

To the Party Addressed:

Emergency Action Plans (EAPs) are an integral part of the Federal Energy Regulatory Commission's dam safety program. The Commission's EAP Guidelines require you to annually test the state of training and readiness of your key personnel responsible for actions during an emergency. This procedure is very important, but it has limitations because there is no active participation by State and local emergency preparedness agencies. Since all parties involved during an emergency must understand their role to ensure successful implementation of an EAP, periodically a more comprehensive test with agency participation is necessary.

You have been selected to conduct a comprehensive test of the EAP for your project in 2009. You are requested to conduct a test known as a Functional Exercise. This type of exercise involves gathering representatives and having them "act out" their responsibilities for a simulated emergency in a stressful environment with time constraints. The purpose of the exercise is to test the EAP, ensure the local agencies understand the inundation maps and other information available in the EAP, observe the actions the agencies will take once they receive notification that a dam has failed, and discuss possible changes to the EAP to improve its effectiveness.

It will be necessary to coordinate with the appropriate emergency preparedness agencies to develop and schedule the test. The exercise should test both the internal and external actions in response to the EAP. You will need to develop a number of messages that will be distributed during the exercise to obtain responses from the participants. The messages should elicit responses showing the level of understanding of each participant's role in an actual emergency.

We have developed an "EAP Exercise Design Course" to discuss exercise requirements and the design process. The course covers the FERC requirements of a comprehensive EAP exercise and the steps required to develop, conduct, evaluate, and follow-up an effective exercise. We will present the 2 day EAP Exercise Design Course twice during the calendar year 2008. The first course will be held in Cleveland, Ohio on May 13-14, 2008. The second course will be held in Albuquerque, New Mexico on June 10-11, 2008.

Due to room size limitations the classes will be filled on a "first come first served" basis. We recommend you register early. Hotel registration will close 30 days prior to the scheduled date of the course.

Prior to making hotel reservations, please visit the [www.ferc.gov](http://www.ferc.gov) “Calendar of Events” to register for the course. There you will find detailed hotel information, including course dates, room costs, group rate cut-off date, and telephone numbers. A copy of the course agenda is also included. You should plan on staying for two full days for the EAP Course when making your reservations. Complete details are also included in this letter for your use.

In addition to the course, you should consider attending one or more of the functional exercises held by other licensees as they provide practical training on how the exercise is conducted. A schedule of upcoming exercises will be provided at the course. We strongly suggest that you or your staff avail yourselves of these opportunities.

Inquiries may be directed to:

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