

***NATIONAL WEATHER SERVICE SOUTHERN REGION SUPPLEMENT 07-2005
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***Operations and Services
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Significant Event Report, NWSI 10-1603***

NOTIFYING SOUTHERN REGION HEADQUARTERS OF SIGNIFICANT EVENTS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This supplement supersedes Southern Region Supplement 07-2005 dated April 15, 2013.

The following changes were made to this issuance:

1. Updated the types of reports in Section 3.
2. Added tsunami impacts to Table 1.
3. Added Congressional reporting to Table 1.

<signed by>

April 2, 2015

Steven Cooper

Date

Acting Regional Director

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1. Purpose: Establish procedures to be used by Southern Region offices for reporting significant weather, other specified events, and Decision Support Services (DSS).
2. Responsibility: It is the responsibility of Southern Region Headquarters (SRH) to inform National Weather Service Headquarters (NWSH) of significant weather/flood events or emergencies that are occurring, or have occurred, within the geographic boundaries of the NWS Southern Region (SR). The SR Regional Operations Center (ROC) is the focal point for collecting information from field offices, consolidating that information into a single SR report, and sending the information to NWSH as well as various other state and federal partners. These reports are used to inform Congress, cabinet level staff, Department of Homeland Security, FEMA, NOAA management, and the national media. This information is also a key component of interagency coordination that occurs during major events.
3. Types of Reports:
There are three types of reports used by SRH. These reports are shared on the SR ROC Google Site at: <https://sites.google.com/a/noaa.gov/nws-sr-roc/events>.

Breaking News Reports – “Breaking News” is defined as an event that will get immediate national news coverage. Breaking news reports are composed by the SR ROC and issued within two hours of a high impact event. There is no specific format for the information and it is shared strictly through e-mail (usually contains a paragraph of information along with an image or two).

For the Record (FTR) - FTRs are composed by field offices and sent to the SR ROC. FTRs are used by SRH to document significant events that occurred at single or closely spaced locations.

Regional Event Reports - Regional Event Reports are a combination of what were formally referred to as Event Outlooks and Regional Impact Statements. They can be used before, during, and after significant events to document expected or observed weather and impacts that have occurred across multiple County Warning Areas (CWAs). These reports also contain DSS information relayed by the offices.

Information contained in these reports are obtained from a variety of sources. The most common are via offices directly submitting information to the ROC using the appropriate Google Form found at: <https://sites.google.com/a/noaa.gov/nws-sr-roc/os>, e-mails, or through NWSChat. Information can also be obtained from office websites, open source news reports (only if specifying that it is open source), FEMA, or state reports. Graphics are encouraged in these reports as well.

4. Who is Responsible for Event Reporting to SRH:
The station manager, or their designee, should ensure significant events within their area of responsibility are reported to the SR ROC. However, anyone at a SR field office can send an event report to the SR ROC. Offices are required to report information in a timely manner for events detailed in Table 1. Google Forms will be used to report events (See Section 7 for details) to facilitate event reporting from field offices to the ROC. The ROC Duty Officer is

responsible for forwarding this information to the appropriate personnel and for writing and disseminating Regional Event Reports, and Breaking News.

5. What Events Need to be Reported:

Table 1 lists events and criteria for reporting, and is also detailed in the [Google Forms](#) as well. If an event does not meet these specific criteria, an office may still report the incident(s) to the SR ROC via NWChat, phone, or e-mail.

Table 1. Significant Events which require field offices to complete the reporting form.

Aviation Accident	5 or more fatalities, regardless of weather conditions
	The loss or injury of widely known public figures
	Loss of a commercial passenger aircraft
	Actual or imminent national media attention
Congressional Reporting	Operational contact with a congressional office (i.e. Senator calls WFO for a forecast or briefing)
	Non-operational (aka "formal") interactions with a congressional (i.e. official tours/visits, etc.)
Earthquake	1 or more fatalities
	Significant or numerous injuries
	Extensive evacuations
	Major damage (to homes, bridges, roadways, communications infrastructure, etc.)
Extreme Heat	Actual or imminent media attention
	Resulting in 5 or more fatalities
Flooding / Flash Flooding	1 or more fatalities
	3 or more serious injuries
	Extensive property damage
	Extensive travel, infrastructure, or other societal impact
	Widespread national media interest
	Dam failures
Hazardous Materials Incident	1 or more fatalities
	Significant or numerous injuries
	Extensive evacuations or sheltering in place
	Environmental damage
	The special provision of NWS spot forecasts or observations, or other Decision Support Services (DSS) including Hysplit output to core partners in association with this event
Lightning	Any incident that could be hazardous to personnel at the NWS facility
	3 or more fatalities
Marine Incident / Accident	1 or more fatalities, with weather being a suspected cause
	Loss of a vessel that is more than 40 feet in length and/or 100 gross tons in weight, with weather being a suspected cause
	Property damage (to the vessel and/or its cargo) estimated to equal or exceed \$500,000, with weather being a suspected cause
	The loss or involvement of widely known public figures, with weather being a suspected cause
	Widespread marine pollution (from oil or other hazardous substance), with or without weather being a suspected cause
	Actual or imminent regional or national media attention
	Providing non-routine NWS spot forecasts, observations, or other DSS services to core partners in association with the event
NWS Personnel / Facility Incident	1 or more fatalities involving NWS employees
	Any injury that requires professional medical attention to 1 or more on-duty NWS employees
	Major damage to an NWS facility or vehicle
	Any civil disturbance impacting on-duty NWS employees or facilities

Rip Currents	1 or more fatalities
	3 or more serious injuries
	Widespread national media interest
Severe Weather / Tornado	1 or more fatalities
	3 or more serious injuries
	Extensive property damage
	Extensive travel, infrastructure, or other societal impact
	Widespread national media interest
	Any event necessitating a storm survey be conducted
Significant Obstructions to Visibility	Reduced visibility from fog, smoke, dust, etc. that leads to significant impacts or major media attention.
Special Soundings	When offices decide to conduct special soundings (without being directed by NCEP or the ROC).
Storm Survey Plans	To convey planned storm survey information.
Strong Winds (non-thunderstorm)	Strong winds (outside of thunderstorm activity) that has caused 1 or more fatalities, 3 or more serious injuries, or extensive property damage.
Travel / Traffic Disruption	Significant injuries or fatalities from dust, smoke, ice, or fog induced conditions
	Widespread national or regional media interest
Tropical Event	A tropical depression, storm, or hurricane has made landfall and is creating significant impacts
	An office is conducting significant DSS in preparation for any tropical event
	1 or more fatalities
	Significant or numerous injuries
Tsunami	1 or more fatalities
	Significant or numerous injuries
	Evacuations (not use word extensive) - I think any that occur will hit the media
	Damage (not Major, because any tsunami damage is going to be an attention-getter)
	Actual or imminent media attention
Wildfire	Extensive evacuations
	Major damage (to homes, bridges, communications infrastructure, etc.)
	Providing non-routine DSS for major/significant events
	Actual or imminent national media attention
Winter Weather	1 or more fatalities
	3 or more serious injuries
	Extensive property damage
	Extensive travel disruption, infrastructure, or other societal impact
	Widespread national media interest

In addition to the above, offices should notify the SR ROC for other special events at the office's discretion. Some examples include:

- Any request from partners for on-site support (at EOCs, etc.).
- Any type of DSS in the form of special briefings (webinars, phone, or e-mail) being provided to partners ahead of, during, or after an event.

6. When are Reports Submitted:

Reports should be submitted to the SR ROC as soon as reasonably possible, but for the events listed in Table 1, no later than 3 hours after the event has ended (i.e. when storms have moved out of the CWA). Follow up information can be sent to the SR ROC after the initial notification if details aren't immediately known.

This rapid notification will enable Regional and National Headquarters to assist in office recovery, documentation, and communicate decision support services, as well as offer additional support that may be needed. In most cases, for events outlined in Table 1, a significant event report will be completed by SR ROC personnel and sent to the NWS Operations Center (NWSOC). These reports are used to brief officials at various levels of government, including NWS, NOAA, and DOC.

Although this information is very important, an office will not compromise warning operations during an ongoing event to submit this information and/or reports.

7. How to Report Events to the SR ROC:

The preferred and most efficient way for SR field offices to submit information for any of the events/criteria listed in Table 1 is via a Google Form on the SR ROC Google Site located at <https://sites.google.com/a/noaa.gov/nws-sr-roc/os> (you must log in with your NOAA e-mail credentials). Click on the "Significant Event Reporting" tab and select the event from the list. You will be directed to a Google Form that contains questions relevant to that specific event.

The information submitted via the Google Form will automatically generate an e-mail that will be sent to the SR ROC account. In the event that the Google Form is not available, the office should send an e-mail and call / chat to the SR ROC with the information of the event. The ROC Duty Officer will then compile the information from multiple offices (if necessary) and submit a consolidated report to NWSH.

In case of a very significant event with large loss of life or major media attention, etc., that occurs outside of posted ROC hours (hours of duty can be found on the SR ROC Google Site under the "Admin" tab), the Google Form will direct the person reporting to call the ROC at 817-978-1100, ext. 147 and press "0." They will be forwarded to the ROC Duty Officer's phone so that the report can be immediately forwarded to NWSH.

An office can choose to send any additional follow-up information to the SR ROC via another Google Form submission, an e-mail to sr-srh.roc@noaa.gov, a phone call to the ROC, or through the sr-roc room in NWSChat.

8. Office Rendered Inoperable:

If an office is rendered inoperable for any reason, the SR ROC should be notified by either the inoperable office or its backup office as soon as possible by calling the ROC at 817-978-1100, ext. 147. Specific procedural details can be found in Section 3.1 of the SR Supplement "Backup Operations" under [Directive 10-22](#).

9. Requests for Decision Support Services Provided by Offices:

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In support of Impact Statements and Outlooks, the ROC may send a request to impacted offices for a summary of Decision Support Services provided to partners during an event. The ROC will issue an Alarm/Alert Administrative Message (ADA) requesting the information. Offices should ensure that the ADA is alarmed within their AWIPS system and office personnel should ensure management is made aware of the ADA request when it is received.