

***NATIONAL WEATHER SERVICE SOUTHERN REGION SUPPLEMENT 07-2005
APPLICABLE TO INSTRUCTION 10-1603
NOVEMBER 23, 2005***

***Operations and Services
Performance, NWSPD 10-16
Significant Event Report, NWSI 10-1603***

NOTIFYING SOUTHERN REGION HEADQUARTERS OF SIGNIFICANT EVENTS

OPR: W/SR11x5 (M. Hinojosa)

Certified by: W/SR1 (J. Ladd)

Type of Issuance: Initial.

SUMMARY OF REVISIONS: This directive supersedes Regional Operations Manual Letter (ROML) S-01-01, dated 01/16/01, filed with J-02.

Signed by _____ November 9, 2005 _____

Steven Cooper
Deputy Director

Date

for

Bill Proenza
Director, Southern Region

<u>Table of Contents:</u>	<u>Page</u>
1. Description	3
2. Procedures.....	3
2.1 Events to Report.....	3
2.1.1 Significant Hydrometeorological Event.....	3
2.1.2 Hydrometeorological Event.....	3
2.2. Notification Procedures to SRH.....	3
2.1.1 Electronic Mail Method.....	4
2.1.1 Call Method.....	4
2.3 Office Rendered Inoperable....	4
 Appendix	
A. Quick Reference Guide	A-1
B. For The Record Memorandum Template	B-1

1. Purpose. Establish procedures to be used by Southern Region offices for reporting significant weather and other specified events.
2. Procedure. Whenever a significant hydrometeorological event impacts an office's county warning area or hydrological service area, or a significant event occurs at the office itself, it is important that this information be passed to Southern Region Headquarters (SRH) as soon as possible, and no later than 24 hours after the event. This rapid notification will enable Regional and National Headquarters staff to assist in office recovery, publicize products and services, and offer any additional support that may be needed. In most cases, a significant event will require a report to be completed and sent to National Weather Service Headquarters. These reports will be used to brief officials at various levels of government, including NWS, NOAA and DOC.

Although this information is vitally important, an office will not compromise warning operations during an ongoing event to submit this information.

- 2.1 Events to Report. The following occurrences classify an event as significant to report:
 - 2.1.1. Significant Hydrometeorological Events. Significant hydrometeorological events are those that directly result in at least
 - One fatality,
 - Several injuries,
 - Extensive property damage, or
 - Widespread media interest.

As an exception, heat episodes with fewer than 5 fatalities and lightning events with fewer than 3 fatalities are not considered significant hydrometeorological events and do not need to be reported to SRH.

- 2.1.2 Significant NWS-related Events. NWS-related significant events include, but are not limited to, situations where
 - one or more employee fatalities or injuries occur in the line of duty;
 - major damage occurs to an NWS facility;
 - civil disturbances affect NWS employees or installations;
 - terrorist acts occur requiring provision of weather services;
 - toxic spills or nuclear incidents occur requiring the provision of hydrometeorological services;
 - wild fires, tsunamis, avalanches, and volcanic eruptions occur requiring the provision of services from the NWS; and
 - weather-related marine and aviation accidents occur as defined in Directive 10-20, Forensic Services.

- 2.2 Notification Procedures to SRH. Information concerning significant events described in sections 3.1.1 and 3.1.2 can be sent using the two methods described below.

2.2.1 Electronic Mail Method. The Electronic Mail method is the preferred means of sending information to SRH. Under this method, the office e-mails the information to the Southern Region Regional Operations Center (ROC) at SRH. Once sent, the office should call SRH to notify that a significant event has occurred. Templates can be found in Appendix B of this document, or online in .doc and .pdf formats at:

<http://lucretia.srh.noaa.gov/srh/roc/sigreport.html>

Steps Required to Complete Electronic Mail

- Fill out the electronic form
- E-mail as an attachment to SR-SRH.Roc@noaa.gov
- Call the Significant Event Reporting Line at (817) 978-1100 Ext. 197 to inform members of SRH that a Significant Event has occurred, and that an e-mail has been sent. *Leave a point of contact and phone number on the message.*

The information will be distributed throughout Southern Region Headquarters, and the appropriate program managers will be alerted. The office should also receive a call of confirmation within an hour.

2.2.2 Call Method. If an e-mail summary is not possible, the office should call the Significant Event Reporting Line to provide the information to SRH.

Steps Required to Complete Call Method

- Call the Significant Event Reporting Line at (817) 978-1100 Ext. 197
- Leave a message with the following information (if no one answers):
 - ▶ Event description (Time, Location)
 - ▶ Point of Contact and Phone Number
 - ▶ Number of fatalities and/or injuries
 - ▶ Extent of Damage
 - ▶ Outlooks valid for that area
 - ▶ Watches valid for that area
 - ▶ Warnings valid for that area
 - ▶ Statements issued concerning the event
 - ▶ Equipment/Staffing conditions at the office during the event
 - ▶ Service provided by the office
 - ▶ Media and/or Emergency Management response

The point of contact and phone number information is very important, as it will serve as the only means to inform the office the information has been received.

2.3 Office Rendered Inoperable. If an office is rendered inoperable for any reason, SRH should be notified by either the inoperable office or its sister backup office as soon as possible by calling the Significant Event Reporting Line at (817) 978-1100 Ext. 197. Specific procedural details can be found in Section 3.1 of the SR Supplement “Backup Operations” under Directive 10-22.

APPENDIX A - Quick Reference Guide

Significant Event Reporting

Electronic Mail Method

E-mail as an attachment to SR-SRH.Roc@noaa.gov

Call the Significant Event Reporting Line at (817) 978-1100 Ext. 197 to inform members of SRH that a Significant Event has occurred and you have e-mailed information to the ROC e-mail address. Leave a point of contact and phone number on the message.

Call Method

Call the Significant Event Reporting Line at (817) 978-1100 Ext. 197

Leave a message with the following information:

- ▶ Event description (Time, Location)
- ▶ Point of Contact and Phone Number
- ▶ Number of fatalities and/or injuries
- ▶ Extent of Damage
- ▶ Outlooks valid for that area
- ▶ Watches valid for that area
- ▶ Warnings valid for that area
- ▶ Statements issued concerning the event
- ▶ Equipment/Staffing conditions at the office during the event
- ▶ Service provided by the office
- ▶ Media and/or Emergency Management response

APPENDIX B - For The Record Memorandum Template

Date, Year

MEMORANDUM FOR: The Record

FROM: Name
Title, Office

OFFICE: Office Name

SUBJECT: June 12, 1999 Flood Fatality in Texas

EVENT: Event Narrative

LOCATION: Specific Location of Event

DEATHS: Number, Age and Sex of each if known

INJURIES: Number

DAMAGE: Amount, if known

OUTLOOKS: Outlooks issued prior to event that were in effect

WATCHES: Watches issued prior to event that were in effect

WARNINGS: Warnings issued prior to event that were in effect

SERVICE: Narrative of service provided by the WFO (briefings, etc.)

SYSTEMS: Equipment status during event

RESPONSE: Media/EM response

Disclaimer

Any times listed pertaining to event occurrences and lead times associated with outlooks, watches and warnings are based on the best information available at the time this preliminary report was prepared. Subsequently, these data may be changed as time permits a more thorough investigation of the circumstances surrounding this event.