



**Capital Area
Council of
Governments**

6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

512.916.6000
FAX: 512.916.6001

www.capcog.org

Bastrop

Blanco

Burnet

Caldwell

Fayette

Hays

Lee

Llano

Travis

Williamson

Counties

July 6, 2010

The Honorable Dan Gattis, Sr.
Williamson County
710 South Main, Suite 101
Georgetown, Texas 78626

Re: Emergency Notification System

Dear Judge Gattis:

Attached please find the letter agreement authorizing your jurisdiction's continued participation in the CAPCOG Regional Emergency Notification System (ENS) for the period October 1, 2010 through September 30, 2011. We have modified the letter agreement this year to incorporate recent revisions to the *ENS Policies and Procedures*. A copy of the revised policies and procedures is enclosed.

Enclosed are two originals of the Letter Agreement. Please sign and retain one copy for your files. Return the second copy by mail to:
Homeland Security Division, Capital Area Council of Governments
6800 Burleson Road, Building 310, Suite 165
Austin, TX 78744

Upon receipt of a copy of this agreement, we will prepare an invoice and submit it to you for payment. The amount of this invoice will be the same as in previous years.

If you have any questions, please contact Ed Schaefer, Director of Homeland Security, at 512-916-6026 or eschaefer@capcog.org. Thank you for your support of this important regional program.

Sincerely,

Betty Voights
Executive Director

Cc: Patrick Cobb
Jarred Thomas

Enclosures



**Capital Area
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6800 Burleson Road
Building 310, Suite 185
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July 1, 2010

The Honorable Dan Gattis, Sr.
Williamson County
710 South Main, Suite 101
Georgetown, Texas 78626

Re: Emergency Notification System

Dear Judge Gattis:

1. This letter agreement authorizes Williamson County to use the Emergency Notification System provided by the Capital Area Council of Governments ("CAPCOG"), under the terms and conditions set out below, for the period beginning October 1, 2010 and ending, unless sooner terminated under paragraph 9 or 11, September 30, 2011.

Use of Emergency Notification System

2. Williamson County agrees to use the Emergency Notification System solely in accordance with the current version of the CAPCOG *Emergency Notification System (ENS) Policies and Procedures*. The current version is part of this agreement and is available on CAPCOG's website, www.capcog.org/divisions/homeland-security/ens/docs/.

Cost and Payment Terms

3. Upon execution of this letter agreement, CAPCOG will invoice Williamson County \$2141.00 to cover all or some part of the operating expenses associated with use of the Emergency Notification System for the agreement period. Williamson County agrees to pay the invoice in full within 90 calendar days of its receipt, but solely from current revenues available to Williamson County. Access to the Emergency Notification System will be granted when: (1) CAPCOG receives payment in full of the invoice; and (2) Williamson County has provided CAPCOG with a list of its Authorizing Individuals and Certified Users as required by the CAPCOG *Emergency Notification System (ENS) Policies and Procedures*.

Public Information Act Request

4. If Williamson County receives a request under the Texas Public Information Act for disclosure of any of the 9-1-1 database information, Williamson County agrees not to disclose the information prior to notification of CAPCOG's Emergency Communications Department in writing within two business days of the receipt of the request so that CAPCOG may advise Williamson County regarding the request.

Nondiscrimination and Equal Opportunity

5. Paragraph 6 summarizes the nondiscrimination and equal opportunity requirements applicable to performance of this agreement that are set out in detail in title 6, parts 15, 17, and 21, Code of Federal Regulations. Williamson County and CAPCOG agree to comply with the detailed requirements.

6. Williamson County and CAPCOG shall not exclude anyone from participating under this agreement, deny anyone benefits under this agreement, or otherwise unlawfully discriminate against anyone in carrying out this agreement because of race, color, religion, sex, age, disability, handicap, veteran status, or national origin.

Applicable Law

7. In carrying out this agreement, Williamson County agrees to comply with all applicable law, including, but not limited to, the Texas Uniform Grant and Contract Management Act, chapter 783 of the Government Code, and the *Uniform Grant Management Standards* implementing the Act.

8. Williamson County agrees to comply with its own written rules defining, regulating, and prohibiting conflict of interest in carrying out this agreement.

Early Termination of Agreement

9. Williamson County acknowledges that CAPCOG's sole source of revenue for operating and maintaining the Emergency Notification System are grant funds it receives from the State Administrative Agency, Texas Department of Public Safety, and contractual funds provided by participating organizations. Accordingly, Williamson County agrees that CAPCOG may terminate this agreement if it learns that funds to operate and maintain the Emergency Notification System are no longer available.

10. CAPCOG terminates this agreement for unavailability of funds by giving Williamson County notice of the termination, as soon as it learns of the funding unavailability, and specifying the termination date. The agreement terminates on the specified termination date.

11. If Williamson County or CAPCOG breaches a material provision of this agreement, the other may notify the breaching party describing the breach and demanding corrective action. The breaching party has five business days from its receipt of the notice to correct the breach, or to begin and continue with reasonable diligence and in good faith to correct the breach. If the breach cannot be corrected within a reasonable time, despite the breaching party's reasonable diligence and good faith effort to do so, the parties may agree to terminate the agreement.

12. If Williamson County violates a provision of the CAPCOG's *Emergency Notification System (ENS) Policies and Procedures*, CAPCOG in its sole discretion, after notifying Williamson County of the alleged violation in accordance with paragraph 11, may terminate Williamson County's user account while Williamson County is attempting to correct the violation. If Williamson County corrects the violation under paragraph 11, and the Emergency Notification System was not damaged by the violation, CAPCOG agrees to restore Williamson County's user account.

13. Termination for breach does not waive either party's claim for damages resulting from the breach.

Notice to Parties

14. Notice to be effective under this agreement must be in writing and received by the party against whom it is to operate. Notice is received by a party: (1) when it is delivered to the party personally; (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in paragraph 15 and signed on behalf of the party; or (3) three business days after its deposit in the United States mail, with first-class postage affixed, addressed to the party's address specified in paragraph 15.

15. CAPCOG's address is 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744, Attention: Executive Director. Williamson County's address is 710 South Main, Suite 101, Georgetown, Texas 78626, Attention: The Honorable Dan Gattis, Sr..

16. A party may change its address by providing notice of the change in accordance with paragraph 14.

Miscellaneous

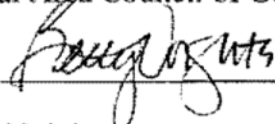
17. Each individual signing this agreement on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations under this agreement.

18. This agreement states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by both parties.

19. This agreement is executed in duplicate originals.

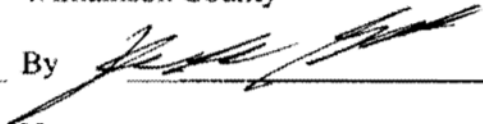
Capital Area Council of Governments Williamson County

By



Betty Voights
Executive Director

By



Name

Title



July 1, 2010

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Austin, Texas 78744

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Capital Area Council of Governments Williamson County

By Betty Voights

Betty Voights
Executive Director

By [Signature]

Name _____

Title _____



Capital Area Council of Governments EMERGENCY NOTIFICATION SYSTEM (ENS) Policies & Procedures

Version 2.3 - Effective: May 12, 2010

Sec. 1. BACKGROUND

- 1.1. The CAPCOG Emergency Notification System (ENS) was implemented using Homeland Security Grant Program funds for use in the 10-county area covered by the Capital Area Council of Governments (Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson counties).
- 1.2. The ENS consists of two web-based applications, Communicator NXT® and GeoCast Web®. Communicator NXT® makes notifications from a contact list maintained by participating jurisdictions. GeoCast Web® makes notifications from a map-based interface that retrieves telephone numbers from the telephone number database that is used by the region's 9-1-1 services. In addition, GeoCast Web® has the capability of notifying individuals via cellular telephones that they have registered on the system. Due to differences in the sources of the data used as the basis for making the notifications, the usage of Communicator NXT® and GeoCast Web® are governed by different policies.
- 1.3. The system has access to 69 outgoing telephone lines that may be used simultaneously. This system can effectively notify up to four thousand persons in a one-hour period. (This number depends upon the length of the message and other variables. It should be used only as an estimate when deciding if ENS use is appropriate for the situation.) Users also have access to an additional 400+ telephone lines that may be used when a larger number of persons must be notified in a short period of time. Additional costs may be incurred for use of this capability.

Sec. 2. PURPOSE

- 2.1. To outline tasks necessary for efficient and effective operations, and to assign responsibility for completion of such tasks.
- 2.2. To provide rules for uniform use of the ENS.
- 2.3. To provide information for continued quality assurance within the CAPCOG region.
- 2.4. To ensure adequate accounting of ENS activity.

Revised 5/12/10

Sec. 3. DEFINITIONS

- 3.1. "Communicator NXT[®]" is a database-driven application developed by Dialogic Communications Corporation, now Plant CML, and operated under a license granted by the company. This system delivers messages via telephone, e-mail and pager to individuals that are entered into its database by personnel from jurisdictions participating in the CAPCOG ENS.
- 3.2. "GeoCast Web[®]" is a geographic information system (GIS)-based application developed by Dialogic Communications Corporation, now Plant CML, and operated under a license granted by the company. This system delivers messages via telephone to individuals with telephone numbers listed in the database that has been compiled for use by the region's 9-1-1 services and to cellular telephones that have been self-registered via CAPCOG's proprietary application.
- 3.3. "Authorizing Individual" means: (1) a CAPCOG county judge, county sheriff, and/or county emergency management coordinator; city mayor or city manager; police chief or fire chief of a jurisdiction with managing control of a Public Safety Answering Point (PSAP); or (2) the Lower Colorado River Authority (LCRA) Emergency Management Coordinator; or (3) an individual designated in writing by an Authorizing Individual identified in clause (1). The Authorizing Individual has the authority to direct a Certified User to activate the ENS.
- 3.4. "Certified User" means an individual who has been designated by an Authorizing Individual as someone who has permission to activate the ENS and has satisfactorily completed the training curriculum prescribed by CAPCOG for accessing and activating the ENS. Note: an Authorizing Individual may chose to become a Certified User.

Sec. 4. POLICY

- 4.1. Acceptable uses of the CAPCOG ENS
 - 4.1.1. The CAPCOG ENS has been funded by the United States Department of Homeland Security through the Homeland Security Grant Program. Therefore, its use is limited to homeland security-related activities. Federal and state laws extend this usage to all types of emergencies, both man-made and natural.
 - 4.1.2. The GeoCast Web[®] application derives its contact list from the database that has been compiled for use by the region's 9-1-1 services. State law limits the use of this data to, "warning or alerting citizens regarding information in an emergency situation where property or human life is in jeopardy."

- 4.1.2.1. CAPCOG interprets this restriction to include any situation in which persons notified need to act in a timely manner to prevent property damage, bodily injury or loss of human life. This includes, but is not limited to, severe weather warnings, "boil water" notices, shelter-in-place advisories and evacuation recommendations or orders.
- 4.1.2.2. ENS testing and use during emergency preparedness training and exercises are acceptable uses.
- 4.1.2.3. Informational messages intended to advise the public of potential hazards but not requiring action on the part of those notified (*e.g.*, severe weather watches) are not acceptable uses of the system.
- 4.1.3. The Communicator NXT[®] application derives its contact list from a database developed and maintained by participating jurisdictions. Since it does not use the 9-1-1 database, the restrictions associated with use of that database do not apply.
 - 4.1.3.1. Acceptable uses of this application include, but are not limited to, notifications of staff members of participating jurisdictions of emergency events, changes in work schedules of participating jurisdictions resulting from inclement weather, activation of emergency response teams, information notices about imminent hazards and activation of Emergency Operations Centers (EOCs).
 - 4.1.3.2. ENS testing and use during emergency preparedness training and exercises are acceptable uses.
 - 4.1.3.3. Notifying personnel or the public of meetings, hearings, training activities or similar activities is not an acceptable use.
- 4.2. Participating jurisdictions:
 - 4.2.1. GeoCast Web[®]—Due to the restrictions on the use of the 9-1-1 database, only jurisdictions with managing control of a Public Safety Answering Point (PSAP) are eligible to use this application.
 - 4.2.1.1. PSAP personnel may be trained as Certified Users and may be granted access to the jurisdiction's login credentials in order to activate the system.
 - 4.2.1.2. Employees and officials of additional departments of eligible jurisdictions, including emergency management coordinators, public health personnel and emergency response personnel may be granted login credentials in order to activate the system. The

jurisdiction's ENS Point-of-Contact (POC), chief elected official (mayor or county judge) or emergency management coordinator shall make a written request to CAPCOG for additional login credentials for additional departments.

4.2.2. Communicator NXT®—Use of this application is available to:

4.2.2.1. Any jurisdiction eligible to use GeoCast Web®;

4.2.2.2. Other organizations that actively participate in the emergency management and emergency response activities of CAPCOG-member jurisdictions, including, but not limited to, emergency services districts, school districts and hospitals. These organizations must be:

4.2.2.2.1. Endorsed in writing by the chief elected official (mayor or county judge) or emergency management coordinator of the respective jurisdiction; and

4.2.2.2.2. Participate in the funding of the ongoing costs of maintaining the system.

4.2.2.3. Each participating organization will be issued its own login credentials.

4.3. Each jurisdiction with managing control of a Public Safety Answering Point (PSAP) shall:

4.3.1. Designate a single point of contact (POC) for CAPCOG for the purpose of administering the ENS, and notify CAPCOG immediately when the designated POC is no longer valid. It is recommended that this person be PSAP personnel and be a Certified User.

4.3.2. Maintain an up-to-date roster of all Authorizing Individuals and send a copy of the updated roster to CAPCOG whenever a change occurs.

4.3.3. Maintain an up-to-date roster of all Certified Users, send a copy of the roster to CAPCOG, and notify CAPCOG immediately when there is a change in Certified Users.

4.3.4. Protect and limit the use of the assigned user name and password which grants access to the ENS programs. In the event a Certified User is no longer authorized to access and activate the ENS, the ENS program password shall be changed by CAPCOG personnel.

- 4.3.5. Ensure that Certified Users (1) are available or on-call during each shift and (2) complete an annual training refresher course.

4.4. Each Authorizing Individual shall:

- 4.4.1. Ensure that access to and activation of the ENS programs is limited to Certified Users.
- 4.4.2. Protect and limit the use to certified users of the assigned user name and password which grants access to the ENS programs.
- 4.4.3. Protect the confidentiality of addressing databases and of information furnished by 9-1-1 database providers, and notify CAPCOG's Director of Emergency Communications (see Exhibit 7.1) in writing within two business days of the receipt of a request for addressing databases or information made under the Texas Public Information Act so that CAPCOG may advise the authorizing individual regarding the request.

4.5. Each Certified User shall :

- 4.5.1. Protect the confidentiality of 9-1-1 addressing databases and of information furnished by 9-1-1 database providers.
- 4.5.2. Comply with naming conventions set forth by CAPCOG.
- 4.5.3. Sign and date the Nondisclosure Agreement (Exhibit 7.3) and submit it to a CAPCOG staff member named in Exhibit 7.1. This form is available on-line at http://www.capcoq.org/Programs/Homeland_Security/ens/default.asp.

4.6. CAPCOG shall:

- 4.6.1. Verify the accuracy of Authorizing Individual and Certified User rosters with the ENS POC at least quarterly.
- 4.6.2. Provide updated login credentials to each jurisdiction's POC when these credentials are changed. To preserve security, these credentials will be provided either in person or via telephone. They will not be provided in written form.
- 4.6.3. Conduct routine maintenance and service operations on the system. ENS POCs will be notified prior to these operations which may cause system use to be limited or leave the system temporarily unavailable.
- 4.6.4. Provide training, including course materials, for all Certified Users. This may be accomplished by conducting a Train-the-Trainer course for all or some of the jurisdictions.

- 4.6.5. Provide technical and procedural guidance for ENS use and administration.
- 4.6.6. Provide a contact list for CAPCOG Staff (Exhibit 7.1).

Sec. 5. PROTOCOLS

- 5.1. In order to facilitate the use of the ENS applications by multiple jurisdictions, the following protocols shall be followed:
 - 5.1.1. Contacts shall be assigned a numerical User ID from the range of numbers provided by CAPCOG.
 - 5.1.2. Scenarios shall be assigned a numerical Scenario ID from the range of numbers provided by CAPCOG.
 - 5.1.3. Scenarios, Messages, Groups, and Custom Field information shall be preceded by the name of the jurisdiction.
- 5.2. Each PSAP shall:
 - 5.2.1. Utilize the procedures outlined in the *ENS Guidelines and Activation Form* (Exhibit 7.2) for all ENS activations using the GeoCast Web[®] application. Use of this form is not required but is recommended for test activations.
 - 5.2.2. Test at least once a month the Communicator! NXT[®] application for proper operation and user familiarity. The test should include a minimum of one defined group. CAPCOG administrators will have access to activation reports on all testing and activations.
 - 5.2.3. Test at least once a month the GeoCast Web[®] application for proper operation and user familiarity. The test should include a minimum of 10 but not more than 25 data points. In order to ensure adequate performance within the county, varying data points should be utilized each month.
 - 5.2.4. CAPCOG administrators will have access to activation reports on all testing and activations.

Sec. 6. FUNDING

- 6.1. As long as Homeland Security Grant Program funds are available for this purpose, CAPCOG will attempt to fund the following costs from those funds:
 - 6.1.1. CAPCOG personnel costs associated with operation and maintenance of the system;

- 6.1.2. Maintenance costs for system hardware and software; and
- 6.1.3. Costs of system enhancements.
- 6.2. Other costs, including monthly recurring costs for telephone service, will be allocated to participating jurisdictions and organizations according to a schedule approved by the CAPCOG Executive Committee and furnished to the jurisdictions.
- 6.3. Additional costs incurred by a participating jurisdiction for use of the "DCC Mass Call" option to contact large numbers of persons will be the responsibility of the jurisdiction authorizing the activation.
- 6.4. Jurisdictions and organizations participating in the system shall execute a letter agreement allocating costs with CAPCOG.
 - 6.4.1. These agreements will cover a one-year period beginning on October 1 of each even-numbered year and will be automatically renewed unless cancelled in writing by the jurisdiction or CAPCOG.
 - 6.4.2. These agreements will allocate the costs to the jurisdictions participating in the system.
- 6.5. CAPCOG will send an invoice describing the costs to each participating jurisdiction in October of each year.

Sec. 7. EXHIBITS

- 7.1. CAPCOG Staff Contact List
- 7.2. ENS Activation Guidelines and Form
- 7.3. Nondisclosure Agreement

EXHIBIT 7.1

CAPCOG STAFF CONTACT LIST

Homeland Security Division

Ed Schaefer Director of Homeland Security 512-916-6026 (Work) 512-755-1046 (Cell)	Robin Wiatrek Assistant Director, Homeland Security 512-916-6014 (Work) 512-965-5907 (Cell)
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Emergency Communications Division (9-1-1)

Policy	Process / Technical Assistance
Gregg Obuch Director of Emergency Communications Services 512-916-6044 (Work) 512-992-8927 (Cell)	Shawn Barnes Quality Assurance Coordinator 512-916-6028 (Work) 512-497-9030 (Cell) 512-606-3082 (Alpha/Numeric Pager)

This form is available on-line at "http://www.capcog.org/Programs/Homeland_Security/ens/default.asp"

Exhibit 7.2

ENS Activation Guidelines and Checklist for Certified Users

1. The Emergency Notification System (ENS) is designed to notify relatively small numbers of citizens (hundreds to low thousands) in the case of an emergency which directly affects that population. Examples of such would be flooding, a sniper event, an Alzheimer's patient lost in the area, hazardous materials incident, and similar life threatening events.
2. For emergencies which affect larger segments of the population (the entire city, the county, or more than 3,500 households or so) TV and radio are more effective and would be more expedient. The ENS would take far too long to notify that many people and was not designed to do so.
3. If a jurisdiction desires to notify a larger number of persons, it may use the "DCC Mass Call" option on the "Available Hosts" screen of the GeoCast Web[®] application. This allows 400+ calls to be made simultaneously. **NOTE: Additional charges for telephone calls using this system may be incurred. Such charges are the responsibility of the jurisdiction authorizing the notification. Approval of these charges must be approved according to local policies.**
4. The nature of this system and the sensitivity of the database that it uses dictate that **only authorizing individuals, as defined in Sec. 3.3 of these procedures, are authorized to initiate use of the system.** These officials may be the County Judge, City Mayor, City Manager, Police Chief, Emergency Management Coordinator, and other designated city or county officials.
5. The PSAP maintains a list of Authorizing Individuals in the Certified User's jurisdiction that are authorized to initiate an ENS activation. **These are the only people in your area who can do so!** **If the caller is not listed, let them know you cannot perform this operation because they are not authorized to initiate it. Contact the PSAP supervisor or follow pre-determined PSAP protocol to determine how to proceed.** You may only initiate the activation process if you are ultimately contacted directly by someone who is on the list of Authorizing Individuals.
6. Calls received that are requesting activation of the ENS must be taken by or transferred to an ENS Certified User. The Certified User will use the ENS Activation Form that follows to guide them through the activation process.
7. In order to protect and properly notify the citizens in harm's way, an accurate message must be recorded by the Certified User. Keep in mind that the message sent to the citizens might be the only information they receive about the emergency and they will act accordingly. The Certified User will not modify the message at all because even small edits can change meaning and have a potential big impact. It is important for the emergency message to be clear and concise. **Thirty seconds is the recommended target length for emergency messages.**
8. In order to notify the citizens in harm's way immediately, accurate location information must be recorded. Get as much detail as possible. This could be in the form of a map book page grid, a major intersection, a landmark, or preferably a faxed copy of a map with drawn-in detail. Keep in mind, even if an intersection is given, you must also explain approximately how far beyond that intersection (what radius) is to be notified.
9. The Certified User will verify success of the activation by using the ENS tool to generate a "post-activation" summary report. They may also request a comprehensive summary report from a

CAPCOG Homeland Security Division staff member listed in Exhibit 7.1 during normal business hours.

10. If the regional installation of GeoCast Web[®] is inoperable, system users can access to the on-line Backup Hosting Center at the URL provided to each certified user. This URL can be found at: http://www.capcog.org/Programs/Homeland_Security/ens/default.asp. Access to the backup installation of the Communicator NXT[®] application is only available through CAPCOG personnel.

ENS Activation Checklist for Certified Users

This checklist is provided for use by Certified Users of the CAPCOG ENS to ensure that use of the system is in accordance with the *CAPCOG Emergency Notification System Policies and Procedures*. The original should be completed and filed in accordance with local policies.

1. Is the requesting individual listed on the jurisdiction's Authorizing Individual roster?
☐ Yes ☐ No If no, **STOP HERE AND DO NOT ACTIVATE THE ENS**
Contact the PSAP supervisor or follow pre-determined PSAP protocol to determine how to proceed

2. Who requested use of the ENS for this emergency?

Name and title of requesting individual:

Call Back Phone Number:

3. Does the emergency meet the following criteria:
- Is this activation in response to, or related to, an emergency or public safety response activity; or
 - Is this activation related to an emergency situation where property or human life is in jeopardy; or
 - Is this activation intended to provide critical/emergency notification to public safety forces or the community or both?
- ☐ Yes ☐ No

4. Describe the emergency (be as complete as possible):

5. Exactly where is the emergency?

6. What is the defined area to be notified (use map book grid, major intersection, landmark, etc.)? Fax or attach a copy of the map if necessary.

7. Exact wording of message sent:

8. Is the use of the "DCC Mass Call" option authorized in order to notify a larger numbers of persons? [NOTE: Additional costs may be incurred.] ☐ Yes ☐ No

9. System Activated ☐ Communicator! NXT ☐ GeoCast Web

10. "Post Activation" summary report was generated and reviewed. ☐ Yes ☐ No

Date/Time of initial request for activation: _____

Time of Activation: _____

Time of Activation Completion: _____

Certified User responsible for ENS Activation (Name/agency/call-back number):

Signature _____

Date _____

An interactive .pdf form is available on-line at
"http://www.capcog.org/Programs/Homeland_Security/ens/default.asp"

EXHIBIT 7.3

ENS NONDISCLOSURE AGREEMENT FOR CERTIFIED USERS

- I, the undersigned, understand the sensitivity and confidentiality of the 9-1-1 database information that supports the Emergency Notification System (ENS). I further realize that the potential for abusing the ENS mandates that all Certified Users exercise extreme caution in granting access to the System, all of its components, and any derivative information or reports generated by it.
- Access to the Emergency Notification System and related information is provided solely for the purposes of public safety by an Authorizing Individual. Any other use is prohibited. Therefore, I agree to take reasonable precautions to prevent accidental or unauthorized access to the Emergency Notification System, its supporting documentation, related screen names and passwords, and any documents or reports (hardcopy or electronic) produced by the System.
- Access codes and the web address of the Emergency Notification System may not be disclosed to any third party. I understand and agree that any person requesting access to the System must contact CAPCOG personnel, be trained by them, and be given their own user names and passwords.
- I will not copy, or permit anyone else to copy, any documentation (physical or electronic versions) of the ENS software or the output images unless the copying is required to support use of the System or official use archives.
- If I receive a request under the Texas Public Information Act for disclosure of any of the ENS 9-1-1 database information, I agree not to disclose the information, but instead to notify an Authorizing Individual who will follow procedures noted in Section 4.4.3 of the ENS Policies and Procedures Manual.

I certify that I have read and understand this Nondisclosure Agreement.

Name (printed) _____

(Signature)

_____/_____/_____
(Date)

**Please return an original signed Nondisclosure Agreement for each Certified User to:
CAPCOG Homeland Security Division
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744**

This form is available on-line at
"http://www.capcog.org/Programs/Homeland_Security/ens/default.asp"