

City of Bowie, Texas
Office of Emergency Management

And

Clay County, Texas
Emergency Management

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 June 15, 2025 and will continue until revoked by on or all parties following the procedures listed in Section 7, Changes to the MOU. 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 Bowie, Texas

Office of Emergency Management

Jurisdiction: City of Bowie, Texas

POC: Richard K. (Kirk) Higgins

Address: 307 N. Mason Street

City, State, Zip: Bowie, Texas 76230

E-mail: emc@cityofbowietx.com

Office phone: (940) 872-1890

After hours phone: (940) 977-4941

Approval to use the following:

- Wireless Emergency Alerts
- Emergency Alert System

Clay County, Texas

Emergency Management

Jurisdiction: Clay County, Texas

POC: Keith Burch

Address: 214 N. Main Street

City, State, Zip: Henrietta, Texas 76365

E-mail: keith.burch@co.clay.tx.us

Office phone: (940) 538-4052

After hours phone: (940) 781-5842

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, 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.

Procedures

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

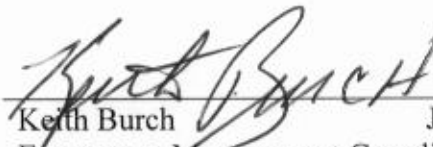
4. Verify message sent; notify the proper POC(s) from the impacted jurisdiction(s)
5. Coordinate further alerts with impacted jurisdiction(s), if necessary

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

Richard K. Higgins June 15, 2025
Emergency Management Coordinator
City of Bowie, Texas
Office of Emergency Management


Keith Burch June 15, 2025
Emergency Management Coordinator
Clay County, Texas
Emergency Management

State Alerting Official Signature

Kevin Lemon
Unit Chief
Communications Coordination Group/
ESF 2 Lead
Texas Division of Emergency
Management (TDEM)


504WJ 5406
6/23/2025