Department of Commerce-National Oceanic & Atmospheric Administration-National Weather Service

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Operations and Services
Readiness, NWSPD 10-22
OPERATIONAL REPORTING

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

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Certified by: W/OPS1 (M. Paese)

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SUMMARY OF REVISIONS: Eliminated requirement for numbers SPOT forecasts; restructured events to be reported; clarified that numbers of briefings and products provided are to be accumulated during the reporting period; additional examples of reports added; minor editorial changes.

John McNulty, Jr.

Director, Office of Operational Systems

Date

Operational Reporting

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Operational Reporting

1 Purpose

This directive establishes criteria and reporting procedures based on Department of Homeland Security (DHS), Department of Commerce (DOC), and NOAA requirements. This directive ensures that the President, DOC, NOAA, and NWS senior management have the necessary information to ensure NWS is capable and continues to execute its Mission Essential Functions and meet the requirements of Homeland Security Presidential Directive (HSPD) – 7, Critical Infrastructure Identification, Prioritization, and Protection; HSPD-8, National Preparedness; HSPD-20, National Continuity Policy; Presidential Decision Directive (PDD) – 63, Critical Infrastructure Protection; National Response Plan (NRP); Federal Continuity Directive (FCD) – 1, Federal Executive Branch National Continuity Program and Requirements,; Executive Order (EO) 12656; NOAA Administrative Order (NAO) 210-100, All Hazards Incident Management; and, NWS Directives 10-22, Readiness. The directive also helps to ensure NWS continues to respond to requests for information from the Executive Branch, DOC, NOAA, the media, and other interested parties.

2 Authorities.

- a. 15 U.S.C. 313, Weather Service Organic Act
- b. Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*;
- c. HSPD 7, Critical Infrastructure Identification, Prioritization, and Protection;
- d. HSPD 8, National Preparedness;
- e. HSPD-20, National Continuity Policy;
- f. Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and Requirements, February 2008
- g. Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities;
- h. EO 13286, Amendment of Executive Orders and Other actions in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security;
- i. National Response Plan (NRP), February 2006, and associated annexes.
- j. NOAA Administrative Order (NAO) 210- 100, All Hazards Incident Management

3 Duties and Responsibilities

3.1 Assistant Administrator and Deputy Assistant Administrator for Weather Services

The Assistant Administrator (AA) or Deputy Assistant Administrator (DAA) will review all operational reports and identify those which will be forwarded to NOAA and DOC leadership. The AA or DAA may designate this responsibility to the NWS Homeland Security Activities Director or other designee.

3.2 Headquarters Offices

Headquarters Offices will prepare and submit reports in accordance with this instruction.

The NWS Homeland Security Activities Director will be responsible for consolidating the required reports from Headquarters Offices and submitting to the AA or DAA.

3.3 Regional Headquarters and Centers

Regional Headquarters and the National Centers for Environmental Prediction (NCEP) will review and consolidate reports from subordinate organizations and forward to NWS Headquarters.

3.4 Field Offices

Field offices will prepare and submit operational reports as required by this directive to the next higher organizational authority except when operational requirements dictate otherwise.

4 Procedures

NWS Situation Reports (SITREPs) draw from many sources and will provide NWS leadership with a concise picture of events and the status of the organization. Rapid reporting is imperative. Do not delay an initial report for lack of information. Due to the extremely time sensitive nature of some of the information required by higher headquarters, submit an initial report as soon as practical and use followup reports as more information becomes available.

4.1 When Submitted

NWS SITREPS are the first tier of a many tiered reporting system which serves to inform senior leadership from the line office level (NWS) to agency (NOAA) to Department level (DOC) and, in some cases higher, of the ability of the Executiive Branch of the government to continue to perform their essential functions. Consolidated reports are submitted Department-level twice daily at 4:00 AM (EST) and 4:00 PM (EST) and to the Department of Homeland Security, as the collection agency for the Executive Branch, at 5:00 AM (EST) and 5:00 PM (EST). To supprt these higher level reporting requirements, reports from NWS FMC's will be submitted to arrive at NWS Headquarters not later than 12:00 PM (noon) (EST) unless otherwise directed. Unless directed otherwise, include most recent information as of 6:00 AM (EST).

4.2 Address for submission

Reports will be submitted to the NWS ICC Desk (nws.icc@noaa.gov) in accordance with the procedures in paragraph 4.1 above and the format specified in paragraph 4.4

4.3 Events to report

Reports will be submitted for the following situations:

- a. Reports of serious injury or death of an NWS employee will be submitted in accordance with NWS Policy Directive 50-11, *Occupational Health, and Safety*;
- b. Staffing changes to support events such as augmentation to support National Special Security Events (NSSEs), service backup, other augmentation (either to office or deployed), etc.;
- Operational changes to support non-routine activities such as requests for spot forecasts for wildfires, large scale disaster recovery operations, HAZMAT incidents, or special events, supplemental upper air runs for severe weather or hurricane support;
- d. Briefings provided to local, state, or national government representatives; and, news media regarding the incident
- e. Damage to NWS facilities. Hydrometeorological events. Report in accordance with NWSI 10-1603, *Significant Event Reporting*, and,
- f. NWS equipment outages. Report in accordance with NWSI 30-2112, Reporting Systems, Equipment, and Communication Outages.

4.4 Information to be included in reports

4.4.1 The following information will be included in all reports.

- a. Event Name and Report Number (number sequentially beginning with the first report for the incident)
- b. Office and contact information of person submitting report.
- c. Date and time of the report (Local time).
- d. Date and time of the incident. (Local time)
- e. Event description.

4.4.2 Staffing changes

Include the information in paragraph 4.4.1 and the following information when applicable:

- a. Total number of employees, breakout:
 - 1. Total of Federal employees and total number of contractors assigned
 - 2. Total staff available for duty
- b. Injuries/fatalities (report in accordance with NWS Policy Directive 50-11, *Occupational Safety and Health*)

- c. Number of staff detailed in and/or out
- d. Include expected duration of the change in the initial report
- e. Summary of duties performed by staff reported in 4.4.4c.

4.4.3 Support to non-routine activities

Include the information in paragraph 4.4.1 and the following information when applicable:

- a. For support to non-routine activities such as spot forecasts for wildfires; support to HAZMAT incidents, or special events; supplemental upper air observations for severe weather or hurricane support; HYSPLIT, etc. Include the information requested in 4.4.1 and:
- b. Nature of the additional staff support, e.g., spot forecast, supplemental upper air observation, etc. (if not reported in 4.3c)
- c. Reason for the support
- d. Expected duration of the requirement (if not reported in 4.3f)
- e. Number and type of products provided
- f. Name and contact information of requester

4.4.4 Interviews and briefings for local, state, or national government representatives or local, state, regional, or national news media specific to the incident

For interviews and briefings for news media, or local, state, or national government representatives regarding the incident, include the information requested in 4.4.1 and provide a summary of who was briefed, their affiliation, the circumstances, and information provided.

4.4.5 Damage to NWS facilities

For damage to NWS facilities, include the information requested in 4.4.1 and,

- a. Extent of damage, percent of building remaining habitable;
- b. Estimated date when facility will be available for occupancy; and,
- c. Amount and type of equipment damaged and repairable, damaged beyond economical repair, or lost/destroyed.

APPENDIX A - Definitions.

Man-made Incident. A chemical, biological, radiological, nuclear, or high yield explosive weapons occurrence or event requiring an emergency response to protect life or property;

Geologic Event. Includes but is not limited to earthquake, volcanic eruption, tsunami, etc.

Incident Coordination Center (ICC). The ICC serves as the NOAA Command Center during an incident to ensure coordinated delivery of NOAA essential functions, supporting activities and capabilities; links the NOAA Desk in the National Operations Center (NOC) to the NOAA Line and Staff offices; synthesizes information received from coordinating and liaison personnel to maintain NOAA-level situational awareness and common operating picture; and, ensures appropriate levels of engagement by NOAA executive management.

Media Interest. Media interest will be considered whenever a representative of the local, regional, or national means of mass communication, including television, radio, magazines, and newspapers, including production staff contacts an office.

National Special Security Event (NSSE). A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

National Capital Region (NCR). Includes Montgomery, Prince George's and Frederick counties in Maryland; the District of Columbia; and, Fairfax, Loudoun, Arlington, and Prince William counties, and the independent cities of Alexandria, Fairfax, and Manassas in Virginia.

Significant Hydrometeorological Events. Significant hydrometeorological events directly result in at least one fatality, numerous injuries requiring hospitalization, extensive property damage, or widespread media interest. Heat episodes with fewer than 5 fatalities and less than 3 lightning fatalities are not considered significant hydrometeorological events.

Significant NWS-related Events. NWS-related significant events include, but are not limited to, situations where there are one or more employee fatalities or injuries occurring in the line of duty; major damage to an NWS facility; civil disturbances affecting NWS employees or installations; results of terrorist acts requiring provision of weather services; toxic spills or nuclear incidents requiring the provision of hydrometeorological services; wild fires, tsunamis, avalanches, and volcanic eruptions, requiring the provision of services from the NWS; and weather-related marine and aviation accidents as defined in Directive 10-20, Forensic Services.

Situation Report (SITREP). A written, formatted report that provides a picture of the response activities during a designated reporting period.



APPENDIX B - Example Situation Report



Southern Region Headquarters Regional Operations Center

Xxxx Xxxxx Director

Mailing Address: 819 Taylor St., 10A26

Ft. Worth, TX, 76102

Contact Numbers:

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Xxxx Xxxxx Deputy Director

Situation Report: Additional Inland Impacts from Hurricane Katrina, August 29-September 1, 2005 Regional Impact and Operations Statement # 33 1130 AM EDT 08/31/2005

Today's updated information in yellow shade

Impacts

Weather Forecast Office (WFO) Status

WFO New Orleans

Staff:

One staff member is unaccounted for. The last known whereabouts were that he was at the home of his brother in Chalmette, LS in St. Bernard Parish, just east of New Orleans. LA State Police have received a SRH request to assist with finding him. The rest of the staff is OK and accounted for. Most of the staff is residing at the WFO at the present time. Early reports indicate that many of the staff members' homes have sustained some damage in the Slidell area. Up to 5 homes possibly destroyed and 11 homes have considerable damage. All other homes have minor to moderate damage.

Facilities/Operations:

All communications are down at the Forecast Office, including NAWAS. Contact has been established with the office with a strong signal via two satellite phones. Five satellite phones are on the way. The LIX radar is down as the bull gear is inoperative and metal was found in the oil. Two technicians from the Radar Operations Center have arrived at the site and have begun to assess the radar. AWIPS is operational and receiving data via the satellite dish. However, MCI provides WAN communications to WFO, and MCI communications center in New Orleans is out

of service due to flooding. This is preventing all dissemination of data from the WFO. ASOS' at McComb (MCB), New Orleans (MSY), New Orleans (NEW), and Slidell (ASD) have lost power or have communications problems. WFO Mobile is continuing to back up operations for WFO New Orleans. Upper Air is operational with radome door and remote panel damaged. RSOIS is operational. NOAA/NWS sign missing. Roof is leaking in many areas.

SOD Convoy to WFO Slidell:

A SRHQ convoy (lead by SOD) is headed to the New Orleans/Slidell office to deliver supplies. The first convoy arrived yesterday afternoon to the delight of the office. This convoy delivered one U-Haul, a travel trailer with air conditioning and a motor home with toiletry operations and air conditioning. The U-Haul was carrying seven generators, one ice maker, 15 poly tarps, five chain-saws, 120 gallons of gasoline, and water. The second convoy is expected to arrive this afternoon. They will be bringing a U-Haul, two government vehicles and one rental vehicle. The U-Haul is carrying four NWR antennae, plywood, and 20 cases of MREs.

WFO Lake Charles – Communications are down due to the same MCI outage in New Orleans described above. The KLCH and KPOE radar and AWIPS are operational. The KLCH radar is operational; however communications issues are preventing its products from being disseminated. A work around is currently being looked into. The KPOE radar has been routed through SRH and its products are now available. All staff members are OK and WFO is adequately staffed. WFO Houston is continuing to back up operations for WFO Lake Charles. Two forecasters have been sent to WFO Houston to assist with backup operations.

WFO Jackson – Wideband communications are down, due to the same MCI outage in New Orleans described above. Outbound communications are limited to MICs' Treo cell phone; however the office can receive incoming phone calls. The KDGX and KGWX radars and AWIPS are operational and radar data are going out through the efforts from Network Control Facility (NCF) and Radar Operations Center (in Norman). ASOS at Hattiesburg (HBG) have lost power or have communications problems. Some minor damage to a window at the WFO was reported. The EMWIN satellite dish was also blown off the roof.

WFO Huntsville is continuing to back up operations for WFO Jackson. Four forecasters have arrived from WFO Jackson to WFO Huntsville to assist with backup operations. All staff is OK. Some superficial damage to a few staff members' homes was reported.

WFO Mobile — All communication capabilities have been re-established. KEVX radar is back up. ASOS' at Gulfport (GPT), Biloxi (BIX) and Pascagoula (PQL) have lost power or have communications problems. Otherwise the other WFO equipment is operational and the WFO is adequately staffed. The office is currently conducting back-up operations for WFO New Orleans.

WFO Shreveport – Currently operating on AWIPS dial-up backup. Internet connectivity has been restored - all equipment is operational and the WFO is adequately staffed.

WFO Houston – All equipment is operational and the WFO is adequately staffed. The office is currently conducting back-up operations for WFO Lake Charles.

WFO Tallahassee - All equipment is operational and the WFO is adequately staffed. Backup of WFO Mobile grids is underway.

WFO Huntsville – All equipment is operational and the WFO is adequately staffed. The office is currently conducting back-up operations for WFO Jackson.

WFO Nashville – All equipment is operational and the WFO is adequately staffed.

WFO Birmingham – All equipment is operational and the WFO is adequately staffed.

WFO Memphis – All equipment is operational and the WFO is adequately staffed.

MCI Communications Status – SRHQ has been in constant contact with MCI. A reroute of multiple MCI circuits was not successful. MCI now estimates down time to be another week in LA and MS for the WFOs and RFCs.

NOAA Weather Radio Status

10 transmitters down in WFO Slidell's area due to communications problems

All transmitters in Mississippi are down due to communications problems. Due to a shortage of gas in Mississippi, assessment of NWRs in Mississippi have been postponed

1 transmitter is down in WFO Mobile due to communications problems

5 transmitters are down in the WFO Lake Charles area due to communications problems

River Forecast Center (RFC) Status

Southeast RFC - All equipment is operational and the RFC is adequately staffed. 24-hour operations will discontinue tonight at 11pm.

Lower Mississippi RFC – All communications are down, due to the same problem with MCI listed above. Three staff members from the Lower Mississippi RFC (Slidell) have arrived at West Gulf RFC (Dallas/Fort Worth) today and will begin backup operations at 10pm CDT this evening.

Center Weather Service Unit (CWSU) Status

All sites adequately staffed and all equipment is operational.

Southern Region Headquarters (SRH) Status

SRH Regional Operations Center (ROC) remains at Level 4 operations, and will do so until further notice.

Significant Partnering and Coordination

Operations at LA State EOC in Baton Rouge: One SRH meteorologist has been deployed to Baton Rouge since Sunday, providing liaison briefing services to the State EMA.

All WFOs providing extensive coordination between the WFO Emergency Management Agencies, and also providing numerous media interviews.

SRH ROC - Providing support to WFOs and RFCs, FEMA Region 6, FEMA Region 4, and Texas Division of Emergency Management. ROC is conducting numerous interviews with media, including with media from London, Israel, and Canada.

SRH Systems Operations Division – members of SRH SOD are making final preparations to transport generators and other equipment by convoy down to Slidell today, with a second load planned to depart on Wednesday.

The Radar Operations Center and the Network Control Facility have been instrumental in rerouting radar data and made available to the WFOs and the web. The sites include: DGX, POE, EVX, and GWX.

Xxx Xxxx, Southern Region Operations Officer xxx-xxxxxx

Summary of Service Backup and Deployment Activities in Support of Post-Katrina Response (Last update 3 PM EDT, 9/01/05)

Service Backup of WFO Jackson by WFO Huntsville:

WFO Huntsville is currently providing service backup to WFO Jackson, due to a continued disruption in the telecommunications at Jackson. The following forecasters have been deployed from WFO Jackson to WFO Huntsville:

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Xxx Xxxx (xxx-xxx-xxxx)
Xxx Xxxx (xxx-xxx-xxxx)
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These forecasters (with assistance from forecasters at WFO Huntsville) are providing warnings, forecasts, and other services for the WFO Jackson county warning area. They are expected to stay there through Sunday in support of backup operations. Additional forecasters from Jackson will be rotated to Huntsville this weekend if needed. WFO Huntsville's operational phone number is: xxx-xxx-xxxx.

Service Backup of WFO Lake Charles by WFO Houston:

WFO Houston is currently providing service backup to WFO Lake Charles, due to a continued disruption in the telecommunications at Lake Charles. The following forecasters have been deployed from WFO Lake Charles to WFO Houston:

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Yyy Yyyy (xxx-xxx-xxxx)
Yyyy Yyyy (xxx-xxx-xxxx)
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These forecasters (with assistance from forecasters at WFO Houston) are providing warnings, forecasts, and other services for the WFO Lake Charles county warning area. They are expected to stay in Houston for the next several days. WFO Houston's operational phone number is: xxx-xxx-xxxx

Service Backup of WFO New Orleans by WFO Mobile:

WFO Mobile is currently providing service backup to WFO New Orleans, due to a comprehensive disruption in telecommunications at New Orleans. Two forecasters have been deployed from WFO Birmingham to WFO Mobile. They are:

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Zzzz Zzzzz (xxx-xxx-xxxx)
Zzzz Zzzzz(xxx-xxx-xxxx)
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They are expected to arrive in Mobile this evening, and will assist Mobile staff in providing backup services for WFO New Orleans, beginning at midnight tonight. At that time, WFO

Mobile will resume production of their NDFD gridded forecasts, which are currently being produced in backup mode by WFO Tallahassee. WFO Mobile's operational phone number is: xxx-xxxx

Partial Service Backup of WFO Mobile by WFO Tallahassee:

WFO Tallahassee is currently producing NDFD gridded forecasts in service backup mode for the WFO Mobile forecast area. As noted above, Tallahassee will relinquish this activity to Mobile at midnight tonight, once additional forecasters are deployed to Mobile. WFO Tallahassee's operational phone number is: xxx-xxx-xxxx.

Partial Service Backup of Lower Mississippi RFC by West Gulf RFC:

Two individuals from the LMRFC and one individual from Southern Region Headquarters (Keith Stellman) have been executing backup RFC operations from the WFO in Memphis, TN since the afternoon of August 29. Due to communications outages/failures associated with Katrina, and continued instabilities with communications throughout the Lower Mississippi Valley, LMRFC backup operations will be conducted from the WGRFC in Fort Worth beginning Thursday night, September 1, at approximately 1000 pm CDT. LMRFC backup operations from WFO Memphis will cease at approximately noon on September 1.

Xxx xxxx and Yyyy yyyy will leave Memphis at noon today, and return to Slidell to be with their families. Yyyy Yyyy will drive back to Fort Worth with the RFC backup equipment and will work with individuals at the WGRFC to set up the backup system.

Three other individuals from the LMRFC will drive to Fort Worth to conduct LMRFC backup operations at the WGRFC. An administrative message will be sent to all offices informing them of this change in LMRFC backup operations.

The LMRFC is generating and disseminating river/flood forecasts (including the Lower Ohio/Lower Mississippi main stem river forecast product), flash flood guidance, and quantitative precipitation forecast text products in backup mode.

Deployment of SRH Personnel:

The following members of SRH were deployed to Slidell, Louisiana on Tuesday to assist with office restoration and staff support:

These individuals are at the WFO New Orleans facility, and are assisting the staff and their family members with subsistence and restoration activities at the office. These individuals have transported generators, tarps, fuel, an ice maker, and other equipment in support of the Slidell facility. Among their other activities, they are currently seeking diesel fuel to replenish the office generator. They have also engaged local officials to acquire security for the facility.

The following members of SRH were deployed to Slidell, Louisiana Wednesday to assist with office restoration and staff support:

These individuals are driving vehicles, and will be arriving at WFO New Orleans (Slidell) sometime this afternoon. They are also transporting various equipment and supplies in support of the Slidell facility. Rusty Billingsley and Larry Van Bussum are deploying to Slidell to establish an IMET portable data reception/transmission system, for use by the WFO and/or local incident commanders.

Southern Region ROC Status:

The Southern Region ROC has been in Level 4 (24 hrs/day) operations since last Wednesday in support of Hurricane Katrina. A large number of SRH staff members have been actively engaged in support of the SRH ROC since last Wednesday. The following is a partial list of individuals who have been engaged in ROC activities:

In addition, several other members of the Systems Operations Division and Administrative Management Division have provided direct support of ROC activities.

SRH Deployment to Louisiana Office of Emergency Preparedness:

SRH staff member xxxx xxxx has been deployed to the LA Homeland Security Operations Center in Baton Rouge since Sunday. She is providing active support to state of Louisiana emergency management officials, as well as to WFO Slidell, WFO Mobile, and SRH. Her phone number at the OEP is: xxx-xxx-xxxx.

Radar Operations Center Deployments:

Two Radar Operations Center personnel have been deployed to Slidell, LA to evaluate the condition of the KLIX 88D. The lead member is Xxxx xxxxx (xxx-xxxxx); the second individual's name and phone number is unknown at this time.

Summary of Staff Complements at WFOs/RFCs affected by Katrina:

WFO Birmingham: 26 employees, 26 accounted for

WFO Jackson: 27 employees, 27 accounted for

WFO Lake Charles: 24 employees, 24 accounted for

WFO Mobile: 22 employees, 22 accounted for

WFO New Orleans (Slidell): 30 employees, 29 accounted for

Lower Mississippi River Forecast Center: 15 employees, 15 accounted for

Fire at NMAO's Marine Operation Center - Pacific, Seattle, Washington

At approximately 0130 (1:30 AM) PDT fire broke out at the Marine Operations Center – Pacific (MOC-P) which is located at 1801 Fairview Avenue East, Seattle, Washington. HSOC contacted NMAO Headquarters at 0645 EDT with a report that "SEC Seattle is responding to a fire aboard a 300-ft moored NOAA vessel on Lake Union." Fire appears to have started under the pier. Cause of fire is unknown as of this time.

Status Report as of noon EDT (0900 PDT)

There were no injuries to NOAA employees

Fire Damage (see diagram below for pier and building locations)
As of noon no MOC personnel have been able to enter the facility. These damage assessments are from fire personnel and visual reports.

- Fire has severely damaged both pier A and pier B.
- Destroyed the buildings labeled "shops" and "boiler shed".
- The "office" building has sustained some damage to the exterior, interior status unknown.
- Remaining buildings appear ok.

Ships/Boats

- NOAA ship McArthur, which was in berth B4, has been moved to Lake Union Drydock temporarily. NOAA ship Assertive, which was in berth A3, has been moved to NOAA's Sand Point pier. Both McArthur and Assertive sustained exterior heat damage.
- Small boats (Karluk and Launch 1214) were moved to Lake Union drydock and appear intact.
- Work boat and zodiac destroyed.
- Further assessments will be completed.

Personnel

- Security guard was the only person on the facility at the time of the fire.
 Accounted for and safe.
- 38 personnel were to report to work, 36 have been accounted for.
- Local media was contacted and requested to announce that NOAA employees working at the Marine Center do not have to report to work today.
- Marine Operations Centers (MOC) has contacted WFMO verifying that employees can be granted Administrative Leave today. MOC will work with WFMO on the status of employee for tomorrow and beyond.

Facilities

- Power distribution panel appears to be melted therefore no power to facility.
- Seeking temporary office space at Sand Point.

Seeking temporary pier space for active NOAA ships.

Public Affairs

- In coordination with NOAA PA (S. Smullen) a local PA contact point established (B. Gorman).
- Commanding Officer MOC-P (Capt. Mark Ablondi) will be NMAO's point person.
- NMAO will generate SITREP for this event. First SITREP will be distributed end of day today and daily after.

Ship Operations

 As of 0900 EDT operational command for all west coast ship operations was transferred from MOC-P to MOC-A. Until MOC-P is fully operational, this will transfer will remain in effect.