

***NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 05-2003***

***APPLICABLE TO 10-1603***

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***Operations and Services***

***Performances NWSPD 10-16***

***Significant Event Reporting NWSI 10-1603***

***Special Reports***

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***SUMMARY OF REVISIONS:*** This Supplement replaces National Weather Service Central Region Supplement 05-2003 dated December 30, 2008

This supplement has been completely rewritten.

The criteria for issuing each type event and the specific information needed have been removed from the supplement and will be accessed via the Central Region Intranet for more timely updates.

Changes have been made to coincide with the latest draft version of the Hydrometeorology Duty Officer Manual (HDOM) and National Weather Service Instruction (NWSI) 10-1603.

Significant changes have been made to the method Weather Forecast Offices (WFOs), River Forecast Centers (RFCs) and Center Weather Service Units (CWSUs) enter information

/signed by/  
Lynn P. Maximuk  
Director, Central Region

May 12, 2010  
Date

**Special Reports**

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**1. Introduction.**

This supplement covers significant event procedures to be used by Central Region Weather Forecast Offices (WFOs), River Forecast Centers (RFCs) located in Central Region, and Center Weather Service Units (CWSUs) located in Central Region; collectively referred to as a “Field Office” (FO).

The Awareness Branch of the National Weather Service (NWS) Headquarters (NWSH) must brief senior officials in the National Oceanic and Atmospheric Administration (NOAA) and the NWS concerning significant events. To support this task, Central Region Headquarters (CRH) Regional Operations Center (ROC) will send information to the NWS sig ops address in the form of a “For The Record” Memorandum (FTR) for a single FO event and in the form of a Situation Report (SitRep) for events where multiple FO are involved.

In the context of the FTR and SitRep information being passed along to executive level leadership at NWSH, expedience and timeliness are often more important than completeness. With this in mind, FOs should not refrain from forwarding information to the CRH ROC because all the details are not yet known. Once the basic facts are known, it’s appropriate to forward the applicable information to the CRH ROC. Amendments and/or refining details can be added later if needed.

**2. FO Input to the CRH ROC for FTRs and SitReps:**

For certain significant events, WFOs will provide input to the CRH ROC.

- A list of significant events, their criteria for issuance and actions to be taken when the criteria are met, are found on the Central Region Intranet. FOs should click on:
  - “Emergency/Reporting ROC Operations Manual” section in the blue menu
  - Then “For The Record (FTR) Memo” subsection
  - Then “Specific Instructions for Each Significant Event”.
  - This text, titled “Significant Event Instructions” contains:

- A list of hazards or events
- Criteria for each hazard or event
- Action FO will take if criteria are met

### 3. Method for FOs for Communicating Significant Event Information to the CRH ROC.

The preferred method for FOs to communicate significant event information to the CRH ROC will be a simple e-mail. Information to include in this e-mail is as follows:

- Fatalities
  - Include directly related fatalities (See “Specific Instructions for Each Significant Event” at the following URL:  
[http://intra.crh.noaa.gov/crh/reporting/FTR/memo\\_index.php](http://intra.crh.noaa.gov/crh/reporting/FTR/memo_index.php))
  - Include exact number, if known.
  - Also include gender and age of each fatality, if known
  - In cases where there are a large number of fatalities, qualitative numbers, such as “several” or “many”, may be used
  - FTRs and SitReps are not issued for indirectly related fatalities when no other impacts occur. However, the CRH ROC uses indirectly related fatalities as input to the Regional Director for his weekly conference call to the NWS director, so WFOs will include indirectly related fatalities.
- Injuries
  - Include directly related injuries (See “Specific Instructions for Each Significant Event” at the following URL:  
[http://intra.crh.noaa.gov/crh/reporting/FTR/memo\\_index.php](http://intra.crh.noaa.gov/crh/reporting/FTR/memo_index.php))
  - Include exact number, if known
  - Also include seriousness of injuries (e.g. hospitalized, treated and released, critical, serious, minor, etc.) , if known
  - In cases where there are a large number of injuries, qualitative numbers, such as “dozens” or “numerous” , may be used
  - FTRs and SitReps are not issued for indirectly related injuries when no other impacts occur. However, the CRH ROC uses indirectly related injuries as input to the Regional Director for his weekly conference call to the NWS director, so WFOs will include indirectly related injuries.
- Impact/damage
  - Include known items as listed in the “Significant Damage” section and the “Significant Communications, Transportation, or Commerce Impacts” section from the document “Significant Event Instructions” See “Specific Instructions for Each Significant Event” at the following URL;  
[http://intra.crh.noaa.gov/crh/reporting/FTR/memo\\_index.php](http://intra.crh.noaa.gov/crh/reporting/FTR/memo_index.php)
- Decision Support Activities
  - Conference calls, webinars, etc., for Emergency Managers, Public Officials, or other Community Leaders

- Weather Briefings posted to the FO's internet site
- Other "out of the ordinary" products/services provided for decision support
- Equipment or Communication Issues
  - Equipment or communication problems or outages which adversely affected an FO's performance during the significant weather event (e.g. Advanced Weather Interactive Processing System (AWIPS) problems, WSR-88D (weather radar) issues, phone lines or Internet lines down, etc.)
- Feedback
  - Unsolicited relevant comments, positive or negative, received from:
    - Emergency Managers
    - Public Officials
    - Media Partners
    - Other key stakeholders/customers

Unless the CRH ROC contact specifies otherwise, the WFO will follow the above course of action.

If an FO has no input for any one of the six items above, the FO should omit any mention of that item. This will save time for the FO and the CRH ROC. The CRH ROC will assume the FO has no input for that particular item.

FOs will e-mail the above information to the CRH (ROC) via the follow address:  
[cr.crhroc@noaa.gov](mailto:cr.crhroc@noaa.gov)

#### 4. CRH ROC Actions

Once this information is received, the CRH ROC contact, usually the CRH ROC Duty Officer will decide whether or not this information needs to go to NWSH. If the CRH ROC Duty Officer decides the information should be advanced to NWSH, the CRH ROC Duty Officer will fill out the FTR for a single FO significant event, or combine this information into a SitRep for a multiple FO significant event.

- FTR templates are found on the Central Region Intranet
  - Specific instructions for the FTR can be found by clicking in the text box for an element, then moving the cursor over the blue element title for that element
  - Some elements have a pull down menu
  - SitRep templates for flash flood/flood, severe weather/tornadoes and winter weather significant events are available on the "Integrated Service Division ("msd" ) drive in the "ROC\_SitRep" directory
  - A SitRep consists of the following sections:
    - Event
    - Impacts
    - NOAA NWS Operations
    - Decision Support Activities
    - Customer Feedback
    - Equipment/Communication Problems

- Instructions for these sections are found in the templates
- FTRs and SitReps are sent by e-mail to the national sig ops address, the Meteorologist In Charge/Hydrologist In Charge (MIC/HIC) address list, plus certain Central Region employees not on the national sig ops address or the MIC/HIC address.
- When writing FTRs or SitReps, the CRH ROC will follow format guidelines in the Hydrometeorology Duty Officer Manual (HDOM), section 5 b.