been completed, you will be sent a certificate that needs to be submitted to FEMA IPAWS for validation. Once your organization has completed IPAWS training, it is imperative that you train with the CodeRED system. OnSolve provides free monthly webinars, 24/7/365 customer support and informative guides to all CodeRED customers.

4 Train your team on CodeRED.

Once your organization has completed IPAWS training, it is imperative that you complete training on the CodeRED system. OnSolve provides free monthly webinars, 24/7/365 customer support and informative guides to all CodeRED customers. Get started with CodeRED training.

The steps are clear and can be completed in little time, especially when supported by a software partner like OnSolve with extensive experience helping other agencies gain IPAWS status.

To learn more, contact:

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*An Alerting Authority that applies for authorization to use the Integrated Public Alert and Warning System (IPAWS) to send emergency alerts and warnings to the public, is designated as a Collaborative Operating Group or "COG." — FEMA

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