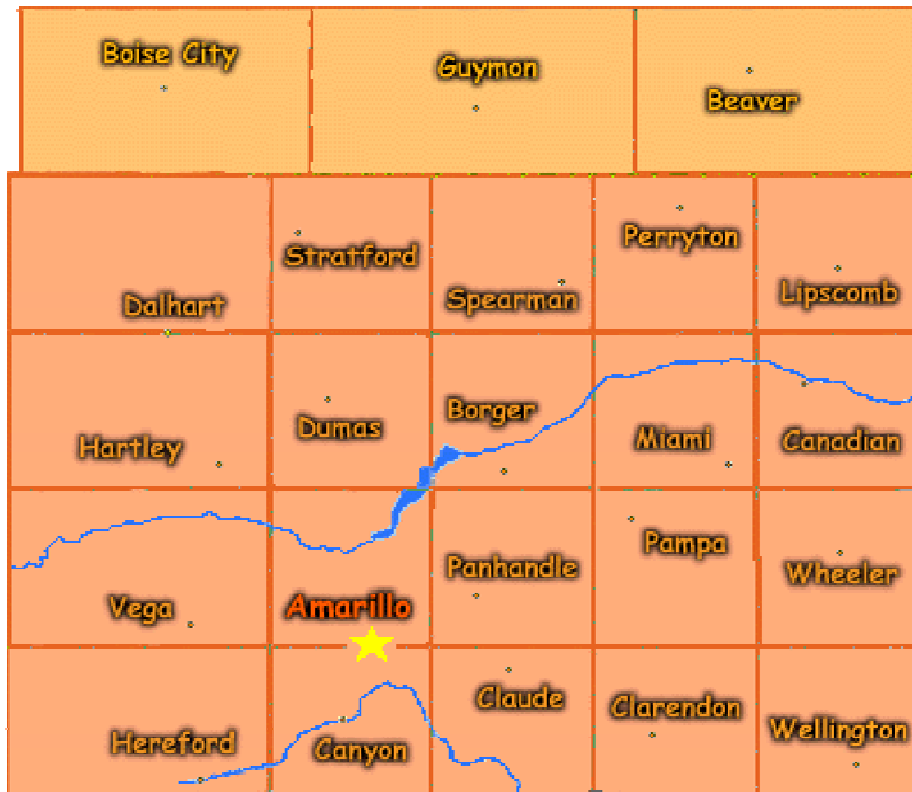




Organization and Operations Manual

Texas & Oklahoma Panhandles StormReady Advisory Board



National Weather Service
1900 English Rd
Amarillo, TX 79108

806 335-1121

Updated: February 2006



StormReady

Overview

Many laws and regulations have been created to help local emergency managers deal with hazardous material spills, search and rescue operations, medical crises, etc., but there are relatively few uniformly-recognized standards dealing with the specifics of hazardous weather response operations. Recognizing this need, the National Weather Service (NWS), has a program to help cities, counties, and towns implement procedures to reduce the potential for disastrous, weather-related, consequences. By participating in this project, called “The StormReady Program,” local agencies can earn accreditation for their jurisdiction by meeting criteria established by the NWS in partnership with federal, state, and local emergency management professionals. The StormReady criteria are intended to:

Improve the timeliness and effectiveness of hazardous weather warnings for the public.

Provide detailed and clear recommendations by which local emergency managers might establish/improve effective hazardous weather operations.

Help local emergency managers justify costs and purchases related to supporting their hazardous weather-related program.

Reward those local, hazardous-weather mitigation programs that have achieved a desired performance level.

Provide a means of acquiring additional Community Rating System points assigned by the Insurance Services Organization (ISO). (This is currently under consideration by ISO officials.)

Provide an “image incentive” to counties, cities, and towns that can identify themselves as being “storm wise.”

Encourage the enhancement of hazardous weather preparedness programs in locations surrounding “StormReady Communities/Counties.”

StormReady is a voluntary program, and is being offered as a means of providing guidance and incentive to officials interested in improving their respective hazardous weather operations. **Implied or explicit references to “requirements” are made with regard to the voluntary participants in the StormReady program and should not be construed as being state or federal mandates.**

StormReady

National Organization

Over-site of the StormReady program is accomplished within the NWS by a National StormReady board composed of:

National Warning Coordination Meteorologist (WCM) Program Leader
(NWSHQ)

NWS Eastern Region WCM Program Leader

NWS Southern Region WCM Program Leader

NWS Central Region WCM Program Leader

NWS Western Region WCM Program Leader

NWS Alaska Region WCM Program Leader

NWS Pacific Region WCM Program Leader

This board is responsible for liaison activities with the Federal Emergency Management Agency (FEMA) and national emergency management organizations. The primary mission of the National StormReady board is to maintain a set of accreditation criteria that is consistent across the country with regard to technology, while at the same time allowing for focused flexibility in terms of planning and preparedness activities.

Proposed changes to the StormReady criteria shall be directed to the National StormReady Board for action. Existing and proposed criteria are reviewed at the board's annual meeting, with updated criteria formally published by the board on or before October 1st of each federal fiscal year.

StormReady

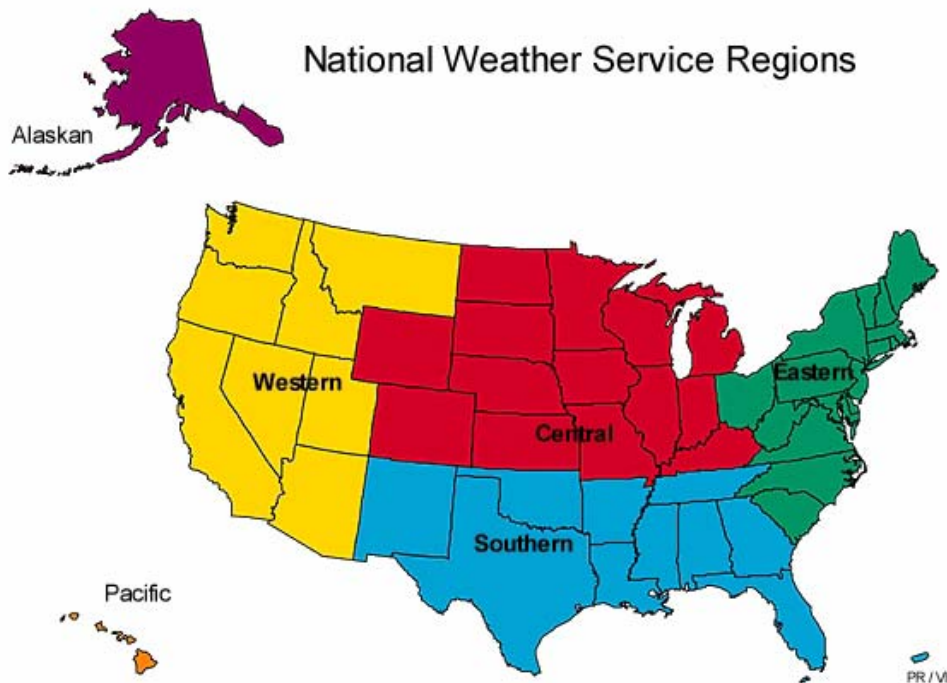
Regional Organization

Each of the NWS's six regional offices shall develop a regional StormReady board, consisting of:

Regional Warning Coordination Meteorologist Program Leader

Regional StormReady boards shall monitor the activities of local boards, ensure that the spirit of the national criteria is maintained, forward proposed criteria modifications to the national level and, with formal recommendations from a local board, make final accreditation decisions within their region.

Regional StormReady boards shall meet quarterly.



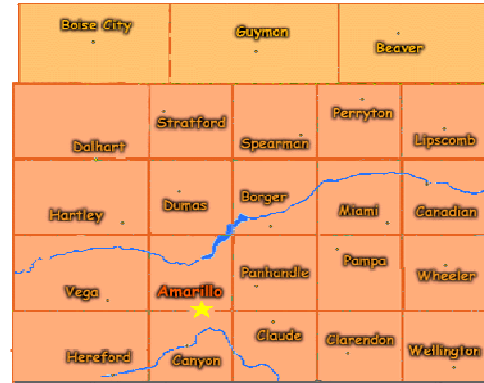
StormReady

Local Organization

Section 1.0

Texas & Oklahoma Panhandle StormReady Area

The NWS office in Amarillo, TX serves 23 counties in the Texas and Oklahoma Panhandle. (Appendix A). This service area (CWA) delineates the jurisdiction of the Texas and Oklahoma Panhandles Advisory Board, referred to hereafter as the Amarillo StormReady Advisory Board.



Section 1.2

Community Definition

The StormReady program defines “community” as a group of people within a locality that have common social and economic interests with an infrastructure that supports the communication and education role of the National Weather Service to protect lives and property. Communities include, but are not limited to counties, incorporated cities and towns, universities, Indian Nations, U.S. Territories, and government and private entities. References to “county” includes parish and borough.

Section 1.3

StormReady Recognition Eligibility Requirements

In accordance with StormReady policies and procedures, in order for a community to be eligible for StormReady recognition, a public entity must have a designated Emergency Management representative recognized by a State Emergency Management Agency and a private organization must be recognized and endorsed by the local Emergency Manager in the jurisdiction where the private organization resides.

Section 1.4

StormReady Supporter Overview

Businesses, schools, and other non-governmental entities often establish severe weather safety plans and actively participate and promote severe weather safety awareness activities. Many of these entities do not have the resources necessary to fulfill the eligibility requirements for successful achievement of the StormReady “Recognition” status.

However, an entity that promotes the principles and guidelines of the StormReady program, but does not meet the eligibility requirements for StormReady “Recognition” may be eligible to be designated as a StormReady “Supporter.” StormReady “Recognition” of the county or community in which the entity resides is not a requirement to achieve “Supporter” designation. However, the organization seeking StormReady Supporter status must have the endorsement of the local Emergency Manager.

Local NWS participation in the StormReady “Supporter” designation is *voluntary* and based on the bylaws of the local NWS StormReady Advisory Board.

Section 1.5

StormReady Supporter Eligibility Requirements

1. StormReady Supporters are local entities that do not qualify for StormReady Recognition, yet promote the principles and guidelines of the StormReady program into their severe weather safety and awareness plans.
2. Entities may be eligible as a StormReady Supporter, based on the bylaws of the Amarillo StormReady Advisory Board and the endorsement from local emergency management.
3. Examples of potential StormReady Supporters might include, but are not limited to businesses, hospitals, shopping centers and malls, schools, and nuclear power plants.

Section 1.6

StormReady Supporter Recognition Designation

1. Entities interested in becoming a StormReady Supporter should complete as much as possible of the StormReady or combined StormReady Application (OMB Control # 0648-0419) and submit it to their local WFO. Final approval for StormReady Supporter designation will be made by the Amarillo StormReady Advisory Board.
2. StormReady Supporters will receive a StormReady Supporter Certificate(s) dated and signed by the local WFO MIC (or designee). The date printed on the StormReady Supporter Certificate(s) will be considered the official date of the Supporter designation. Certificate framing will be paid for with local WFO funds. A standardized StormReady Supporter Certificate is available in the "Everything StormReady" section of the WCM Resource Center Web page at: <http://meted.ucar.edu/resource/wcm/stormready.htm>
3. There is no national requirement for StormReady Supporter re-designation. However, local StormReady Advisory Boards may establish re-designation time frames in their bylaws if they deem it necessary. To retain StormReady Supporter status, the agency must be reapproved every three years or renewed at the same time that the city or county renews its StormReady certification.
4. WFOs are required to report StormReady Supporter designations to their respective Regional WCM and to the National StormReady Program Manager.
5. StormReady Supporter Signs are available at the expense of the entity seeking StormReady Supporter status. Contact the ASAB Chair for additional information.

Section 2.0

Amarillo StormReady Advisory Board for the Texas & Oklahoma Panhandles

The Amarillo StormReady Advisory Board (ASAB) is comprised of:

NWS Amarillo Meteorologist in Charge

NWS Amarillo Warning Coordination Meteorologist

Chief, Governor Division of Emergency Management, or appointee

Oklahoma Emergency Management Director, or appointee

2 Local Texas Emergency Management Officials Representing 1 Large and 1 Small Community within the Amarillo NWS County Warning Area

1 Local Oklahoma Emergency Management Official within the Amarillo NWS County Warning Area

Additional local Emergency Managers or other potential board members must be approved by the current local ASAB.

This cross-section of officials gives the Amarillo StormReady Board representation from local, state and federal agencies that deal directly with disaster planning and emergency hydrometeorological situations (Appendix B).

Section 2.1

Amarillo StormReady Board By-Laws

Each board member serves on the board until resignation or replacement by the appointing organization / agency.

The local board is charged with developing and administering the Storm Ready program through the localization of the national criteria, establishing procedures for verification visits, developing by-laws for the board's activities and instituting a procedure for application review and action.

Each local board shall elect a Chairperson, who serves until resignation or a until a 2/3 or greater vote for removal occurs with a quorum of members present.

Local boards shall normally meet every 6 months. Regularly scheduled meetings will usually occur on the second Wednesday of February and August. The Board Chair reserves the right to call special meetings or conference calls. Meetings may be conducted via a conference call. The minutes from the previous meeting and the

agenda for the next meeting shall be forwarded to all board members at least 10 days before the next scheduled meeting.

A quorum of board members must be present to conduct normal business. Normal business does not include “board actions”, which are defined as any action concerning board membership or certification. A quorum is defined as one-half or more of the board members present. Board members may send a representative, which will count towards a quorum, **only** if the board member representative possesses a full written proxy. Proxy votes are not permitted on board actions, but will count on normal business items.

Board actions require a two-thirds majority vote of all members. Normal business items require a two-thirds vote of the quorum. If a board action cannot be resolved by a two-thirds majority vote at the business meeting, board members not present will have 7 working days to cast a vote. The chair, or his representative, will notify and seek the vote of members not present within two business days of the meeting, either by telephone or email.

Section 2.2

Documentation

All Amarillo StormReady Board minutes, by-laws, applications and related documentation will be maintained by the board chair for as long as the community retains its StormReady recognition. Applications submitted, but not approved, will be maintained for a minimum of three years by the ASAB Chair.

Section 3.0

Amarillo StormReady Application Process

Application for StormReady accreditation is a formal process requiring a written application, a verification visit, local board action and as required, regional board accreditation.

Section 3.1

Application Submission

Any county or community in the NWS Amarillo CWA desiring to be considered for StormReady accreditation should prepare a written application following the categories outlined in Appendix F and submit it to:

National Weather Service
1900 English Rd.
Amarillo, TX 79108
Attn: StormReady Chairperson

Some applicants will have jurisdiction over both a community and the unincorporated areas of the surrounding county. In these cases, a single application is sufficient, with the combined populations used as a basis for determining the appropriate criteria categories.

While much of the application is a basic accounting of technology, a brief narrative describing aspects of preparedness and planning activities is necessary and will aid in assessing such things as the hazardous weather plan, exercises and public safety programs. When addressing aspects of an exercise, FEMA form 95-44 (Appendix D) may be used as a guide.

The application will be duplicated by the StormReady Board Chairperson and provided to each board member. The StormReady Chairperson shall assign a team to visit the applicant and formally discuss the application.

The written application shall be signed by the chief elected official of the requesting jurisdiction or other chief official(s) designated in an inter-jurisdictional agreement.

Section 3.2

Amarillo StormReady Verification Visit

A verification team of no less than 2 members shall be assembled by the Amarillo StormReady Chairperson to visit an applicant. The verification team should be composed of at least one NWS person, one member of the StormReady Advisory Board (SAB), and one person currently involved in emergency management. All members of a Amarillo StormReady verification team, that are not part of the SAB, must have board approval. It is recommended that a pre-approved list be developed of those individuals qualified to be part of a verification team. At least one emergency management representative of the Site Visit team shall be from the State seeking recognition.

Board Approved Site Visit Team Alternates (effective 9/25/02)

1. Any Amarillo NWS Staff Meteorologist
2. OEM: Any Area Coordinator
3. Local EM Personnel: At the discretion of the Board Chair

During the verification visit, a Site Visit Summary (Appendix F) shall be completed separately and signed by each member of the team. During the site visit, a review of the applicant's hazardous weather plan will occur. This review may require the applicant to explain procedures to ensure that the content meets StormReady Criteria. A full copy of the applicant's Hazardous Weather Plan does not need to be submitted to the Amarillo StormReady Advisory Board; however, the verification team may request a copy for further review.

*****The Amarillo SAB and all members involved in an Amarillo StormReady Verification visit are to reserve comments regarding any details of the visit within the team. Any media or external requests for information shall be referred to the SAB Chairperson or his/her designee.**

Section 3.3

Amarillo StormReady Advisory Board Review

Upon completing a site visit, the team shall forward to the board their Site Visit Summaries, along with any additional comments or documentation deemed pertinent. While the visitation team does not formally make recommendations concerning an applicant's accreditation, the comments and findings forwarded to the StormReady Advisory Board are crucial to the process and are the foundation for all decisions made.

During the next scheduled Amarillo StormReady Advisory Board meeting, the status of all applicants shall be reviewed for the ultimate purpose of making recommendations to the NWS Southern Region StormReady Advisory Board. Regardless of the outcome of the review process, the StormReady Advisory Board will in writing inform the applicant of their status, and when necessary, detail information on improvements to achieve accreditation.

Section 3.4

StormReady Criteria Policy Statements

During the course of the Advisory Board's review of applications, it is necessary for the Board to make judgements concerning unique technologies, procedures and situations. These judgements must be made in terms of StormReady criterion (Appendix C) for the purposes of determining an applicants request for accreditation.

The following policy statements are made for the record by the Amarillo StormReady Advisory Board and are subject to revision:

- ▶ Emergency operations centers (EOCs) are, for the purposes of the StormReady Program, formal command and control facilities and are not evaluated on their level of protection, survivability or livability.
- ▶ Mobile command facilities can not take the place of an EOC.
- ▶ EOCs and warning points (WPs) must be in either separate locations or the EOC and WP must be below ground to reduce the loss of redundancy in the event of a disaster. The warning point does not necessarily have to be a permanent facility or a designated physical location.
- ▶ Meteorological instruments need not be at the EOC or WP, but the ability to monitor current conditions must be demonstrated.

Section 3.5

The Accreditation Process

When in the opinion of the Amarillo StormReady Advisory Board an applicant has met the criteria for accreditation, a formal recommendation for accreditation shall be forwarded to the NWS Southern Region Advisory Board for action.

Disagreements between the Amarillo Board and the Regional Board shall be arbitrated by the NWS Southern Region Chief of the Climate, Water, and Weather Services. A final appeal by the Amarillo Board may be made to the NWS Southern Region Director. Decisions of the Regional Director are final.

Notification of an accreditation shall be given by the Regional Advisory Board to the Amarillo Board for a joint announcement by the Amarillo Board and the applying jurisdiction.

The successful applicant will receive a formal certificate from the NWS Amarillo Meteorologist in Charge or the WCM, two StormReady signs suitable for display along roadways or other locations, authorization to use the copyrighted StormReady logo, instructions for acquiring additional roadway signs, and information concerning the notification of the Insurance Services Organization (ISO) for possible adjustment to insurance rates (Section 3.8). Cost for the initial roadway signs shall be charged to the NWS Amarillo operational budget.

Accreditation shall be for a period of three years from the date of the formal announcement and/or ceremony. See Section 3.10 for details concerning re-accreditation.

Section 3.6

Accreditation Ceremony

Details of the accreditation announcement and ceremony shall be coordinated between the applicant and the Amarillo NWS Office.

A typical ceremony would require a formal media announcement and should be a combination of the unveiling of the StormReady roadway signs and a subsequent press conference. See Appendix E for a sample ceremony program.

Section 3.7

Insurance Services Organization (ISO)

Accredited jurisdictions participating in the National Flood Insurance Program can receive Community Rating Points (CRS) towards lowering flood insurance rates. StormReady communities / counties should forward a copy of their accreditation letter to their ISO representative for details.

Section 3.8

Accreditation Monitoring

While a formal plan to monitor an accredited jurisdiction is not presently deemed necessary, if a formal concern is brought to the Amarillo StormReady Advisory Board, the board shall review the concern and has the authority to have the jurisdiction re-apply prior to the end of three years.

Section 3.9

Re-Accreditation

StormReady recognitions are valid for 3 years from the date of the ceremony (or formal announcement made by officials of the StormReady community). Six months prior to the expiration of the recognition, the Amarillo StormReady Advisory Board should notify recognized jurisdictions in writing of their need to re-apply. Applicable guidelines used will be those published at the time of the notification.

The Amarillo StormReady Advisory Board will seek to maintain an atmosphere of constant improvement by keeping the evaluation guidelines representative of advancing technology and techniques.

Section 3.10

First Time Renewal

For a first-time renewal, the ASAB Chair (or designee) will send a letter informing the community of the upcoming renewal date. The letter will include a copy of the original application and ask that the appropriate local official review the application and certify that it is still accurate. The local official should also provide any new information or technology that has been added since the initial application was signed.

A first-time renewal may be completed by utilizing the “Signature in Renewal Year” section on the *original* StormReady application (OMB Control # 0648-0419). It is not necessary for a jurisdiction to complete and submit a new application for a first-time renewal. Once the appropriate official signs the application and returns it to the local NWS office, the renewal will become effective for 3 years from the *original* recognition date upon approval of the ASAB.

The national StormReady program manager will be notified once the local Board has renewed a community. The program manager will update the national database and send new date stickers to the appropriate WFO.

Section 3.11

Subsequent Renewals

After the first-time renewal, subsequent renewals will require the community to go through the entire application process again. This helps to ensure that equipment is in place and that updated contact information is accurate, and also allows for improvements to be made to the program using technological advances in communications and warning dissemination.

The ASAB Chair (or designee) will send a letter informing the community of the upcoming renewal date and direct them to the latest information on StormReady guidelines and applications.

The ASAB Chair or designee shall notify the national StormReady program manager once the Board has renewed a community’s recognition. The national StormReady program manager will update the national database and send new date stickers to WFO.Amarillo.

Section 4.0

StormReady Awards

Community Hero Award vs. Commendation Award

- A. The Community Hero Award is a national level award designed to recognize an individual(s) within a StormReady community or county that went “*above and beyond*” appropriate action(s) and took “*additional direct proactive action*” that resulted in life/lives and/or property being saved.
- B. The Commendation Award is a local level award designed to recognize those communities or counties in which life/lives and/or property were saved as a result of the “*successful implementation*” of the StormReady program.

In both cases, the actions taken were a direct result of the successful implementation of the StormReady program. Two scenarios worthy of receiving the Community Hero Award are referenced in the Southern Region Storm/TsunamiReady plan in Section 7.1. Commendation Award scenarios are referenced in Section 7.2.

Section 4.1

StormReady Community Hero Award

The StormReady Community Hero Award is a special national level recognition award that may be presented by senior NWS or NOAA officials to an individual(s) within a community or county that has been recognized as StormReady. The award is designed to formally recognize those individuals within a community or county in which a life/lives and/or property have been saved as a direct result of their proactive actions which personify the NWS StormReady program. The National StormReady Advisory Board will make the final determination if the community will be presented the Community Hero Award. Nominations made be made by any Amarillo StormReady Advisory Board member. If approved by the ASAB, the ASAB chair will forward the nomination to the Regional Board. Nomination guidelines / procedures are outlined in Section 7.1 of the Southern Region Storm/TsunamiReady Manual.

Section 4.2

Storm/TsunamiReady Commendation Award

The StormReady Commendation Award is a local level award within the framework of the nationally recognized StormReady program that may be presented by a local WFO to a community that has been designated StormReady. The award is designed to formally recognize a community or county in which a life/lives and/or property has been saved as a result of the successful implementation of the StormReady program. Nomination guidelines / procedures are outlined in Section 7.2 of the Southern Region Storm/TsunamiReady Manual.

Appendix A
NWS
Amarillo County Warning Area (CWA)

The Amarillo office of the NWS serves the following counties in the Texas & Oklahoma Panhandles:

Armstrong, TX	Hutchinson, TX	Beaver, OK
Carson, TX	Lipscomb, TX	Cimarron, OK
Collingsworth, TX	Moore, TX	Texas, OK
Dallam, TX	Ochiltree, TX	
Deaf Smith, TX	Oldham, TX	
Donley, TX	Potter, TX	
Gray, TX	Randall, TX	
Hansford, TX	Roberts, TX	
Hartley, TX	Sherman, TX	
Hemphill, TX	Wheeler, TX	

Appendix B
Amarillo StormReady Advisory Board Members

<p>Steve Drillette Warning Coordination Meteorologist National Weather Service 1900 English Rd. Amarillo, TX 79108</p> <p>Phone: 806-335-1421 Fax: 806-335-3118 e-mail: steve.drillette@noaa.gov</p>	<p>Jose Garcia Meteorologist in Charge National Weather Service 1900 English Rd. Amarillo, TX 79108</p> <p>Phone: 806-335-1421 Fax: 806-335-3118 e-mail: jose.garcia@noaa.gov</p>
<p>David Solis Regional Liaison Officer Texas Department of Public Safety 4200 Canyon Drive Amarillo, TX 79109</p> <p>Phone: 806-468-1414 Cell: 806-517-0581 Fax: 806-468-1443 e-mail: david.solis@txdps.state.tx.us</p>	<p>Walt Kelley Emergency Manager Coordinator Amarillo, Potter / Randall Counties 509 S.E. 7th Avenue P.O. Box 1971 Amarillo, TX 79105-1971</p> <p>Phone: 806-378-3022 Fax: 806-378-9366 e-mail: Walt.Kelley@ci.amarillo.tx.us</p>
<p>Garrett Thornton, Chief - Field Services Division Oklahoma Department of Emergency Management P.O. Box 53365 Oklahoma City, OK 73152</p> <p>Phone: 405-521-2481 Fax: 405-521-4053 e-mail: garrett.thornton@oem.ok.gov</p>	<p>Harold Tyson Emergency Manager Director - Texas County 1108 S. Ellison P.O. Box 197 Guymon, OK 73942</p> <p>Phone: 580-338-0911 Cell: 405-620-6255 or 580-651-7055 Fax: 580-338-5488 e-mail: txcemd@ptsi.net</p>
<p>Dee Dee Waldo Pantex Emergency Management Planning Officer (DPS) 4200 Canyon Dr. Amarillo, TX 79109</p> <p>Phone: 806-477-5783 Work cell: 806-290-1879 Fax: (same as above) Pager: 806-358-5726 e-mail: deedee.waldo@txdps.state.tx.us</p>	<p>Dean Turney Deaf Smith County Emergency Manager 215 N. Miles St. Hereford, TX 79045</p> <p>Phone: 806-363-7114 Cell: 806-344-2128 Fax: 806-363-7106 e-mail: hfd@go-herd.com</p>

Appendix C

StormReady Population-Based Guidelines

Since the tax base typically dictates the resources applied to public programs, the guidelines for successful participation in the StormReady Program are based on population. Four population categories are used for developing appropriate recognition guidelines related to weather disaster preparedness. The population-based categories are:

Guidelines	Population			
	< 2,500	2,500 - 14,999	15,000 - 40,000	> 40,000
Guideline 1: Communications				
Established 24 hr Warning Point (WP)*	X*	X*	X	X
Established Emergency Operations Center	X*	X*	X	X
Ability to relay real-time storm reports to forecast office	X	X	X	X
Guideline 2: NWS Information Reception				
Number of ways for EOC and WP to receive NWS warning, etc (If in range, one <i>must</i> be NWR)	3	4	4	4
Guideline 3: Hydrometeorological Monitoring				
Number of systems to monitor Hydrometeorological data	1	2	3	4
Guideline 4: Local Warning Dissemination				
Number of ways for EOC and WP to disseminate warnings	1	2	3	4
# NWR - SAME receivers in public facilities	X	X	X	X
Guideline 5: Community Preparedness				
Number of annual weather safety talks	1	2	3	4
Spotters and dispatchers trained biennially	X	X	X	X
Host / co-host annual NWS spotter training				X
Guideline 6: Administrative				
Formal hazardous weather operations plan	X	X	X	X
Biennial visits by emergency manager to NWS office	X	X	X	X
Annual visits by NWS official to community	X	X	X	X

* For cities or towns with less than 15,000 people, a 24-hour warning point and EOC are required. However, another jurisdiction within the county may provide that resource. For smaller communities in Alaska and Pacific Regions with less than 2,500 residents and no county agency to act as a 24 hour warning point, the community must designate responsible persons who are able to receive warnings 24 hours per day and have the authority to activate local warning systems.

- Valid where NWR reception exists. A “grandfather clause” exists for communities where a public alert system, similar to NWR, is in place and established before the advent of the SAME technology. The alternate alert system must, at a minimum, alert citizens to all convective warnings.

Guideline 1: Communications & Coordination Center

Effective communication is the key to disaster management. This is especially true in natural hazard emergencies (e.g., flood, wildfire, tsunami) where rapid changes may permit only short lead-time warnings that require an immediate, educated response.

1. 24-Hour Warning Point. To receive recognition under the StormReady Program, an applying agency will need a 24-hour warning point (WP) to receive NWS information and provide local reports and advice. Typically, this is a law enforcement or fire department dispatching point. For cities or towns without a local dispatching point, another jurisdiction within the county may act in that capacity for them.

The warning point will need to have:

- ▶ 24-hour operations.
- ▶ Warning reception capability.
- ▶ Warning dissemination capability.
- ▶ Ability and authority to activate local warning system(s).

Note: For smaller communities in Alaska and Pacific Regions with less than 2,500 residents and no county agency to act as a 24-hour warning point, the community must designate responsible persons who are able to receive warnings 24 hours per day and have the authority to activate local warning systems.

2. Emergency Operations Center. All agencies must have an emergency operations center (EOC). For towns and cities with less than 15,000 people, the EOC may be provided by another jurisdiction within the county. The EOC will need to be staffed during hazardous weather events and, when staffed, assume the warning point’s hazardous weather function.

The following summarizes the weather-related roles of an EOC:

- ▶ May assume weather-related duties of warning point, when staffed.
- ▶ Activated based on predetermined guidelines related to NWS information and/or weather events.
- ▶ Staffed with emergency management director or designee.
- ▶ Warning reception capability. (See guideline 2)
- ▶ Ability and authority to activate local warning system(s). Must have capabilities equal to or better than the warning point.
- ▶ Ability to communicate with adjacent EOCs/Warning Points.
- ▶ Established communications link with NWS to relay real-time weather information to support the warning decision making process.

3. Real-Time Storm Reports. An integral part of the warning decision-making process is timely reports of real-time weather information. StormReady communities must relay these reports to the local National Weather Service forecast office. At a minimum, these reports should include the type, location, and time of significant weather events. The extent and tracking of these reports are left to the discretion of the local board.

Guideline 2: National Weather Service Warning Reception

Warning points and EOCs each need multiple ways to receive NWS warnings. The StormReady Program guidelines for receiving NWS warnings in an EOC/WP require a combination of the following, based on population:

- ▶ NOAA Weather Radio: receiver with tone alert. Specific Area Message Encoding is preferred. *Required for recognition only if within range of transmitter.*
- ▶ Emergency Management Weather Information Network (EMWIN) receiver: Satellite feed and/or VHF radio transmission of NWS products.
- ▶ Statewide law enforcement telecommunications: Automatic relay of NWS products on law enforcement systems.
- ▶ Amateur Radio transceiver: Potential communications directly to NWS office.
- ▶ Wireless Devices: From a provider not directly tied to a local system such as EMWIN.
- ▶ Television: Local network or cable TV.
- ▶ Local Radio: (Emergency Alert System - LP1/LP2).
- ▶ National Warning System: (NAWAS) drop: FEMA-controlled civil defense hotline.
- ▶ NOAA Weather Wire drop: Satellite downlink data feed from NWS.
- ▶ Other: For example, active participation in a state-run warning network.

Guideline 3: Hydrometeorological Monitoring

While receipt of warnings is crucial to the success of any EOC or warning point, there should also be a means of monitoring weather information, especially radar data. To obtain StormReady recognition, each EOC/WP (based on population) should have some combination of the following recommended means of gathering weather information:

- ▶ Internet
- ▶ Television/Cable TV/Radio
- ▶ Two-way radio
- ▶ Emergency Management Weather Information Network (EMWIN)
- ▶ Local systems for monitoring weather

Guideline 4: Warning Dissemination

Once NWS warnings are received, or local information suggests an imminent weather threat, the local emergency officials should communicate with as much of the population as possible. To be recognized as StormReady, a community must have NOAA Weather Radio in the following facilities:

Required Locations:

- 24-hour warning point
- Emergency operations center
- City Hall
- Public School(s) superintendent office

Recommended Locations:

- Courthouses
- Public libraries
- Hospitals
- All schools
- Fairgrounds
- Parks and recreation areas
- Public utilities
- Sports arenas
- Transportation departments

In addition, recognition will be contingent upon having one or more of the following means (based on population) of ensuring timely warning dissemination to citizens:

- ▶ Cable television audio/video overrides.
- ▶ Local Flood warning systems with no single point of failure.
- ▶ Other locally-controlled methods like a local broadcast system or sirens on emergency vehicles.
- ▶ Outdoor warning sirens.
- ▶ *Counties Only:* A countywide communications network that ensures the flow of information between all cities and towns within its borders. This would include acting as a warning point for the smaller towns.

Guideline 5: Community Preparedness

Public education is vital in preparing citizens to respond properly to weather threats. An educated public most likely will take steps to receive weather warnings, recognize potentially threatening weather situations, and act appropriately to those situations. Those seeking recognition in the StormReady Program will need to:

- ▶ Conduct or facilitate safety talks for schools, hospitals, nursing homes, and industries (number of talks per year will be based on population). These may be a part of multi-hazard presentations affecting local communities/regions (e.g., flood, wildfire, tsunami).
- ▶ Accomplish weather-related safety campaigns which include publicity for NOAA Weather Radios where coverage exists. These may be a part of multi hazard presentations affecting local communities/regions (e.g. flood, wildfire, tsunami).
- ▶ EOC/Warning point staff and storm spotters will need to attend NWS storm spotter training sessions at least every other year. All jurisdictions larger than 40,000 people will need to host/co-host a spotter training session every year.

Guideline 6: Administrative

No program can be successful without formal planning and proactive administration. To be recognized in the StormReady Program:

Approved hazardous weather action plans must be in place. These plans will need to address, at a minimum, the following:

- ▶ Hazards/risk assessment.
- ▶ Warning-point procedures relating to natural hazards.
- ▶ EOC activation criteria and procedures if applicable.
- ▶ Storm spotter activation criteria and reporting procedures if applicable.
- ▶ Storm spotter roster and training record if applicable.
- ▶ Criteria and procedures for activation of sirens, cable television override, and/or local systems activation in accordance with state Emergency Alert System (EAS) plans.
- ▶ Annual exercises relating to natural hazard.

To facilitate close working relationships, the community/county emergency management program leader will need to visit the supporting NWS office at least every other year. NWS officials will commit to visit accredited counties, cities, and towns annually to tour EOCs/Warning points and meet with key officials.

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FEDERAL EMERGENCY MANAGEMENT AGENCY EMERGENCY MANAGEMENT EXERCISE REPORTING SYSTEM		O.M.B. No. 3067-0248 Expires January 31, 1996			
Paperwork Burden Disclosure Notice					
"Public reporting burden for this form is estimated to range from 30 minutes for a limited exercise to 1 hour for a full-scale exercise, with an average of 45 minutes per response at the local level. At the State level, it is estimated to average 10 minutes per response to review input, and transmit to FEMA data received from the local level. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden, to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0248), Washington, DC 20503".					
PART I - GENERAL INFORMATION					
1. JURISDICTION	2. EMA FUNDED JURISDICTION <input type="checkbox"/> Yes <input type="checkbox"/> No		3. STATE	4. STATE REGION	
5. TYPE OF EVENT EXERCISE <input type="checkbox"/> Tabletop <input type="checkbox"/> Functional <input type="checkbox"/> Fullscale		<input type="checkbox"/> Actual Occurrence Exercise credit is being requested <input type="checkbox"/> Presidentially Declared?	6. FOCUS ON <input type="checkbox"/> Response <input type="checkbox"/> Recovery	7. DATES OF EVENT (Month/Day/Year) Begin: ___ / ___ / ___ End: ___ / ___ / ___	
8. HAZARD SCENARIO Please enter only one (1) P for the Primary hazard and one (1) or more S's for Secondary type(s) of hazard(s)					
NATURAL HAZARDS		NATIONAL SECURITY			
<input type="checkbox"/> Avalanche	<input type="checkbox"/> Hurricane	<input type="checkbox"/> Tsunami	<input type="checkbox"/> Chemical/Biological	<input type="checkbox"/> Low-Intensity Conflict	
<input type="checkbox"/> Dam Failure	<input type="checkbox"/> Landslide	<input type="checkbox"/> Volcano	<input type="checkbox"/> Civil Disorder	<input type="checkbox"/> Nuclear Attack	
<input type="checkbox"/> Drought	<input type="checkbox"/> Subsidence	<input type="checkbox"/> Wild Fire	<input type="checkbox"/> Conventional Attack	<input type="checkbox"/> Terrorism	
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Tornado	<input type="checkbox"/> Winter Storm	<input type="checkbox"/> Increased Readiness		
<input type="checkbox"/> Flood					
TECHNOLOGICAL/MAN-MADE HAZARDS					
<input type="checkbox"/> Dam Failure	<input type="checkbox"/> Hazardous Materials-Fixed Facility	<input type="checkbox"/> Hazardous Materials-Transportation	<input type="checkbox"/> Power Failure	<input type="checkbox"/> Radiological-Fixed Facility	
			<input type="checkbox"/> Radiological-Transportation	<input type="checkbox"/> Structural Fires	
				<input type="checkbox"/> Transportation Accidents Air/Rail/Highway/Water	
9. INDICATE NUMBER OF PARTICIPANTS IN EACH CATEGORY					
<input type="checkbox"/> Appointed Officials	<input type="checkbox"/> Civil Air Patrol	<input type="checkbox"/> Communications	<input type="checkbox"/> Elected Officials	<input type="checkbox"/> Emergency Management	
<input type="checkbox"/> Fire	<input type="checkbox"/> Health & Medical	<input type="checkbox"/> Human Services	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Military	
<input type="checkbox"/> Mobilization Augment.	<input type="checkbox"/> Private Industry	<input type="checkbox"/> Public Information	<input type="checkbox"/> Public Participants	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Radiological	<input type="checkbox"/> School Personnel	<input type="checkbox"/> Utilities	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Agencies	
PART II - FUNCTIONS TESTED					
EMERGENCY FUNCTIONS	EVENT RESULTS (Circle) S-Satisfactory or NI-Needs Improvement	CORRECTIVE ACTION REQUIREMENT(S) (Check to show that a corrective action is required)			
		Planning	Training	Personnel	Equipment
1. ALERT NOTIFICATION					
Response/Recovery Personnel	S NI				
2. COMMUNICATIONS					
Telephone	S NI				
Radio	S NI				
Amateur Radio	S NI				
<i>PART II - continued on the next page.</i>					

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REPLACES PREVIOUS EDITIONS OF FEMA Form 90-2 & CONSOLIDATED WITH FEMA Form 95-16

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PART II - FUNCTIONS TESTED <i>(continued)</i>						
EMERGENCY FUNCTIONS	EVENT RESULTS <i>(Circle)</i> S-Satisfactory or NI-Needs Improvement		CORRECTIVE ACTION REQUIREMENT(S) <i>(Check to show that a corrective action is required)</i>			
			Planning	Training	Personnel	Equipment
3. COORDINATION & CONTROL						
Incident Command System	S	NI				
EOC Operations						
Direction & Control	S	NI				
EOC Facility	S	NI				
Alternate EOC	S	NI				
Emergency Power	S	NI				
Inter-agency Communications	S	NI				
Message Handling	S	NI				
Mutual Aid						
Personnel from Other Sites	S	NI				
Equipment from Other Sites	S	NI				
Effectiveness of Coordination						
Officials	S	NI				
EOC Staff	S	NI				
Emergency Support Services	S	NI				
Other Response/Recovery Personnel	S	NI				
4. EMERGENCY PUBLIC INFORMATION EFFECTIVENESS						
Prior to onset of the emergency	S	NI				
During the emergency	S	NI				
Immediate post-emergency period	S	NI				
Centralized public information activities <i>(e.g., Joint Information Center)</i>	S	NI				
De-centralized public information activities <i>(e.g., operating from different sites)</i>	S	NI				
5. DAMAGE ASSESSMENT						
Private Sector	S	NI				
Public Sector	S	NI				
6. HEALTH & MEDICAL						
Emergency Medical Services	S	NI				
Environmental & Public Health	S	NI				
Mass Casualty	S	NI				
Medical Facilities	S	NI				
Radiological	S	NI				

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PART II - FUNCTIONS TESTED (continued)							
EMERGENCY FUNCTIONS	EVENT RESULTS (Circle) S-Satisfactory or NI-Needs Improvement		CORRECTIVE ACTION REQUIREMENT(S) (Check to show that a corrective action is required)				
			Planning	Training	Personnel	Equipment	Facilities
7. INDIVIDUAL/FAMILY ASSISTANCE							
Effectiveness of Evacuation							
Facilities	S	NI					
Shelters	S	NI					
Evacuation Mgmt. (by St./Loc. officials)	S	NI					
Emergency Food/Water/Clothing	S	NI					
8. PUBLIC SAFETY							
Law Enforcement	S	NI					
Fire	S	NI					
Search & Rescue	S	NI					
Evacuation (e.g., traffic control)	S	NI					
9. PUBLIC WORKS							
Repairs, construction, & support	S	NI					
Transportation	S	NI					
10. RESOURCE MANAGEMENT							
Elected/appointed official Support	S	NI					
Personnel trained in emergency response	S	NI					
Personnel familiar with EOP	S	NI					
Equipment availability	S	NI					
Succession of Leadership	S	NI					
Predelegation of Emergency Authorities	S	NI					
Emergency Action Steps	S	NI					
Safeguarding of Essential Records	S	NI					
Protection of Government Resources, Facilities and Personnel	S	NI					
11. WARNING							
Warning (from local EOC or Command Center)	S	NI					
Outdoor Siren	S	NI					
Emergency Broadcast System	S	NI					
Radio/TV Stations	S	NI					
12. EFFECTIVENESS OF WARNING							
The public	S	NI					
Special needs population	S	NI					

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PART III- ACTUAL OCCURENCE DATA						
The following information is to be provided when requesting exercise credit for an actual disaster occurrence.	# Fatalities	# Injured	Number Evacuated	Number Sheltered	Est. Public Damage*	Est. Private Damage*
* Do not answer this question for Presidential declarations; FEMA will obtain the information from its own records.						
PART IV - STATE & LOCAL COMMENTS & SIGNATURES						
COMMENTS: (Add additional pages as necessary. When commenting on areas of improvement, include the Block Number of the Emergency Function you indicated needs improvement and the following codes for the corrective actions checked: P = Planning; T = Training; PE = Personnel; E = Equipment; F = Facilities.)						
PREPARED BY (Signature)		TITLE		DATE		
STATE EXERCISE TRAINING OFFICER (Signature)				DATE		
PART V - REGIONAL REVIEW						
The actions taken during the actual disaster occurrence qualify for exercise credit <input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur Exercise credit is provided at the <input type="checkbox"/> Full Scale <input type="checkbox"/> Functional level If there is a nonconcurrency or change in the level of exercise credit approved, detail will be provided in Part IV. State & Local Comments & Signatures above.						
REGIONAL DIRECTOR (Signature)				DATE		

Appendix E
StormReady Ceremony Agenda Example



***Claremore and Rogers County
StormReady Accreditation
Presentation Ceremony***

**Civic Center Council Room, Claremore, OK
11:00 a.m. Friday, June 4, 1999**

Opening Remarks

Introduction of Guests & Officials

Jon Tilley, Claremore/Rogers County Emergency Management Director

StormReady Program

Steve Piltz, Warning Coordination Meteorologist
National Weather Service - Tulsa

The StormReady and Emergency Management Partnership

Don Lynch, Chief of Response Division
Oklahoma Department of Civil Emergency Management

StormReady Presentation

Lans Rothfusz, Meteorologist in Charge
National Weather Service - Tulsa

Response by Local Officials

Tom Pool, Mayor of Claremore
Jim Whitlock, City Manager of Claremore
Gerry Payne, Chairman of the Rogers County Commissioners

Closing Remarks

Lans Rothfusz

Open Time for Interviews

Appendix F
StormReady Application and Site Visit Summary

The following pages are the NWS Amarillo's StormReady Application and Site Visit Summary. This form is used by the applicant and the site verification team.