

Section 2: Notification and Warning General Information

I PURPOSE

To provide an overview of the responsibilities and the procedures whereby the notification of key officials and the warning of the general public are accomplished.

II RESPONSIBILITIES

A. The Swift County Public Safety Answering Point (PSAP) is the County warning point. The Swift County Sheriff will have overall responsibility for ensuring that all notifications received by the warning point are handled properly. The Swift County warning points is responsible for proper receipt and dissemination of all emergency notifications. Upon being notified of a warning, the Swift County Sheriff's Department is responsible for:

1. Notifying the affected municipality (ies)
2. Activating the appropriate outdoor warning sirens
3. Activating tone-alert radios
4. Activating the Emergency Alert System (EAS) by following the steps outlined in the Notification and Warning Standard Operating Guideline (SOG)

B. Each of the Swift County municipalities is responsible for relaying any notifications they receive (from the Swift County Sheriff's Department) to their own public officials and residents. Some municipal warning sirens can be activated by the Swift County Sheriff's Department.

III ORGANIZATION

Swift County Sheriff's Department Organization chart can be found in Supporting Document Page 1-5

IV SUPPORT DOCUMENTS

The Swift County Notification and Warning SOG and Supporting Documents detail the specific notification and warning procedures to be followed by the Swift County Warning Point.

Standard Operation Guide to Section 2 Notification and Warning

I GENERAL

The National Weather Service is responsible for disseminating all watches and warnings to the Swift County Warning Point, except warnings for conditions generated within the county itself.

The Swift County Warning Officer is the Sheriff or his designee.

The Swift County Warning Point is at the Swift County Sheriff's Department in Benson, MN, which has 24-hour warning capability.

The Swift County Sheriff is responsible for ensuring that all notifications and warnings are received and disseminated. Specific procedures are outlined in the Policy Book maintained in the PSAP. (See Chart on page 2-3 for a diagram of the Swift County Warning System.) (*16)

II ACTIONS TO BE TAKEN BY THE COUNTY WARNING OFFICER ARE OUTLINED IN THE FOLLOWING DOCUMENTS

Supporting Documents	Page
Warning System	2-3
Warning Procedures (*15)	
1. Tornado/Thunderstorm Warning	2-4
2. Flash Flood Watch/Warning (TBP)	2-6
3. Notification of Special Locations	2-7
4. Notification of Non-English Speaking (TBP)	2-8
Hazardous Materials Related	
1. Hazardous Materials Call	2-9
2. Hazardous Materials Spill Report	2-10
3. Siren Coverage Maps	2-12
4. EAS Activation Guidelines	2-11

Also See Sections

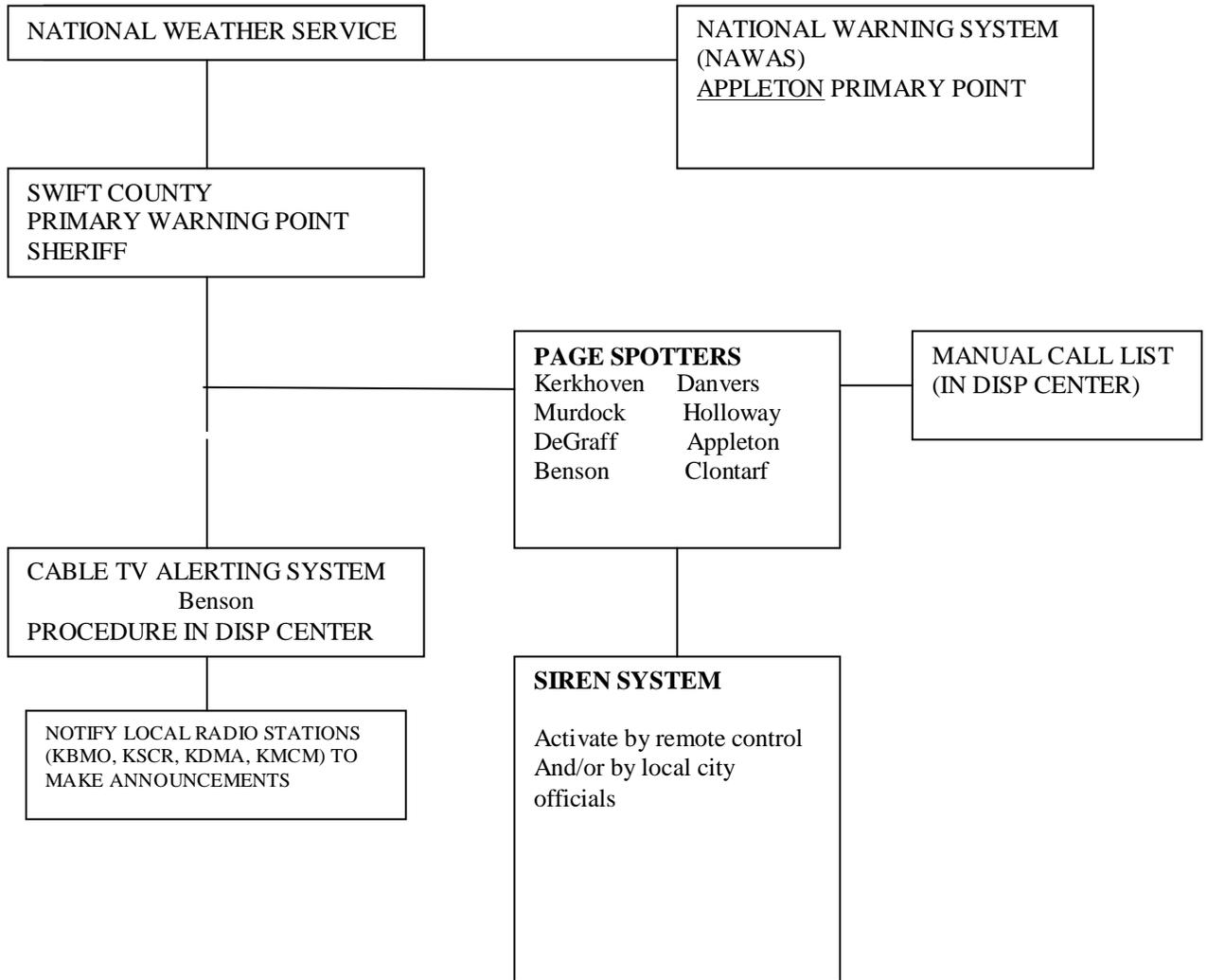
Section 4: Public Information

Section 7: Evacuation, Traffic Control, and Security

Section 13: Hazardous Materials Protection

Facility Information Attachment (includes methods to be used to notify employees)

Section 2: Notification and Warning Warning System (*16)



Section 2: Notification and Warning

Tornado or Severe Thunderstorm Watches and Warnings (#14)

The following procedures are to be followed by the communications center during a Tornado or Severe Thunderstorm Warning.

1. Incorporate the Sheriff's Department's procedures for severe weather watches/warnings.
2. All affected Fire Departments in the County will be paged if there is a **Tornado or Severe Thunderstorm Warning** with the main area of the storm paged first.
3. Fire Department Chiefs will coordinate fire department spotter response
4. Spotters will notify Dispatch when they are in position to insure there is radio communications. Once radio communications are established, keep radio traffic to a minimum, reporting only actual sightings or other weather of an emergency nature, such as strong winds, large hail and etc.
5. Alert Public via Benson Cable System.
6. Activate County Sirens if required. Procedure in Policy Manual maintained in PSAP.
7. Notify other County Fire Departments by Pager to activate Sirens if required. Procedure in Policy Manual maintained in PSAP.
8. Notify Radio Stations KBMO, KSCR, KMCM, and Pioneer Public T.V. This is to verify that they are aware of the storm conditions as they have EAS.
9. If situation warrants, call in additional personnel for assistance in dispatch. Also, at this point, notify Sheriff and Emergency Management Director.

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Flash Flood Warning

Identical to “tornado or severe thunderstorm warning” (See pages 2-2 – 2-4.)

Section 2: Notification and Warning
Notification of Special Locations (*15)

The Swift County Sheriff's Department shall notify each affected municipality and they (the municipalities) are responsible to notify special locations.

SCHOOLS

Appleton Elementary	(320) 289-1114	Business Office
Benson Christian School	(320) 843-2515	Business Office
Benson Public Schools	(320) 843-2710	Business office
KMS Elementary Murdock	(320) 875-2441	Business Office
KMS High School Kerkhoven	(320) 264-1411	Business Office
Lac Qui Parle High School	(320) 752-4200	Business Office

HOSPITAL/NURSING CARE FACILITIES

Appleton Municipal Hospital	(320) 289-2422	Business Office
Appleton Nursing Home	(320) 289-2400	Business Office
Meadow Lane Health Care Center	(320) 843-2225	Business Office
Swift County Benson Hospital	(320) 843-4232	Business Office

Section 2: Notification and Warning
Notification of the Hearing Impaired (*16)

TO BE PUBLISHED WHEN EQUIPMENT HAS BEEN INSTALLED

Section 2: Notification and Warning

Hazardous Materials Call (*17) (*18)

The following is the recommended procedure for a hazardous materials release.

1. Get the location of call and the location of release.
2. Contact the appropriate Law Enforcement agency.
3. Try to obtain a placard number or the type of chemical released.
4. Run **MQ format** on the state computer or locate chemical in the E.R.G. (Emergency Response Guidebook).
5. Inform responders of suspected chemical and its threats.
6. When responders advise that they need further assistance, the Communications Officer will contact:
 - A. The Minnesota State Duty Officer 1-800-422-0798
 - B. Mutual Aid agencies, as directed by on-scene commander (OSC).
7. The following facilities have developed emergency response plans for on site response (see Resource Guide for telephone numbers).
 - a. Kinder Morgan Pipeline Corp. Highway 12 Benson MN 56215
 - b. Koch Industries Ammonia Terminal Murdock MN 56271
 - c. Glacial Plains Cooperative Highway 9 East Benson MN 56215
 - d. Western Consolidated Coop Appleton MN 56208
 - e. Appleton Farm Chemicals Appleton MN 56208
 - f. Johnson Fertilizer Services Clontarf MN 56226
 - g. Crop Production Services Inc. KerkhovenMN 56252

Hazardous Spill Report

HAZARDOUS MATERIALS INCIDENT REPORT

DATE _____ TIME (AM/PM) _____

I. CONTACT INFORMATION

Caller's Name: _____
Firm/Agency: _____ Address: _____
City: _____ County: _____ State: _____ Zip: _____
Phone: (Day) _____ (Evening) _____

II. RESPONSIBLE PARTY

Contact Person: _____
Firm/Agency: _____ Address: _____
City: _____ County: _____ State: _____ Zip: _____
Phone: (Day) _____ (Evening) _____

III. INCIDENT SPECIFICS

Date/Time of Incident: _____ Location (Street/City/County) _____

Material(s) and Quantity: _____

Is released material near surface water? Yes ___ No ___ Specify: _____

Has the released material been contained? Yes ___ No ___ Specify: _____

Evacuation: Yes ___ No ___ Pending ___ Number: _____

Material released to: Air: ___ Water: ___ Soil: ___ Asphalt/Concrete: ___

Other: (Specify) _____

General Description of area affected: Urban: ___ Rural: ___ Residential: ___ Commercial ___

Industrial: ___

For fixed facilities: Has the material escaped from the facility/facility property: Yes ___ No: ___

Unknown _____

IV. DESCRIPTION OF INCIDENT

(circle as appropriate and describe below)

Spill / Equip Malfunction / Air Release / Dumping / Sewage Bypass / Complaint

IS THIS A BUSINESS OR GOVERNMENT FACILITY REPORTING IN COMPLIANCE WITH SARA TITLE III, SECTION 304? YES ___ NO ___ UNKNOWN ___

Section 2: Notification and Warning Siren Coverage Maps

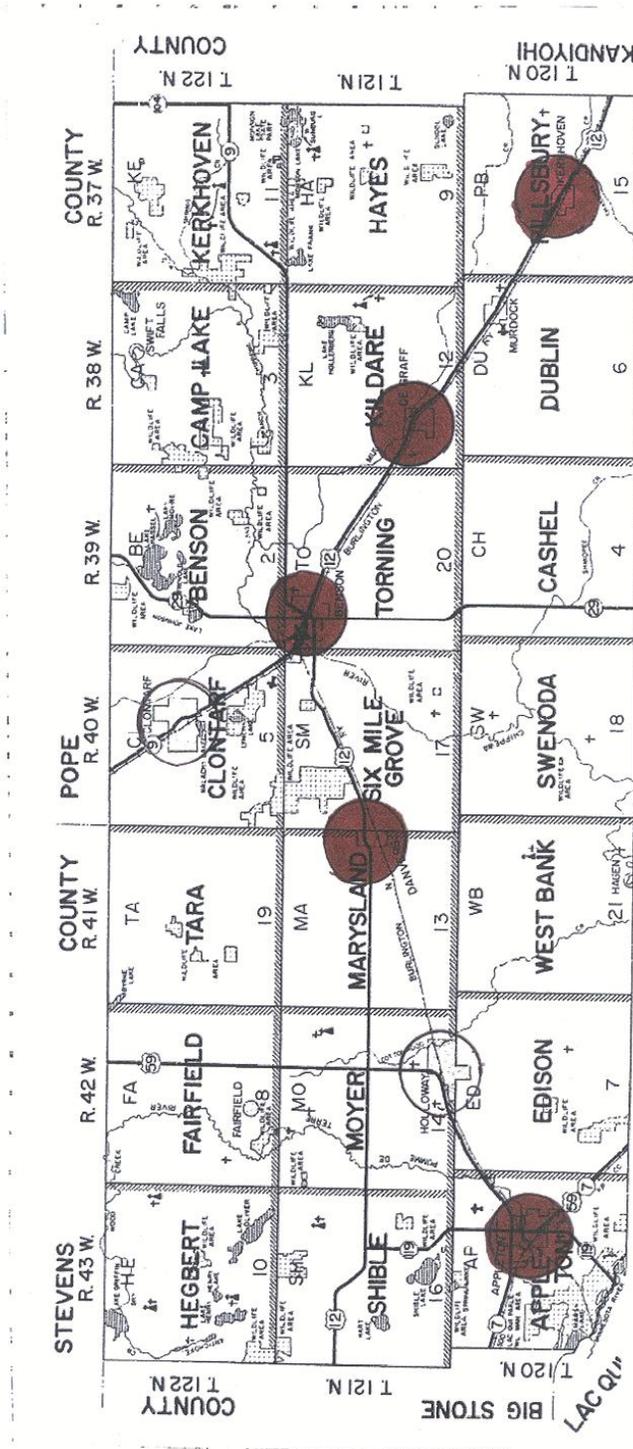
Swift County Siren Coverage Maps (*15)

City	Page
Swift County	2-12

Meaning of Warning Signals

2. Pulsating Signal – National Security Event
3. Steady Tone for 3 Minutes – Weather or Local Emergency
4. Municipal Warning Systems can be activated by the PSAP in Appleton, Benson, Murdock and Kerkhoven.
5. Sirens in the remaining communities are activated manually.

Section 2: Notification and Warning Siren Coverage Map



Section 2: Notification and Warning

Sample PSA

STATE WIDE WARNING SYSTEM TEST PSA

Prior to test

The Emergency Warning Sirens will be tested at 1:00 p.m. today. The first siren is the alert; the second siren is the attack. This is only a test.

During the test

The Emergency Warning Sirens will be tested at 1:00 p.m. The first siren is the alert; the second siren is the attack. This is only a test.

STATE WIDE WARNING SYSTEM TEST RADIO

Prior to the test

The Emergency Warning Sirens for Swift County will be tested at 1:00 p.m. this afternoon. There will be a 1-minute test of the sirens. The Emergency Warning System for Swift County is tested the first Wednesday of each month.

During the test

The sirens that have just been sounded in your city are part of the Swift County Emergency Warning Network that is tested on the first Wednesday of each month at 1:00 p.m. In the event of any actual emergency, listen to KBMO 1290 AM, or KSCR 93.5 FM for news and official information.