NATIONAL WEATHER SERVICE SOUTHERN REGION SUPPLEMENT 07-2005
APPLICABLE TO INSTRUCTION 10-1603
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Operations and Services
Performance, NWSPD 10-16
Significant Event Report, NWSI 10-1603

NOTIFYING SOUTHERN REGION HEADQUARTERS OF SIGNIFICANT EVENTS

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

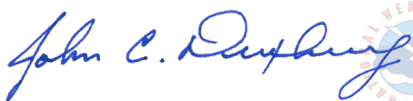**OPR:** W/SR11x5 (M. Bailey)   **Certified by:** W/SR1 (J. Cupo)
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> ***SUMMARY OF REVISIONS:*** This supplement supersedes Southern Region Supplement 07-2005 dated November 19, 2018.
>
> The following changes were made to this issuance:
>
> 1. Removed ADA procedures for SR ROC to solicit IDSS (no longer the process).
> 2. Updated outdated links.
> 3. Clarified processes.

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Acting Regional Director

Notifying Southern Region Headquarters of Significant Events

1 Purpose

Establish procedures to be used by Southern Region offices for reporting incidents, other specified events, and Decision Support Services (DSS).

2. Responsibility

It is the responsibility of Southern Region Headquarters (SRH) to inform National Weather Service Headquarters (NWSH) of significant weather/flood events or emergencies that are occurring, or have occurred, within the geographic boundaries of the NWS Southern Region (SR). The SR Regional Operations Center (ROC) is the focal point for collecting information from field offices, consolidating that information into a single SR report, and sending the information to NWSH as well as various other state and federal partners. These reports are used to inform Congress, cabinet level staff, Department of Homeland Security, Federal Emergency Management Agency (FEMA), National Oceanic and Atmospheric Administration (NOAA) management, and the national media. This information is also a key component of interagency coordination that occurs during major events.

3 Daily Situation Report

The SR ROC issues one report every evening called the "Daily Situation Report." The Daily Situation Report includes the following information: the SR operations status, notable weather impacts, planned storm surveys, IDSS provided by offices, deployments, and the status of equipment and information technology systems.

Information contained in the Daily Situation Report is obtained from a variety of sources, but mostly from the SR offices. Information can also be obtained from office websites, open source news reports (only if specifying that it is open source), FEMA, or state reports.

4 Offices to Submit Information to SR ROC

It's important for SR Offices to update the SR ROC on activities, DSS support, and incidents in their County Warning Area (CWA) or Hydrologic Service Area (HSA) so it can be shared in the Daily Situation Report.

Offices can submit information via the appropriate Google Form, e-mails to the SR ROC, through NWSChat, phone calls or SR RFC Talking Points (which is accessible through the ROC Google Site). See details in Sections 5 through 9 below.

5 What to Report to the SR ROC

Table 1 lists incidents and criteria for reporting, and this criteria is also detailed on each Google Form as well. If an incident does not meet these specific criteria, an office may still report the incident(s) to the SR ROC via NWSChat, phone, e-mail, appropriate Google Form, or SR RFC Talking Points.

Further, DSS information should also be submitted via the Google Form for event support prior to, during, and after incidents.

Also, if an event or incident occurs that has a significant impact on the population within an office's area of responsibility, is quickly gaining national media attention, or has the potential to overwhelm any office's operations, please call the SR ROC. If outside the normal hours of the ROC, you can press "0" during the recording to be transferred directly to ROC personnel.

Table 1. Reporting Criteria (this table is taken directly from NWSI 10-1603).

Incident	Reporting Criteria (if *any*)
Tornado / Severe Weather Hydrologic Events: Flooding / Flash Flooding Dam/Levee Failure / Ice Jams Strong Winds (non- thunderstorm) Tropical Events Winter Weather Rip Currents, High Surf, Coastal Flooding Extreme Heat, Extreme Cold, Wind Chill Lightning Wildfire Tsunami *Weather-related* surface-based transportation incident (rail, subway, highway, etc.)	● 1 or more fatalities ● 5 or more serious injuries ● Significant damage, or major impacts to public infrastructure as defined by 10-1603
Aircraft Accident *(involving airline/air taxi/air charter)* Major Marine Incident	Report if: ● Weather-related, *and any* of the following: ○ 1 or more fatalities ○ 5 or more serious injuries ○ Involve notable public figure(s) NWS Forensics Program requirements: ● For aircraft accidents: The local WFO will contact ASOS Operations and Monitoring Center (AOMC) and request ASOS archive (regardless if weather is suspected to be the cause) if the ASOS is within 25NM of the incident. ● For marine accidents: The local WFO will download the data for the last 12 hours from the closest marine observation to the accident. The wind and wave data may be obtained from buoys, C-MANs, and/or any

	platform available at the time of the accident. These data should be retained at the issuing office for at least 30 days, except when instructed otherwise by the Forensic Services Program Lead.
Airport Closure (weather-related)	Report airport closures that meet the following ● Weather-related ● Closed via Notice to Airmen (NOTAM) ● Reported to the FAA Air Traffic Control System Command Center (ATCSCC) ● Have impact on the National Airspace Aviation Weather Center (AWC) National Aviation Meteorologists (NAMs) will monitor and report these closures via Section 6 of NWSI 10-1603. During NAM non-working hours, the AWC Lead will report airport closures as their shift duties allow.
Volcanic Activity	Any volcanic eruption ● Impactful volcanic ashfall as determined by the reporting ROC ● Lahars (volcanic induced debris flows)
Hazardous Materials Incident	● Issuance of a Civil Emergency Message ● Support to Interagency Modeling and Atmospheric Assessment Center (IMAAC) ● Any request for HYSPLIT support ● Significant engagement with, or services provided to, core partners or stakeholders
Direct Request for Onsite Decision Support Services to government officials	Use NWS Operations Center (NWSOC) Deployment tracking mechanism (Any onsite IDSS provided [whether scheduled or event-driven] consisting of a full shift OR to a particularly noteworthy partner and/or all Special Event Activity Rating [SEAR] 1 events)

Direct Request for NWS participation in incident investigation (National Transportation Safety Board (NTSB), US Coast Guard)	Forensics Service Manager will report any request for NWS staff involvement or interviews
[NWS Personnel Incident, Injury, Work Related Illness](#) (See NOAA Handbook 209-40)	
Extended Equipment or Systems Degradation/Outage at an NWS facility OR Mission-related interruption/incident *Note: Information flow (NWSOC ⇔ ROCs)*	● Any damage or outage that degrades a NWS facility's ability to provide mission essential functions lasting at least 6 hours, or shorter if the incident will degrade WWAs or receive negative feedback from core partners or the public. ● Any Continuity of Operations Plan activation ● Inadvertent Product Release resulting in EAS activation *or* that results in negative media.
Storm Survey	● Activation of a Quick Response Team
NWS Facility Incident	● Major damage to an NWS facility. ● Any civil disturbance impacting NWS employees or facilities

In addition to the above, offices should notify the SR ROC for other special events at the office's discretion. Some examples include:

- Any request from partners for on-site support (at EOCs, etc.).
- Any type of DSS in the form of special briefings (webinars, phone, or e-mail) being provided to partners ahead of, during, or after an event.
- CWSUs should notify the SR ROC of severe turbulence with injuries.
- A storm survey, regardless of Quick Response Team involvement.
  - The most efficient way to notify both partners and the ROC is to issue a Public Information Statement (PNS) with the office's survey plans.
- A hydrometeorological event if there is widespread media interest.

6   Who is Responsible for Submitting Information to SR ROC

The station manager, or their designee, should ensure incidents within their area of responsibility are submitted to the SR ROC. However, anyone at a SR field office can submit information to the SR ROC.

7   When to Submit Information to SR ROC

Information should be submitted as soon as reasonably possible. An office, however, will not compromise warning operations during an ongoing event in order to submit this information and/or reports, however. For the incidents listed in Table 1, no later than 3 hours after the incident has ended (i.e., when storms have moved out of the CWA).

An office can choose to send any follow-up information to the SR ROC via another Google Form submission, an e-mail to sr-srh.roc@noaa.gov, a phone call to the ROC, or through the sr-roc room in NWSChat.

8   How to Report Events to SR ROC

The preferred and most efficient way for SR field offices to submit information for any of the incidents/criteria listed in Table 1 is via the Google Forms on the SR ROC Google Site. Each Google Form contains questions relevant to specific incidents.

DSS information should also be submitted via the Google Form for event support prior to, during, and after incidents.

In case of a very significant incident with large loss of life or major media attention, etc. that occurs outside of posted ROC hours, call the ROC at 682-703-3747. By pressing "0," a caller will be forwarded to the ROC Duty Officer's phone so that the information can be immediately forwarded to SRH Leadership and NWSH.

9   Office Rendered Inoperable

If an office is rendered inoperable for any reason, the SR ROC should be notified by either the inoperable office or its backup office as soon as possible by calling the ROC at 682-703-3747. Specific procedural details can be found in the SR Supplement "Backup Operations" under Directive 10-22.