



Supplemental Documentation for the StormReady Supporter Application

SECTION 1 – WARNING RECEPTION

- 1-1.** The emergency operations center (EOC) is where information is gathered and decisions are made during emergency situations. For example, it could be the principal's office or conference room. Such locations need to be established and staffed by trained personnel during emergency situations, and preferably any time the campus is occupied to ensure alerts are not missed. How many weather radios are in the EOC and in other critical areas where decisions need to be made?
- 1-2.** In addition to weather radio, how many other methods are used to gather critical weather information? Two are required, but the more, the better.
- 1-3.** Are there ever after hours activities? If so, how is the plan adapted to account for those? For example, usually the principal's office monitors for any severe weather information during school hours. What happens during soccer practice, the football game, or the school play? Who becomes designated to gather information? How?

SECTION 2 – COMMUNICATION and RELAY OF WARNINGS

- 2-1.** The emergency operations center (EOC) is where information is gathered and decisions are made during emergency situations. For example, it could be the principal's office or conference room. Such locations need to be established and staffed by trained personnel during emergency situations, and preferably any time the campus is occupied to ensure alerts are not missed. Has such a location been established?
- 2-2.** There must be a working relationship with the local emergency manager. How many ways do you have to communicate with them?
- 2-3.** How do you access NWS radar in your EOC?
- 2-4.** How do you stay aware of the weather? What websites do you monitor? NWS, local news, private companies are some examples.
- 2-5.** The NWS needs reports of severe weather in real time to make warning decisions, and to pass along critical information to others. How do you communicate to the NWS during an event? Phone? Skywarn spotter? Amateur radio?



- 2-6. Describe how weather information is distributed to staff and attendees. You must be able to direct people appropriately on what to do and where to go, and have this written in the Emergency Operations Plan (EOP). The EOP is also known as a Crisis Plan or a Hazardous Weather Response Plan. Need at least three.
- 2-7. Are there ever after hours activities? If so, how is the plan adapted to account for those? For example, usually the principal's office monitors for any severe weather information during school hours. What happens during soccer practice, the football game, or the school play? Who becomes designated to disseminate information? How?

SECTION 3 – HAZARDOUS WEATHER RESPONSE PLAN

- 3-1. Must have a weather section of your EOP or resource manual that explains all procedures of gathering and disseminating information, who makes decisions, locations of shelter, and contact names and phone numbers of critical people. EOP/resource manual must be current within two years.
- 3-2. EOP or Resource Manual includes contact names and phone numbers for county or local Emergency Management and the National Weather Service.
- 3-3. EOP or Resource Manual includes 24 hour emergency contact list.
- 3-4. EOP includes protocol to ensure critical weather information flows expeditiously between Emergency Operations Center and those officials with a need to know.
- 3-5. Pertinent portions of the EOP or Resource Manual are available via print, electronic copy, or posted in common area.
- 3-6. The EOP was coordinated with first responders and local emergency management. This is to familiarize them with your procedure and for you to improve it based on their advice.

SECTION 4 – SHELTERING LOCATION

- 4-1. Check any shelter locations.
- 4-2. It is recommended to have all shelter locations marked for outsider knowledge, but not a requirement. Please specify yes or no.

SECTION 5 – PREPAREDNESS

- 5-1. There are many severe weather spotter classes offered during the months of March, April, and early May. A list of classes will be available at the top of the Twin Cities NWS page as they are scheduled: www.weather.gov/mpx. Personnel responsible for making



decisions and carrying out the EOP should attend spotter training to aid in their understanding of meteorological features. Mark the date the training took place, who attended, and who presented the information.

- 5-2.** Describe the training and attach any applicable training materials.
- 5-3.** An exercise to test your EOP needs to be done at least once every two years. At a minimum, this should be a table top exercise with those that are tasked with making decisions. The key is to test communication systems and the plan overall to ensure everything runs smoothly during a real event. Note the date of completion.
- 5-4.** A severe weather drill needs to be completed annually. For schools, this is already mandatory by law. Note the date of completion.
- 5-5.** Staff need to be trained on the severe weather portion of your crisis plan/EOP. Provide an overview of the plan and discuss how the plan is put into motion, who is responsible for what, where shelters are located, etc.
- 5-6.** Please list any other preparedness activities such as student assemblies, severe weather safety campaigns, etc.

SECTION 6 – ADDITIONAL INFORMATION

It is important for first responders, emergency management, and the National Weather Service to understand

- 6-1.** When did you contact your local emergency manager about your pursuit at becoming StormReady?
- 6-2.** When has a copy of this application and your emergency operations plan been provided to your local emergency manager?
- 6-3.** Date first responders toured your facility.
- 6-4.** Date representatives from the StormReady venue have toured the National Weather Service. Note...must be at least once every three years.
- 6-5.** Date representatives from the National Weather Service have toured the StormReady venue. Note...must be at least once every three years.
- 6-6.** Summarize any special needs or unique characteristics your venue requires for StormReady status. Attach any additional documentation as necessary.
- 6-7.** StormReady renewal occurs every five years. A complete review of your status should be done, including revising any plans if necessary, and filling out a new application.