

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 2015. 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 Milwaukee, WI on July 15-16, 2014.

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 "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. Complete details are also included in this letter for your use.

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:

| | | |
|---------------|--------------|--|
| Paul Shannon | 202-502-8784 | paul.shannon@ferc.gov |
| David Snyder | 202-502-8968 | david.snyder@ferc.gov |
| Natalie Leech | 202-502-6396 | natalie.leech@ferc.gov |

HOTEL INFORMATION FOR FERC EAP EXERCISE DESIGN COURSE

MILWAUKEE, WISCONSIN

DATE : July 15-16, 2014

TIME : 8:00 am to 5:00 pm – June 11-12,
2013

LOCATION : Milwaukee, WI

HOTEL : Hilton Garden Inn – Milwaukee Downtown
611 N. Broadway
Milwaukee, WI 53202

RESERVATIONS : 414-271-6611

GROUP RATE : \$104.00 per night + tax
*NOTE: MENTION FERC EAP
COURSE*

RATE CUT OFF DATE : June 14, 2014

TRANSPORTATION : Taxi – Approximately \$30.00 one way
Go RiteWay Airport
Shuttle
for pickup On line reservations or call
<http://www.goriteway.com/>
414-769-2444

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

Day One

TAB

REGISTRATION

8:00 - 8:15 REGISTRATION

INTRODUCTION

1 8:15 - 8:45 INTRODUCTIONS AND COURSE OVERVIEW

2 8:45 - 9:05 REVIEW OF FERC EAP PROGRAM

3 9:05 - 9:15 PROCEDURES FOR FERC STAFF

9:15 - 9:30 BREAK

EAP EXERCISE PROGRAM - OVERVIEW AND REQUIREMENTS

4 9:30 - 10:30 FERC EAP EXERCISE PROGRAM - 5 TYPES OF

EXERCISE

5 ORIENTATION SEMINAR

6 DRILL

7 TABLETOP EXERCISE

8 FUNCTIONAL EXERCISE

9 FULL SCALE EXERCISE

10 10:30 - 10:45 COMPREHENSIVE EAP EXERCISE

10:45 - 11:00 BREAK

11 11:00 - 11:15 FERC REQUIREMENTS

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

DAY ONE (CONTINUED)

TAB

| | | |
|----|---------------|---------------------------|
| 12 | 11:15 - 11:20 | LICENSEE RESPONSIBILITIES |
| 13 | 11:20 - 11:30 | COORDINATION |
| 14 | 11:30 - 12:00 | HOW EMAs OPERATE |
| | 12:00-1:00 | LUNCH |

TABLETOP EXERCISE: MOCK DAM

| | | |
|----|-------------|---|
| 15 | 1:00 - 2:15 | ASSIGNMENT OF ROLES, ORIENTATION AND TABLETOP EXERCISE |
| | 2:15 - 2:30 | BREAK |

EXERCISE PROCESS - DETAILS FROM CONCEPTION TO COMPLETION

| | | |
|----|-------------|---|
| 16 | 2:30 - 2:45 | EXERCISE CONSIDERATIONS |
| 17 | 2:45 - 2:50 | 12-STEP EXERCISE DESIGN PROCESS-OVERVIEW |
| 18 | 2:50 - 3:15 | EXERCISE PROCESS: GROUNDWORK STEP 1: ASSESS NEEDS STEP 2: DEFINE SCOPE STEP 3: WRITE PURPOSE STATEMENT |
| | 3:15 - 3:30 | BREAK |
| 19 | 3:30 - 4:00 | LICENSEE PERSPECTIVE - PART I - GROUNDWORK |

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

DAY ONE (CONTINUED)

| | | |
|----|-------------|--|
| 20 | 4:00 - 5:00 | EXERCISE PROCESS: DEVELOPMENT STEP 4: DEVELOP OBJECTIVES STEP 5: DEVELOP SCENARIO STEP 6: DEVELOP MSEL STEP 7: LIST EXPECTED ACTIONS |
| | 5:00 | ADJOURN |

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

DAY TWO

TAB

8:15 - 8:30 REVIEW AND QUESTIONS

EXERCISE PROCESS CONTINUED

20 8:30 - 9:00 EXERCISE PROCESS: DEVELOPMENT (CONTINUED)

STEP 8: DEVELOP INJECTS

21 9:00 - 9:30 LICENSEE PERSPECTIVE - PART II - DEVELOPMENT

9:30 - 9:45 BREAK

22 9:45 - 10:00 EXERCISE PROCESS: CONDUCT EXERCISE
STEP 9: CONDUCT EXERCISE

23 10:00 - 10:15 EXERCISE PROCESS: FOLLOW-UP
STEP 10: EVALUATE
STEP 11: FOLLOW-UP ON SHORT FALLS
STEP 12: REVISE PLANS, IF NECESSARY

24 10:15 - 10:45 HSEEP

10:45 – 11:00 BREAK

25 11:00 – 11:30 LICENSEE PERSPECTIVE - PART III - CONDUCT AND
FOLLOW-UP

FERC EXPERIENCE

26 11:30 - 11:45 LESSONS LEARNED FROM PREVIOUS EXERCISES

27 11:45 - 12:00 SOURCES OF INFORMATION

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

DAY TWO (CONTINUED)

TAB

12:00 – 1:15 LUNCH

FUNCTIONAL EXERCISE: MOCK DAM

29 1:15 - 1:45 EXERCISE OVERVIEW, ORGANIZATION AND
INSTRUCTIONS

1:45 - 3:30 EXERCISE ACTIVITY

3:30 - 3:45 BREAK

3:45 - 4:30 EXERCISE EVALUATION AND HOTWASH

4:30 - 4:45 QUESTIONS

30 4:45 - 5:00 COURSE EVALUATIONS

31 CHAPTER VI OF FERC ENGINEERING GUIDELINES