



PEMA Circular

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| Number: | C2015-01 |
| Effective Date: | February 20, 2015 |
| Termination Date: | April 30, 2015 |
| Rescinds Circular Number: | C2014-02 |

Subject:
2015 Spring Hazardous Weather Emergency Preparedness Exercise

Scope:
All applicable State Agencies, County and Municipal Emergency Management Agencies, public, non-public, and private schools, and custodial child care facilities.

Distribution:

- www.pema.pa.gov (required)
- See Participating Agencies

By Direction of:



Richard D. Flinn, Jr.
Director, PA Emergency Management Agency

I. PURPOSE

This circular provides guidance and information on the 2015 Spring Hazardous Weather Emergency Preparedness Exercise to be conducted on March 25, 2015, with an alternate date of March 26, 2015. The state scenario will begin at 9:00 a.m. and terminate by 2:00 p.m.

II. DEFINITIONS

Custodial Child Care Facility: A child day care center as defined under Section 1001 of the act of June 13, 1967 (P.L. 31, No. 21), known as the Public Welfare Code, or nursery school licensed or regulated by the Commonwealth of Pennsylvania.

III. GENERAL INFORMATION

- A. The Pennsylvania Emergency Management Agency (PEMA), in conjunction with the National Weather Service (NWS), will conduct the 2015 Spring Hazardous Weather Emergency Preparedness Exercise on Wednesday, March 25, 2015, for all counties within Pennsylvania. The delivery of the exercise will coincide with the Commonwealth of Pennsylvania’s Annual Weather Emergency Preparedness Week, March 23 - 27, 2015.
- B. Each county Emergency Management Agency (EMA) will receive an exercise “Severe Weather Warning” message on March 25, 2015, that will establish the

Comments and Questions Regarding this Circular Should be Directed to:
Training and Exercise Division, Bureau of Planning and Preparedness, 717-651-2714

foundation for the exercise. Additionally, daily “Public Information Statements” will be issued throughout the week, providing information on the following weather topics: Tornadoes, Severe Weather, Flash Flooding, River Flooding, and SKYWARN Spotters.

- C. Thursday, March 26, 2015, is designated as the alternate exercise date should an actual event preempt the primary exercise date.
- D. This exercise gives all schools (public, non-public, and private) and custodial child care facilities the opportunity to fulfill their annual requirement to conduct a disaster response or emergency preparedness plan drill.
- E. This exercise is also an excellent opportunity for hospitals, nursing homes, and personal care homes to conduct a disaster response or emergency preparedness plan drill.
- F. National Weather Service (NWS) StormReady® communities which are required to participate in an annual exercise can utilize the 2015 Spring Hazardous Weather Emergency Preparedness Exercise to meet that requirement.
- G. County 9-1-1 Centers and Emergency Operations Centers (EOCs) are invited to take advantage of this exercise to conduct an exercise of their own and review their severe weather response plans.
- H. Alert notifications of the exercise weather conditions will be transmitted through established channels, including the Pennsylvania Statewide Telecommunications Alerting and Reporting (PaSTAR) Network, Commonwealth Law Enforcement Assistance Network (CLEAN), and the State Emergency Voice Activated Network (SEVAN).
- I. Applicable state agencies will be represented in the State Emergency Operations Center (SEOC).

IV. REGISTRATION

- A. Registration for this exercise is required for audit and statistical reporting. All participating entities, including state agencies, are requested to register online.
- B. Registration will open February 20, 2015, and will only be accepted through PEMA’s website at www.pema.pa.gov. Click on the Spring Exercise button and complete all the fields to register. (It is acceptable to use “N/A” in fields that are not applicable.) School districts with schools that share a common campus/address and a common plan can register as a single entity. School districts whose member schools do not share a common plan or address should register as separate entities. The 2015 Spring Hazardous Weather Emergency Preparedness Exercise reporting form for participants to complete at the end of

the exercise will also be available on PEMA's website. It will be a SurveyMonkey form entitled "2015 Spring Weather Exercise Report Form" and will be activated at the end of the exercise.

- C. To properly document participation in this exercise, school districts, private educational institutions, non-public schools, intermediate units, hospitals, correctional facilities, nursing homes, adult/child day care centers, community infrastructure organizations, and county and municipal governments are requested to register for the exercise no later than March 16, 2015.

V. EXERCISE OBJECTIVES

- A. The following core capabilities will be addressed during the exercise:
1. Operational Coordination
 2. Operational Communications
 3. Public Information and Warning
 4. Public and Private Sector Resources
- B. The following objectives will be addressed during the exercise:
1. Validate and test the School Emergency Plans, County and Municipal Emergency Operations Plans (EOPs), policies, and procedures in response to a severe weather incident.
 2. Test systems and processes for emergency public information and warning in response to a severe weather event to ensure timely and effective message dissemination.
 3. Provide an opportunity for counties, municipalities, and public and private schools to test emergency procedures.

VI. CONCEPT OF OPERATIONS

- A. The Homeland Security Exercise Evaluation Program (HSEEP) is the cornerstone of the exercise program in Pennsylvania. All levels of government are expected to use the concept, form, and spirit of the HSEEP during this exercise to ensure full HSEEP compliance. More information on exercise planning can be found on the Department of Homeland Security's (DHS) website: <https://www.fema.gov>.
- B. This exercise is intended to be a severe weather exercise only. Counties are requested not to add non-weather related events, as these injects could impact the adjacent counties and unnecessarily increase the scope of the Exercise.
- C. The NWS will provide all weather-related exercise message traffic.

- D. Damage reporting will follow standard operating procedures through the Pennsylvania Emergency Incident Reporting System (PEIRS). For example, with few exceptions, local facilities report damages to municipal EOCs; municipal EOCs report compiled damages to County EOCs; and County EOCs report compiled damages to the SEOC.
- E. The Exercise will have a theme of community preparedness that gives counties three options to participate:
 - 1. The county can activate its EOC and participate as a county activation, and support the custodial care facilities and critical infrastructures.
 - 2. The county can bring in representatives of the custodial care facilities and critical infrastructure into their EOC and conduct a table top exercise.
 - 3. The county can function as an Exercise Simulation Cell (SimCell) to facilitate the exercise for the custodial care facilities and critical infrastructures.

Note: Following the Master Schedule of Events (MSEL) meeting on February 18, 2015, the counties will receive an exercise template that will facilitate their exercise development.

- F. Each participating jurisdiction should use this exercise template to develop its own exercise or drill that would challenge those functional areas they want to test and evaluate. Attachment (2) contains a sample exercise MSEL. County EMAs should notify their respective PEMA Area Office prior to the exercise.
- G. PEMA's Area Office personnel shall provide assistance as requested by the respective counties and participate in their usual coordination role during the exercise. PEMA's Area Office personnel shall prepare a report on their assigned counties' activities.

VII. MUNICIPALITIES, SCHOOLS, HOSPITALS, NURSING HOMES, DAY CARE CENTERS, COMMUNITY INFRASTRUCTURE, AND VOLUNTEER ORGANIZATIONS

- A. Each county EMC should contact their municipalities and encourage participation, along with that of their elected officials. This exercise will afford municipalities an excellent opportunity to test their emergency plans and warning procedures. A generic participant letter can be found in Attachment (5), which you may tailor for your use.
- B. The exercise provides the opportunity for various entities to review their individual planning and response strengths and vulnerabilities. In 2015-2016, PEMA will be providing the Federal Emergency Management Agency (FEMA) G-364 Course, *Multi-Hazard Emergency Planning for Schools*. School

Administrators and Planners attending the G-364 Course can address those vulnerabilities that are discovered during this Exercise as they update their plans. For more information about this course, contact Mr. William T. Dunlap, Emergency Management Specialist, Safe Schools Program, PEMA, at widunlap@pa.gov.

- C. Each County EMC should encourage their school districts, private educational institutions, non-public schools, intermediate units, hospitals, correctional facilities, nursing homes, adult/child day care centers, community infrastructure organizations, and volunteers to coordinate appropriate procedures and protocols required for their full participation in the Exercise. Each organization should also be encouraged to obtain and use an NWS/National Oceanic and Atmospheric Administration (NOAA) weather radio.
- D. The 2015 Spring Hazardous Weather Emergency Preparedness Exercise is one of the few opportunities that school districts, non-public schools, educational intermediate units, hospitals, correctional facilities, nursing homes, adult/child day care centers, community infrastructure organizations, and emergency assistance volunteers (Community Emergency Response Teams or community assistance teams) have to test their plans in coordination with local governments under simulated emergency conditions. The point of contact for each is their County EMC. A comprehensive list of County EMCs can be found on PEMA's website: www.pema.pa.gov.

VIII. EMERGENCY ALERT SYSTEM (EAS)

All counties shall review their local EAS procedures during the exercise, and report any problems or concerns without delay to Mr. Scott Emrich, Bureau of Technical Services, PEMA, at 717-651-2729 or via email to semrich@pa.gov.

IX. PERFORMANCE STANDARDS

- A. The SEOC shall ensure receipt of weather messages at the county EOCs within 15 minutes of release by the NWS and immediately for tornado and flood warnings. The SEOC shall validate the connectivity of the PaSTAR network.
- B. Counties shall forward to the SEOC any unmet needs that are not resolvable at a lower jurisdiction level within one hour of that determination. (PEMA's Area Office personnel will be functioning as Liaison Officers.)
- C. The SEOC shall coordinate the filling of unmet needs by those agencies responsible for doing so and/or advising the requesting agencies of the status of their requests within one hour of receipt of the request.
- D. Counties should submit their Initial Damage Reports (IDRs) to the SEOC within two hours of completing their assessments.

- E. Resource requests should be completed by the county and forwarded to the appropriate PEMA Area Office, which then forwards the requests to the SEOC for processing. This entire request process must occur within 30 minutes.
- F. The SEOC Logistics Office shall confirm receipt of an accepted resource request by notifying the requestor, the county, and the PEMA Area Office within 30 minutes.
- G. Once a resource request has been filled and assigned to a state agency for disposition, the SEOC Logistics Office has 15 minutes to notify the requestor, the County, and the PEMA Area Office of the pertinent details of the assignment.

X. EMERGENCY OPERATIONS CENTERS

- A. Each county should select an option from Section VI, Concept of Operations, paragraph E, and staff appropriately for this Exercise. Counties are asked not to send exercise inject messages to the SEOC unless they have been pre-identified to participate with the SimCell via the MSEL.
- B. The SEOC will be activated and staffed appropriately per the 2015 Spring Hazardous Weather Emergency Preparedness Exercise Manual.

XI. COMMUNICATIONS

All available communications systems [PEMA's website, PaSTAR, SEVAN, CLEAN, state and local Auxiliary Communications Services (ACS), telefax, telephone, NWS, and NOAA weather radio system] will be activated during the entire period of this exercise. The 2015 Spring Hazardous Weather Emergency Preparedness Exercise offers an excellent opportunity for the emergency management community to test the entire range of communications systems. The NWS SKYWARN system will be activated. This system provides for communications between the NWS and their observers who relay weather information to NWS. PEMA will have ACS personnel available the day of the exercise.

XII. REPORTS AND TIMELINE

- A. PEMA will send each county EMC an email containing an extract of online registrations of participants from her/his county **no later than March 16, 2015**.
- B. Participating entities should contact their county EMC to ensure integration into the county exercise. Visit the PEMA website for a current list of county EMCs. Following the exercise, county EMCs may request that applicable participants submit a copy of their Exercise Report [Attachment (4)] to the attention of the county EMC **no later than March 30, 2015**.
- C. For audit and statistical purposes following the exercise, it is requested that schools, hospitals, nursing homes, adult/child day care centers, and other

participating organizations complete the Exercise Report form found on PEMA's website **no later than March 30, 2015.**

- D. County EMCs are asked to review submitted reports and assist participant management with updating their existing plans. County EMCs are asked to consolidate exercise reports and forward a final report to their PEMA Area Office **no later than April 15, 2015.**
- E. Following the exercise, each county EMC is requested to complete the Evaluator's Report [Attachment (3)] and submit it to the appropriate PEMA Area Office **no later than April 15, 2015.**
- F. PEMA Area Offices shall forward the County EMCs' Evaluator Reports to the PEMA Training and Exercise Division (TED) **no later than April 20, 2015.**
- G. Exercise administrative timeline and milestones:
 - 1. December 19, 2014 Initial Planning Conference
 - 2. January 19, 2015 Midterm Planning Conference
 - 3. February 9, 2015 Exercise registration opens on PEMA's website
 - 4. February 17, 2015 MSEL coordination (phone conference)
 - 5. February 17, 2015 Injects due. After this date, injects will not be accepted.
 - 6. February 20, 2015 Final Planning Conference
 - 7. February 23, 2015 Evaluator and Controller Training (AM Session)
 - 8. February 23, 2015 Evaluator and Controller Training (PM Session)
 - 9. March 16, 2015 Final day to register on PEMA's website
 - 10. March 16, 2015 PEMA to send out registration updates to county EMAs
 - 11. March 23, 2015 NWS Public Information Statement - Tornadoes and Tornado Safety
 - 12. March 24, 2015 NWS Public Information Statement - Severe Thunderstorms
 - 13. March 25, 2015 NWS Public Information Statement - Flash Floods and Flood Safety

14. March 26, 2015 NWS Public Information Statement - River Flooding and Flood Safety
15. March 26, 2015 Alternate Exercise Date (if used, add two weeks to report due dates)
16. March 27, 2015 NWS Public Information Statement - SKYWARN Spotters
17. March 30, 2015 Final day to complete Exercise Reports on PEMA's website
18. March 30, 2015 Participant's Exercise Report due to County EMCs
19. April 15, 2015 County Evaluator Reports due to PEMA's Area Office
20. April 20, 2015 PEMA's Area Offices will forward the evaluator reports to PEMA's Training and Exercise Division

XIII. ADMINISTRATIVE NOTES

Questions regarding the exercise or any other aspects of Weather Emergency Preparedness Week should be directed to:

- A. The respective PEMA Area Office:
 1. Central Area Office: 717-651-7060 or 800-272-7362
 2. Eastern Area Office: 610-562-3003 or 800-372-7362
 3. Western Area Office: 724-357-2990 or 800-972-7362
- B. The PEMA State Exercise Officer at 717-651-2714 or via email at RA-exerciseofficer@pa.gov

XIV. PARTICIPATING AGENCIES

- A. PEMA and applicable state agencies
- B. NWS Forecast Offices: Mt. Holly, New Jersey; Binghamton, New York; Cleveland, Ohio; Pittsburgh, Pennsylvania; and State College, Pennsylvania
- C. NWS Mid-Atlantic River Forecast Center (MARFC), State College, Pennsylvania
- D. Public and non-public schools, education intermediate units, and adult/child daycare centers

- E. Hospitals and nursing homes
- F. Facilities, such as prisons, correctional facilities, youth correctional centers, and local, county, and state offices
- G. Public utility authorities, such as freshwater and wastewater treatment facilities
- H. Television and radio stations on the EAS
- I. Any community or volunteer organizations or associations approved by a county EMA wishing to test their emergency response plan in cooperation with the county EMA

XV. DISTRIBUTION

Carbon Copy: Office of the Director, PEMA
Office of the State Fire Commissioner
Chief Deputy Director, PEMA
Deputy Director for Operations, PEMA
Deputy Director for Administration, PEMA
Chief Counsel's Office
Legislative Affairs/Policy Officer, PEMA
Press Secretary, PEMA
Bureau/Office Directors, PEMA
Director, Western Area Office
Director, Eastern Area Office
Director, Central Area Office
Commonwealth Emergency Preparedness Liaison Officers

Attachment (1) Guidance on Conduct of Exercise
Attachment (2) Sample Master Scenario of Events List (MSEL) Injects
Attachment (3) Sample Evaluator's Report
Attachment (4) Sample Exercise Report
Attachment (5) Sample Participants Letter
Attachment (6) Exercise Contact Information

Attachment 1

GUIDANCE ON CONDUCT OF EXERCISE

1. The Pennsylvania Emergency Management Agency (PEMA) and the National Weather Service (NWS) developed a weather scenario that places severe weather conditions within your county. The county Emergency Management Coordinators (EMCs) are responsible for the actual weather events within each county to ensure the county exercise objectives are met.
2. The conduct of this exercise must be within, and in compliance with, the spirit and intent of the Homeland Security Exercise and Evaluation Program (HSEEP).
3. Inject Messages – MSEL coordinators, assigned by each participating jurisdiction, should develop exercise messages of simulated weather events to be inserted into the exercise, based on the MSEL in Attachment (2) to generate actions by emergency response agencies. These messages must be clearly marked as exercise messages and must:
 - a. Be realistically injected into the exercise at such frequency as to allow a continuous, logical flow of events
 - b. Not involve or impact another county unless pre-coordinated with the county EMC
 - c. Have information that requires action on the part of emergency response agencies that will meet all the objectives of the exercise
 - d. Be challenging and require problem-solving, management of resources, and coordination
 - e. Be oriented to require a response or involvement by the county EMC, rather than routine handling by dispatch centers
 - f. Not involve large-scale operations, such as major evacuations, urban search and rescue, handling mass casualties, etc.
 - g. Include in the exercise some day-to-day routine incidents to ensure the proper prioritization of, and eventual resolution of, all exercise events
 - h. Generate the requirement to develop reports to outside agencies
 - i. Involve all the county participants taking part in the exercise, e.g., hospitals, school districts, nursing homes, day care centers, etc.
 - j. Require the implementation of established plans and procedures
4. Exercise Start and Finish Times:
 - a. Time frames are flexible for Tier One counties and the school districts which have agreed to participate at this elevated level
 - b. Weather Exercise dates are March 25, 2015 with March 26, 2015 as an alternative date for the exercise

Attachment 2

SAMPLE MASTER SCENARIO OF EVENTS LIST (MSEL) INJECTS

| Inject | Date | Time | Domain | Brief Description of Inject |
|---------------|-------------|-------------|-----------------------------|---|
| 1. | 3/25/2015 | 1100 | Tier One School District | The high winds accompanying the severe thunderstorm crossing the commonwealth have caused a partial roof collapse to one of the school district's occupied buildings. In accordance with the school district's Emergency Plan, notifications are made to the appropriate municipal and/or county Emergency Management Agency. |
| 2. | 3/25/2015 | 1000 | Tier Two School District | An injury of a staff member or student is reported to the superintendent. The injured person has been transported to a local healthcare facility. In accordance with the school district's Emergency Plan, notifications are made to the appropriate municipal and/or county Emergency Management Agency. |
| 3. | 3/25/2015 | 1015 | Township Q | Township Route (insert number) is closed from Central City to Center Town because of downed trees and wires in numerous places. |
| 4. | 3/25/2015 | 1129 | County Z | Reports that the substation at Road X and Street Y has been damaged by flying debris. |
| 5. | 3/25/2015 | 1155 | County O | A township is reporting a complete loss of power due to downed electrical lines. |
| 6. | 3/25/2015 | 1238 | County D | A school district has reported the roof was blown off a building which is currently under construction. They are requesting the Department of Labor and Industry to assist with inspection of the damage. |

Attachment 3

**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY (PEMA)
2015 SPRING HAZARDOUS WEATHER PREPAREDNESS EXERCISE
WEATHER EMERGENCY PREPAREDNESS WEEK**

EVALUATOR'S REPORT

(Form shall be completed by the chief county/municipal evaluator and submitted via the Emergency Management Coordinator to the PEMA Area Office within five (5) business days following the exercise.)

County/Municipality _____

Emergency Management Coordinator _____

Evaluator _____ Evaluator's Phone Number _____

Date of Exercise _____

1. Participation (total number):

- a. Schools: _____ of _____; number with NOAA weather radio: _____; students and staff: _____.
- b. Hospitals: _____ of _____; number with NOAA weather radio: _____; patients and staff: _____.
- c. Nursing Homes: _____ of _____; number with NOAA weather radio: _____; clients and staff: _____.
- d. Day Care Centers: _____ of _____; number with NOAA weather radio: _____; students and staff: _____.

2. Was the EOC activated with a full staff complement? Yes _____ No _____

3. Identify all the communications systems used in this exercise:

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Telephone | <input type="checkbox"/> ARES | <input type="checkbox"/> PEMARS |
| <input type="checkbox"/> PEMA website | <input type="checkbox"/> NOAA weather radio | <input type="checkbox"/> SEVAN |
| <input type="checkbox"/> CLEAN | <input type="checkbox"/> EAS | <input type="checkbox"/> Telefax |
| <input type="checkbox"/> RACES | <input type="checkbox"/> IFLOWS | <input type="checkbox"/> Other _____ |

4. Primary communication means by which weather watches and warnings were received:

5. Were weather warning messages received within ten (10) minutes of release by the National Weather Service (NWS)?
Yes _____ No _____ If no, what was the time of receipt? _____
6. Did the county/municipality provide specific instructions to the local EAS stations within ten (10) minutes of receipt of an NWS weather warning?
Yes _____ No _____ If no, what was the time of receipt? _____
7. Did the county/municipality provide a complete listing of unmet needs to their PEMA Area Office within one (1) hour from the time that it was determined the needs could not be filled at a lower level?
Yes _____ No _____
8. Did the county/municipality provide preliminary damage reports to PEMA's Area Office within two (2) hours of the initial damage report?
Yes _____ No _____

COUNTY/MUNICIPALITY OBJECTIVES (Use additional sheets, if needed.)

Objective 1 (cite objective):

Accomplished? Yes _____ No _____ (If no, why?)

Objective 2 (cite objective):

Accomplished? Yes _____ No _____ (If no, why?)

Signature

Title

Date

Attachment 4

**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY
2015 SPRING HAZARDOUS WEATHER PREPAREDNESS EXERCISE
WEATHER EMERGENCY PREPAREDNESS WEEK**

EXERCISE REPORT

TO BE COMPLETED BY:

**SCHOOLS, HOSPITALS, NURSING HOMES, DAY CARE CENTERS, COMMUNITY
INFRASTRUCTURE, AND VOLUNTEER ORGANIZATIONS**

This form is to be completed and forwarded to the appropriate county Emergency Management Coordinator within five (5) business days following the exercise.

Date of Exercise: _____ County: _____

Type of Facility: _____

Name and Address of Facility:

For school district reports, provide number of schools participating: _____

Person completing form (name/title/telephone):

Point of contact in the county Emergency Management Agency (EMA) - (name/title/telephone):

Date of contact with your county EMA for pre-exercise coordination: _____

Number of participants in this exercise: _____ (Total)

Students/patients/clients: _____ Faculty/staff: _____

Does your facility have an Emergency Operations Plan (EOP) that includes emergency actions under severe weather conditions? Yes _____ No _____

Does your facility have a National Weather Service (NWS) / NOAA weather radio?
Yes _____ No _____

Was the EOP followed during the exercise? Yes _____ No _____

If no, why?

What was the primary method by which severe weather watches and warnings were received by your facility? _____

From whom? _____

Were the following weather products provided in a timely manner?

Weather Watches: Yes _____ No _____

Weather Warnings: Yes _____ No _____

Did you identify needs during the course of this exercise and report them to the county EMA?
Yes _____ No _____

Did you receive a response from the county regarding your reported needs within one hour? Yes _____ No _____

Did you report simulated damage to the county EMA as a result of the severe weather during the exercise? Yes _____ No _____

Does each facility have the capability to operate from an alternate emergency power source?
Yes _____ No _____

Was it tested during this exercise? Yes _____ No _____

How long did it take for your residents/students/staff to be in their protective positions after the tornado warning was issued? _____

List the required changes to your EOP that became evident as a result of this exercise:

List any suggestions or recommendations regarding the development and conduct of this exercise that would result in greater benefits to your facility:

Signature

Title

Date

Attachment 5

SAMPLE PARTICIPANT'S LETTER

Dear Participant:

Each year the Pennsylvania Emergency Management Agency (PEMA), in conjunction with the National Weather Service (NWS), sponsors a Weather Emergency Preparedness Exercise. For 2015, PEMA has engaged eight (8) county Emergency Management Agencies (EMAs) and school districts which will be participating at a higher level (Tier One) than the other participating counties and school districts (Tier Two). The Tier One players will be engaged at the municipal, county and state level with exercise injects that will rigorously test their emergency plans. Tier Two players will also be afforded the opportunity for enhanced engagement, but the decision to do so will rest with school district superintendents. In Attachment 2, *Sample Master Scenario of Events List (MSEL) Injects*, inject number 2 should be utilized by Tier Two players for enhanced engagement.

This exercise will afford all participants the opportunity to review and exercise their emergency response plans for severe weather emergencies. The testing of emergency plans and procedures is essential to ensure the safety of persons placed in your care. Disasters in the past have identified the vulnerability of facilities to power outages and the need for alternate emergency power sources. This would be an excellent time to test your alternate power sources and stress employee preparedness measures for themselves and their families. It is also suggested that you monitor your local NWS radio frequency during the exercise for early alert notifications and subsequent weather updates and messages.

Please register for the exercise as soon as possible by accessing PEMA's website at: www.pema.pa.gov. By clicking on the *Hazardous Weather Exercise* link, you will be linked to the exercise page. To register for the exercise, and for other important information, click on the *How to Participate* link.

It is very important that the exercise be evaluated. PEMA requests that you conduct your own evaluation and report the results to your county EMA within five (5) business days following the exercise. A link to the list of county Emergency Management Coordinators (EMCs) may be found on the home page of PEMA's website. Please keep a copy of your exercise results on file. The 2015 Spring Weather Exercise reporting form for participants to complete at the end of the exercise will also be available on PEMA's website. It will be a SurveyMonkey form entitled, *2015 Spring Weather Exercise Report Form*, and will be activated at the end of the exercise.

You are encouraged to contact your county EMC as soon as possible and report your desire to participate in this exercise. They are a great resource to assist in the development of site-specific and measurable objectives. This will also ensure early notification to you in the event of an actual emergency by giving the county and municipal EMCs an opportunity to update your contact information.

Past weather exercises have improved our local and state emergency preparedness and response efforts in Pennsylvania. Through your participation in this exercise, you will be joining thousands of citizens across the commonwealth in a continuing effort to enhance our future preparedness.

Attachment 6

EXERCISE CONTACT INFORMATION

Patrick J. Flynn, Exercise Lead Planner
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Bill Clement
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Duty Officer
PEMA, PEIRS
717-651-2001
stateeoc@pa.gov

PEMA website: www.pema.pa.gov