

City of Austin, Texas and Williamson County, Texas

Cross-Jurisdictional Memorandum of Understanding Regarding Alert, Warning, and Notifications Sent Through FEMA's Integrated Public Alert and Warning System

Purpose

The above-mentioned Alerting Authorities (AA) recognize the need for interagency cooperation to enhance public alerting capabilities. This Memorandum of Understanding (MOU) allows AAs to establish a backup AA to issue alert, warnings, and notifications (AWN) on their behalf, to their respective communities in the unlikely event the original AA is not able to perform that function.

Scope

This MOU is effective as of September 8, 2026, and will continue until revoked by one or all parties following the procedures listed in the policy section below. The MOU provides permission for the backup AA, established in this MOU, to issue AWN on behalf of the requesting AA only when express permission is granted by the requesting AA.

Parties to the MOU:

City of Austin

Jurisdiction: City of Austin
POC: Jim Redick
Address: P.O Box 1088
City, State, Zip: Austin, Texas 78767
E-mail: jim.redick@austintexas.gov
Office phone: 512-974-0461
After hours phone: 512-974-0600
Approval to use the following:

- Wireless Emergency Alerts
- Emergency Alert System

Williamson County

Jurisdiction: Williamson County
POC: Steven Snell
Address: 1848 Texas Trail
City, State, Zip: Georgetown, Texas 78626
E-mail: steven.snell@wilcotx.org
Office phone: 512 943-1550
After hours Duty Officer phone:
512-943-1911 option 1
Approval to use the following:

- Wireless Emergency Alerts
- Emergency Alert System

Policy

All parties agree that in the event of an emergency incident requiring the activation of AWN, the AA requesting alerting on behalf shall provide the following information:

- The message content to be used in the WEA, EAS, MEP and/or NWEM
 - The message content should address the following:
 - Identify the Sender

- Identify the hazard
- Affected area
- Action to take
- A URL to obtain more information
- The Activation Area
- The Duration of the Alert
- A Point of Contact to Maintain Communication During the Incident

For purposes of situational awareness, involved jurisdictions will inform each other as soon as possible of the need for alerting assistance.

The State Alerting Official must approve any MOU between alerting authorities establishing cross jurisdictional support prior to the MOU becoming valid.

This MOU will be reviewed by all parties every two years.

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

If a jurisdiction elects to revoke the MOU, the respective jurisdiction will notify all other parties of the MOU in writing with a 30-day notice.

The State Alerting Official (Signatory) needs to be notified of the ratification or any changes to the MOU including changes of participants. A completed copy of the MOU will be forwarded to the State Alerting Official, the FEMA IPAWS Program Management Office, and uploaded to the IPAWS Users Portal. The State Alerting Official has the right to immediately suspend or terminate any MOU between Alerting Authorities within their jurisdiction.

Procedure

The jurisdiction providing alerting on behalf will use the following procedures:

1. Receive alerting request from the impacted jurisdiction(s)
2. Compose an IPAWS message that with message content coming from the impacted jurisdiction(s)
3. Send the IPAWS message
4. Verify message sent; notify the proper POC(s) from the impacted jurisdiction(s)
5. Coordinate further alerts with impacted jurisdiction(s), if necessary

The impacted jurisdiction(s) will use the following procedures:

1. Request assistance from adjoining jurisdiction detailed in this MOU
2. Provide message content to be used in the AWN
3. Monitor alert receipt from adjoining jurisdiction

4. Coordinate with jurisdiction providing alerting on behalf for any ongoing alerts, updates, and/or cancellations

Alerting Authority Signatures



Jim Redick, Director
Austin Emergency Management
City of Austin, Texas

Steven Snell, County Judge
Williamson County, Texas