CHAPTER 15
MASS NOTIFICATION AND EMERGENCY MESSAGING SYSTEM

605—15.1(29C) Purpose. In accordance with Iowa Code section 29C.17A, the department of homeland security and emergency management establishes the policies and procedures for the creation and administration of a statewide mass notification and emergency messaging system.
[**ARC 1712C**, IAB 11/12/14, effective 10/15/14; **ARC 1955C**, IAB 4/15/15, effective 5/20/15]

605—15.2(29C) Definitions. For the purpose of this chapter, the following definitions apply:
"Commission" means a local emergency management commission or joint emergency management commission.
"Department" means the department of homeland security and emergency management.
"Director" means the director of the department of homeland security and emergency management.
"Mass notification and emergency messaging system" or *"system"* means a system operated by the department which disseminates imminent emergency and public safety-related information.
"State agency" means a principal central department enumerated in Iowa Code section 7E.5.
[**ARC 1712C**, IAB 11/12/14, effective 10/15/14; **ARC 1955C**, IAB 4/15/15, effective 5/20/15]

605—15.3(29C) Application for access.
15.3(1) A state agency or commission may apply to the department for access to the system for use by state, county and local officials. The application shall contain the following:
a. Name of state agency or commission submitting the application.
b. Primary point of contact for implementation and administration of the system at the applicant's level.
c. Signature of the state agency director or chair of the commission.
d. Operational plan and procedures created in accordance with rule 605—15.4(29C).
15.3(2) All applications shall be reviewed by the director or designated staff to ensure that the application meets all of the requirements established in this chapter. If the application does not meet all of the requirements, the state agency or commission shall be notified of such shortfalls and possible remedies.
15.3(3) If all of the requirements have been met and the director chooses to grant access to the system, the state agency or commission shall be notified of acceptance.
15.3(4) If the director chooses not to grant the state agency or commission access to the system, the director shall provide notice to the state agency or commission and provide information regarding the decision.
15.3(5) After access to the system has been granted, the director may revoke or suspend such access if the director determines that the state agency or commission is not using the system in accordance with Iowa Code sections 22.7, 29C.2 and 29C.17A and this chapter.
[**ARC 1712C**, IAB 11/12/14, effective 10/15/14; **ARC 1955C**, IAB 4/15/15, effective 5/20/15; **ARC 6829C**, IAB 1/25/23, effective 3/1/23]

605—15.4(29C) Operational plan and procedures.
15.4(1) Each state agency or commission that submits an application to access the system shall develop and maintain an operational plan and procedures. The operational plan and procedures shall contain the following:
a. Introductory paragraphs that provide a summary of, the purpose of, and the authorities for the operational plan and procedures document.
b. A description of the system and a listing of the types of imminent emergency alerts and public safety-related information that will be communicated to the public via the system.
c. The contact information for the individual who will function as the state agency's or commission's administrator for the system and who will be the primary contact point for the department and system vendor.

d. A listing of those positions or individuals that are authorized to initiate emergency alerts and mass notification messages via the system. These individuals shall complete any federally specified training needed to access any federal messaging systems that are utilized by the statewide system.

e. A listing of those positions or individuals that are authorized to conduct system database maintenance.

f. The detailed process by which emergency alerts or mass notification messages will be developed, reviewed, and authorized for dissemination.

g. A listing by the commission of any memorandums of understanding completed with neighboring counties for the purpose of allowing cross-border emergency alerts or mass notification messaging when an incident will impact the public outside the incident county within 30 minutes and will cause the public to be endangered if action is not taken by the public. Copies of such agreements shall be included within the operational plan and procedures document.

h. A glossary of definitions for message types that can be issued by the system.

15.4(2) The state agency or commission shall complete a memorandum of agreement with the Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS) program management office for the purpose of accessing IPAWS. A copy of the approved agreement shall be included within the operational plan and procedures document.

15.4(3) The state agency or commission shall complete a user agreement with the department. The user agreement shall specify that, by accessing the system, users may be exposed to information deemed confidential under Iowa Code chapter 22. A copy of the user agreement shall be included within the operational plan and procedures document.

15.4(4) The department has developed an operational plan and procedures template to be used by all state agencies and commissions making application to access the system. All operational plans and procedures developed by the state agencies or commissions and submitted for approval shall substantially conform to this template.

These rules are intended to implement Iowa Code sections 22.7, 29C.2 and 29C.17A.

[**ARC 1712C**, IAB 11/12/14, effective 10/15/14; **ARC 1955C**, IAB 4/15/15, effective 5/20/15; **ARC 6829C**, IAB 1/25/23, effective 3/1/23]

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