

**FEDERAL ENERGY REGULATORY COMMISSION
OFFICE OF ENERGY PROJECTS
DIVISION OF DAM SAFETY AND INSPECTIONS**

Workgroup for Emergency Coordination and Communication Procedures

Thank you for volunteering to be part of the Workgroup for Emergency Coordination and Communication Procedures. Proper, and pre-planned, coordination and communication between a dam owner and the emergency and law enforcement personnel they work with is a vital need that will make a response to an emergency as efficient as possible. Many dam owners already have made tremendous advancements in these efforts, yet as in everything there is always room for innovation and improvements. As a part of this workgroup, the FERC and our Licensees/Exemptees are looking to you to provide additional emergency response guidance and suggestions to dam owners across the U.S.

Plans for Accomplishment

We understand that there are constant demands imposed on your time and resources in today's business world. We want to minimize the workload to you arising from this project, but we also wish to produce a product that is useful to dam owners and as complete as possible. Therefore, we will not schedule any face-to-face meetings. We will work via e-mail for the most part to produce initial ideas and rely on one or two conference calls to reach general consensus. Having achieved that, a final product will be distributed to the work group via e-mail for final consensus.

We envision that the product of this effort will be a "white paper" on emergency coordination that will provide useful information directly to dam owners and will assist FERC in revising the EAP chapter of the FERC Engineering Guidelines. We would like to begin work immediately on this project and have a polished draft available for the United States Society on Dams annual meeting and conference in Salt Lake City on June 6-10, 2005 (see <http://www.usdams.org/05am.html> for details). Below is a proposed schedule:

- March 18: Initiation of Workgroup and call for ideas (e-mail questionnaire).
- April 8: Deadline for Workgroup member responses to questionnaire.**
- April 22: Accumulation of responses and initial draft of white paper (FERC staff).
- April 22- May 13: Workgroup member review period for initial draft of white paper.
- May 13: Deadline for Workgroup member comments from initial draft review.**
- May 20: First Workshop conference call to discuss initial draft and comments.**
- June 3: Preparation of interim draft of white paper & distribution to members.
- June 9: Presentation of Workgroup status report at USSD Workshop.
- June 24: Deadline for comments from USSD participants.
- July 8: Second Workshop conference call to discuss USSD comments.**
- July 15: Preparation of final draft of white paper (FERC staff)
- July 15-22: Workgroup member review period for final draft of white paper.
- July 22: Deadline for Workgroup member comments from final draft review.**
- August 5: Final white paper distributed.

Anticipated Product

The white paper for emergency coordination will be a concise guidance and suggestions document for improving coordination and communication for dam emergencies. The following outline provides a starting point for the content of the paper.

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1. Identifying, Establishing Relationships, and Working with Emergency Managers
2. Identifying, Establishing Relationships, and Working with Law Enforcement Agencies
3. Coordinating EAP and Security Activities
4. Coordinating EAP Activities and Exercising River System Responses

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**Workgroup for Coordination and Communication for Emergencies
Questionnaire**

Please type your responses to the following questions within the appropriate Table boxes, save the document using your last name as a file name and return to FERC via e-mail.

Name:
Phone Number:
E-mail address:
1. WORKING WITH EMERGENCY MANAGEMENT AGENCIES
1a. How do you identify Emergency Management Agency (EMA) Personnel needed for your response?
1b. How do you ensure that all applicable EMA organizations are identified and that contact information remains current? How, and at what frequency do you meet with each agency?
1c. How do you identify all additional organizations, such as NWS, that may assist in the response?
1d. How do you identify all potentially affected businesses and properties from a dam emergency?
1e. How do you establish a working relationship with the EMAs and other organizations affected by a dam emergency?
1f. How are internal and external personnel trained for a response? How do you develop an understanding of what information EMAs need (i.e., details of inundation maps)?
1g. Other ideas or comments for working with EMAs:

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2. WORKING WITH LAW ENFORCEMENT AGENCIES
2a. How do you identify Law Enforcement Agency (LEA) Personnel needed for security responses and determine when they need to be called (local, state, federal)?
2b. How do you best establish trust with LEA personnel?
2c. How can you get LEA to share intelligence and threat information with you or your organization?
2d. How are internal and external personnel trained for a security response?
2e. How can response LEA identify what you consider to be critical or vulnerable assets (what you consider to be important and what LEA needs to protect)? What other information is important for LEA to learn about?
2f. How can you be made aware of what to expect from the LEA response (how they operate)?
2g. Other ideas or comments for working with LEAs:

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3. COORDINATING (INTEGRATING) EAP AND SECURITY PROCEDURES
3a. What items are currently included in EAPs that should be removed from external versions due to operational security concerns?
3b. How would sensitive portions of EAPs best be handled (i.e., appendices, separate volumes, etc.)?
3c. What is the best way to respond to requests from EAP holders requesting retention of specific sensitive information? What is the best way to keep track of which plan holders have which information?
3d. Should any security information be included in EAPs? Should LEA telephone numbers be included in EAPs?
3e. Can security, criminal investigation, anti-terrorist responses conflict with procedures in EAPs? If so, could this seriously impact the emergency response and how can this be rectified?
3f. Should radiological, biological, chemical attack effects be included in emergency response procedures? Other types of cascading attacks?
3g. If different sections of your organization separately prepare EAP and security procedures, how best can these personnel coordinate activities?
3h. Other ideas or comments for integrating EAP and security procedures:

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4. COORDINATING RIVER SYSTEM ACTIVITIES
4a. How do you identify dam owners/operators on the same river system that can affect or be affected by dam failures?
4b. How do you determine if your (or other owner) dam failures can affect other dams?
4c. How can you best coordinate river system operations during potential or existing dam emergencies? What types of operations should be considered?
4d. How can threat and intelligence information best be shared between neighboring dam owners?
4e. How can EAP exercises be developed to include multiple dams owned by differing agencies on the same river system?
4f. How do you determine which dam owner initiates/heads the emergency response in a multiple dam emergency scenario? Should one owner be designated?
4g. How can resources best be shared among differing dam owners in a multiple dam emergency scenario?
4h. Other ideas or comments for multiple dam emergency scenarios:
4i. For those licensees with projects at federal dams, how do you coordinate day-to-day and emergency operations?