

## **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 (\*10, \*16)**

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
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 Procedures (SOP)
5. Activating the CodeRED System in conjunction with the Swift County Emergency Manager

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 Swift County Sheriff's Office Policy 315.

#### **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 Operating Procedures for 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.) (\*17)

The primary warning method used to disseminate emergency alerts and warnings to all of Swift County is CodeRED. Swift County has installed IPAWS warning capability and will begin conversion to IPAWS as a notification system when FEMA has approved the application.

#### a. Activation

1. The Swift County Dispatch Center, the Swift County Sheriff, and the Swift County Emergency Manager are responsible for the activation of CodeRED. The Swift County Sheriff and the Swift County Emergency Manager have access to activating CodeRED on their mobile devices.

#### b. Training

1. All in charge of activation of CodeRED take annual training via webinars and other sources to continue CodeRED activation knowledge and procedures.
2. The Swift County Dispatch Center is trained on EAS systems and maintains current knowledge of procedures.

#### c. Testing

1. The EAS is tested the first Wednesday of every month at 1:00 pm by the Swift County Dispatch Center.
2. Currently the CodeRED system is not tested beyond needed warnings and notifications.
3. 800 MHz radios are tested regularly with the rest of Region IV.

#### d. Coordination with regional and state entities

1. Swift County performs communication and coordination through 800 MHz radio testing, emails and phone calls, and through the setup and preparation to use Integrated Public Alert Warning System (IPAWS).

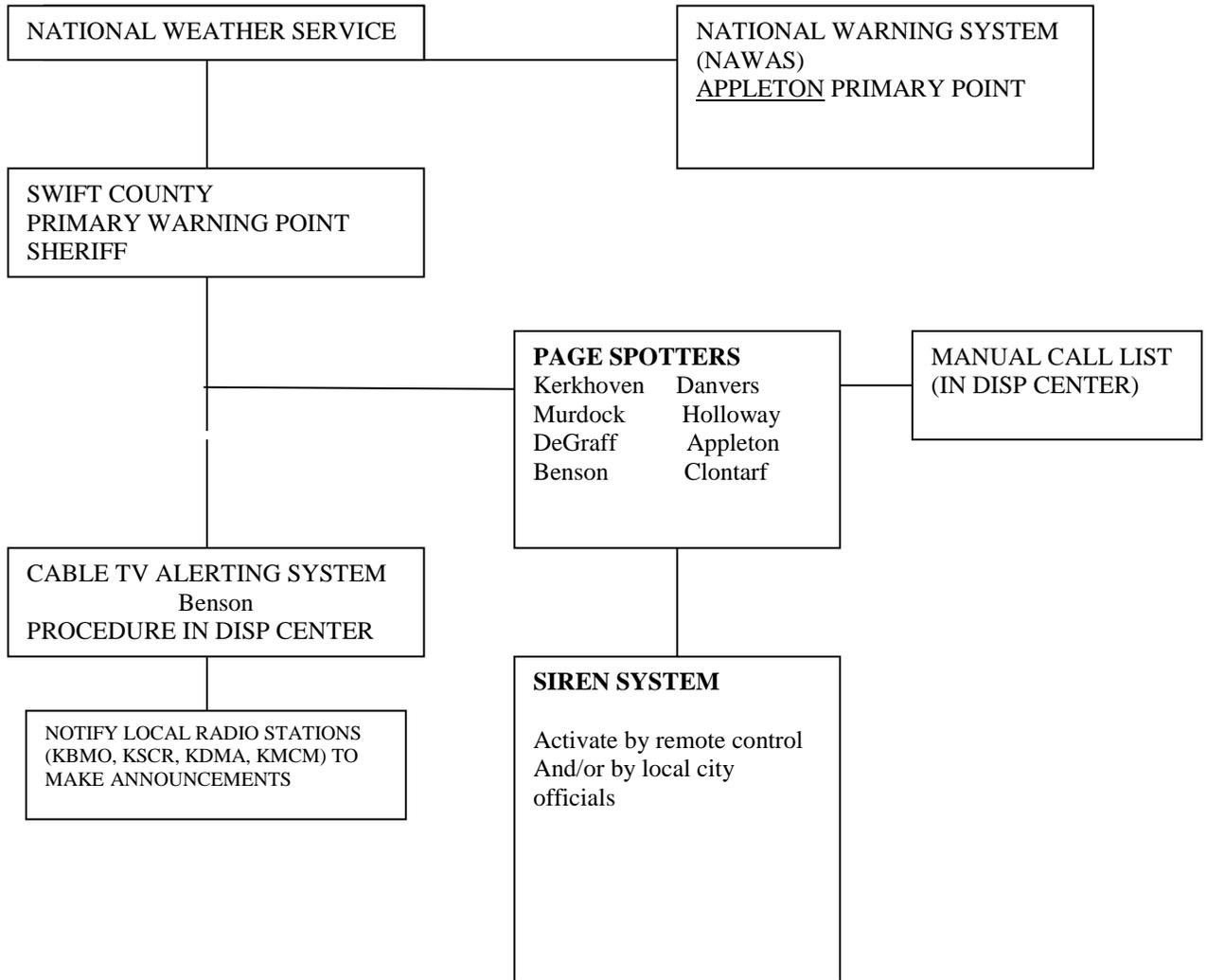
**II ACTIONS TO BE TAKEN BY THE COUNTY WARNING OFFICER ARE OUTLINED IN THE FOLLOWING INFORMATION**

<b>Supporting Information</b>	<b>Section / Page</b>
Warning System	2 / 4
<b>Warning Procedures (*16)</b>	
1. Tornado/Thunderstorm/Flash Flood Watch/Warning	2 / 5-6
2. Notification of Special Locations	2 / 7
3. Notification for Access & Functional Needs	2 / 8
4. Siren Coverage Maps	2 / 11 to 2 / 12
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**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



## **Section 2: Notification and Warning**

### **Tornado, Severe Thunderstorm, and Flash Flood Watches and Warnings**

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.



**Section 2: Notification and Warning**  
**Notification of Special Locations (\*59)**

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 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 for Access and Functional Needs (\*06, \*16)**

Swift County has taken many steps to supplying warning methods for people with access and functional needs.

#### **I ASSISTANCE FOR 911**

1. Swift County has the ability to provide TTY 911 for those with hearing impairments through the dispatch center.
2. Swift County has an agreement with Mille Lacs County for assistance of the “text to 911” system. This agreement is through the Swift County dispatch center.

#### **II INTERPRETATION AND TRANSLATION**

1. SCBHS has an interpretation device called STRATUS that is used in the emergency room and clinic currently. This device is mobile and only requires internet to function, which means it can be brought and used in other areas.
2. Current mobile devices have translator and interpretation applications that can be downloaded and used to assist in translation.
3. Countryside Public Health has a contact in Renville County who is able to assist in American Sign Language (ASL) needs.
4. Further notification system for the hearing impaired will be published when the equipment for the system has been installed.

## Section 2: Notification and Warning

### Hazardous Materials Call (\*57, \*58, \*62)

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. Alliance 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. Glacial Plains/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**

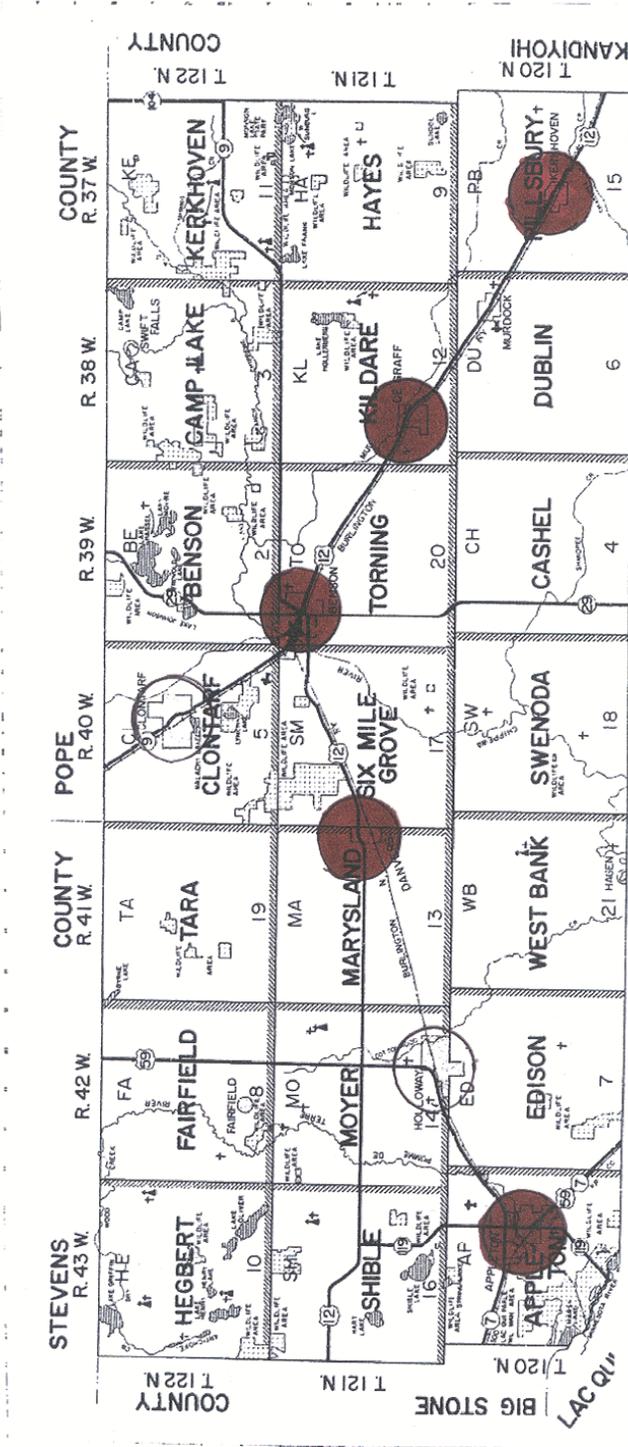
Swift County Siren Coverage Maps

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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**

#### **MASS NOTIFICATION VIA CODERED**

A. Landlines, cell phones, test texts, and emails.

##### *During an event*

This is a notification of \_\_\_\_\_ event. Take appropriate action.

#### **STATE WIDE WARNING SYSTEM TEST PSA**

##### *Prior to test*

The Emergency Warning Sirens for Swift County will be tested at 1:00 p.m. on the first Wednesday of every month. This is only a test.

##### *During the test*

The Emergency Warning Sirens for Swift County will be tested at 1:00 p.m on the first Wednesday of every month. 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.