

Common Elements of Notification Forms

- Each site/facility may take their own unique approach to designing the notification form based on the nature of the facility, realistic hazards, and needs of offsite agencies.
- Design notification forms to be user friendly, easy to follow, and include critical information at the beginning.
- Technical terms, acronyms, units of measurements, facility names, and time zones must be known and understood by all parties involved in the emergency response.
- Ensure facility-specific terms, acronyms, and measurements are known.
- Uniformity and standardization in content are important so organizations can effectively exchange technical information.
- Design forms to make it hard to accidentally include classified information.
- Emergency information reported via notification forms must be reviewed for classified information and unclassified controlled nuclear information; classification considerations should not delay notification.
- Address classification review in training for those who must complete and approve notification forms.
- Preplan review of forms to minimize delays.
- Use pre-arranged and standardized content and format for initial and follow-up notifications.
- Provide for notification form approval by the emergency manager or designee.

- Design notification systems to permit multiple notifications at the same time.
- Conduct system tests to ensure that systems work.
- Provide annual training for receiving organizations on your messages, methods, and notification procedures.
- Ensure the system provides for feedback indicating unsuccessful contact.
- Ensure there are provisions to verify message authenticity, such as callbacks or electronic verification methods.
- Periodically verify that all emergency phone numbers for notification are correct.
- Ensure receiving organizations can receive reports 24/7.
- Most offsite response agencies will want hourly updates of information on the notification form.
- Ensure you have backup notification methods and that personnel are trained on the backup.