

Testing with the IPAWS Lab - Checklist for Alerting Authorities

1. On-Site Testing:

- Alerting authority contacts the IPAWS Lab Point of Contact (POC)
- Alerting authority and the IPAWS Lab POC coordinate dates to visit the lab
- IPAWS Lab POC and alerting authority complete vetting documents (if required)
- Alerting authority ensures the IPAWS Lab endpoint and the IPAWS Lab security certificate are uploaded to the alert origination tool
- Alerting authority determines a testing agenda and drafts requirements, scenarios, test scripts, etc.
- The IPAWS Lab configures Emergency Alert System (EAS) devices in accordance with an alerting authority Collaborative Operating Group (COG) permissions

2. Off-Site Testing (via webinar):

- Alerting authority contacts the IPAWS Lab POC
- Alerting authority provides two to three test dates and times (typically one hour)
- The IPAWS Lab schedules a webinar and provides link and teleconference number to the alerting authority
- Alerting authority ensures the IPAWS Lab endpoint and the IPAWS Lab security certificate are uploaded to alert origination tool
- Alerting authority coordinates webinar attendees (e.g., vendor and/or colleagues) and the IPAWS Lab configures EAS devices in accordance with alerting authority COG permissions

3. Independent Testing:

- No need to notify the IPAWS Lab POC
- Alerting authority ensures the IPAWS Lab endpoint and the IPAWS Lab security certificate are uploaded to alert origination tool
- Alerting authority verifies test alerts via the IPAWS Message Viewer ([instructions](#))

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For more information, see <https://www.fema.gov/ipaws>. Contact the IPAWS Project Management Office at ipaws@fema.dhs.gov.

The Integrated Public Alert and Warning System (IPAWS) is a national system for local alerting that provides authenticated emergency alert and information messaging to the public through cell phones and internet applications using Wireless Emergency Alerts, and to radio and television via the Emergency Alert System.



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