

NATIONAL WEATHER SERVICE INSTRUCTION 10-603

AUGUST 16, 2018

Operations and Services

Tropical Cyclone Weather Services Program, NWSPD 10-6

**NATIONAL HURRICANE CENTER AND CENTRAL PACIFIC HURRICANE CENTER
HURRICANE LIAISON TEAM**

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

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SUMMARY OF REVISIONS: This directive supersedes NWSI 10-603, *National Hurricane Center Hurricane Liaison Team*, dated April 1, 2015.

Content changes include:

1. Add Section 4 to include Hurricane Liaison Team at Central Pacific Hurricane Center.
2. Instruction title modified to include Central Pacific Hurricane Center and specifically name National Hurricane Center.
3. Added text for coordination for tropical systems near 140W.

Signed

8/2/2018

Andrew D. Stern

Date

Director

Analyze, Forecast and Support Office

**National Hurricane Center and Central Pacific Hurricane Center
Hurricane Liaison Team**

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1 National Hurricane Center (NHC) Hurricane Liaison Team (HLT)

1.1 National Weather Service (NWS) Responsibilities

The NWS supports the HLT through use of NHC meteorologists, Weather Forecast Office (WFO) personnel (typically warning coordination meteorologists and service hydrologists), and River Forecast Center (RFC) hydrologists. Eastern and Southern Region Headquarters will maintain a list of their available HLT candidates.

1.2 Activation/Deployment

On June 1 annually, or earlier if necessary, the NHC Director will request that the Federal Emergency Management Agency (FEMA) activate the HLT by contacting FEMA headquarters. The HLT will remain active throughout the season. When a tropical cyclone in the Atlantic or eastern North Pacific basins threatens the United States or its territories, the Director or Deputy Director of NHC may request NWS meteorological and/or hydrological support by contacting the appropriate NWS Regional Director and Regional Operations Center(s) (ROC(s)). NWS personnel should deploy to NHC within 24 hours of the request for assistance.

NWS personnel will remain deployed at the HLT until the hurricane threat has passed. However, if a significant rainfall threat is expected to persist after landfall, the HLT will remain staffed by FEMA to facilitate coordination with the Weather Prediction Center (WPC), who will assume briefing responsibilities until the rainfall threat has passed. NHC and the WPC will coordinate the transfer of briefing responsibilities. During the inland event, the HLT and WPC will coordinate with the appropriate WFOs, RFCs and ROCs, and when needed, ROCs or hydrologists from the RFCs will provide hydrological briefings.

If the NHC HLT is deactivated, the WPC will assume the briefing duties provided the remnants of the tropical cyclone remain a threat to inland areas. NHC and WPC will coordinate prior to the transfer. During the inland event, WPC will coordinate with the appropriate WFOs, RFCs, ROCs, and when needed, hydrologists from the RFCs will provide hydrological briefings.

1.3 Training

HLT members are strongly encouraged to complete the following Cooperative Program for Meteorology, Education and Training (COMET[®]) modules, accessible via the Internet at: <https://www.meted.ucar.edu>:

Introduction to Tropical Cyclone Storm Surge
Forecasting Tropical Cyclone Storm Surge
Determining the Onset and Risk of Tropical Cyclone Winds
Tropical Cyclone Forecast Uncertainty

The NWS Effective Hurricane Messaging course is highly recommended for coastal and inland WFOs responsible for coastal products or identified by their regional headquarters. This course is planned to be held annually by the Office of the Chief Learning Officer (OCLO) and hosted by NHC.

Other training opportunities are FEMA's "Introduction to Hurricane Preparedness" (L-324 course) conducted at NHC for emergency managers and NWS personnel, and FEMA's HLT training session held at NHC.

2 Meteorological Duties

The HLT meteorologist will:

- a. Establish and maintain contact with the impacted WFOs, RFCs, and the WPC.
- b. Facilitate participation of the impacted NWS offices in conference calls, briefings, and in preparation and distribution of graphics.
- c. Provide meteorological interpretations on NHC and WFO tropical products, including output from tools such as HURREVAC, storm surge forecasts, etc., for federal, state, and local agencies on request.
- d. Provide storm briefings via video/audio teleconferences for federal, state, and local organizations.
- e. Respond to meteorology-related incoming calls from federal, state, and local emergency managers. Refer callers to the appropriate WFO for responses to localized special questions and issues.

3 Hydrological Duties

The HLT hydrologist will:

- a. Establish and maintain contact with the impacted ROCs, local WFOs, RFCs, and the WPC.
- b. Facilitate participation of the impacted NWS offices in conference calls, briefings, and in preparation and distribution of graphics.
- c. Provide hydrologic interpretation on NHC, WPC, and WFO tropical products, including WFO and RFC hydrologic products and tools (AHPS, etc.), for federal, state and local agencies on request.
- d. Provide technical support for RFC lead during hydrologic portion of video teleconference. In absence of the RFC, lead the hydrologic portion of the video teleconference.
- e. Respond to hydrology-related incoming calls from federal, state, and local emergency managers. Refer callers to the appropriate WFO for responses to localized special questions and issues.

4 FEMA Hurricane Liaison Team (HLT) at Central Pacific Hurricane Center (CPHC)

4.1 National Weather Service (NWS) Responsibilities

The NWS supports the HLT through use of CPHC and PRH facilities and by providing security and network access for FEMA HLT personnel. CPHC hurricane specialists, local WFO Honolulu forecasters and Pacific Region ROC personnel are available for coordination and information sharing with the FEMA HLT. Occasionally, the director or designee will brief the FEMA leadership as requested by FEMA HLT. WFO Guam and WSO Pago Pago may also be needed to provide guidance and information to FEMA HLT on tropical cyclone threats in their areas.

4.2 Activation/Deployment

As there is no formally designated tropical cyclone season in the western Pacific, the Federal Emergency Management Agency (FEMA) HLT remains active throughout the year. When a tropical cyclone in the central Pacific basin threatens the United States or its territories, the Director of CPHC may request additional NWS meteorological and/or hydrological support by contacting the NWS Pacific Region Regional Director and Regional Operations Center (ROC). When a tropical cyclone in the western Pacific basin threatens the United States or its territories and affiliates, the WFO Guam MIC may request additional support through the Pacific Region ROC.

NWS personnel will remain deployed until no longer needed for assistance. If a significant rainfall threat is expected to persist for any length of time, the FEMA HLT will remain staffed to facilitate continued coordination with the affected WFO or WSO and FEMA.

4.3 Training

FEMA HLT members are strongly encouraged to complete the following Cooperative Program for Meteorology, Education and Training (COMET[®]) modules, accessible via the Internet at: <https://www.meted.ucar.edu>:

Introduction to Tropical Cyclone Storm Surge
Forecasting Tropical Cyclone Storm Surge
Determining the Onset and Risk of Tropical Cyclone Winds
Tropical Cyclone Forecast Uncertainty

The NWS Effective Hurricane Messaging course is highly recommended for coastal and inland WFOs responsible for coastal products or identified by their regional headquarters. This course is planned to be held annually by the Office of the Chief Learning Officer (OCLO) and hosted by NHC. Other training opportunities are FEMA's "Hurricane Preparedness for Decision Makers" (L-320 course) conducted semi-annually at CPHC for emergency managers and NWS personnel, and CPHC's annual tropical training session held each spring.

4.4 Meteorological/Hydrological Duties

The FEMA HLT meteorologist will:

- a. Coordinate contact with the impacted WFOs/WSOs.
- b. Coordinate with the impacted NWS offices in conference calls, briefings, and in preparation and distribution of graphics.
- c. Provide meteorological interpretations on CPHC/JTWC advisories, WFO hurricane local statements and hydrologic products, HURREVAC products, and storm surge forecasts for FEMA and other agencies on request.
- d. Provide storm briefings via video/audio teleconferences for FEMA and other partners as assigned.
- e. Respond to meteorology-related incoming calls from federal, state, and local emergency managers. Refer callers to the appropriate WFO for responses to localized special questions and issues.