

Reclamation Manual

Directives and Standards

Testing, Training, and Exercise Requirements

This Appendix provides detailed requirements for testing, training, and exercise activities as required by this D&S. The following table outlines and clarifies definitions and specific requirements for each item listed. Exercise types are to be considered the minimum required level of exercise; however, the requirement can be satisfied with a higher-level exercise (i.e., conducting a tabletop exercise (TTX) in place of a seminar exercise or conducting a functional exercise (FE) in place of a TTX) or an actual incident.

Annually:

| <i>Item/Definition</i> | <i>Requirements</i> |
|--|--|
| <p>EAP Review/Update</p> <p>EAP reviews will ensure that the content of an EAP is up-to-date, accurate, and appropriate to ensure effective response procedures are available during an EAP activation. This includes the notification chart, contact information, initiating conditions, facility information, all processes and protocols, and supporting information such as inundation maps.</p> | <ol style="list-style-type: none"> 1. EAP coordinators will annually review and update all EAPs when changes occur to ensure the adequacy of procedures and accuracy of notification information and to incorporate recent lessons learned from exercises or incidents. 2. EAP coordinators will annually review all EAPs by September 30. 3. EAP coordinators will annually update EAPs, when changes are needed, no later than December 1. |
| <p>Communications Drill</p> <p>Communications drills will test, validate, and improve the capability for communications within the jurisdiction of the area/power office (including field offices and dam/structure sites). They will include objectives to validate the effectiveness of communications systems, equipment, processes, and protocol, test the effectiveness of internal coordination between offices/facilities to share information and maintain situational awareness, test the effectiveness of notifications to external agencies, and test backup communications methods/systems, including interoperability with critical downstream public safety agencies.</p> | <ol style="list-style-type: none"> 1. EAP coordinators will conduct an area/power office communications drill annually (covering the full scope of the definition to the left). 2. EAP coordinators will remedy any deficiencies in the availability, functionality, or operations of equipment or the ability of staff to effectively use the equipment to ensure a continuous communications capability. 3. EAP coordinators will conduct communications drills as one combined event (including all facilities) or separately for each facility/EAP. |

Reclamation Manual

Directives and Standards

| | |
|--|--|
| <p>EAP Orientation Training</p> <p>EAP Orientation training will ensure that all Reclamation and dam operations personnel with a response role during an EAP activation are thoroughly familiar with the EAP, the related procedures, and any individual responsibilities. This training will include an in-depth review of the EAP covering, at a minimum, the purpose, scope, EAP process, roles, responsibilities, emergency classification system, checklists, tools, and appendices.</p> | <ol style="list-style-type: none"> 1. EAP coordinators will provide an EAP orientation training every year (covering the full scope of the definition to the left). 2. Area/power/field office and dam operations personnel with an EAP response role will attend an EAP orientation training annually. 3. Participation in an EAP exercise will satisfy the requirement for an EAP Orientation in a given fiscal year. |
|--|--|

Every 4 years for canal/levee EAPs:

| | |
|--|--|
| <p>Seminar <i>for canal and levee EAPs¹</i></p> <p>EAP seminars will allow Reclamation, operating partners, and affected public safety agencies to participate in a discussion-based exercise that orients participants to the facility, the EAP, roles and responsibilities, affected areas, notification procedures, and interagency collaboration strategies.</p> | <ol style="list-style-type: none"> 1. EAP coordinators will provide a seminar every 4 years for every urban canal and levee (covering the full scope of the definition to the left) for all canal/levee EAPs. 2. Area/power/field office and canal operations personnel with an EAP response role will participate in EAP exercises. |
|--|--|

¹ Seminar exercises for canal and levee EAPs will be conducted starting no later than FY 2027 and will continue on a 4-year exercise cycle.

Reclamation Manual

Directives and Standards

Every 8 years, alternating with FEs (4 years between):

| | |
|---|---|
| <p>Tabletop Exercise (TTX) <i>for high and significant-hazard dam EAPs</i></p> <p>TTXs will provide an opportunity for Reclamation, operating partners, and affected public safety agencies to discuss a simulated, scenario-driven EAP activation and will include objectives, at a minimum, related to emergency level classification, notification, response actions involving intervention at the dam, and inter-agency collaboration.</p> | <ol style="list-style-type: none">1. EAP coordinators will provide an EAP TTX every 8 years for every high and significant-hazard dam (covering the full scope of the definition to the left).2. Area/power/field office and dam operations personnel with an EAP response role will participate in EAP exercises. |
|---|---|

Every 8 years, alternating with TTXs (4 years between):

| | |
|--|--|
| <p>Functional Exercise (FE) <i>for high and significant-hazard dam EAPs</i></p> <p>FEs will allow Reclamation, operating partners, and affected public safety agencies to practice response capabilities collaboratively during an operations-based, simulated, scenario-driven EAP activation. The event will be driven by specific objectives, use inject messages, and include an opportunity to practice roles and responsibilities. FE events will always have an objective related to operational communications involving actual communications systems. Additionally, objectives will be included to test emergency-level declarations, notifications, response actions involving intervention at the dam, and interagency collaboration.</p> | <ol style="list-style-type: none">1. EAP coordinators will provide an EAP FE every 8 years for every high and significant-hazard dam (covering the full scope of the definition to the left).2. Area/power/field office and dam operations personnel with an EAP response role will participate in EAP exercises.3. Functional exercises will include a test of communications systems and may incorporate the requirements for a communications drill for a given year. |
|--|--|