

DRAFT INTERIM USE
REP EXERCISE PREPARATION GUIDE
(For Evaluator Pre-exercise Use Only – Do Not Submit!)

EVALUATION AREA 5 – EMERGENCY NOTIFICATION AND PUBLIC INFORMATION

SUB-ELEMENT 5.a – Activation of the Prompt Alert and Notification System

Criterion 5.a.1 – Activities associated with primary alerting and notification of the public are completed in a timely manner following the initial decision by authorized offsite emergency officials to notify the public of an emergency situation. The initial instructional message to the public must include as a minimum the elements required by current FEMA REP Guidance.

TIMELY: The responsible ORO personnel/representatives demonstrate actions to disseminate the appropriate information/instructions with a sense of urgency and without undue delay.

According to the ORO's plan/procedures and the extent of play agreement:

- What alert methods are indicated in the plans?
 - Siren system,
 - Tone-alert radios,
 - Primary route alerting,
 - Telephone calls to institutions, and/or
 - Telecommunication devices for the deaf (TDD/TTY)
- Who has responsibility for activating the alert and notification system?
- Where is the decision made to activate the alert and notification system?
- Where are sirens or other alerting devices activated? What are the procedures in the event of a siren or other alerting device failure?
- Who generates and obtains approvals for the initial EAS or other notification method message?
- Where is the initial EAS or other notification method message broadcast?
- Is there verification between the ORO and the broadcast station of the EAS message prior to broadcast?
- How does the ORO verify that the EAS station received the message?
- Who develops and distributes/broadcasts follow-on emergency instructions?
- What are the procedures to ensure that messages can be broadcast 24-hours per day?
 - If partially automated, what does the plan indicate?

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- What notification methods are indicated in the plans?
 - EAS or other notification method station,
 - Direct broadcast to EAS station or other notification method,
 - Siren with public address system,
 - NOAA¹ weather radio,
 - Tone-alert radios,
 - Primary Route notification,
 - Telephone calls to institutions, and/or
 - Telecommunication devices for the deaf (TDD/TTY)
- For primary route alerting and notification, how long are the routes?
- Does the plan have pre-scripted EAS or other notification method messages?
- Does the plan contain pre-scripted follow-on messages or news releases?
- Do the pre-scripted messages contain all FEMA requirements?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

[At ORO: Sequence is = Alert then Notification]

- Note time of Alert Signal (can be simulated).
 - Method used: sirens, tone alert radios, other
- Note time of instructional message.
 - Method used: EAS station, National Weather Service, other
- Observe whether message contents were clear and accurate? Did they correctly reflect the PADs? (Obtain copies.)
- Note if the message was pre-scripted. If so, did it contain all the required FEMA guidance?
- Identify the ORO that authorized the A & N sequence.
- Note if the ORO issued follow-on news releases/special news broadcasts after activation of the EAS or other notification method. (Obtain copies of the messages.)
- Observe whether the EAS station or other notification method was kept updated by the ORO about which messages to continue broadcasting, and at what time intervals.
- Document any delays or reasons why message(s) were not timely.

¹ NOAA=National Oceanic and Atmospheric Administration

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At EAS Station:

- Observe whether EAS station staff demonstrate the procedures to broadcast messages.
- Note whether the EAS station verifies, if required, that the message was from ORO, and that it is the correct message?
- Note time(s) of all messages.
- Note if the EAS station was kept updated with new information and messages.
- Interview personnel to determine 24-hour capability.

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SUB-ELEMENT 5.a – Activation of the Prompt Alert and Notification System

Criterion 5.a.2 – [RESERVED]

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SUB-ELEMENT 5.a – Activation of the Prompt Alert and Notification System

Criterion 5.a.3 – Activities associated with FEMA approved exception areas (where applicable) are completed within 45 minutes following the initial decision by authorized offsite emergency officials to notify the public of an emergency situation. Backup alert and notification of the public is completed with 45 minutes following the detection by the ORO of a failure of the primary alert and notification system.

FEMA Approved Exception Areas: Rural, low population and recreational areas 5-10 miles from the plant, as identified in approved Alert and Notification System Design for each site.

According to the ORO's plan/procedures and the extent of play agreement:

- Does this location have any FEMA approved exception areas where alert and notification must be completed within 45 minutes?
- How many approved exception routes are there?
- What message would be delivered while on the route?
- How would that message be delivered?
 - Voice,
 - Public address system, and/or
 - Flyers.
- Is there a plan for back up route alerting if there is siren failure?
- What are the resources for providing backup route alerting?
- Who notifies the resources to begin backup route alerting?
- How are the resources notified?
- What message would be provided to the public?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Document whether notification of exception areas was completed within 45 minutes following initial decision.
- Note if a route (or routes) was actually demonstrated (or simulated if inclement weather).
- Note the length of time it took to run the route, if it was actually demonstrated.

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- Check to see if the message contents included elements required by current FEMA REP guidance (obtain copy of message). Note that actual message should be read to evaluator – but not broadcast.
- Note if the public address system was tested at an agreed upon location.
- Document any delays or cause why message not considered timely.

For Backup Alert and Notification: (per plans and extent of play agreement)

- Note whether backup alert and notification was completed within 45 minutes after detection that primary alert and notification system failed?
- Document whether a route (or routes) was actually demonstrated? (Check extent of play agreement)
- Check the message contents to be sure that it included elements required by current FEMA REP guidance. Note that the actual message should be read to evaluator – but not broadcast.
- Note if the public address system was tested at an agreed upon location.
- Document any delays or cause why message not considered timely.

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SUB-ELEMENT 5.b. – Emergency Information and Instructions for the Public and the Media

Criterion 5.b.1. – OROs provide accurate emergency information and instructions to the public and the news media in a timely manner.

TIMELY MANNER: The responsible ORO personnel/representatives demonstrate actions to disseminate the appropriate information/instructions with a sense of urgency and without undue delay.

According to the ORO's plan/procedures and the extent of play agreement:

What facility is designated as the media center? Can news be disseminated from other locations?

How are subsequent EAS message and "Special New Broadcasts" handled?

- Who is designated as the spokesperson(s) for the facility? Do local governments send representatives to the facility?
- How are messages coordinated with all appropriate staff, organizations, and OROs?
- Are there pre-scripted messages in the plan or procedures?
- Who is responsible for the Public Inquiry hotline? Where is the hotline located?
- What are the approved sources of information that are available to the hotline staff?
- Is public information required to be available in non-English languages at this location/site?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Document whether emergency information and instructions:
 - Were consistent with protective action decisions made by appropriate officials,
 - Were current (invalid or outdated information deleted),
 - Were complete, containing all necessary and applicable instructions for public,
 - Contained evacuation instructions including evacuation routes,
 - Indicated Reception Center locations,
 - Included information on what to take when evacuating,
 - Included information on pets,
 - Described shelter-in-place information (if applicable),

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- Contained information on schools and special populations,
 - Listed a public information or inquiry telephone number
 - Referenced Public Information Brochures and other printed sources of emergency information (such as telephone books),
 - Described routes and locations using familiar landmarks and road names.
- Document media briefings: Number, times, content of briefings, and whether information disseminated was accurate.
 - Document press releases: Number, times, copies of releases, and accuracy of information. Observe whether copies of news releases and EAS or other notification method messages were retained and provided to media? (Obtain copies and copy of media log and, if there is one, a copy of the media kit.)
 - Note that incoming and outgoing messages and media releases were logged. (Obtain a copy of the log.)
 - Note whether the ORO updated the media and the EAS station(s) or other notification method as information developed.
 - Note whether information is repeated at pre-established intervals. If so, how often was information repeated?
 - Compare EAS or other notification method, Special News Broadcasts messages, press releases, media briefings, and media inquiries for consistency and accuracy.
 - Observe if the media spokesperson (i.e., the Public Information Officer (PIO)) handled media inquiries and telephone inquiries.
 - Note whether media broadcasts were monitored.
 - Determine whether emergency information was disseminated in a non-English language, if required.
 - For Post Plume Phase –
 - Document whether there was rapid dissemination of ingestion pathway information to pre-determined individuals and businesses?

Public Inquiry Function:

- Document whether Public Inquiry staff:
 - Obtained accurate information for callers,
 - Referred callers to appropriate information source(s),
 - Coordinated with the Public Information Officer,
 - Provided the PIO with information on trends or false rumors.
- Verify that trends and/or rumors are addressed in media releases.

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- Note whether the Public Inquiry staff monitored media broadcasts.