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**StormReady**  
**Organization and Operations Manual**  
**for North Dakota**

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# StormReady Organization and Operations Manual

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# North Dakota *StormReady* Advisory Board By-Laws

## ARTICLE I

The name of this organization shall be the North Dakota *StormReady* Advisory Board.

## ARTICLE II

### PURPOSE

It is the mission of the North Dakota *StormReady* Advisory Board to help communities, counties and reservations reduce the potential for weather-related disasters by facilitating participation in the *StormReady* program. To this end, the North Dakota *StormReady* Advisory Board shall be responsible for all steps leading to the recognition of the *StormReady* community, county or reservation within the State of North Dakota.

## ARTICLE III

### MEMBERSHIP

**Section 1:** The North Dakota *StormReady* Advisory Board shall operate on a Statewide basis. Membership shall be restricted to personnel whose official duties and responsibilities reside within the boundaries of the State of North Dakota, either in part or in entirety.

**Section 2:** In accordance with Section 2.3 of the National *StormReady* Organization and Operations Manual, the North Dakota *StormReady* Advisory Board shall, at a minimum, consist of the following members:

- 1 - NWS office Meteorologist in Charge.
- 1 - NWS office Warning Coordination Meteorologist
- 1 - State of North Dakota Emergency Management Director, or designee.
- 1 - President of the State of North Dakota Emergency Management Association, or designee.

As a Statewide organization, membership of the North Dakota *StormReady* Advisory Board shall also consist of the following individuals beyond the requirements of Section 2.3 of the National *StormReady* Organization and Operations Manual:

All NWS Meteorologists in Charge, whose official duties and responsibilities reside within the boundaries of the State of North Dakota, either in part or entirety, or their designee;

All NWS Warning Coordination Meteorologists, whose official duties and responsibilities reside within the boundaries of the State of North Dakota, either in part or entirety, or their designee.

Additional membership shall consist of state or local Emergency Managers, NWS personnel, and other individuals deemed beneficial to the *StormReady* program, providing that their area of responsibility falls within the guidelines as stated in Article III, Section 1 of the by-laws.

**Section 3:** Membership of the North Dakota *StormReady* Advisory Board shall be divided into two (2) groups: Executive Board members and Members at Large.

**Section 4:** Individuals requesting membership to the North Dakota *StormReady* Advisory Board must meet the criteria as set forth in Article III, Sections 1 and 2. These persons must submit a written application through an active member of the Advisory Board, who will then forward this request to all active Executive Advisory Board members. The North Dakota *StormReady* Executive Advisory Board shall then act on this membership request within thirty (30) days of receipt, with acceptance/denial based upon a simple majority vote of the Executive Advisory Board members.

**Section 5:** Active members of the North Dakota *StormReady* Advisory Board, who must relinquish their position on the Board, shall be replaced as needed, following the requirements of Article III, Sections 1 and 2. The position of Chairperson, when vacated, must be filled within thirty (30) days via a special election of the active Executive Advisory Board members.

## ARTICLE IV

### ADVISORY BOARD ORGANIZATION

#### Part A: The Executive Advisory Board

**Section 1:** The North Dakota *StormReady* Executive Advisory Board shall consist of a maximum of 10 members, following the requirements of Article III, Sections 1 and 2 of these by-laws. The Executive Advisory Board member positions shall be evenly divided between state and/or local Emergency Managers and NWS personnel.

**Section 2:** A Chairperson shall be elected from the active members of the North Dakota *StormReady* Executive Advisory Board, by a simple majority vote, beginning in the year 2000.

**Section 3:** The Chairperson shall serve in this position for a two-year term, and shall be limited to three (3) consecutive terms. In the event the Chairperson position is vacated before the completion of a term, a new Chairperson shall be elected under the provisions of Article III, Section 5, with the partial term counted as one (1) full term toward the limit of three (3) consecutive terms.

**Section 4:** The Chairperson shall be responsible for the following duties:

- A. Arranging meetings of the Advisory Board, including the date, time, method and location (if required) of said meetings.
- B. Notifying all Board members of the meetings.
- C. Setting the agenda for the meetings.
- D. Reviewing previous meeting minutes.
- E. Appointing sub-committees and other positions as deemed necessary.
- F. Delegating tasks as necessary.
- G. Providing quarterly reports to the Regional *StormReady* Advisory Board.
- H. Designating an acting Chairperson in the event the Chairperson is unable to attend a regularly scheduled meeting.
- I. Notifying National and Regional *StormReady* Advisory Boards upon granting a community, county or reservation *StormReady* recognition.

**Section 5:** It is the responsibility of the North Dakota *StormReady* Executive Advisory Board members to:

- A. Attend all meetings regularly.
- B. Contribute ideas and suggestions for the improvement of the *StormReady* program.
- C. Provide assistance to the Chairperson as needed.
- D. Act as a valuable resource for those communities, counties or reservations who wish to participate in the *StormReady* program.
- E. Participate as team members, as directed by the Chairperson, when required to visit a *StormReady* program applicant and formally discuss the application.
- F. If unable to attend an Executive Advisory Board meeting, designate a Member at Large to attend and vote at the Executive Advisory Board meeting in their behalf.

#### **Part B: Members at Large**

**Section 1:** The membership of the North Dakota *StormReady* Advisory Board Members at Large shall be restricted under the guidelines within Article III, Section 1 and 2 of these by-laws.

**Section 2:** Members at Large shall not be limited in number, or restricted exclusively to state and/or local Emergency Managers and NWS personnel.

**Section 3:** North Dakota *StormReady* Advisory Board Members at Large shall fully participate in all aspects of the *StormReady* program, including attending Executive Advisory Board meetings. Members at Large shall have no voting privileges at these Executive Advisory Board meetings, unless acting as a designee of an Executive Advisory Board member.

## ARTICLE V

### ADVISORY BOARD MEETINGS

**Section 1:** The North Dakota *StormReady* Executive Advisory Board shall meet, at a minimum, on a bi-annual basis. At least one meeting per year shall require a gathering of the Advisory Board members at a central location. These meetings will be scheduled by the Chairperson as set forth under Article IV, Section 3 of these by-laws. A quorum shall consist of a majority of Executive Advisory Board members.

**Section 2:** The Chairperson, or the acting Chairperson, shall conduct the meeting using the following order of business:

- A. Call to order.
- B. Record Attendance.
- C. Review minutes of previous meeting.
- D. Unfinished Executive Advisory Board business.
- E. New Executive Advisory Board business.
- F. *StormReady* application and site visit review.
- G. Tentative scheduling of the next Executive Advisory Board meeting.
- H. Adjournment.

**Section 3:** Meetings, either by conference calls or Executive Advisory Board gatherings, can be requested as needed, by any North Dakota *StormReady* Executive Advisory Board member. The final determination as to the necessity of the meeting shall reside with the Chairperson, or the acting Chairperson.

## ARTICLE VI

### PROGRAM OPERATION

Application for *StormReady* recognition shall be a formal process, requiring a written application, verification visit(s), action by the North Dakota *StormReady* Executive Advisory Board, and recognition of a community's, county's or reservation's successful completion of the requirements of the National and North Dakota Executive Advisory Board *StormReady* program. The North Dakota *StormReady* program shall follow the prescribed process as outlined in Sections 3.1 - 6.0 of the *StormReady* Organization and Operations Manual.

Jurisdictions applying for *StormReady* recognition shall fall under one of three categories: community (an incorporated municipality), county or reservation. All jurisdictions shall be assessed based upon population as defined in Appendix A of the *StormReady* Organization and Operations Manual, with county and reservation population criteria including all incorporated and unincorporated areas within their respective boundaries. In order for a county or reservation applicant to be considered for *StormReady* recognition, all communities within their boundaries must meet the appropriate criteria as defined in Appendix A of the *StormReady* Organization and Operations Manual.

#### **Part A: Application Submission**

**Section 1:** Any county, community or reservation desiring to be considered for *StormReady* recognition shall prepare a written application following the categories outlined in Appendix B of the *StormReady* Organization and Operations Manual, and as amended by the North Dakota *StormReady* Executive Advisory Board. This application shall also include a brief narrative describing aspects of preparedness and planning activities. Once this is completed, the application shall be submitted to the proper Advisory Board members at the appropriate NWS office.

**Section 2:** Upon the receipt of an application, the Advisory Board members shall review the application for completeness. Any application that fails to meet the requirements as prescribed within the *StormReady* Organization and Operations Manual, and any amendments as deemed necessary by the North Dakota *StormReady* Executive Advisory Board, shall be returned to the applicant with written guidance or instructions on completing these requirements within thirty (30) days of receipt of the application. The proper Advisory Board member(s) should initiate frequent contact with the applicant, in order to assess progress toward completing the application process.

**Section 3:** If the application is properly completed, the proper Advisory Board member shall assemble a team to perform a verification visit, and forward the results of the verification visit to the Executive Advisory Board within thirty (30) days receipt of the application. If the applicant request the verification visit be performed at a date later than thirty (30) days from the receipt of the application, the Site Visit Summaries shall be forwarded to all Advisory Board members within seven (7) days upon completion of the verification visit.

#### **Part B: Verification Visit**

**Section 1:** The verification team shall consist of no less than two members. The team should be comprised of members of the North Dakota *StormReady* Advisory Board, but may include other individuals deemed qualified to make an assessment by the Chairperson. At least one (1) verification team member must be a member of the Advisory Board. The verification team should be composed of, at a minimum, one (1) NWS person and one (1) Emergency Manager.

**Section 2:** During the verification visit, a Site Visit Summary (Appendix C of the *StormReady* Organization and Operations Manual, including any amendments by the North Dakota *StormReady* Advisory Board) shall be completed separately and signed by each member of the verification team.

**Section 3:** A review of the applicant's Hazardous Weather Plan is required during the site visit. This review may require the applicant to explain procedures to ensure the content meets all National, Regional and North Dakota *StormReady* Advisory Board criteria. A full copy of the applicant's Hazardous Weather Plan is not required by the Advisory Board, however the verification team may request a copy for further offsite review.

**Section 4:** Upon the completion of a site visit, the verification team shall forward their Site Visit Summaries, along with any additional comments or documentation deemed pertinent, to all members of the North Dakota *StormReady* Executive Advisory Board. All materials must be disseminated to the Executive Advisory Board within thirty (30) days of the receipt of the initial application.

**Section 5:** If the verification team, during the course of the site visit, determines that the jurisdiction is non-compliant, the team must inform the applicant of these shortcomings. Any dispute between the applicant and the verification team regarding compliance with the *StormReady* program shall be forwarded, along with all relevant documentation, to the Executive Advisory Board for resolution.

#### **Part C: Executive Board Review**

**Section 1:** The North Dakota *StormReady* Executive Advisory Board members shall conduct a review of a jurisdiction's application, associated Site Visit Summaries and other documentation, and vote to approve or deny *StormReady* recognition within seven (7) days after receiving these materials from the verification team.

**Section 2:** The Executive Advisory Board members shall either approve or deny an application for *StormReady* recognition by a simple majority vote of the Executive Advisory Board members.

**Section 3:** If an application for recognition is not approved, the North Dakota *StormReady* Executive Advisory Board shall provide written guidance and the improvements needed to achieve recognition. Upon a written response from the applying jurisdiction, the Chairperson shall direct the appropriate Advisory Board member to schedule a subsequent verification visit as soon as possible.

**Section 4:** If a community, county or reservation disputes a decision made by the North Dakota *StormReady* Executive Advisory Board, the dispute and all relevant documentation shall be forwarded by the Chairperson to the Regional *StormReady* Advisory Board for resolution.

## **Part D: The Recognition Process**

**Section 1:** When, in the opinion of the North Dakota *StormReady* Executive Advisory Board, an applicant has met the criteria for recognition, the Executive Advisory Board has the authority to grant recognition. The Chairperson shall send this notification of recognition to the National and Regional *StormReady* Advisory Boards within five (5) days of the North Dakota *StormReady* Executive Advisory Board's decision to grant this recognition.

**Section 2:** The Advisory Board Chairperson will direct the following actions to take place upon the Executive Advisory Board's decision to grant recognition:

- A: Direct the appropriate NWS Meteorologist in Charge to send a formal notification letter to the successful applicant.
- B: Ensure the successful applicant receives the proper number of *StormReady* roadway signs (two (2) for a community applicant, four (4) for a county or reservation applicant) from the appropriate NWS office, along with instructions for acquiring additional signs.
- C: Disseminate information concerning the notification of the Insurance Services Organization (ISO) for possible adjustment to insurance rates, pending ISO approval.

**Section 3:** A jurisdiction's *StormReady* recognition shall be for a period of two (2) years from the date of the formal announcement.

## **Part E: Recognition Ceremony**

**Section 1:** The Chairperson shall direct the appropriate Meteorologist in Charge to plan the details of the recognition announcement and ceremony between the applicant and the NWS office which has responsibility for the community, county or reservation.

## **Part F: Recognition Monitoring and Loss of Recognition**

**Section 1:** Whenever possible, all North Dakota *StormReady* Advisory Board members should use any opportunities that occur to monitor a jurisdiction's compliance with the *StormReady* program. Any formal concern by an Advisory Board member shall be immediately forwarded to the North Dakota *StormReady* Executive Advisory Board in whole.

**Section 2:** Upon the receipt of a formal concern regarding a jurisdiction's compliance, the Executive Advisory Board shall review the concern. If this concern is valid, the Executive Advisory Board holds the option to suspend the recognition for sixty (60) days while a review is conducted.

**Section 3:** If a review is deemed necessary by the North Dakota *StormReady* Executive Advisory Board, the Chairperson shall direct a team to perform a review of the jurisdiction's *StormReady* program recognition, following the guidelines outlined in Article VI, Part B, to be conducted within fifteen (15) days of the Executive Advisory Board's decision to review. Once the review has been completed, the findings and all documentation shall be forwarded to all members of the Executive Advisory Board within five (5) days.

**Section 4:** The Chairperson of the North Dakota *StormReady* Advisory Board shall schedule a meeting of all Executive Advisory Board members as soon as possible after the receipt of the review team's findings and documentation. This meeting shall be scheduled within sixty (60) days of the initial action by the Advisory Board.

**Section 5:** If the North Dakota *StormReady* Executive Advisory board deems the jurisdiction non-compliant with the *StormReady* program criteria, the Chairperson shall provide written notification of these deficiencies, and request that all *StormReady* road signs be removed, and prohibit the use of the *StormReady* logo. This notification must also provide the jurisdiction instructions on the appeals process. The Chairperson shall then inform the National and Regional *StormReady* Advisory Boards of this action.

**Section 6:** If a jurisdiction disputes the non-compliance decision made by the North Dakota *StormReady* Executive Advisory Board, they must appeal the decision in writing within fifteen (15) days of the receipt of the Executive Advisory Board's decision. This appeal and all relevant documentation shall be forwarded by the Chairperson to the Regional *StormReady* Advisory Board for resolution. During the appeal process, no action shall take place against the local jurisdiction until the Regional *StormReady* Advisory Board makes a decision on this action.

**Section 7:** If the Regional *StormReady* Advisory Board finds the jurisdiction non-compliant, the Chairperson shall give the jurisdiction written notification of this decision, and request that all *StormReady* road signs be removed, and prohibit the use of the *StormReady* logo. The jurisdiction may request re-recognition after ninety (90) days after the loss of recognition by re-submitting an application as outlined in Article VI, Part A, Section 1 of these by-laws.

#### **Part G: Re-recognition**

**Section 1:** *StormReady* recognition is valid for two (2) years from the date of the formal announcement and/or ceremony. The appropriate member of the North Dakota *StormReady* Advisory Board shall, six (6) months prior to the expiration of the recognition, notify the jurisdiction in writing of their need to re-apply. The applicable criteria shall be those published at the time of the notification.

## ARTICLE VII

### AMENDMENTS TO THE BY-LAWS

**Section 1:** Proposed amendments to these by-laws must be submitted to the Chairperson in writing, no later than ten (10) days prior to a scheduled meeting. The amendment proposal shall then be forwarded by the Chairperson to all Executive Advisory Board members at least five (5) days prior to the scheduled meeting.

**Section 2:** The Chairperson has the authority to suspend those requirements outlined in Article VII, Section 1, if changes to the *StormReady* program require immediate action on these by-laws from the North Dakota *StormReady* Executive Advisory Board. The Chairperson shall inform all Advisory Board members of this action, and initiate a discussion and vote by the Executive Advisory Board members on these amendments as soon as possible.

**Section 3:** Amendments of these by-laws shall be approved by a majority vote of two-thirds of the membership of the Executive Advisory Board, provided that

- A: Proposed amendments have been distributed to all North Dakota *StormReady* Executive Advisory Board members following the guidelines within Article VII, Section 1 or 2 of these by-laws.
- B: All Executive Advisory Board members have been informed of the amendment vote.

**Appendix B**  
**StormReady Application Form**

The following is the North Dakota StormReady Advisory Board application form.

## **APPENDIX C**

The following six pages are the NWS Bismarck or the NWS Grand Forks StormReady Site Visit Summary. This form is used by the site verification team during visits to an applicant.

# NWS StormReady Site Visit Summary/Review

Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Population: \_\_\_\_\_

NOAA Weather Radio Coverage: \_\_\_\_\_

Date(s) of Visit: \_\_\_\_\_

Site Visit Team: \_\_\_\_\_

Criteria	Population			
	< 2,500	2,500 - 14,999	15,000 - 40,000	> 40,000
<b>Criterion 1: Communications</b>				
Established 24 hr Warning Point (WP)	Local WP	X	X	X
Established Emergency Operations Center		X	X	X
<b>Criterion 2: NWS Information Reception</b>				
Number of ways for EOC/WP to receive NWS warning, etc (If in range, one <i>must</i> be NWR-SAME)	3	4	4	4
<b>Criterion 3: Hydrometeorological Monitoring</b>				
Number of ways to monitor Hydrometeorological data.	1	2	3	4
<b>Criterion 4: Local Warning Dissemination</b>				
Number of ways for EOC/WP to disseminate warnings	1	2	3	4
NWR - SAME receivers in public facilities	X	X	X	X
<b>Criterion 5: Community Preparedness</b>				
Number of annual weather safety talks	1	2	3	4
Spotters and dispatchers trained biennially	X	X	X	X
Host / co-host annual NWS spotter training				X
<b>Criterion 6: Administrative</b>				
Formal hazardous weather operations plan	X	X	X	X
Biennial visits by emergency manager to NWS office	X	X	X	X
Annual visits by NWS official to community	X	X	X	X

## NWS Bismarck/Grand Forks StormReady Site Visit Summary/Review

Applicant: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Population: \_\_\_\_\_  
 NOAA Weather Radio Coverage: \_\_\_\_\_

Date(s) of Visit: \_\_\_\_\_  
 Site Visit Team: \_\_\_\_\_

### 24 Hour Warning Point

24 Hour Warning Point Location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### NWS Information Reception

Number Required: \_\_\_\_\_  
 Total: \_\_\_\_\_

NOAA Wx Radio \_\_\_\_\_  
 NOAA Wx Wire \_\_\_\_\_  
 EMWIN \_\_\_\_\_  
 LETS \_\_\_\_\_  
 Amateur Radio \_\_\_\_\_  
 Pagers \_\_\_\_\_  
 Television \_\_\_\_\_  
 Radio (LP1/LP2) \_\_\_\_\_  
 NAWAS \_\_\_\_\_  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### Local Warning Dissemination

Number Required: \_\_\_\_\_  
 Total: \_\_\_\_\_

Outdoor Warning Sirens \_\_\_\_\_  
 Cable TV Override \_\_\_\_\_  
 Plan for sirens on emergency vehicles \_\_\_\_\_  
 Local Alert Broadcast System \_\_\_\_\_  
 Local Pager System \_\_\_\_\_  
 Telephone Tree to Critical Facilities \_\_\_\_\_  
 Coordinate Area-Wide Radio Network \_\_\_\_\_

Other:: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### Hydro-Meteorological Monitoring

Not Required: \_\_\_\_\_

Written plan gives authority to Warning Point Personnel to activate warning system: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_

# NWS Bismarck/Grand Forks StormReady Site Visit Summary/Review

## Emergency Operations Center

Emergency Operations Center Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NWS Information Reception

Number Required: \_\_\_\_\_  
Total: \_\_\_\_\_

NOAA Wx Radio \_\_\_\_\_  
NOAA Wx Wire \_\_\_\_\_  
EMWIN \_\_\_\_\_  
LETS \_\_\_\_\_  
Amateur Radio \_\_\_\_\_  
Pagers \_\_\_\_\_  
Television \_\_\_\_\_  
Radio (LP1/LP2) \_\_\_\_\_  
NAWAS \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Local Warning Dissemination

Number Required: \_\_\_\_\_  
Total: \_\_\_\_\_

Outdoor Warning Sirens \_\_\_\_\_  
Cable TV Override \_\_\_\_\_  
Plan for sirens on emergency vehicles \_\_\_\_\_  
Local Alert Broadcast System \_\_\_\_\_  
Local Pager System \_\_\_\_\_  
Telephone Tree to Critical Facilities \_\_\_\_\_  
Coordinate Area-Wide Radio Network \_\_\_\_\_

Other:: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hydro-Meteorological Monitoring: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# NWS StormReady Site Visit Summary/Review

## *Community NWR-SAME Program*

StormReady recognition requires that Specific Area Message Capable NOAA Weather Radio Receivers be placed in local government owned buildings that have public access, if NOAA Weather Radio coverage is adequate.

Examples of such buildings would be a courthouse, city hall, and library. Public schools are often not administered within the direct line of supervision of local government officials. Therefore, while it is extremely important that all schools be equipped with NOAA Weather Radios, StormReady requirements related to schools will be handled on a case-by-case basis.

**Local Government Owned Buildings With Public Access**

Building	Location	NOAA Wx Radio SAME (Yes / No )	Comments

*\*\* Attach Separate Sheet for Additional Space \*\**

Has the community developed a program to subsidize the purchase of Specific Area Message Capable NOAA Weather Radios for its citizens? (Yes / No)

If yes, provide details below:

# NWS Bismarck/Grand Forks StormReady Site Visit Summary/Review

*Community NWR-SAME Program*

StormReady recognition requires that Tone Alert capable NOAA Weather Radio Receivers be placed in local government owned buildings that have public access, if NOAA Weather Radio coverage is adequate.

### Local Government Owned Buildings With Public Access

Building	Location	NOAA Wx Radio (Yes / No )	Comments

*\*\* Attach Separate Sheet for Additional Space \*\**

Has the community developed a program to subsidize the purchase of Specific Area Message Capable NOAA Weather Radios for its citizens? (Yes / No)

If yes, provide

details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# NWS StormReady Site Visit Summary/Review

*Preparedness / Administration*

**Preparedness**

Public education is vital in preparing citizens to respond properly. StormReady recognition requires a population-based number of community safety talks during a year.

**Preparedness Talks**  
Number Required: \_\_\_\_\_

Date(s)	Location	Topics Covered	Comments

\*\* Attach Separate Sheet for Additional Space \*\*

**Administration**

Formal planning and pro-active administration is a part of the StormReady Recognition.

Written Hazardous Weather Plan in place? (Yes / No)

- If yes, does it cover the following:
- Warning Point Procedures \_\_\_\_\_
  - EOC Activation \_\_\_\_\_
  - Spotter Activation \_\_\_\_\_
  - Biannual Spotter Training \_\_\_\_\_
  - Spotter Training Record \_\_\_\_\_
  - Criteria for local warning system activation \_\_\_\_\_

Annual Weather Related exercise / drill: \_\_\_\_\_

Spotters / Dispatchers trained biannually: \_\_\_\_\_

Host / Co-Host Annual Spotter Training: \_\_\_\_\_ (Required if population > 40,000.)

# NWS StormReady Site Visit Summary/Review

*Preparedness / Administration*  
(Continued)

## **Administration** (Continued)

Biannual visit by emergency manager to National Weather Service Office:

\_\_\_\_\_

Date(s)

Annual visit by National Weather Service Official to  
community: \_\_\_\_\_

Dates(s)

**Use the space below for additional notes / comments.**


\_\_\_\_\_  
Site Verification Team Member

\_\_\_\_\_  
Date

**Appendix D**  
**StormReady Accreditation Letter and Ceremony Agenda Example**

The following an example of an accreditation letter and StormReady ceremony agenda.

**Samples of StormReady Correspondence and Documentation**

This appendix includes the following Word Perfect documents:

1. "For the Record" memo regarding recognition of a StormReady Community
2. Sample Recognition Letters (2)
3. Sample of StormReady Recognition Presentation Ceremony Agenda
4. Sample invitation to StormReady Recognition Ceremony
5. Sample re-recognition letter
6. Sample StormReady recognition certificate

WFO Address  
City, State ZIP

Date

**MEMORANDUM FOR:** The Record

**FROM:** Name  
Warning Coordination Meteorologist  
WFO Office

**SUBJECT:** StormReady Recognition for \_\_\_\_\_

As Chairman of the \_\_\_\_\_ StormReady Local Advisory Board, upon agreement of  
\_\_\_\_\_ voting members do hereby authorize \_\_\_\_\_ to receive National Weather Service  
StormReady Recognition on \_\_\_\_\_ (date).

Signed

Name (Chairperson)  
Local Advisory Board

**Appendix E**  
**StormReady Applications in North Dakota**

The current StormReady Communities in North Dakota and their accreditation applications follow.

<b>#</b>	<b><u>Community</u></b>	<b><u>Date Accredited</u></b>
1.		
2.		
3.		
4.		