

***NATIONAL WEATHER SERVICE SOUTHERN REGION SUPPLEMENT 07-2005  
APPLICABLE TO INSTRUCTION 10-1603  
April 4, 2011***

***Operations and Services  
Performance, NWSPD 10-16  
Significant Event Report, NWSI 10-1603***

***NOTIFYING SOUTHERN REGION HEADQUARTERS OF SIGNIFICANT EVENTS***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**Certified by:** W/SR1 (J. Ladd)

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***SUMMARY OF REVISIONS:*** This supplement supersedes Southern Region Supplement 07-2005 dated March 12, 2009.

The following changes were made to this issuance:

1. Changed criteria for aircraft accidents.
2. Updated FTR SR Template
3. Changed URL to new ROC webpage.

<signed>

March 21, 2011

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Bill Proenza  
Regional Director

Date

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1. Purpose. Establish procedures to be used by Southern Region offices for reporting significant weather and other specified events.
2. Procedure. Whenever a significant hydrometeorological event impacts an office's County Warning Area or Hydrological Service Area, or a significant event occurs at the office itself, it is important that notification be passed to Southern Region Headquarters (SRH) as soon as possible, and no later than 3 hours after the event (follow-up information can be sent to SRH after the initial notification). This rapid notification will enable Regional and National Headquarters staff to assist in office recovery, document and communicate decision support services, and offer any additional support that may be needed. In most cases, a significant event will require a report to be completed and sent to National Weather Service Headquarters. These reports will be used to brief officials at various levels of government, including NWS, NOAA and DOC.

Although this information is very important, an office will not compromise warning operations during an ongoing event to submit this information.

Where warranted, WFOs and RFCs may combine reports/information to send to SRH to eliminate duplication.

2.1 Events to Report. Events (both hydrometeorological and non-hydrometeorological) should be reported when considered significant. Significant hydrometeorological events are those that directly (see Section 2.1.1 for more information on direct vs indirect events) result in one or more of the following:

- One or more fatalities;
- 3 or more serious injuries;
- Extensive property damage;
- Extensive travel, infrastructure, or other societal impact; or
- Widespread national media interest.

An example of a significant hydrometeorological event is a severe thunderstorm outbreak with large hail, tornadoes, damaging straight-line winds, flooding, and/or winter storms that result in any of the above criteria.

Some direct hydrometeorology events, in order to be considered significant, must satisfy different criteria. The following events must be reported when any or all of the associated criteria are satisfied:

- ***Heat episodes*** when resulting in 5 or more fatalities.
- ***Lightning events*** when resulting in 3 or more fatalities.
- ***Major marine accidents*** when resulting in:
  - One or more fatalities, with weather being a suspected cause;
  - Loss of a vessel that is more than 40 feet in length and/or 100 gross tons in weight, with weather being a suspected cause;
  - Property damage (to the vessel and/or its cargo) estimated to equal or exceed \$500,000, with weather being a suspected cause;

- Widespread marine pollution (from oil or other hazardous substance), with or without weather being a suspected cause;
  - The loss or involvement of widely known public figures, with weather being a suspected cause;
  - Actual or imminent regional or national media attention; or
  - The special provision of NWS spot observations or forecasts, or other decision support services to core partners in association with this event.
- ***Major aircraft accidents*** resulting in:
    - Five or more fatalities, regardless of weather conditions;
    - The loss or injury of widely known public figures;
    - Loss of a commercial passenger aircraft;
    - Actual or imminent national media attention
  - ***Hazardous substance spills or releases*** when resulting in:
    - One or more fatalities;
    - Significant or numerous injuries;
    - Extensive evacuations or sheltering in place;
    - Environmental damage; or
    - The special provision of NWS spot observations or forecasts, or other decision support services to core partners in association with this event

Significant non-hydrometeorological events, such as wildfires, tsunamis, earthquakes, volcanic eruptions, and avalanches, will be reported when resulting in:

- One or more fatalities;
- Significant or numerous injuries;
- Extensive evacuations;
- Major damage (e.g. to homes, bridges, roadways, communications infrastructure, etc.);
- The provision of NWS decision support services for major/significant events; or
- Actual or imminent national media attention.

Finally, regardless of the suspected cause, the following will be reported:

- One or more fatalities involving NWS employees;
- Any injury that requires professional medical attention to one or more on-duty NWS employees;
- Major damage to an NWS facility or vehicle; or
- Any civil disturbance impacting on-duty NWS employees or facilities.

2.1.1 Direct vs Indirect Impacts. As discussed in NWSI 10-1605, Storm Data Preparation, the determination of direct versus indirect causes of weather-related fatalities or injuries can be difficult.

A “direct” fatality or injury is one directly attributable to the hydro-meteorological condition itself, or to the impact of airborne/falling/moving debris or moving water caused by the hydro-meteorological event. Conversely, an indirect fatality or injury is not directly caused by impact or debris from the event (e.g., the weather event is a passive entity or condition). For indirect events, if widespread media interest or numerous fatalities have occurred, then you should report

the event. An example would be a large chain-reaction pileup of vehicles due to fog. Otherwise, isolated indirect events should not be reported.

Refer to NWSI 10-1605 Section 7 for numerous examples of direct and indirect fatalities and injuries for different weather phenomena. Direct versus indirect impacts caused by non-weather events should follow similar guidelines based on the type of event that has occurred. Isolated fatalities in single-vehicle automobile accidents occurring in rain-slick, icy, or foggy conditions are considered indirect impacts, and are not subject to significant event reporting. However, you may call SRH ROC to discuss any events you feel may warrant a report.

2.2 Notification Procedures to SRH. Time is of the essence in reporting significant events to SRH. Offices that are aware of significant events (as defined in Section 2.1) should call the SRH Regional Operations Center (ROC) as soon as possible, local warning operations permitting. This phone call serves as the Regional Headquarter's initial notification that an event has occurred. All the details of the event can be provided either at the time of this call, or via follow up calls or e-mails.

2.2.1 Initial Telephone Notification. Offices should notify the ROC using the following procedures:

- Call the ROC at (817) 978-1100 Ext. 147
- Provide the following details to the ROC Duty Officer (leave a message if no one answers; Duty Officer will be alerted):
  - 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

2.2.2 Follow-up Notification. If additional facts and information is gathered after the initial call to the ROC, use the following procedures to provide supplementary event information to the ROC by e-mail or phone:

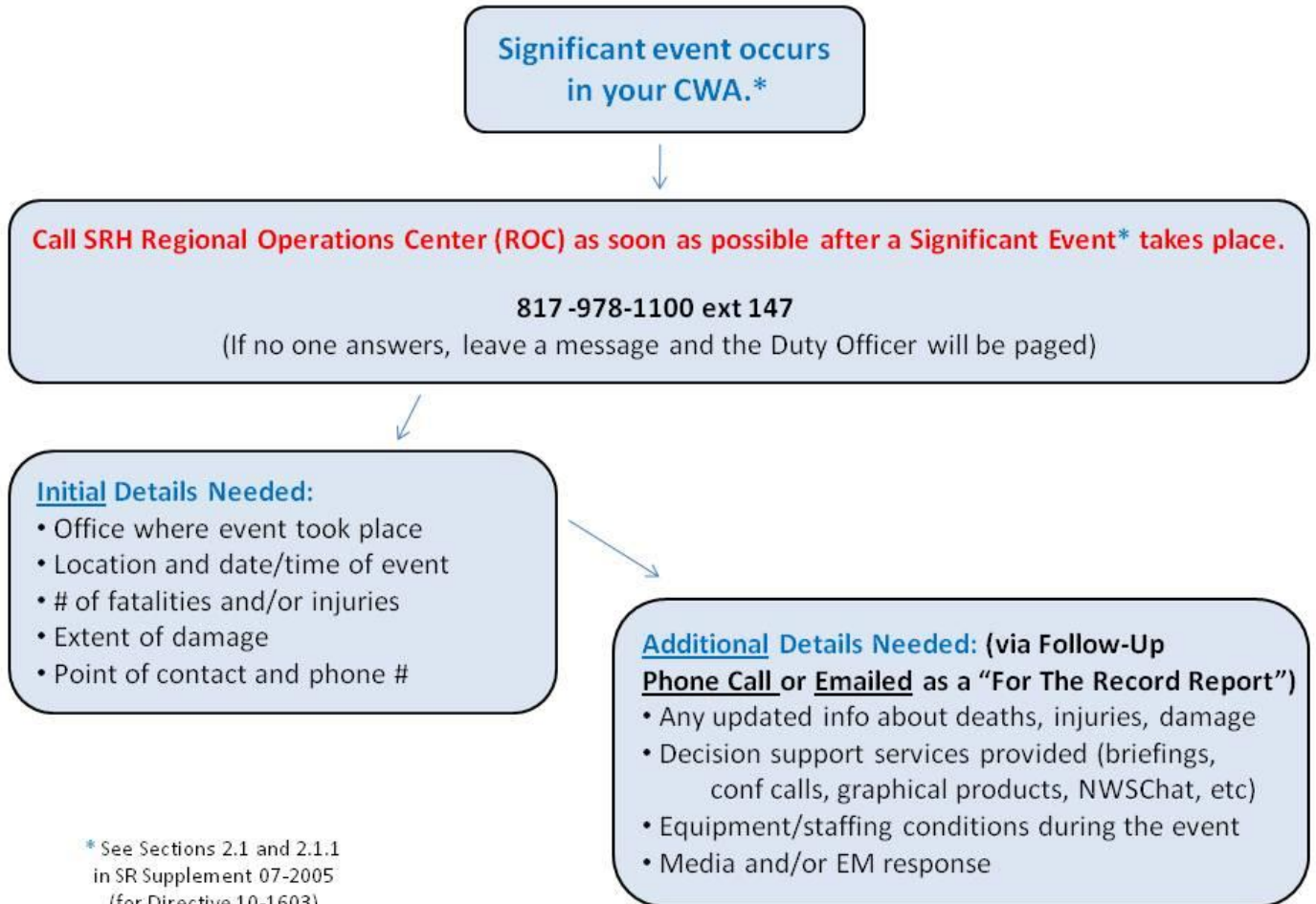
- If reporting via e-mail, use the following procedures:
  - Complete the “For The Record” (FTR) template found in Appendix A, or on the ROC Sharepoint page here:  
<https://srs/SRH/ROC/ROC%20Forms/Forms/AllItems.aspx>
  - When complete, e-mail the form as an attachment to the ROC at  
[SR-SRH.Roc@noaa.gov](mailto:SR-SRH.Roc@noaa.gov)
- If composing an FTR is not possible, then call the ROC with the following information:
  - Any updated information concerning deaths, injuries, or damage associated with the significant event.
  - Any decision support services provided by the office in association with the

event. Include any briefings, conference calls, graphical products, NWSChat sessions, or other decision support to emergency managers, other responders, or the media

- Equipment/Staffing conditions at the office during the event (if normal, say so)
- Media and/or emergency management response

2.3 Office Rendered Inoperable. If an office is rendered inoperable for any reason, SRH should be notified by either the inoperable office or its backup office as soon as possible by calling the ROC at (817) 978-1100 Ext. 147. Specific procedural details can be found in Section 3.1 of the SR Supplement “Backup Operations” under Directive 10-22.

**APPENDIX A –  
Flow Chart of Steps to Take When a Significant Event Occurs in Your CWA**



\* See Sections 2.1 and 2.1.1 in SR Supplement 07-2005 (for Directive 10-1603) for a listing of significant events to report

APPENDIX B - For The Record Memorandum Template



***National Weather Service  
Southern Region Headquarters  
Regional Operations Center***

Fort Worth, Texas

817-978-1100 x147

817-966-4172

[SR-SRH.ROC@NOAA.GOV](mailto:SR-SRH.ROC@NOAA.GOV)

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Bill Proenza  
Regional Director

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***Regional Event Report***

***[Subject of Event – Location, State]***

***[Day, Date of Report]***

***[Time of Report]***

**FROM:** *[First name/Last Name, Title, Office ]*

**EVENT:** *[Brief description of event ]*

**EVENT DATE/TIME:** *[ ]*

**LOCATION:** *[Precise location ]*

**OFFICE:** *[Name of NWS office ]*

**DEATHS:** *[Number of deaths ]*

**INJURIES:** *[Number of injuries ]*

**DAMAGE:** *[Brief description; include approximate numbers if known]*

**WATCHES:** *[Any watches in effect during event ]*

**WARNINGS:** *[Any warnings in effect during event ]*

**SERVICES:** *[Include all decision support ]*

**SYSTEMS:** *[List any system/comms problems during event]*

**MEDIA RESPONSE:** *[ ]*

*Any times listed pertaining to event occurrences and lead times associated with outlooks, watches and warnings are based on the best information available at the time this preliminary report was prepared. Subsequently, these data may be changed as time permits a more thorough investigation of the circumstances surrounding this event.*