

**Community Agreement
Responder and Public Mass Notification System
Between the City of Craig, Alaska and the City of Thorne Bay**

In the event of a manmade or natural disaster public dissemination of information is critical. The City of Craig manages and maintains an annual subscription service with Omnilert to provide mass notification services for Prince of Wales Island. Omnilert allows for direct SMS text, cell phone (voice), land line (voice), and email transmission of messages to selected groups. Omnilert also allows for social media integration with several popular social media platforms. Communities have the opportunity to participate in this program. Participation allows communities to:

1. Use Omnilert to build private and public user groups.
 - a. Private user groups generally consist of first responders (i.e. fire, EMS and law enforcement) or agency staff.
 - b. Public groups generally consist of members of the public who voluntarily register to receive public notification messages.
2. Send out multi-modal information messages to established public and private groups. Messages can be routine community notices or emergency messages.
3. Omnilert is an internet based system and use of the system is limited to internet availability. The City of Craig is not liable for outages of the system due to internet non-availability.
4. All correspondence, appointment letters, group information, or other requests referenced in this agreement shall be sent by mail to PO Box 725, Craig, AK 99921 or by email to topowalerts@craigak.com

This agreement between the City of Craig, and the City of Thorne Bay, outlines responsibilities and allowed activities regarding use of the City of Craig's Omnilert subscription.

The City of Craig (hereinafter Craig) shall:

1. Contract with Omnilert on an annual basis for mass notification services. Craig will receive grants, payments from communities or agencies, budget payments, and conduct all purchasing and financial transactions necessary to maintain the system.
2. Designate Super Administrators responsible for overall management and maintenance of the system. Super Administrators shall oversee all aspects of the system use on Prince of Wales and shall be responsible for enforcing all agreements with other communities. Appointed Super Administrators shall at a minimum consist of:
 - a. Craig Police Chief

- b. Craig EMS Coordinator
 - c. Craig Emergency Programs Manager
 - d. Craig Police Department staff appointed by the Craig Police Chief
3. Create and maintain all public and private user groups.
 4. Maintain access points to allow public members to register and sign up to receive notices generated for public groups.
 5. Upload rosters and maintain access privileges for all private groups. Rosters will be uploaded to the system within three (3) business days of receipt.
 6. Maintain and enforce all community agreements and administrator appointment letters.
 7. Maintain all administrator (Super Administrator, Group Administrator, and Content Administrator) information, access, and privileges in the system.
 8. Disseminate messages for area wide public and private groups.
 9. Disseminate messages for Craig public and private groups.
 10. Disseminate messages, when requested, for (*City of Thorne Bay*) public and private groups.
 11. Maintaining, purging, and editing user accounts as necessary.

City of Thorne Bay (hereinafter TNB) shall:


1. Appoint content administrators for community private and public groups. Content administrators shall have the ability to disseminate messages to private and public groups for *TNB*.
 - a. Appointments will be made by letter signed by the mayor, community association president, city administrator, city manager or individuals delegated this authority (in writing) by the mayor, community association president, city administrator, or city manager.
 - b. Appointment letters will show all individuals appointed as content administrators for *TNB* and the groups they are authorized to disseminate content to.
 - c. A new appointment letter, showing all appointed content administrators must be submitted annually and may be submitted whenever current administrators are removed or new administrators are appointed.
 - d. The City of Craig may limit the number of administrators appointed for each community or agency.
 - e. Administrator rights may be suspended by Super Administrators for violating the terms of this agreement or administrator agreements. Repeated or gross violations may result in content administrator rights being revoked.

- TNB* will be notified if an administrator's rights are suspended or revoked.
- f. All content administrators designated by *TNB* shall submit a signed user agreement prior to authorization to disseminate messages.
 2. Submit requests to the City of Craig to create, modify, or delete public or private user groups.
 3. Submit user rosters for all private groups maintained on behalf of *TNB*.
 - a. Rosters shall be submitted in Microsoft Excel format on a spreadsheet template provided by the City of Craig.
 - b. Rosters for all private groups shall be submitted at least quarterly or when changes to the roster occur.
 - c. Submitted rosters shall contain the required information for all users appointed to that group.
 - d. Rosters shall be updated in the system within three {3} business days of receipt.
 4. *TNB* agrees to defend and indemnify the city from and against any and all claims by third parties brought against the City of Craig by *TNB's* use of the Omnilert system.
 5. *TNB* agrees to pay to the City of Craig \$200 annually for use of the system. Payment shall be made no later than July 10th of each year. Failure to make prompt payment may result in all administrator and group rights for *TNB* being suspended or revoked.

This agreement is valid from July 1, 2017, and expires June 30, 2018.

City of Thorne Bay
PO Box 19110
Thorne Bay, AK 99919

City of Craig
PO Box 725
Craig, AK 99921



Harvey McDonald, Vice Mayor

Jon Bolling, Craig City Administrator

**Administrator Agreement Responder and Public Mass Notification System
Between the City of Craig, Alaska and City of Thorne Bay**

In the event of a manmade or natural disaster public dissemination of information is critical. The City of Craig manages and maintains an annual subscription service with Omnilert to provide mass notification services for Prince of Wales Island. Omnilert allows for direct SMS text, cell phone (voice), land line (voice), and email transmission of messages to selected groups. Communities have the opportunity to appoint administrators.

This agreement between the City of Craig and the City of Thorne Bay outlines responsibilities and allowed activities specific to content or group administrators regarding use of the City of Craig's Omnilert subscription. Appointed administrators agree to:

1. Use Omnilert to send out multi-modal information messages to established public and private groups. Messages can be routine community notices or emergency messages. Messages should be written and distributed according to the administrator's *community/agency* guidelines and operating procedures.
2. Adhere to all HIPAA (Health Insurance Portability and Accountability Act of 1996) requirements for all messages sent or received.
3. Immediately notify their community and Craig super administrators at powaalerts@craigak.com if they gain access to groups or receive messages from groups that they have not been authorized to administer.
4. Comply with all terms and conditions outlined in the *community/agency* agreement under which the administrator is appointed.

The City of Craig retains the right to suspend or revoke administrator privileges for violations of this agreement or the *community/agency* agreement.

This agreement is valid from July 1, 2017, and expires June 30, 2018.

City of Thorne Bay
PO Box 19110
Thorne Bay, AK 99919

City of Craig
PO Box 725
Craig, AK 99921

Appointed Administrator

Jon Bolling, Craig City Administrator