

To the Party Addressed:

Emergency Action Plans (EAPs) are an integral part of the Federal Energy Regulatory Commission's dam safety program. Since all parties involved during an emergency must understand each other's roles to successfully implement an EAP, periodically a comprehensive test with State and local emergency preparedness agency participation is necessary.

You have been selected to conduct a comprehensive test of the EAP for your \_\_\_\_\_ Project in 2014. You are requested to conduct a test known as a functional exercise. This type of exercise involves gathering representatives and having them "act out" their responsibilities for a simulated emergency in a stressful environment with time constraints. The purpose of the exercise is to test the EAP, ensure the local agencies understand the inundation maps and other information available in the EAP, observe the actions your personnel and the agencies take during a simulated emergency, and discuss possible changes to the EAP to improve its effectiveness.

It will be necessary to coordinate with the appropriate emergency preparedness agencies to develop and schedule the exercise. You will need to develop a number of messages that will be distributed during the exercise to obtain responses from the participants. The messages should elicit responses showing the level of understanding of each participant's role in an actual emergency.

We have developed an "EAP Exercise Design Course" to discuss exercise requirements and the design process. The course covers the FERC requirements of a comprehensive EAP exercise and the steps required to develop, conduct, evaluate, and follow-up an effective exercise. We will present the 2 day EAP Exercise Design Course in Ft. Worth, Texas on November 13-14, 2013.

The room rate is \$129.00 per night +tax. (Please note: you must mention FERC EAP Course to receive this rate.) The cut off date for this rate is October 22, 2013.

Transportation to and from the hotel may be obtained from Super Shuttle, serving both Dallas/Ft. Worth and Dallas Love Field airports. Reservations are required by calling 817-329-2000 or 800-258-3826, or online at:

<http://www.supershuttle.com/Locations/DFWAirportShuttleDallas.aspx>

Taxis are located outside of each terminal.

Class size will be limited to approximately 50 participants and will be filled on a "first come first served" basis. We recommend you register early. Prior to making hotel reservations, please visit the [www.ferc.gov](http://www.ferc.gov) "Calendar of Events" to register for the course. There you will find detailed hotel information, including course dates, room

costs, group rate cut-off date, and telephone numbers. A copy of the course agenda is also included. You should plan on staying for two full days for the course when making your reservations.

In addition to the course, you should consider attending one or more functional exercises held by other licensees as they provide practical training on how an exercise is conducted. A schedule of upcoming exercises will be provided at the course. We strongly suggest that you or your staff avail yourselves of these opportunities.

Inquiries may be directed to:

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