

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 2016. 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 Atlanta, Georgia on June 23-24, 2015.

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. 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.

Within ninety days after the date of the course you should provide an estimated date for conducting your functional exercise to this office. The exercise should be scheduled prior to September 30, 2016.

If you have any questions or need additional information about functional exercises, you may call \_\_\_\_\_ of my staff at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Regional Engineer

Enclosures

HOTEL INFORMATION FOR FERC EAP EXERCISE DESIGN COURSE

**ATLANTA, GEORGIA**

DATE : June 23-24, 2015

TIME : 8:00 am to 5:00 pm

LOCATION : Atlanta (Buckhead), Georgia

HOTEL : Wingate Inn  
3600 Piedmont Road, NE  
GA 400 Exit 2  
Buckhead, GA 30305

RESERVATIONS : 866-988-3600

GROUP RATE : \$135.00 per night + tax  
*NOTE: MENTION FERC-EAP Group*

RATE CUT OFF DATE : May 30, 2015

TRANSPORTATION : Wingate Inn Shuttle  
\$59 up to two people, \$20 per person – same ride  
Single rider - \$59  
Make reservations 2 days prior to arrival by calling  
404-869-1100

Marta Train  
([itsmarta.com](http://itsmarta.com)) – check website for fares  
Wingate Inn Shuttle will pick you up  
at the Buckhead stop. Hours 7am to 11pm

## 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<br>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<br><br>STEP 1: ASSESS NEEDS<br>STEP 2: DEFINE SCOPE<br>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<br>STEP 4: DEVELOP OBJECTIVES<br>STEP 5: DEVELOP SCENARIO<br>STEP 6: DEVELOP MSEL<br>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