

NOTIFICATION & WARNING

I. Purpose

The purpose of this section is to provide an overview of the responsibilities and procedures to provide notification of key officials and the general public.

II. Responsibilities

- A. The Scott County Sheriff's Office is the County Warning Point for Jordan (as well as the county as a whole) and is responsible for relaying emergency notifications to the Jordan Police and Fire Departments.
- B. As the city warning point, the Police Department Command Center is responsible for ensuring that all emergency notifications that it receives are handled properly. Upon receipt of an emergency notification, the city warning point is responsible for the following if the Sheriff's Office cannot:
 - 1. Notifying the key city government and private organization officials, as appropriate.
 - 2. Activating the Cable TV Warning Systems for a weather emergency, a hazardous materials emergency, terrorism, or other emergency. (Refer to the activation steps outlined in the Notification and Warning SOP.)
 - 3. Notifying certain private and/or public facilities that may be endangered by the incident (schools, industries, nursing homes, etc.).

The Jordan Police Department is responsible for warning/notifying its own public officials, city staff, and residents.

III. Supporting Documents

The Jordan Warning Plan covers notification procedures for all hazards, and is detailed in the Warning Notification SOP. The Notification and Warning SOP details the specific notification and warning procedures to be followed by the Jordan City Warning Point.

IV. Authentication

Mayor Date

City Administrator Date

Police Chief / EM Director Date

Fire Chief Date

This Standard Operating Procedure is intended to provide specific guidance for the proper receipt and dissemination of severe weather emergencies.

I. GENERAL

The State Warning Point is responsible for disseminating all watches and warnings to Scott County, except warnings for conditions generated within the county itself.

The Scott County Sheriffs Office, Scott County Emergency Management Director, City of Jordan Police Chief, and the City of Jordan Fire Chief or their designees have all been authorized to activate the Emergency Alert System. This can be accomplished by notifying Scott County Dispatch (PSAP) at: 911 or 952-445-1411 and asking them to activate the notification system in the City of Jordan.

II. SEVERE WEATHER WARNINGS

A. Weather spotters: Trained weather spotters are deployed at designated locations. Upon reaching their designated location, they are to report their unit identification number and their location to the Weather Command Center by using the city government channel. They are to report any noticeable weather changes to the command center.

1. Strong winds
2. Heavy lightning
3. Heavy rain
4. Abnormal cloud formations
5. Hail

B. Weather Command Center: The Jordan Police Department shall serve as the weather command center. In the event that the city of Jordan is placed in a severe storm or tornado warning, the command center shall be activated. National Incident Management System (NIMS) protocols shall be followed at all times. Until relieved, it shall be the on-duty police officer's responsibility to:

1. Immediately report to the PD and activate the command center.
2. Notify the Chief of Police, the Fire Chief, and the Public Works Director of the warning declaration.
3. Complete the initial activation of the storm sirens.
4. Monitor weather information on the television, internet radar, and through dispatch.
5. Follow the siren activation policy until relieved.
6. Log all information radioed by the weather spotters.

In addition to the Scott County Sheriff's Dispatch Center, The City of Jordan Weather Command Center has been equipped with siren activation capabilities. The warning siren activation policy will be followed in the event of severe weather.

C. WARNING SIREN ACTIVATION POLICY

- 1: Purpose.** The City of Jordan is equipped with audible sirens at various locations throughout the city intended to warn the public in the event of threats to public safety caused by severe weather, biohazard conditions, or terrorist acts. The purpose of this policy is to establish who is responsible for the activation of the warning sirens and to establish set criteria for their activation.
- 2: Policy.** When events such as severe weather, biohazard conditions, or terrorist acts occur, it is imperative to have a warning system in place to alert citizens in a timely manner of the potential threat. It is also important that the warning system is activated only when there is a high degree of probability that the safety of the citizens is, or about to be compromised. Repeated activation of the warning system when no credible threat exists causes the public to become indifferent to the warning system.
- 3: Application.** This policy applies to all individuals who are employed by the City of Jordan or represent the city in any other official capacity. Violation of this policy may result in disciplinary action up to and including termination of employment.
- 4: Procedures.** The following procedures are to be followed as they pertain to the activation of the warning sirens:
 - a. Responsibility for activation:** Only the following individuals are authorized to activate the City of Jordan's warning sirens:
 1. The highest-ranking sworn Police Department Officer (until relieved by an individual of higher rank) on duty at the time of the incident.
 2. The highest-ranking member of the Fire Department on duty (until relieved by an individual of higher rank) at the time of the incident.
 3. Authorized trained county and state weather spotters.
- 5: Criteria for Activation.** The following criteria shall be employed when determining the need for warning siren activation:

The storm sirens shall be activated whenever the National Weather service has placed the City of Jordan in a "SEVERE STORM" or "TORNADO" warning.

Once activated, the sirens will run for three (3) minutes and then cease. This will serve as notice to the citizens that we are in a declared warning and that they should seek shelter. The individual responsible for siren activation shall set off the sirens on a continual basis at any time after the initial activation in the following circumstances:

1. When a tornado warning has been issued and there is an indication that the City of Jordan is in the path of the tornado verified by visual weather spotters or by radar.
2. When a funnel cloud is spotted in close proximity to the City of Jordan
3. When winds reach speeds that are causing demonstrable damage to trees, buildings, or other structures.
4. When the City of Jordan is in the projected path of a storm where a tornado, high winds, or damaging hail have caused demonstrable damage in an adjacent city or in the county.
5. When a public safety personnel (police/fire) determine activation is necessary due to imminent danger to life and property. In this situation notify the state warning point at the National Weather Service Office, Chanhassen, at 952-725-3742.

It should be noted that we will employ the “better safe than sorry” philosophy concerning siren activation.

6: Incident Command Center Responsibilities: National Incident Management System (NIMS) protocols shall be followed at all times.

1. If appropriate, notify Scott County Dispatch that a command center has been established and have them direct all radio traffic for JPD and JFD to the command center.
2. Assure that the Police Chief (or on-call supervisor), the Fire Chief (or next in chain of command), and the Public Works Director have been notified of the weather declaration or hazardous event.
3. Prioritize calls for service and other needs as they are received.
4. Dispatch Police, Fire, and Ambulance personnel to appropriate locations throughout the city as needed and priority dictates.
5. Call in additional personnel and/or mutual aid as needed.

Generally, the Chief of Police / Emergency Management Director shall assume command of operations at the Command Center. In his or her absence, the Fire Chief (or his/her designee) or the ranking Police Supervisor shall assume command.

At any time during or following the event, the Incident Commander may call for the activation of the Emergency Operations Center.

III. HAZARDOUS MATERIALS EMERGENCY

Facilities are required by law to immediately notify the following in event of an accidental emergency release; local authorities by dialing 9-1-1, state authorities by contacting the State Duty (HSEM) Officer by dialing 651-649-5451 (Metro), and the National Response Center by dialing 1-800-424-8802.

The State Duty Officer is responsible for notifying all appropriate State and Federal agencies for disseminating all emergency information received to Scott County, except those that are received via the 9-1-1-telephone system.

- A. Hazardous Materials Warning: For an incident that involves Jordan, the following action should be taken:
 1. Obtain accurate description of area affected and recommended actions from the on-scene Incident Commander.
 2. Activate sirens, if appropriate. House-to-house or route alerting, instead of siren activation, may be necessary.
 3. Notify radio/TV station(s), including Cable TV Warning System (see notification list – [Annex Q](#)). Consider activation of the Scott County Emergency Notification system or the Emergency Alert System as referenced in the EAS Operational Area Plan for our County.
 4. Notify City Officials:
 - a. Police Chief
 - b. Fire Chief

- c. City Engineer
- d. City Administrator
- e. Mayor

5. Notify affected facilities/populations within the community.

IV. Nuclear Generating Plant Accident

Upon notification by the state of an accident at the Prairie Island Nuclear Generating Plant and when the state recommends partial activation of the county EOC, Scott County will handle the situation.

Jordan police staff on-duty shall notify City officials/staff:

- Police Chief
- Public Works Director
- Fire Chief
- City Administrator
- Mayor

NOTE: INGESTION PATHWAY PROTECTIVE ACTIONS WILL NOT BE OF AN IMMEDIATE EMERGENCY NATURE. Therefore, it will not be necessary to activate the regional or local EAS system for notification of the public. City officials/staff will be notified of recommended protective actions. The public will be notified of recommended protective actions via news conferences and news statements issued at the Joint Public Information Center (JPIC) in St. Paul.

V. TESTING PROCEDURES

- A. State policy is that Counties and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month. Counties and municipalities are encouraged to make advance announcements of each test through local radio, television, and newspapers.
- B. At 1:00 p.m. the first Wednesday of each month the Scott County Warning Point will activate the county sirens.

VI. EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURE

- A. Central Region EAS Operational Area: Scott County is located in the Central Region EAS Operational Area.
- B. Activation Procedure

The activation procedure for the local EAS network is run through the State Duty Officer. This activation procedure will be in coordination with the State EAS plan.

VII. EXERCISING PROCEDURES

- A. This EAS procedure will be exercised in conjunction with required/planned exercises of the county's emergency response capabilities. Corrective action will be taken on any deficiencies identified during the exercise.
- B. Periodically the Emergency Services Manager and the broadcasters of the Metro Region will review this EAS procedure and make modifications as necessary.

VIII. SCOTT COUNTY EMERGENCY NOTIFICATION SYSTEM

- A. Scott County Emergency Notification System is operated through the Scott County Sheriff's office through the Emergency Manager.
- B. Activation Procedure
 - 1. Local public safety officials will notify their normal dispatch center (Scott County Sheriff's Dispatch) and request emergency notification activation.
 - 2. The Dispatch Center will notify DCC to activate per the local public safety official's instructions.
 - 3. Notify City Officials
 - a. Police and Fire Departments
 - b. Emergency Services
- C. Testing/Exercising Procedure
 - a. Arrangements can be made to test this system through Scott County Emergency Services.

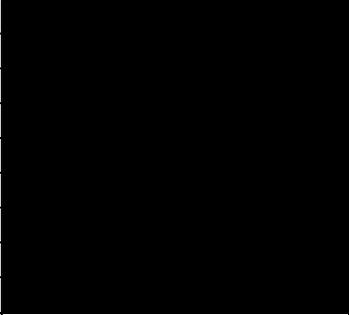
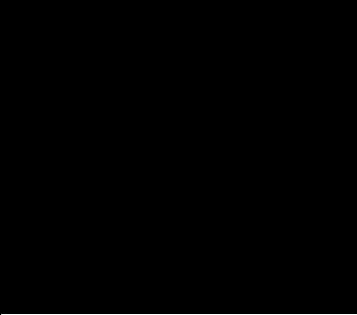
IX. EMERGENCY ALERT METHODS

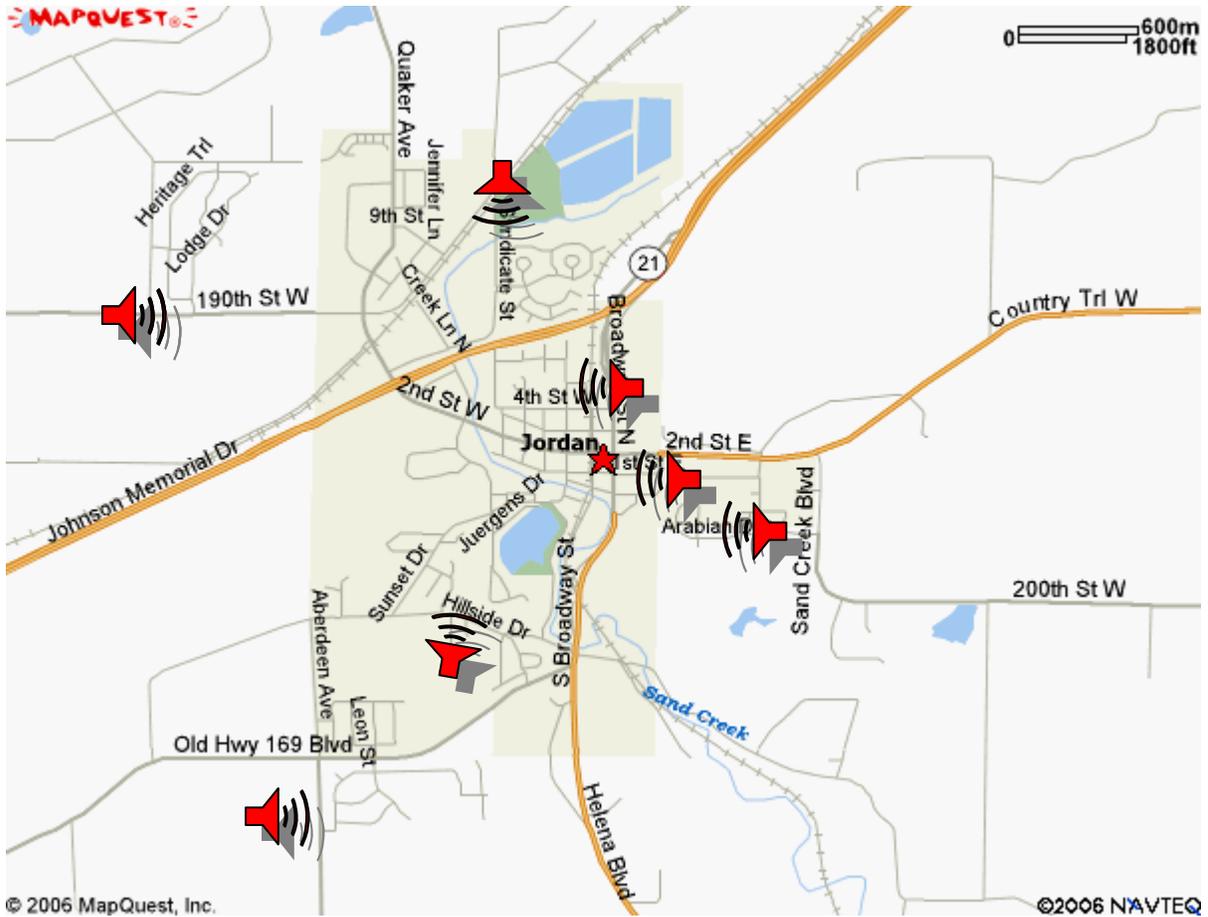
- A. There are six warning sirens located throughout the City to notify residents of the community that it is advisable to tune in to the local radio and televisions for information that may pertain to them. The City does not have the staff to personally notify all various organizations such as schools, businesses, daycares etc. If possible, the local police department and fire department may, to the best their ability, try to notify special needs areas of the community. It is improbable that the city staff is aware of all facilities located within the community that may meet these needs. It is understood that businesses and homes caring for hearing impaired, special needs, elderly, or any other persons not able to care for themselves will be responsible for enacting some type of notification for these residents.

X. NOTIFICATION LIST

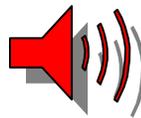
24-hour emergency number – 911

24-hour non-emergency dispatch – 952-445-1411

Title	Cell	Home
Police Chief		
Fire Chief		
Public Works Director		
City Administrator		
Mayor		
Deputy Fire Chief		
Second Assistant Fire Chief		
Police Patrol Sergeant		
Police Detective Sergeant		



XI. Siren Locations – City of Jordan



#	Location	Description	Year Installed
1.	Hillside Drive/Hope Avenue	Federal – 127 db	2007
2.	Syndicate Street/Valley View Drive	Federal – 127 db – 2001 DC	2006
3.	Maple Lane/Lydia Road	Federal – 127 db	2008
4.	500 block of Varner Street	Federal – 127 db 2001 DC	2000
5.	190 th Street/Beaumont Avenue	Federal – 127 db 2001 DC	2000
6.	Aberdeen Avenue/Prospect Pointe Road	Federal – 127 db 2001 DC	2004