



## Significant Event Notification Procedures to Alaska Region Headquarters

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1. Purpose. Establish procedures to be used by Alaska Region offices for reporting significant weather and other specified events.
  
2. Background. Whenever a significant event impacts the Area of Responsibility of a Weather Forecast Office (WFO), the Alaska Pacific River Forecast Center (APRFC), the Alaska Aviation Weather Unit (AAWU), or the West Coast and Alaska Tsunami Warning Center (WCATWC), or a significant event occurs at any National Weather Service (NWS) office, it is important that notification be passed to the Office of Climate, Water, and Weather Services (OCWWS) as soon as possible. This information will be used to brief officials at various levels of government, including NWS, National Oceanic and Atmospheric Administration and Department of Commerce. Although the information is very important, an office will not compromise warning operations during an ongoing event to submit this information.
  
3. Events to Report. Events should be reported when considered significant. Regardless of the cause, events resulting in any of the following are always considered significant:

<i><b>Incident</b></i>	<i><b>Local Action</b></i>	<i><b>ROC Action</b></i>
Employee fatality and/or serious injury to on-duty NWS employee.	<b>Call Regional Operations Center (ROC) 907-271-6540</b>	<b>Contact Regional Director/SOD Chief/ESSD Chief Notify NWS Ops Center &amp; Prepare For The Record memorandum (NWSI 10-1603) Contact SOD Chief</b>
Injury requiring professional medical attention to on-duty NWS employee.		
Any civil disturbance impacting on-duty NWS employees or facility.		
Extended non-routine decision support services, e.g., HAZMAT.		
Major damage to an NWS facility.		

3.1. Hydrometeorological Events. Hydrometeorological events in order to be considered significant for reporting purposes, must satisfy one or more of the following criteria, as specified below:

<i><b>Incident</b></i>	<i><b>Local Action</b></i>	<i><b>ROC Action</b></i>
Winter storms, blizzards, coastal floods, high winds, floods, severe thunderstorms, lightning, temperature related events, etc. which result in fatalities, serious injury, and/or major property damage.	<p align="center"><b>Call Regional Operations Center (ROC) 907-271-6540</b></p>	<p align="center"><b>Notify NWS Ops Center &amp; Prepare For The Record memorandum (NWSI 10-1603)</b></p>

3.2. Accident Resulting from a Hydrometeorological Event. Accidents, where weather is the suspected cause, in order to be considered significant for reporting purposes, must satisfy one or more of the following criteria, as specified below:

<i><b>Incident</b></i>	<i><b>Local Action</b></i>	<i><b>ROC Action</b></i>
Weather related marine accident which results in any fatality or serious injury.	<p align="center"><b>Call Regional Operations Center (ROC) 907-271-6540</b> AAWU will generate an <b>Other Aviation (OAV) report (section 4.2)</b></p>	<p align="center"><b>Notify NWS Ops Center &amp; Prepare For The Record memorandum (NWSI 10-1603)</b></p>
Weather related aircraft accident which results in any fatalities or serious injuries, involves important or widely known public figures, or might result in unusual public interest and/or national media attention.		

3.3. Non-Hydrometeorological Events. Non-hydrometeorological events in order to be considered significant for reporting purposes, must satisfy one or more of the following criteria, as specified below:

<i><b>Incident</b></i>	<i><b>Local Action</b></i>	<i><b>ROC Action</b></i>
Wildfires, tsunamis, earthquakes, volcanic eruptions, avalanches, hazardous substance accidents, e.g., nuclear fallout, etc. which result in fatalities or serious injuries, or might result in unusual public interest and/or national media attention.	<p align="center"><b>Call Regional Operations Center (ROC) 907-271-6540</b></p>	<p align="center"><b>Notify NWS Ops Center &amp; Prepare For The Record memorandum (NWSI 10-1603)</b></p>

4. Procedure. WFOs, the AAWU, and the WCATWC are responsible for making notification calls and provide initial details to the ROC, and the ROC is responsible for issuing the “For The Record” (FTR) memorandum. Weather Service Offices (WSOs), the APRFC and the Center Weather Service Unit (CWSU) shall provide support during their normal operating

hours. Field offices should not assume reportable events that originate outside a field offices area of responsibility have been reported and are obligated to notify the ROC to ensure situational awareness.

Time is of the essence for initial notification to the NWS Operations Center within OCCWS. Offices are to notify the ROC of the event as soon as possible by telephone. The ROC will provide written report reports to the appropriate offices, making every attempt to do so immediately (within the first hour following the event). For events that occur after normal business hours NWS Operations Center requires notification no later than 1200 UTC.

4.1. Notification Call. Report the event to the ROC by calling the ROC Hotline **(907) 271-6540**. This phone number is monitored 24/7 by the ROC duty officer. Be prepared to provide the following information:

- Event description (Location of Event and Date/Time of Event)
- Number of fatalities and/or injuries (provide estimates if exact numbers unknown)
- Extent of damage
- Point of contact and phone number

4.2. Notification Reports. The Alaska Aviation Weather Unit (AAWU) has statewide responsibility for preparing and issuing the “Other Aviation” (OAV) report, addressed to the Forensic Services Manager, under WMO product header NOAK58, for aircraft accidents meeting criteria in section 3.2. For major aviation and marine accidents, the ROC will prepare an FTR memorandum using the format found in NWSI 10-2004, Accident Notification and Response. For other types of events, use the format found in the parent directive, 10-1603, Significant Event Reporting. Since time is of the essence, use “UNKN” or “N/A” when necessary so that the report will be timely, but impact to operations will be minimized.

As situations unfold and more information becomes available a follow-up telephone call to the ROC duty officer should be made to convey the new information.