



Organization and Operations Manual

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StormReady® / TsunamiReady Organization and Operations Manual

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Section 1.0 Introduction

Some 90% of all presidentially declared disasters are weather related, leading to around 500 deaths per year and nearly \$14 billion in damage. A tsunami would create a tremendous risk to life and property for coastal communities. To help Americans guard against the ravages of severe weather and potential tsunami damage, the National Weather Service (NWS) has designed StormReady and TsunamiReady programs aimed at arming America's communities with the communication and safety skills necessary to save lives and property. StormReady encourages communities to take a proactive approach to improve local hazardous weather operations and public awareness. Although StormReady and TsunamiReady are slightly different, a community that meets the guidelines for TsunamiReady most likely also meets StormReady guidelines.

Section 1.1 StormReady Overview

Many laws and regulations exist to help local emergency managers deal with hazardous material spills, search and rescue operations, medical crises, etc., but there are relatively few uniformly recognized guidelines that address dealing with the specifics of hazardous weather response operations. The NWS recognized this need and designed StormReady – a program to help communities and counties implement procedures to reduce the potential for disastrous, weather-related consequences. StormReady helps communities attain a new level of preparedness and mitigation awareness for extreme weather-related events. StormReady communities have a strong commitment to putting in place infrastructure and systems that will save lives and protect property when hazardous weather strikes.

By participating in StormReady, local agencies can earn recognition for their jurisdiction by meeting guidelines established by the NWS in partnership with federal, state, and local emergency management professionals. The StormReady program is intended to:

- ▶ Improve the timeliness and effectiveness of hazardous weather warnings for the public.
- ▶ Provide detailed and clear recommendations by which local emergency managers may establish/improve effective hazardous weather operations.
- ▶ Help local emergency managers justify costs and purchases related to supporting their hazardous weather-related program.
- ▶ Reward 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 National Flood Insurance Program (NFIP).
- ▶ Provide an “image incentive” to counties, cities, and towns that can identify themselves as being StormReady .
- ▶ Encourage better hazardous weather preparedness programs in jurisdictions surrounding StormReady communities and counties.

StormReady is a voluntary program and is offered to provide guidance and incentive to officials who want to improve their respective hazardous weather operations. *NOTE: Implied or explicit references to “guidelines” are made only with regard to the voluntary participants in the StormReady program and should not be construed as being state or federal mandates.*

Section 1.2

TsunamiReady Overview

Tsunamis are quite rare compared to other hazardous weather events in the United States. As a result, tsunami hazard planning along the U.S. West Coast, Alaska, and within the Pacific Region (Hawaii, American Samoa, Guam, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands) is inconsistent and, in many cases, insufficient. Even in locations with a history of deadly tsunamis, an adequate level of awareness and preparedness is difficult to achieve and sustain over time. The TsunamiReady program was created to help meet the needs of communities that are at risk of tsunamis.

Due to the similarities in the awareness and preparedness practices (communications, warning reception and dissemination, public education, etc.) in the severe weather and tsunami programs, the guidelines for becoming a TsunamiReady community mirror those of StormReady with a few important exceptions and additions. For example, a TsunamiReady community must have defined evacuation routes that lead to a designated shelter outside of the hazard zone (see Appendix C).

Note: It is strongly recommended that all coastal communities that apply for TsunamiReady recognition obtain concurrent StormReady recognition as well.

The TsunamiReady program is designed to educate local emergency management officials and their constituents, and to promote a well-designed tsunami emergency response plan for each community. TsunamiReady promotes tsunami hazard preparedness as an active collaboration among federal, state, and local emergency management agencies. This collaboration supports greater and more consistent tsunami awareness and mitigation efforts among communities at risk.

The TsunamiReady program is intended to:

- ▶ Improve the timeliness and effectiveness of tsunami warnings for the public.
- ▶ Provide detailed and clear recommendations by which local emergency managers may establish/improve effective tsunami emergency operations.
- ▶ Help local emergency managers justify costs and purchases related to supporting their tsunami preparedness program.
- ▶ Increase public awareness and understanding of the tsunami hazard.
- ▶ Encourage consistency in educational materials and response among communities.
- ▶ Reward local tsunami hazard mitigation programs that have achieved a desired performance level.
- ▶ Provide an “image incentive” to coastal counties, cities, and towns that can identify themselves as being TsunamiReady.
- ▶ Encourage better tsunami preparedness programs in jurisdictions surrounding the TsunamiReady Communities and Counties.

TsunamiReady is a voluntary program offered to provide guidance and incentive to officials interested in improving their respective tsunami hazard operations. *NOTE: Implied or explicit references to “guidelines” are made with regard to the voluntary participants in the TsunamiReady program and should not be construed as being state or federal mandates.*

Section 1.3

Community Definition

The Storm/TsunamiReady 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, cities, towns, universities, Indian Nations, U.S. Territories, and government and private entities. References to “county” includes parish and borough.

Section 1.4

StormReady Recognition Eligibility Requirements

In accordance with Storm/TsunamiReady policies and procedures, in order for a community to be eligible for Storm/TsunamiReady recognition, it must have a designated Emergency Management representative recognized by an appropriate Emergency Management Agency.

Section 1.5

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 Storm/TsunamiReady “Recognition” status.

However, an entity that promotes the principles and guidelines of the Storm/TsunamiReady 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.

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

Section 1.6

StormReady Supporter Eligibility Requirements

Note: The StormReady Supporter recognition program will not take effect until the beginning of FY05 (October 1, 2004)

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

Section 1.7

StormReady Supporter Recognition Designation

- ▶ Entities interested in becoming a StormReady Supporter should complete as much as possible of the StormReady or combined Storm/TsunamiReady Application (OMB Control # 0648-0419) and submit it to their local WFO. Final approval for StormReady Supporter designation will be made by the local StormReady Advisory Board.
- ▶ 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>
- ▶ 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.
- ▶ WFOs are required to report StormReady Supporter designations to their respective Regional WCM and to Donna Franklin at NWS Headquarters (donna.franklin@noaa.gov)

Section 2.0

Advisory Board Organization

Advisory Boards implement and oversee the StormReady and TsunamiReady programs. Advisory Boards are set up on a national, regional, and local basis.

Section 2.1

National StormReady Advisory Board

The National StormReady Advisory Board is responsible for general oversight of the StormReady and TsunamiReady programs. The National Board maintains a minimum set of guidelines that is consistent across the country. The Board reviews existing and proposed guidelines at its annual board meetings and publishes updated guidelines as needed. The National StormReady Advisory Board includes:

- NWS Warning Coordination Meteorologist (WCM) Program Manager (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
- President (or designee) of the National Emergency Management Association
- President (or designee) of the International Association of Emergency Managers

Section 2.2

Regional StormReady Advisory Board

Each of the NWS's six regional offices have Regional StormReady Advisory Boards. The Western, Alaska and Pacific regions also have Regional TsunamiReady Advisory Boards. The Regional Director determines team membership. Regional StormReady Advisory Boards monitor the activities of local boards and ensure the national guidelines are maintained. Regional boards also collect and review proposed guideline changes received from Local StormReady Advisory Boards. Recommendations for change to the national guidelines are forwarded to the National StormReady Advisory Board for consideration.

Section 2.3

Local StormReady Advisory Boards

Local StormReady Advisory Boards enhance the program to fit local and state situations. Local Advisory Boards may be set up either on a WFO or statewide basis. Each local board consists of at a minimum:

- 1 - NWS office Meteorologist in Charge
- 1 - NWS office Warning Coordination Meteorologist
- 1 - State emergency management agency director or designee *
- 1 - Local emergency management association president or designee*

** One per state if local board is WFO-based with multi-state responsibility.*

The local board oversees all steps leading to the recognition of the StormReady and/or TsunamiReady community or county. This includes developing bylaws for the board's activities, enhancing the national guidelines for the local area, establishing procedures for verification visits, and implementing procedures for application review.

The appropriate Local StormReady Advisory Board with at least one additional member – the Tsunami Warning Center's Geophysicist In Charge – provides oversight of the TsunamiReady program at the local level. The Local Storm/TsunamiReady Board has authority to enhance Storm/TsunamiReady to fit local and state situations. The local board is responsible for all steps leading to the recognition of the Storm/TsunamiReady community. This includes implementing procedures for site verification visits and application review.

Section 3.0

The Application Process

Application for StormReady and/or TsunamiReady recognition is a formal process requiring a completed application, verification visit(s), local board action, and recognition.

Section 3.1

Written Application

Electronic versions (PDF, MS Word, and Word Perfect) of the StormReady and the combined StormReady/TsunamiReady applications are available on the National StormReady (www.stormready.noaa.gov) and TsunamiReady (www.tsunami.gov) Web sites. The local or county official applying for StormReady or TsunamiReady recognition can download and complete the application, print it, sign it, and mail it to the appropriate NWS office.

Section 3.2

Online Application

To apply for StormReady and/or TsunamiReady recognition electronically, an applicant must access www.stormready.noaa.gov/apply.htm and click on “**Apply online**,” complete the on-line application, and submit it electronically. The completed form is data based and a notification message will be sent to an assigned office contact (normally the WCM or StormReady Focal Point). The local WFO can then view and print the application. The applicant can also print the submitted form directly after they having sent it.

If you want to use the online application form, you need to:

- ▶ Send Todd Shea (todd.shea@noaa.gov), WFO LaCrosse WCM, your local WFO contact information (i.e., WCM or StormReady Focal Point e:mail address). Only one e-mail address per WFO please!
- ▶ Review the counties that are listed under your local WFO ID (upper left on form). The database that was used for this form was not originally designed for this purpose and DOES have some differences. The online forms designers will fix any errors as they are brought to their attention, but thought it would be easiest for each WFO to check the counties within their own respective County Warning Area (CWA). Please e-mail any county listings changes to Todd Shea.
- ▶ Provide your Emergency Managers and other StormReady applicants with the URL.

****Note:** The online applications must be configured with your local contact information **BEFORE** an applicant will be able to use it properly. Please be sure to e-mail Todd Shea with the required information before attempting to use these applications.*

Section 3.3

Application Submission

Applications must be sent to the appropriate NWS office. 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 to determine the appropriate guideline categories. If a community earns StormReady recognition, the unincorporated communities are involved in the recognition but do not get individually recognized.

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 help assess activities such as the hazardous weather plan, exercises, and public safety programs.

Section 3.4

Application Review

A StormReady Board member will review the Application/Verification Form (Appendix B for StormReady; Appendix C for combined StormReady/TsunamiReady) to ensure that the appropriate set of guidelines are met. If the application indicates that these qualifications are not met, the NWS will notify the applicant about changes that need to be made to meet the guidelines. After these changes are made, the applicant should resend an updated application for additional review.

Once it appears the Population-Based Guidelines are met, the local StormReady Advisory Board will provide each board member with a copy of the completed application. The StormReady Board Chairperson will assign a team to visit the applicant, verify the qualifications on the application, and to formally discuss any issues as necessary.

Section 3.5

StormReady/TsunamiReady Verification Visit

The local StormReady Board Chairperson will assign a verification team of no less than two members to visit an applicant. The verification team should include, at a minimum, one NWS person and one emergency manager. StormReady/TsunamiReady verification team members should be StormReady Advisory Board members or other individuals deemed qualified by the local board to make an assessment .

During the site verification visit, the verification team member(s) will check off the “Verif” boxes listed in each guideline on the StormReady application for each item that the applicant has in their Emergency Operations Center (EOC) and/or 24-hour warning point. During the site visit, the verification team should visit both the 24-hour warning point and EOC to:

1. Verify listed equipment on the application;
2. Confirm suitable location of equipment; and,
3. Confirm readiness of equipment.

During the StormReady site visit, the team will also review the applicant’s hazardous weather plan. This review may require the applicant to explain procedures to ensure that the content meets StormReady Guidelines. A full copy of the applicant’s Hazardous Weather Plan does not need to be submitted to the StormReady Advisory Board; however, the verification team may request a copy for further offsite review.

During a TsunamiReady site visit, the team will review the applicant’s Tsunami Hazard Response Plan. This review may require the applicant to explain procedures to ensure that the content meets TsunamiReady Guidelines. A full copy of the applicant’s Tsunami Hazard Response Plan does not need to be submitted to the StormReady Advisory Board; however, the verification team may request a copy for further offsite review.

After the site visit, the verification team will send the completed application with checked “Verify boxes,” plus any additional comments or documentation deemed pertinent, to the Local Advisory Board.

Section 3.6

StormReady Advisory Board Review

The Local StormReady Advisory Board will review a jurisdiction’s application and associated site visit summaries at the Board’s next meeting. The local StormReady Advisory Board may approve an application for recognition after this initial review. If the recognition is not approved, the Board will provide guidance on improvements needed to achieve recognition. If a community disputes a decision made by the local advisory board, the dispute will be forwarded to the Regional StormReady Advisory Board for resolution.

Section 3.7

StormReady Recognition

The NWS recognizes communities that have established robust severe weather and tsunami preparedness plans. StormReady recognition requires the community to have:

- ▶ A 24-hour warning point and an emergency operations center staffed during severe weather);
- ▶ Redundant methods of monitoring weather conditions, receiving severe weather warnings from the NWS, and disseminating warnings;
- ▶ Trained severe storm spotters and established communications with the NWS;
- ▶ Educational outreach programs for the community; and,
- ▶ Tone-activated NOAA Weather Radio receivers in public buildings (if broadcast is available)

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.

TsunamiReady recognition requires the community to have:

- ▶ A 24-hour warning point and an emergency operations center staffed during tsunami events;
- ▶ Redundant methods of receiving tsunami bulletins from the NWS and disseminating warnings to their community;
- ▶ An awareness program that includes organized drills, outreach, and written information provided to the public;
- ▶ Tsunami evacuation areas and evacuation routes marked with signs and designated tsunami shelters/areas outside of the hazard zone;
- ▶ A tsunami warning plan; and,

- ▶ Tone-activated NOAA Weather Radio receivers in public buildings (if broadcast is available)

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

Section 3.8

The Recognition Process

When the Local StormReady Advisory Board determines an applicant has met the guidelines, it can grant StormReady and/or TsunamiReady recognition to the applicant. The local board will notify the Regional Advisory Board of each recognition grant. The appropriate Meteorologist in Charge will present a formal notification letter to the recognized jurisdiction. The letter should include authorization to use the StormReady logo, instructions for acquiring additional signs (Section 8.5), and information on how to notify the National Flood Insurance Program (NFIP) for possible adjustment to insurance rates (Section 4.0).

Once a community has been recognized, notify Donna Franklin at NWS Headquarters via e-mail (donna.franklin@noaa.gov). The e-mail should include name of community, recognition date, ceremony date, type of signs requested (county or community), WFO organization code, and WFO address and phone number. Donna will send two official 2'x2' StormReady and/or TsunamiReady signs and date stickers to the local WFO, update the national StormReady database, and add the new community to the National StormReady Web site.

Section 3.9

Recognition Period

Recognition is granted for a period of 3 years from the date the letter of recognition is signed by the Meteorologist in Charge of the local Weather Forecast Office.

Section 3.10

Recognition Ceremony

Details of the recognition announcement and ceremony will be coordinated between the applicant and the NWS office which has responsibility for the community or county. It is highly recommended that WFOs also enlist the help of their regional Public Affairs Officers to help prepare press releases, ceremony invitations, and coordinate ceremony activities.

A typical ceremony includes a formal media announcement and should be a combination of the unveiling of the official StormReady and/or TsunamiReady signs, a presentation of a "certificate of recognition," and a subsequent press conference (Appendix D has more details and examples of recognition materials).

Section 4.0

National Flood Insurance Program

Recognized jurisdictions participating in FEMA's NFIP may be eligible to receive 25 Community Rating System (CRS) Points towards lowering flood insurance rates. StormReady communities/counties should forward a copy of their recognition letter to their NFIP representative for details. More information on the NFIP and the CRS is available at: www.fema.gov/nfip/crs.shtm

Section 5.0

Recognition Monitoring

A formal plan to monitor a recognized jurisdiction is not necessary. However, if a formal concern is brought before the local StormReady Advisory Board, the board will review the concern and may suspend the recognition for 60 days while a review is conducted.

If the local board review indicates the community or county no longer meets StormReady guidelines, it will request the official StormReady and/or TsunamiReady signs be removed. A written notification will be made to the NFIP informing them of the action.

Section 6.0

The Renewal Process

Storm/TsunamiReady recognition is valid for 3 years from the date a jurisdiction's official recognition letter is signed by the MIC of the appropriate NWS office. Six months prior to the expiration of the recognition, the Local StormReady Advisory Board will notify recognized jurisdictions in writing of their need to re-apply. Communities should follow the applicable guidelines published at the time of the notification.

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

Section 6.1

First Time Renewal

A first-time renewal may be completed by utilizing the "Signature in Renewal Year" section on the *original* StormReady and/or combined StormReady/TsunamiReady 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.

Notify Donna Franklin (donna.franklin@noaa.gov) once the local Board has approved a community for renewal. Donna will update the national database and send new date stickers to the appropriate WFO.

If the anniversary date for renewal passes, a jurisdiction will not lose its Storm/TsunamiReady status if it has turned in a renewal application, and/or has provided a letter of intent to renew its recognition (one time submission only) to the Local StormReady Advisory Board. A county or community will only lose its Storm/TsunamiReady status, if it fails to renew its application, or does not provide a letter of intent to renew, within 6 months after the official renewal date. Local StormReady Advisory Boards have the authority to formally terminate a jurisdictions recognition.

Section 6.2

Subsequent Renewals

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

Additional renewals beyond the 2nd time will repeat the interval and procedures outlined in this Section and Section 6.1 above.

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

Notify Donna Franklin (donna.franklin@noaa.gov) once the Board has renewed a communities recognition. Donna will update the national database and send new date stickers to your WFO.

If the anniversary date for a subsequent renewal passes, a community will not lose its Storm/TsunamiReady status if it has turned in a renewal application, and/or has provided a letter of intent to renew its recognition (one time submission only) to the Local StormReady Advisory Board. A county or community will only lose its Storm/TsunamiReady status, if it fails to renew its application, or does not provide a letter of intent to renew, within 6 months after the official subsequent renewal date. Local StormReady Advisory Boards have the authority to formally terminate a communities recognition.

Section 6.3

Loss of Recognition

If a community chooses not to apply for re-recognition, the Local StormReady Advisory Board will request the Storm/TsunamiReady signs be removed. A written notification from the local MIC will be sent to the NFIP informing them of this action. Notify Donna Franklin (donna.franklin@noaa.gov) so she can remove the community from the National StormReady database and National StormReady Web site.

Section 7.0

Storm/TsunamiReady Awards

Community Hero Award vs. Commendation Award

- ▶ 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.
- ▶ 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 Storm/TsunamiReady program.

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

Section 7.1

Storm/TsunamiReady Community Hero Award

The Storm/TsunamiReady 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 Storm/TsunamiReady. 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 Storm/TsunamiReady program.

Example 1:

Emergency Manager (EM), after receiving a timely NWS tornado warning, takes proactive action by activating a special warning intercom/alarm at the municipal library. The librarian, having been to a severe weather safety seminar hosted by the EM, received the warning and quickly directed all visitors into the library safe room, which had already been identified by the local WCM and EM. The tornado struck and severely damaged the library. The special

warning intercom/alarm was installed by the EM as part of the StormReady "Local Warning Dissemination" guidelines in public facilities. As a direct result of the StormReady program, and the proactive actions taken by the EM and librarian, the library visitors were unharmed.

Example 2:

A tornado warning was relayed via dispatch to a local law enforcement deputy. The deputy observed the tornado to his west and saw that it was quickly approaching a road intersection near his location. After recalling tornado safety rules from a recent SKYWARN Spotter course (StormReady Community Preparedness guideline requirement), the deputy took proactive action and directed the occupants of two vehicles at the intersection into a nearby ditch for cover. The tornado crossed the intersection and tossed both vehicles into the air. The vehicles were found crushed nearly 50 yards away. As a direct result of the StormReady program, and the proactive actions taken by the deputy, the vehicle occupants were unharmed.

1) Award Guidelines:

- a) Award consideration will take place on a case-by-case basis.
- b) The award may be given to a single individual or to several people within a community.
- c) The affected community must be designated as Storm/TsunamiReady by their Local Storm/TsunamiReady Advisory Board prior to the weather event occurring.
- d) A life/lives and/or property must be saved as a direct result of a NWS Warning (i.e., tornado, tsunami, flash flood, etc). The life/lives and/or property that are saved should be a result of the proper application of the Integrated Warning System. This includes the proper detection of the weather hazard the proper reception of the NWS warning, and the proper dissemination of the warning by emergency officials to the community.
- e) There needs to be clear and unambiguous evidence of a proactive action which took place by the people in the community that saved life/lives and property.
- f) If there is a loss of life, a community may still be eligible for the award as long as there have been other life/lives saved as a direct result of the Storm/TsunamiReady program. *NWS personnel need to be sensitive to communities that have lost lives and are rebuilding.*

2) Protocol:

- a) Severe weather event occurs, and the local WCM thinks that the affected community may be eligible to receive the award.
- b) Local WCM prepares a nomination based on the award guidelines within 1 month (or less) of the event.
- c) Local WCM forwards the nomination to appropriate Regional WCM.
- d) Regional WCM reviews event. If the event appears to meet the proper guidelines, the Regional WCM sends the nomination to the National WCM Program Manager.
- e) National WCM Program Manager forwards the nomination to the National Storm/TsunamiReady Advisory Board for consideration.
- f) If guidelines are properly met, the community will be approved to receive the award.

3) Ceremonies:

- a) The award presentation ceremony will generally be a high-profile media event. Close

collaboration between NWS/NOAA Public Affairs, affected Regional Public Affairs Officer, and local NWS Office should occur to arrange the ceremony.

b) A framed certificate(s) will be presented to the proper community official(s) at the award ceremony. The certificate/plaque should generally read: "StormReady Community Hero Award - For implementing a successful StormReady program that directly led to saving "insert number of lives" lives during the "insert weather event and date."

c) The top NWS/NOAA keynote speaker and presenter at the award ceremony will generally be determined by NWS/NOAA Public Affairs.

d) To help ensure media interest and participation, WFOs should strive for the award ceremony to be held within 3 months (or less) of the event.

4) Nomination Reconsideration:

There may be times when a local WCM submits an award nomination that is not approved by the National StormReady Advisory Board. In these instances, the respective Regional WCM will officially withdraw the nomination from the Board and notify the local WCM of this action. The local WCM will then have 2 weeks to obtain additional information about the event that can be added to the nomination narrative. The local WCM may then re-submit the nomination to the Regional WCM, who will then forward it to the National StormReady Advisory Board for a one time reconsideration.

Storm/TsunamiReady Community Hero Award nominations that are rejected by the National StormReady Advisory Board are automatically eligible for the Storm/TsunamiReady Commendation Award if the local WCM wishes to submit it to the local StormReady Advisory Board for consideration.

Section 7.2

Storm/TsunamiReady Commendation Award

The Storm/TsunamiReady 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 Storm/TsunamiReady. 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 Storm/TsunamiReady program.

Example 1:

Local NWS office issues a tornado warning with a 15 minute lead time for a StormReady designated community. Upon receipt of the tornado warning, the local Emergency Manager (EM) activated the county warning sirens for communities in the path cast of the storm. The local media broadcasted the specific warning information. The tornado moved through a residential neighborhood and destroyed 15 homes. Residents that were interviewed after the storm indicated they heard the warning on television and radio, while others stated they heard the outdoor warning sirens. Based on information they had recently learned from a severe weather safety class hosted by the local EM, most residents sought refuge in the interior closets or bathrooms of their homes. Due to the successful implementation of the StormReady program, no fatalities or injuries occurred.

Example 2:

Local NWS office issues a tornado warning with a 25 minute lead time for a StormReady designated county. This county went above and beyond the normal StormReady guidelines of placing NWR receivers in public buildings, by purchasing over 1,500 weather radios, one for every home in the county. The tornado warning was effectively disseminated to the public via NWR, EAS (TV, Radio, Cable-TV), Internet, pagers, and cell phones. Followup NWS severe weather statements provided updates on the tornado's progress across the county and the tornado sirens were activated for the appropriate areas by emergency management. The tornado struck the downtown portion of the county seat causing significant commercial and residential structure damage. Most of the residents heard the timely warnings on the local news or over NWR and took cover. Due to the successful implementation of the Storm program, no fatalities or injuries occurred.

1) Award Guidelines:

- a) Award consideration will take place on a case-by-case basis.
- b) The award may be given to a community, county, or other entity.
- c) The affected entity must have received Storm/TsunamiReady recognition.
- d) A life/lives and/or property must be saved as a direct result of a NWS Warning (i.e., tornado, tsunami, flash flood, etc). The life/lives and/or property that are saved should be a result of the proper application of the Integrated Warning System and guidelines of the Storm/TsunamiReady program.
- e) There needs to be clear and unambiguous evidence of a proactive action which took place to save a life/lives and/or property.
- f) Loss of life does not preclude reception of the award because more lives may have been lost if the county/community had not been Storm/TsunamiReady. *NWS personnel need to remain sensitive to communities that are rebuilding and have lost lives.*
- g) Counties/communities are eligible for multiple awards (i.e., the same county/community can receive the award multiple times).

2) Protocol:

- a) Severe weather event occurs.
- b) Local WCM determines county/community eligibility and prepares a nomination based on established guidelines within 1 month (or less) of the event.
- c) Local WCM forwards the nomination to the appropriate Storm/Tsunami Ready Advisory Board for consideration and vote.
- d) If nomination is approved, the local WCM will notify via e-mail the appropriate Regional WCM and Donna Franklin at NWS Headquarters (donna.franklin@noaa.gov)
- e) Award is presented by the local WFO MIC or designee.

3) Ceremonies:

- a) Award ceremonies should include all possible media and strive to attain the highest level of public visibility.
- b) Local WFO will create a framed certificate(s) which will be presented at the ceremony. The certificate should include wording similar to: "Storm/TsunamiReady Commendation

Award - Presented to Big Town USA in recognition of the successful implementation of the Storm/TsunamiReady program which resulted in saving lives and protecting property.”

National standard templates of the Storm/TsunamiReady Commendation Award Certificate are available on the WCM Resource Center web page at:

<http://meted.ucar.edu/resource/wcm/stormready.htm>

c) The local WFO MIC, or designee, will present the award.

d) To help ensure media interest and participation, WFOs should strive for the award ceremony to be held within 3 months (or less) of the event.

Section 8.0

Additional Resources

The StormReady Organization and Operations Manual and its appendices describe the basic StormReady and TsunamiReady programs. However, there are several other places to get valuable resources.

Section 8.1

The StormReady Home Page

The National StormReady Website at: www.stormready.noaa.gov contains:

- ▶ StormReady Communities
- ▶ How to Become StormReady
- ▶ StormReady History
- ▶ StormReady Resources
- ▶ Forms and Documents
- ▶ Frequently Asked Questions
- ▶ Local and National Contact information
- ▶ “Toolkit for Emergency Managers”
- ▶ Publications and Photos

Section 8.2

The TsunamiReady Home Page

The National TsunamiReady Website at: wcatwc.gov/tsunamiready/tready.htm contains:

- ▶ Frequently Asked Question About TsunamiReady
- ▶ TsunamiReady Communities
- ▶ TsunamiReady Program Objectives
- ▶ Benefits of Becoming a TsunamiReady Community

- ▶ TsunamiReady Guidelines
- ▶ TsunamiReady Administration
- ▶ Full Text of TsunamiReady Document
- ▶ TsunamiReady Application
- ▶ Brochures

To get more information about TsunamiReady, go to the:

NWS Tsunami Page: <http://tsunami.gov>

West Coast & Alaska Tsunami Warning Center: <http://wcatwc.arh.noaa.gov>

Pacific Tsunami Warning Center: <http://www.prh.noaa.gov/pr/ptwc>

International Tsunami Information Center: <http://www.prh.noaa.gov/pr/itic>

Section 8.3

The WCM Resource Center

The WCM Resource Center (<http://meted.ucar.edu/resource/wcm>) has a section called “*Everything StormReady.*” This section contains the latest Storm/TsunamiReady Operations Manual and Appendices and examples of letters, certificates, etc. It also has information on how a community can order additional signs, a “Toolkit for Emergency Managers,” and PowerPoint presentations that can be downloaded to assist with Storm/TsunamiReady Outreach.

Section 8.4

National Contacts

For questions, comments, or suggestions about the StormReady program, contact:

Stephan Kuhl at: 301-713-0090 ext 175 (stephan.kuhl@noaa.gov)

Donna Franklin at: 301-713-0090 ext 141 (donna.franklin@noaa.gov)

For comments or questions about the StormReady Web site, contact:

Melody Magnus at: 301-713-1833 ext 182 (melody.magnus@noaa.gov)

For questions, comments, or suggestions about the TsunamiReady program, contact:

Aimee Devaris at: 907-271-3507 (aimee.devaris@noaa.gov)

Section 8.5

Ordering StormReady Signs and Outreach Materials

StormReady communities can purchase additional 2'x2' signs from Oklahoma Correction Industries (OCI) at a cost of about \$25 each plus shipping. When ordering, ask for the "NWS StormReady Sign" and specify whether you want StormReady COUNTY signs or StormReady COMMUNITY signs. OCI's phone number is: 405-962-7007; fax is: 405-962-7022.

You can also order Storm/TsunamiReady Outreach Materials from the National Logistics Support Center (NLSC) in Kansas City. NLSC's phone number is: 816-926-3990; fax is: 816-926-7901.

1) 18" x 24" StormReady Poster: NOAA PA # 200354. Use a NOAA Form 37-4 to order up to two packages (with 25 posters in each)

2) StormReady Tri-fold Brochure: NOAA PA # 20053

3) TsunamiReady Tri-fold Brochure: NOAA PA # 200357

Appendix A 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 if; 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.

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
- School 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.



Community Information			
County/City/Town		Population	
Primary Point of Contact		Secondary Point of Contact	
Name		Name	
Office		Office	
Title		Title	
Mailing Address		Mailing Address	
City		City	
State, ZIP		State, ZIP	
Phone		Phone	
e-mail		e-mail	
Guideline 1: Communications			
Location of 24-Hour Warning Point		Location of Emergency Operations Center	
Verification Team General Notes:			
Renewal Comments:			
		Date:	Initials:
<i>Note: Please do not write in shaded areas.</i>			

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to Donna Franklin, National Weather Service, 1325 East West Highway, Room 14456, Silver Spring, MD, 20910.

Statement on confidentiality. Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.



Guideline 2: NWS Information Reception Equipment

Warning Point	# Required _____	# Verif _____	Verif	EOC	# Required _____	# Verif _____	Verif
<input type="checkbox"/> NOAA Weather Radio (required if in range)			<input type="checkbox"/>	NOAA Weather Radio (required if in range)			<input type="checkbox"/>
<input type="checkbox"/> NOAA Weather Wire (subscription)			<input type="checkbox"/>	NOAA Weather Wire (subscription)			<input type="checkbox"/>
<input type="checkbox"/> EMWIN			<input type="checkbox"/>	EMWIN			<input type="checkbox"/>
<input type="checkbox"/> Law Enforcement Teletype (LETS)			<input type="checkbox"/>	Law Enforcement Teletype (LETS)			<input type="checkbox"/>
<input type="checkbox"/> Amateur Radio			<input type="checkbox"/>	Amateur Radio			<input type="checkbox"/>
<input type="checkbox"/> Pagers* (warning reception)			<input type="checkbox"/>	Pagers* (warning reception)			<input type="checkbox"/>
<input type="checkbox"/> Television (Local network or Cable TV)			<input type="checkbox"/>	Television (Local network or Cable TV)			<input type="checkbox"/>
<input type="checkbox"/> Radio Station (AM/FM) - EAS Reception			<input type="checkbox"/>	Radio Station (AM/FM) - EAS Reception			<input type="checkbox"/>
<input type="checkbox"/> NAWAS			<input type="checkbox"/>	NAWAS			<input type="checkbox"/>
<input type="checkbox"/> Internet (subscription for alerts)_____			<input type="checkbox"/>	Internet (subscription for alerts)_____			<input type="checkbox"/>
<input type="checkbox"/> Commercial Data Service_____			<input type="checkbox"/>	Commercial Data Service_____			<input type="checkbox"/>
<input type="checkbox"/> Other*_____			<input type="checkbox"/>	Other*_____			<input type="checkbox"/>
<input type="checkbox"/> Other*_____			<input type="checkbox"/>	Other*_____			<input type="checkbox"/>

List any additional capabilities on a separate sheet

*Capabilities needing explanation:

Verification Team Notes:

Renewal Comments:

Date:

Initials:

Note: Please do not write in shaded areas.



Guideline 3: Local Weather & Water Monitoring Equipment							
Warning Point	# Required	# Verif	Verif	EOC	# Required	# Verif	Verif
Anemometer (Wind gauge)			<input type="checkbox"/>	Anemometer (Wind gauge)			<input type="checkbox"/>
Rain Gauge			<input type="checkbox"/>	Rain Gauge			<input type="checkbox"/>
River Gauge			<input type="checkbox"/>	River Gauge			<input type="checkbox"/>
Locally owned Radar			<input type="checkbox"/>	Locally owned Radar			<input type="checkbox"/>
Internet Radar Source _____			<input type="checkbox"/>	Internet Radar Source _____			<input type="checkbox"/>
Internet Weather Station _____			<input type="checkbox"/>	Internet Weather Station _____			<input type="checkbox"/>
TV Radar Source _____			<input type="checkbox"/>	TV Radar Source _____			<input type="checkbox"/>
Other* _____			<input type="checkbox"/>	Other* _____			<input type="checkbox"/>
Other* _____			<input type="checkbox"/>	Other* _____			<input type="checkbox"/>
<i>List any additional capabilities on a separate sheet</i>							
*Capabilities needing explanation:							
Verification Team Notes:							
Renewal Comments:							
						Date:	Initials:
Note: Please do not write in shaded areas.							



Guideline 4: Local Warning Dissemination

Warning Point	# Required _____	# Verif _____	Verified	EOC	# Required _____	# Verif _____	Verified
Outdoor Warning Siren(s)			<input type="checkbox"/>	Outdoor Warning Siren(s)			<input type="checkbox"/>
Cable TV Override			<input type="checkbox"/>	Cable TV Override			<input type="checkbox"/>
Plan for Sirens on Emergency Vehicles			<input type="checkbox"/>	Plan for Sirens on Emergency Vehicles			<input type="checkbox"/>
Telephone Tree to Critical Facilities			<input type="checkbox"/>	Telephone Tree to Critical Facilities			<input type="checkbox"/>
Local Alert Broadcast System*			<input type="checkbox"/>	Local Alert Broadcast System*			<input type="checkbox"/>
Local Pager System* (dissemination)			<input type="checkbox"/>	Local Pager System* (dissemination)			<input type="checkbox"/>
Coordinated Area-Wide Radio Network*			<input type="checkbox"/>	Coordinated Area-Wide Radio Network*			<input type="checkbox"/>
Local Flood Warning System*			<input type="checkbox"/>	Local Flood Warning System*			<input type="checkbox"/>
Other* _____			<input type="checkbox"/>	Other* _____			<input type="checkbox"/>
Other* _____			<input type="checkbox"/>	Other* _____			<input type="checkbox"/>

Renewal Comments:

Date:

Initials:

Note: Please do not write in shaded areas.



Local Government-Owned Buildings in Which Public Traffic is Common				
Office	Location or Address	Tone Alert NOAA Weather Radio	Verif	Comments
Warning Point			<input type="checkbox"/>	
EOC			<input type="checkbox"/>	
City Hall			<input type="checkbox"/>	
School Superintendent			<input type="checkbox"/>	
Verification Team Notes:				
Renewal Comments:				
			Date:	Initials:
<i>Note: Please do not write in shaded areas.</i>				



Guideline 5: Community Preparedness

Annual Safety Talks # Required _____ # Verif _____

Date	Topic	Location	Speaker
1			
2			
3			
4			
5			

List any additional safety talks on a separate sheet

Weather Radio Purchase Program

Has your community/county developed a program to subsidize the purchase of Specific Area Message Encoder (SAME) equipped Weather Radios for its citizens? (Not required) Yes _____ No _____

If yes, provide details:

Other Community Preparedness Activities

Date	Activity	Location	Organizer
1			
2			
3			
4			
5			

List any additional activities on a separate sheet

Renewal Comments:

--

Date:

Initials:

Note: Please do not write in shaded areas.

--



Guideline 6: Administrative Tools/Record keeping		Verif	Renewal Year
Formal Hazardous Weather Operations Plan <ul style="list-style-type: none"> ➤ Procedure for reporting storm damage to the local National Weather Service Office in real-time ➤ EOC Activation Procedures ➤ Spotter Activation Criteria ➤ Local Warning System(s) Activation Criteria 		<input type="checkbox"/>	
Warning Point personnel has authority to activate Warning System (written)		<input type="checkbox"/>	
Spotter Roster and Training Record		<input type="checkbox"/>	
Last Visit by Emergency Manager to NWS Office		<input type="checkbox"/>	Biennial
Last Visit by NWS Officials to Community		<input type="checkbox"/>	Annual
Last NWS Spotter Training for Spotters and Dispatchers		<input type="checkbox"/>	Biennial
Last NWS Spotter Training Hosted/Co-Hosted <i>(For populations >40,000)</i>		<input type="checkbox"/>	Annual
Exercises	Topic(s):	Date:	<input type="checkbox"/>
<i>List any additional descriptions, narratives, or documentation on a separate sheet</i>			
Verification Team Notes:			
Renewal Comments:			
		Date:	Initials:
Signature of Applying Official			
Application Submitted by: (print name):			
Office:		Title:	
Signature:		Date:	
NWS Personnel Receiving Application (print name):			
Date Received:			
Note: Please do not write in shaded areas.			



Site Verification Team Signatures

<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>

Signature in Renewal Year

<u>Application Submitted by: (print name):</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>

NWS Personnel Receiving Application (print name):

Date Received:



Community Information			
County/City/Town		Population	
Primary Point of Contact		Secondary Point of Contact	
Name		Name	
Office		Office	
Title		Title	
Mailing Address		Mailing Address	
City		City	
State; ZIP		State; ZIP	
Phone		Phone	
e-mail		e-mail	
Guideline 1: Communications			
Location of 24-Hour Warning Point		Location of Emergency Operations Center	
Verification Team General Notes:			
Renewal Comments:			
		Date:	Initials:
Note: Please do not write in shaded areas.			



Guideline 2: NWS Information Reception Equipment

Warning Point	# Required _____	# Verif _____	Verif	EOC	# Required _____	# Verif _____	Verif
<input type="checkbox"/> NOAA Weather Radio (Required if in range)			<input type="checkbox"/>	<input type="checkbox"/> NOAA Weather Radio (Required if in range)			<input type="checkbox"/>
<input type="checkbox"/> NOAA Weather Wire (Subscription)			<input type="checkbox"/>	<input type="checkbox"/> NOAA Weather Wire (Subscription)			<input type="checkbox"/>
<input type="checkbox"/> EMWIN			<input type="checkbox"/>	<input type="checkbox"/> EMWIN			<input type="checkbox"/>
<input type="checkbox"/> Law Enforcement Teletype (LETS)			<input type="checkbox"/>	<input type="checkbox"/> Law Enforcement Teletype (LETS)			<input type="checkbox"/>
<input type="checkbox"/> Amateur Radio			<input type="checkbox"/>	<input type="checkbox"/> Amateur Radio			<input type="checkbox"/>
<input type="checkbox"/> Pagers* (Warning reception)			<input type="checkbox"/>	<input type="checkbox"/> Pagers* (Warning reception)			<input type="checkbox"/>
<input type="checkbox"/> Television (Local network or cable TV)			<input type="checkbox"/>	<input type="checkbox"/> Television (Local network or Cable TV)			<input type="checkbox"/>
<input type="checkbox"/> Radio (AM/FM) - EAS reception			<input type="checkbox"/>	<input type="checkbox"/> Radio (AM/FM) - EAS Reception			<input type="checkbox"/>
<input type="checkbox"/> NAWAS			<input type="checkbox"/>	<input type="checkbox"/> NAWAS			<input type="checkbox"/>
<input type="checkbox"/> Internet (Subscription for alerts) _____			<input type="checkbox"/>	<input type="checkbox"/> Internet (Subscription for alerts)			<input type="checkbox"/>
<input type="checkbox"/> Commercial Data Service _____			<input type="checkbox"/>	<input type="checkbox"/> Commercial Data			<input type="checkbox"/>
<input type="checkbox"/> Other* _____			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Other* _____			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

List any additional capabilities on a separate sheet

*Capabilities needing explanation:

Verification Team Notes:

Renewal Comments:

Date:

Initials:

Note: Please do not write in shaded areas.



Guideline 3: Local Weather & Water Monitoring Equipment							
Warning Point	# Required	# Verif	Verif	EOC	# Required	# Verif	Verif
<input type="checkbox"/> Anemometer (Wind gauge)			<input type="checkbox"/>	<input type="checkbox"/> Anemometer (Wind gauge)			<input type="checkbox"/>
<input type="checkbox"/> Rain Gauge			<input type="checkbox"/>	<input type="checkbox"/> Rain Gauge			<input type="checkbox"/>
<input type="checkbox"/> River Gauge			<input type="checkbox"/>	<input type="checkbox"/> River Gauge			<input type="checkbox"/>
<input type="checkbox"/> Locally owned Radar			<input type="checkbox"/>	<input type="checkbox"/> Locally owned Radar			<input type="checkbox"/>
<input type="checkbox"/> Internet Radar Source _____			<input type="checkbox"/>	<input type="checkbox"/> Internet Radar Source _____			<input type="checkbox"/>
<input type="checkbox"/> Internet Weather Station _____			<input type="checkbox"/>	<input type="checkbox"/> Internet Weather Station _____			<input type="checkbox"/>
<input type="checkbox"/> TV Radar Source _____			<input type="checkbox"/>	<input type="checkbox"/> TV Radar Source _____			<input type="checkbox"/>
<input type="checkbox"/> Other* _____			<input type="checkbox"/>	<input type="checkbox"/> Other* _____			<input type="checkbox"/>
<input type="checkbox"/> Other* _____			<input type="checkbox"/>	<input type="checkbox"/> Other* _____			<input type="checkbox"/>
<i>List any additional capabilities on a separate sheet</i>							
<u>*Capabilities needing explanation:</u>							
<u>Verification Team Notes:</u>							
<u>Renewal Comments:</u>							
						Date:	Initials:
<i>Note: Please do not write in shaded areas.</i>							



Guideline 4: Local Warning Dissemination							
Warning Point	# Required _____	# Verif _____	Verif	EOC	# Required _____	# Verif _____	Verif
<input type="checkbox"/> Outdoor Warning Siren(s)			<input type="checkbox"/>	<input type="checkbox"/> Outdoor Warning Siren(s)			<input type="checkbox"/>
<input type="checkbox"/> Cable TV Override			<input type="checkbox"/>	<input type="checkbox"/> Cable TV Override			<input type="checkbox"/>
<input type="checkbox"/> Plan for Sirens on Emergency Vehicles			<input type="checkbox"/>	<input type="checkbox"/> Plan for Sirens on Emergency Vehicles			<input type="checkbox"/>
<input type="checkbox"/> Local Alert Broadcast System*			<input type="checkbox"/>	<input type="checkbox"/> Local Alert Broadcast System*			<input type="checkbox"/>
<input type="checkbox"/> Local Pager System* (For dissemination)			<input type="checkbox"/>	<input type="checkbox"/> Local Pager System* (For dissemination)			<input type="checkbox"/>
<input type="checkbox"/> Telephone Tree to Critical Facilities			<input type="checkbox"/>	<input type="checkbox"/> Telephone Tree to Critical Facilities*			<input type="checkbox"/>
<input type="checkbox"/> Coordinated Area-Wide Radio Network*			<input type="checkbox"/>	<input type="checkbox"/> Coordinated Area-Wide Radio Network*			<input type="checkbox"/>
<input type="checkbox"/> Local Flood Warning System*			<input type="checkbox"/>	<input type="checkbox"/> Local Flood Warning System*			<input type="checkbox"/>
<input type="checkbox"/> Other* _____			<input type="checkbox"/>	<input type="checkbox"/> Other* _____			<input type="checkbox"/>
<input type="checkbox"/> Other* _____			<input type="checkbox"/>	<input type="checkbox"/> Other* _____			<input type="checkbox"/>
<i>List any additional capabilities on a separate sheet</i>							
<u>*Capabilities needing explanation:</u>							
<u>Verification Team Notes:</u>							
<u>Renewal Comments:</u>							
						<u>Date:</u>	<u>Initials:</u>
<i>Note: Please do not write in shaded areas.</i>							



Local Government-Owned Buildings in Which Public Traffic is Common				
Office	Location or Address	Tone Alert NOAA Weather Radio	Verif	Comments
Warning Point		<input type="checkbox"/>	<input type="checkbox"/>	
EOC		<input type="checkbox"/>	<input type="checkbox"/>	
City Hall		<input type="checkbox"/>	<input type="checkbox"/>	
School Superintendent		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
<u>Verification Team Notes:</u>				
<u>Renewal Comments:</u>				
			Date:	Initials:
<i>Note: Please do not write in shaded areas.</i>				



Guideline 5: Community Preparedness

Annual Safety Talks			
		# Required _____	# Verif _____
Date	Topic	Location	Speaker
1			
2			
3			
4			
5			

List any additional safety talks on a separate sheet

Community Tsunami Awareness Program	Verif
<input type="checkbox"/> Designate/establish tsunami shelter/area in safe zone.	<input type="checkbox"/>
<input type="checkbox"/> Designate tsunami evacuation areas and evacuation routes, and install evacuation route signs.	<input type="checkbox"/>
<input type="checkbox"/> Provide written, locally specific tsunami hazard response material to public.	<input type="checkbox"/>
<input type="checkbox"/> Encourage schools to implement a tsunami hazard curriculum, practice evacuations, and provide safety material to staff and students.	<input type="checkbox"/>
Number of annual tsunami awareness campaigns: _____	<input type="checkbox"/>

Weather Radio Purchase Program

Has your community/county developed a program to subsidize the purchase of Specific Area Message Encoder (SAME) equipped Weather Radios for its citizens? (Not required) Yes _____ No _____

If yes, provide details:

Other Community Preparedness Activities

Date	Activity	Location	Organizer
1			
2			
3			

List any additional activities on a separate sheet

Renewal Comments:

	Date:	Initials:
--	-------	-----------

Note: Please do not write in shaded areas.



Guideline 6: Administrative Tools/Record Keeping		Verif	Renewal
Formal Tsunami Hazard and Hazardous Weather Operations Plan	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
▶ Procedure for reporting storm/tsunami damage to the local National Weather Service Office in real-time	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
▶ EOC Activation Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
▶ Spotter Activation Criteria	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
▶ Local Warning System(s) Activation Criteria	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
Warning Point personnel has authority to activate Warning System (written)	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
Spotter Roster and Training Record	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> Yes
Last Visit by Emergency Manager to NWS Office		<input type="checkbox"/> Biennial	
Last Visit by NWS Officials to Community		<input type="checkbox"/> Annual	
Last NWS Spotter Training for Spotters and Dispatchers		<input type="checkbox"/> Biennial	
Last NWS Spotter Training Hosted/Co-Hosted (For populations >40,000)		<input type="checkbox"/> Annual	
Exercises	<u>Topic(s):</u>	<u>Date:</u>	<input type="checkbox"/> <u>Date:</u>
<i>List any additional descriptions, narratives, or documentation on a separate sheet</i>			
<u>Verification Team Notes:</u>			
<u>Renewal Comments:</u>			
		<u>Date:</u>	<u>Initials:</u>
Signature of Applying Official			
<u>Application Submitted by (print name):</u>			
<u>Office:</u>		<u>Title:</u>	
<u>Signature:</u>		<u>Date:</u>	
<u>NW S Personnel Receiving Application (print name):</u>			
<u>Date Received:</u>			
<i>Note: Please do not write in shaded areas.</i>			



Site Verification Team Signatures

<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>Print Name:</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>

Signature in Renewal Year

<u>Application Submitted by: (print name):</u>	
<u>Office:</u>	<u>Title:</u>
<u>Signature:</u>	<u>Date:</u>
<u>NWS Personnel Receiving Application (print name):</u>	
<u>Date Received:</u>	

Appendix D
Samples of StormReady Correspondence and Documentation

This appendix includes the following documents:

1. "For the Record" memo regarding recognition of a StormReady Community.
2. Two Sample Recognition Letters. The first letter includes information on how to order additional StormReady signs.
3. Sample StormReady Recognition Presentation Ceremony Agenda.
4. Sample invitation to StormReady Recognition Ceremony.
5. Sample re-recognition letter for jurisdictions that applied using the old StormReady form prior to the release of the new StormReady or the combined Storm/TsunamiReady form - - OMB Control # 0648-0419, Expires 06/30/2006.
6. Sample re-recognition letter for jurisdictions that applied using the new StormReady or combined Storm/TsunamiReady form - - OMB Control # 0648-0419, Expires 06/30/2006.
7. Sample "Letter of Intent to Renew" for jurisdictions unable to meet their re-recognition application deadline.

WFO Address
City, State ZIP

Date

MEMORANDUM FOR: The Record

FROM: Name
Warning Coordination Meteorologist
WFO Office

SUBJECT: StormReady Recognition for _____

As Chairman of the _____ Local StormReady Advisory Board, upon agreement of
_____ voting members, I do hereby authorize _____ to receive National Weather
Service StormReady Recognition on _____ (date).

Signed

Name (Chairperson)
Local Advisory Board



Date

Name

Emergency Management Director

Street

City, ST Zip Code

Dear:

Congratulations! This letter is to inform you that the National Weather Service (NWS) has recognized (name of jurisdiction) as a *StormReady* community. The (name of jurisdiction) administration, Police Department, Fire Department, and everyone else involved in the compliance process have every reason to be proud of this accomplishment. Earning your *StormReady* recognition indicates that (name of jurisdiction) has done everything possible to improve emergency first responder and citizen preparedness in the event of a natural disaster. Your community's improved communications infrastructure and increased level of severe weather awareness will no doubt minimize the loss of life and/or property in the future.

Thank you for helping us with completing the *StormReady* checklist and reviewing (name of jurisdiction) application. The (name of local) *StormReady* Advisory Board members approved your application, and I have notified the (appropriate state) State Emergency Management, NWS Headquarters in Washington D.C., and the NWS Regional Office in (appropriate city) of your accomplishments. I have two (2) *StormReady* signs for your use. Attached are instructions on how to obtain additional signs at your expense. You may now wish to notify the Insurance Services Organization for consideration to obtain 25 Community Rating System (CRS) points which may lower your NFIP flood insurance premiums.

The (jurisdiction) *StormReady* designation is good for a period of three years from the date of this letter. After this time, you must re-apply to be re-recognized in (appropriate date). Please visit our national *StormReady* Web site at www.stormready.noaa.gov to see (name of jurisdiction) on our national map of recognized communities. If there are any questions, please feel free to call me or (name of MIC) at (appropriate number). Once again, congratulations on your accomplishment!

Sincerely,

NWS Any Town
Meteorologist in Charge

Attachment

cc: StormReady Advisory Board

Ordering Additional StormReady Signs

StormReady communities can purchase additional 2'x2' signs from Oklahoma Correction Industries (OCI) at a cost of about \$25 each plus shipping. When ordering, ask for the "NWS StormReady Sign" and specify whether you want StormReady COUNTY signs or StormReady COMMUNITY signs. OCI's phone number is: 405-962-7007 and its fax: 405-962-7022.

You can also order Storm/TsunamiReady Outreach Materials from the National Logistics Support Center in Kansas City. NLSC's phone number is: 816-926-3990 and its fax: 816-926-7901.

- 1) 18 x 24" StormReady Poster: NOAA PA # 200354. Use a NOAA Form 37-4 to order up to two packages (with 25 posters in each)
- 2) StormReady Tri-fold Brochure: NOAA PA # 20053
- 3) TsunamiReady Tri-fold Brochure: NOAA PA # 200357



Date

Emergency Manager
Address
Town, ST Zip Code

Dear:

On behalf of the (insert local name) StormReady Advisory Board, I would like to congratulate you on (name of jurisdiction) StormReady recognition. This success is clearly a result of your vision, leadership, hard work and commitment to the citizens of (jurisdiction). The citizens of your community should take great pride in having achieved this recognition.

(Name of jurisdiction's) current StormReady recognition is valid for three years. The recognition will expire on (3 years from date of letter). I recommend (the jurisdiction) apply for renewed recognition at least 6 months prior to that date.

As a StormReady community, (jurisdiction) is authorized to use the StormReady logo in official letterheads, brochures, or other suitable documents. You can acquire a digital file of the logo image from the (name of local) National Weather Service Office. If you use the logo in any way, please send the National Weather Service a copy or description of how it was used. The StormReady Community logo is trademarked and subject to certain restrictions, which require the National Weather Service to monitor its use.

You are also authorized to purchase additional signs like those provided by the National Weather Service. Signs can be purchased for about \$25 each from Oklahoma Correction Industries by calling 405-962-7007.

Finally, if (jurisdiction) participates in the National Flood Insurance Program, it may now be eligible for 25 additional Insurance Service Organization (ISO) community rating system points. I recommend the StormReady Community information be supplied to appropriate officials during the next ISO rating.

Please visit the StormReady Web site at www.stormready.noaa.gov to see (jurisdiction) on our national map of StormReady Communities and read the latest information on StormReady. The National Weather Service is proud to have you as a part of the growing StormReady family!

Sincerely,

Name
Meteorologist in Charge

cc: StormReady Advisory Board



**Cities of Whitehall and Montague
StormReady Recognition
Presentation Ceremony**

**Whitehall City Hall, Commission Chambers
7:30 pm Tuesday, November 27, 2001**

Opening Remarks

Introduction of Guests & Officials

Jim Duram, Cities of Whitehall/Montague Emergency Services Director

StormReady Program

Mike Heathfield, Warning Coordination Meteorologist (WCM)

National Weather Service, Weather Forecast Office (WFO), Grand Rapids, MI

The StormReady and Emergency Management Partnership

Don Woodward, Michigan State Police, District 6 Emergency Management Division, Director

StormReady Presentation

Daniel G. Houser, Meteorologist in Charge (MIC)

National Weather Service, Weather Forecast Office (WFO), Grand Rapids, MI

Response by Local Officials

Norman Ullman, City of Whitehall, Mayor

Dwayne Trombly, City of Montague, Mayor Pro Tempore

Open Time for Interviews

You're invited . . .



The City of Encinitas, California is being recognized by the National Weather Service San Diego as a "StormReady" community. At the start of the regular March 27, 2002, Encinitas City Council meeting, officials from the National Weather Service will present city officials with two signs to be placed at the entrances to town. Encinitas will be the second community in the State of California to earn the "StormReady" designation from the NWS. The ceremony should take about 10 minutes. We invite you to join other business and civic leaders during the ceremony.

Please join us . . .

Wednesday, March 27, 2002, at 6:00 p.m.
Council Chambers, Encinitas Civic Center
505 S. Vulcan Avenue, Encinitas, California

What is StormReady?

Americans live in the most severe weather-prone country on Earth. Each year, a startling 10,000 thunderstorms, 2,500 floods, 1,000 tornadoes, and an average of ten hurricanes impact the United States. Potentially deadly severe weather impacts every American. Communities can now rely on the National Weather Service's StormReady program to help them guard against the ravages of Mother Nature.

Ninety percent of all presidentially declared disasters are weather-related. Through the StormReady program, NOAA's National Weather Service gives communities the skills and education needed to survive severe weather - before and during the event. StormReady helps community leaders and emergency managers strengthen their local hazardous weather operations.

StormReady communities are better prepared to save lives from the onslaught of severe weather through better planning, education, and awareness. Communities have fewer fatalities and property damage if they plan.



Please fax to National Weather Service San Diego at 858-675-8712 by noon, March 25, 2002.

- Yes, I /We will attend the StormReady ceremony in Encinitas, March 27, 2002.
- No, sorry I cannot attend this ceremony. Send my congratulations to Encinitas' community leaders for this great achievement!

Name(s): _____

Title: _____

Organization: _____

Phone: _____ Email: _____

* Sample re-recognition letter for jurisdictions that applied using the old StormReady form prior to the release of the updated StormReady or combined Storm/TsunamiReady form - - OMB Control # 0648-0419, Expires 06/30/2006.

National Weather Service
100 Any Town Road
Any Town, USA 00000

March 2, 2004

Any County Disaster and Emergency
Services Coordinator
200 Big Town Road
Any Town, USA 00000

Mr. Emergency Manager,

Your 3-year original designation period for (name of jurisdiction) as a StormReady Community is about to expire. Upon review of the original application (two copies attached), and with the current systems in place, we would like to recommend that (name of jurisdiction) be renewed for another 3 years as a StormReady Community. You and the National Weather Service have had an excellent working relationship within the community, and (name of jurisdiction) continues to maintain and improve on the warning communications and dissemination systems that serve the community. Your signature below, along with the current date, verify that you would like to continue the StormReady status. Please return this signed paper to the National Weather Service, 100 Any Town Rd, Any Town USA, 99999. The additional copy is for your records. If you have any questions, please contact the Local StormReady Advisory Board members listed below.

Thank you,

Ms. MIC
Meteorologist in Charge
NWS Any Town
100 Any Town Rd.
Any Town, USA 00000
(999) 555-5555

Mr. WCM
Warning Coordination Meteorologist
NWS Any Town
100 Any Town Rd.
Any Town, USA 00000
(999) 555-5555

Mr. State EM Designee
State of ?? Disaster and Emergency Services
1000 State Street
Any State, USA 00000
(999) 555-5555

The town of Any Town, USA would like to continue the StormReady designation for another 3 years, expiring in March of 2007.

Mr. EM, Any County Disaster and Emergency Services

* Sample re-recognition letter for jurisdictions that applied using the updated StormReady or combined Storm/TsunamiReady form - - OMB Control # 0648-0419, Expires 06/30/2006.

National Weather Service
100 Any Town Road
Any Town, USA 00000

March 2, 2004

Any County Disaster and Emergency
Services Coordinator
200 Any Town Road
Any Town, USA 00000

Mr. Emergency Manager,

Your 3-year original designation period for (name of jurisdiction) as a StormReady Community is about to expire. Upon review of the original application (two copies attached), and with the current systems in place, we would like to recommend that (name of jurisdiction) be renewed for another 3 years as a StormReady Community. You and the National Weather Service have had an excellent working relationship within the community, and (name of jurisdiction) continues to maintain and improve on the warning communications and dissemination systems that serve the community.

Your signature in the "Signature in Renewal Year" Section of the form on page 8, along with your office name, title, and current date, will verify that you would like to continue with your StormReady recognition. Please return this signed application to the National Weather Service, 100 Any Town Rd, Any Town USA, 99999. The additional copy is for your records. If you have any questions, please contact the local StormReady Advisory Board members listed below.

Thank you,

Ms. MIC
Meteorologist in Charge
NWS Any Town
100 Any Town Rd.
Any Town, USA 00000
(999) 555-5555

Mr. WCM
Warning Coordination Meteorologist
NWS Any Town
100 Any Town Rd.
Any Town, USA 00000
(999) 555-5555

Mr. State EM Designee
State of ?? Disaster and Emergency Services
1000 State Street
Any State, USA 00000
(999) 555-5555

*Sample "Letter of Intent to Renew" for jurisdictions unable to meet their re-recognition application deadline.

NWS Any Town
100 Any Town Rd.
Any Town, USA, 00000

October 1, 2004

Dear Any Town MIC,

Our 3-year StormReady recognition period for Any Town, USA is about to expire. Unfortunately, due to unforeseen circumstances, we will not be able to re-apply before the expiration date.

I am providing this letter of intent to assure you that Any Town wishes to maintain its StormReady recognition status. We will continue to work with our local StormReady Advisory Board to complete the re-recognition process in the most expedient manner possible.

Our community and the National Weather Service have an excellent working relationship. Any Town is dedicated to maintaining and improving the warning communications and dissemination systems that serve our community. We look forward to continuing our partnership and working closely with your office.

Sincerely,

Director, Emergency Management
Any Town, USA