



## **Departmental Standard Operating Procedure (DSOP)**

**DSOP No. 19-01**

**Effective:** Feb. 17, 2020

### **SUBJECT: Integrated Public Alert and Warning System (IPAWS) Mass Notification Messaging**

**PURPOSE and SCOPE:** To establish the policy for proper use of the Integrated Public Alert and Warning System (IPAWS) by the Miami-Dade Aviation Department (the Department) as an authorized alerting authority. Through the national alert and warning system infrastructure, IPAWS allows the Department to communicate critical information regarding public safety and security at its facilities.

#### **I. AUTHORITY:**

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures
- C. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations.
- D. Communications Act of 1934, as amended (47 U.S.C. & 606) and the implementation of regulation 47 C.F.R. & 11.
- E. Executive Order (E.O.) 13407, Public Alert and Warning System, June 26, 2006

#### **II. DEFINITIONS:**

- A. Alerting Authority – State and local authorities that have completed the application process and are authorized by the Federal Emergency Management Agency (FEMA) to send public alerts and warnings within their jurisdiction.
- B. Airport – Includes the Miami International Airport Terminal and all its related facilities as well as the General Aviation Airports.
- C. AOC – The Airport Operations Center is the Department's central facility responsible for the daily monitoring of security and life safety equipment, the

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dispatch of proper personnel to emergency events, and the central communication or reporting of key safety and security information.

- D. Critical Information or Events – examples include an active shooter in any Airport facility, bomb threats, terrorist attacks and other similar events deemed to significantly affect public safety and/or the preservation of life and property.
- E. Executive Staff – for the purposes of this policy, is comprised of the following members of the Department's executive management: Deputy Director, Chief of Staff, Assistant Director of Operations, Assistant Director of Public Safety and Security.
- F. IPAWS – Integrated Public Alert and Warning System, a comprehensive, coordinated, integrated system that can be used by authorized authorities to deliver location specific alert messages.

### **III. POLICY:**

As an alerting authority within Miami-Dade County, the Department will be responsible for communicating critical airport-related information or events impacting public safety and security through the alerting software compatible with the IPAWS platform.

The alerts will be broadcast to mobile device users within the geographic location defined by the Airport to provide information of imminent and/or critical conditions impacting the safety and security of those within the airport community, including employees, the traveling public and visitors.

### **IV. PROCEDURES:**

- A. The Airport Director and designated Executive Staff are the authorized personnel to approve the broadcast of emergency alerts.
- B. The message content to be disseminated will be composed by Executive Staff and relayed to the Airport Operations Center (AOC) personnel for broadcasting.
- C. Messages must be accurate and concise (limited to 90 characters), yet specific and clear with minimal use of abbreviations for effectiveness.

### **V. AMENDMENTS:**

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.



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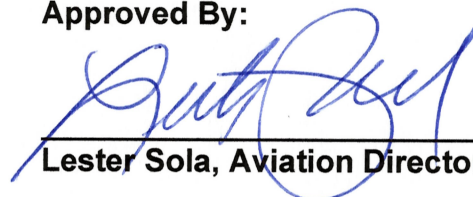
**VI. REVOCATION:**

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

**VII. SEVERABILITY:**

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

Approved By:

  
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Lester Sola, Aviation Director

Date: 2.17.2020