

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
IPAWS INVENTORY & EVALUATION SURVEY

O.M.B. Control No. 1660-0000
 Expires

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 5 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC, 20472, Paperwork Reduction Project (1660-NEW 40). **NOTE: Do not send your completed form to this address.**

DATA COLLECTOR

DATE	EMERGENCY FACILITY & ADDRESS	CONTACT NAME	PHONE, FAX, E-MAIL	DUTIES

IDENTIFY MISSION CRITICAL PUBLIC ALERT & WARNING SYSTEMS CURRENTLY IN OPERATION

	System 1	System 2	System 3	System 4	System 5
Name of System (Brand/Version)					
Purpose of System in Public Response Station					
How is Information Transmitted?					
Was this system provided by FEMA?					
What Functional Category does system fall under (situational awareness, activates warning, collaboration, emergency notification?)					
Level of Satisfaction. 1-Unsatisfied through 5-Satisfied.					
Reasoning for Level of Satisfaction:					
Components					
Funding Source					
List other systems this system is similar to					
What is the service life of the current System (years)?					
How frequently is system refreshed or updated (in months)?					

IDENTIFY MISSION CRITICAL PUBLIC ALERT & WARNING SYSTEMS CURRENTLY IN OPERATION - Continued

	System 1	System 2	System 3	System 4	System 5
Does the system have a programmed or anticipated termination date (Year)?					
How long did the system take to deploy from purchase to activation of system (in months)?					
What are the annual maintenance costs of the system?					
What are the annual labor costs for the system?					
What are the annual utility costs of the system?					
How many personnel hours are dedicated to operating and monitoring the system per week? Record full time (40 Hours) as 1, part-time (0-20 hours) as 1/2, and document vendors separately.					
What are the annual training costs for the system?					
How many hours annually are for training on-site personnel?					
How many hours annually are for training remote-site personnel?					
How often is system tested?					
Is the system accredited/certified? (How often)					
How often is system unavailable (in hours annually)?					
What causes the system to be unavailable?					
Does the system have a backup?					
Does the backup come on automatically when primary system is offline?					
Type of facility (AOC - Army Operations Center, EOC, SEOC - State Emergency Operations Center, or other, and if it is a primary or secondary node)?					

IDENTIFY SECONDARY/SUPPORTING SYSTEMS CURRENTLY IN OPERATION

	System 1	System 2	System 3	System 4	System 5
Name of System (Brand/Version)					
Purpose of System in Public Response Station					
How is Information Transmitted?					
Was this system provided by FEMA?					
What Functional Category does system fall under (situational awareness, activates warning, collaboration, emergency notification?)					
Level of Satisfaction. 1-Unsatisfied through 5-Satisfied.					
Reasoning for Level of Satisfaction:					
Components					
Funding Source					
List other systems this system is similar to					
What is the service life of the current System (years)?					
How frequently is system refreshed or updated (in months)?					
Does the system have a programmed or anticipated termination date (Year)?					
How long did the system take to deploy from purchase to activation of system (in months)?					
What are the annual maintenance costs of the system?					
What are the annual labor costs for the system?					
What are the annual utility costs of the system?					
How many personnel hours are dedicated to operating and monitoring the system per week? Record full time (40 Hours) as 1, part-time (0-20 hours) as 1/2, and document vendors separately.					

IDENTIFY SECONDARY/SUPPORTING SYSTEMS CURRENTLY IN OPERATION - Continued

	System 1	System 2	System 3	System 4	System 5
What are the annual training costs for the system?					
How many hours annually are for training on-site personnel?					
How many hours annually are for training remote-site personnel?					
How often is system tested?					
Is the system accredited/certified? (How often)					
How often is system unavailable (in hours annually)?					
What causes the system to be unavailable?					
Does the system have a backup?					
Does the backup come on automatically when primary system is offline?					
Type of facility (AOC - Army Operations Center, EOC, SEOC - State Emergency Operations Center, or other, and if it is a primary or secondary node)?					

IDENTIFY SYSTEMS THAT ARE NOT CURRENTLY OPERATIONAL (OR ARE A DISTRACTOR) FOR WHATEVER REASON

Name of System Brand/Vision	Level of Satisfaction 1 Unsatisfactory - 5 Satisfactory	Function, Purpose, and Funding Source	List other systems this system is similar to, or shares capabilities with
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		

IDENTIFY SYSTEMS THAT ARE DESIRED OR ENVISIONED (PLEASE PROVIDE DETAILS)

Name of System Brand/Vision	Level of Satisfaction 1 Unsatisfactory - 5 Satisfactory	Function, Purpose, and Funding Source	List other systems this system is similar to, or shares capabilities with
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		

IDENTIFY SYSTEMS THAT ARE AVOIDED OR UNUSED (OR ARE A DISTRACTOR) FOR WHATEVER REASON

Name of System Brand/Vision	Level of Satisfaction 1 Unsatisfactory - 5 Satisfactory	Function, Purpose, and Funding Source	List other systems this system is similar to, or shares capabilities with
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		

FACILITY STANDING OPERATING PROCEDURES

For routine, non-emergency purposes, how does EOC currently communicate with State, County, and Federal authorities (ex., phone, UHF radios, e-mail, etc.)?	
For routine non-emergency purposes, how does EOC currently communicate within the agency and other local departments (ex., phone, UHF radios, e-mail, etc.)?	
What public alerts and notifications does the EOC send, if any?	
Who is authorized to send alerts on behalf of the EOC jurisdiction?	

FACILITY STANDING OPERATING PROCEDURES - Continued

Is there an alternate or backup EOC? Can alerts be sent from these locations? If so, identify the locations.

Give description, with dimensions, and photograph EOC location where alerts are sent from. (Get approval from EOC prior to taking any pictures.)

If unable to photograph, provide a scaled line drawing, on grid paper, of alerting area and attach to this document (archive same in electronic form).

COMMENTS AND ADDITIONAL INFORMATION