

***NATIONAL WEATHER SERVICE EASTERN REGION SUPPLEMENT 14-2004
APPLICABLE TO NWSI 10-1801
JULY 29, 2004***

***Operations and Services
Service Outreach, NWSPD 10-18
Warning Coordination and Hazard Awareness, NWSI 10-1801***

EASTERN REGION STATE LIAISON PLAN

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OPR: W/ER1x3 (D. J. Miller III)
Type of Issuance: Initial

Certified by: W/ER1 (J. Guiney)

SUMMARY OF REVISIONS: This instruction supersedes Regional Operations Manual Letter (ROML) E-08-95, "Eastern Region State Liaison Plan," filed with WSOM Chapter A-51, dated June 26, 1995.

<signed>

July 8, 2004

Dean P. Gulezian
Director, NWS Eastern Region

Date

Table of Contents:

Page

1.	Purpose	3
2.	Background	3
3.	Assignment of State Liaison Offices	3
	3.1 In or Near State Capitol.	3
	3.2 Not Near State Capitol.....	3
4.	The State Liaison Function	4
	4.1 Frequency of Contacts.	4
	4.2 Type of Contacts.....	4
	4.3 Supporting Contacts During Extreme Weather.	4
5.	Automated Flood Warning System Representative	4

1. Purpose. The purpose of this Supplement is to designate specific Eastern Region (ER) Weather Forecast Offices (WFOs) as the State Liaison Office (SLO) for the 16 states served by ER. The SLO serves as the primary National Weather Service (NWS) point-of-contact for their respective state's emergency management agency/department, other state departments, and elected government officials. This Supplement describes the functions of the SLO and also defines which WFO serves as the Automated Flood Warning System representative for each state.
2. Background. SLO facilitate cooperation between the NWS, state emergency management, and other appropriate state departments, in the areas in which they provide forecast and warning services. This supplement reaffirms the cooperative role performed by the SLO and updates the ER State Liaison Plan to be in compliance with the NDS.
3. Assignment of State Liaison Offices.

3.1 In or Near State Capitol.

<u>State Capitol</u>	<u>SLO</u>
MA – Boston	WFO Taunton, MA (BOX)
NC - Raleigh	WFO Raleigh, NC (RAH)
NY - Albany	WFO Albany, NY (ALY)
SC - Columbia	WFO Columbia, SC (CAE)
WV - Charleston	WFO Charleston, WV (RLX)

3.2 Not Near State Capitol.

<u>State Capitol</u>	<u>SLO</u>
ME – Augusta	WFO Gray, ME (GYX)
VT - Montpelier	WFO Burlington, VT (BTV)
DE - Dover	WFO Mt Holly, NJ (PHI)
MD -Annapolis	WFO Sterling, VA (LWX)
NJ - Trenton	WFO Mt. Holly, NJ (PHI)
CT - Hartford	WFO Taunton, MA (BOX)
NH - Concord	WFO Taunton, MA (BOX)
OH - Columbus	WFO Wilmington, OH (ILN)
PA - Harrisburg	WFO State College, PA (CTP)
RI - Providence	WFO Taunton, MA (BOX)
VA -Richmond	WFO Wakefield, VA (AKQ)

This completes the assignment of SLOs to each state in ER.

4. The State Liaison Function.

- 4.1 Frequency of Contacts. Monthly contacts with the state capitol are desirable to ensure currency of information and procedures, including circuits and communications. Daily contacts should be made prior to critical weather situations, especially during the "outlook" time frame. Multiple daily contacts are desirable during critical weather episodes.
- 4.2 Type of Contacts. Personal visits to the state capitol are very important, even if done only once or twice a year. Written correspondence to exchange information, including new procedures, changes in operations, names of persons to be called under various circumstances, access to various types of information, updated contact lists including phone numbers and addresses, etc., are all examples of the kinds of information that can be included in regular monthly memoranda between SLO and their respective state capitol.
- 4.3 Supporting Contacts During Extreme Weather. The SLO should verify that officials in the state capitol office have a means of receiving critical weather information - either directly from WFOs serving the state or the state emergency management agency. Equipment recommended for such communications at the capitol building includes telephones; facsimile equipment; e-mail; Internet; NWR monitors; EMWIN; NWWS drop; NAWAS drop; two-way radio systems supported by auxiliary battery power (this would be especially useful during prolonged periods of extreme weather which can interrupted commercial power and telephone lines); and finally, an interface with local volunteer amateur/HAM radio operators.

5. Automated Flood Warning System Representative.

The Automated Flood Warning System (AFWS) state representative is collocated with the same office as the SLO, except for Virginia, where the AFWS focal point is located in the WFO Blacksburg, VA office.