

3 - 1 - 10 - A NOTIFICATION AND WARNING

1. **Purpose**

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

2. **Responsibilities**

A. The Otter Tail County Sheriff's Department is the County Warning Point. The county warning point is responsible for relaying emergency notifications, and handling the notifications properly.

B. Business, industries, and members of the general public who need to either report an emergency or to request emergency assistance should call **9-1-1**. The personnel who answer **9-1-1** calls are responsible for determining the appropriate response agency(s) to dispatch to the scene of an emergency.

C. The Otter Tail County Warning Point is responsible for ensuring that all emergency notifications, which it receives, are handled properly. Specifically, the warning point will:

1. Notify key local government officials and officials in other affected jurisdictions, by phone, or radio communications.
2. Activate the city's outdoor warning sirens. If they are unable to activate the sirens, they can be activated at the Emergency Services Building.
3. Activate tone-alert warning radios.
4. Activate the emergency broadcast system (EBS)
5. Notify the city police department, who will notify affected private, and/or public facilities including hospitals, nursing homes, schools, factories, etc.

3 - 1 - 10 - A - (a)

STANDARD OPERATING PROCEDURE

1. Purpose

This standard operating procedure is intended to provide for the proper receipt and dissemination of all warnings and notifications of natural or man-made disasters. They provide procedures to disseminate warnings to the general public within the jurisdiction of the City of Perham and to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

2. General

The County Warning Point is responsible for disseminating all watches and warnings to the City of Perham, except warning for conditions generated within the city itself. The Otter Tail County Warning point is the Otter Tail County Dispatcher, with an alternate as a sheriff's deputy. The Otter Tail County warning point is at the Otter Tail County Law Enforcement center in Fergus Falls, which has a 24-hour warning capability.

The Otter Tail County warning point is responsible for notifying the on duty police officer of all warnings, which may affect the City of Perham. If needed, the on duty police officer or other Emergency Services personnel shall notify key city officials, which include:

1. Police Chief (see Chart A of Section 3-1-10-B)
2. Public Works Director
3. City Manager

Perham EMS Sirens: 158.805

Fire:	21	358.6/339.6
Alert:	23	358.6/378.6
Attack:	24	358.6/399.8
Cancel:	25	358.6/422.1

AUTHENTICATION

DATE: _____
DATE: _____

MAYOR FOR PERHAM: _____
EMERGENCY DIRECTOR: _____

Standard Operations Guidelines (SOG)

SAMPLE RESPONSE LEVEL I EBS ANNOUNCEMENT

This is _____ Name, _____ Title _____ with the City of Perham. A malfunctioning valve at the _____ company has released a small amount of _____ within the building located at _____

The fire department has advised that the release is confined within the building, and there is no danger to life or property within the surrounding area.

All persons working within the building have been evacuated, and checked for possible contamination, and released.

We will keep you informed of any further developments, so please stay tuned.

SAMPLE RESPONSE LEVEL II EBS ANNOUNCEMENT

This is _____ Name, _____ Title _____, with the City of Perham. The _____ plant located at _____ reports that a problem at the plant has occurred. The problem may result in the release of toxic fumes into the atmosphere which may extend beyond the plants grounds. Therefore, upon the advisement of the _____, all residents who live within a _____ mile radius of the plant are advised to evacuate the area in a _____ direction, using highway _____

The sirens are being sounded in the area involved, in order to notify the public of the need to turn to local radio and tv stations. Please stay tuned for further information and instructions.

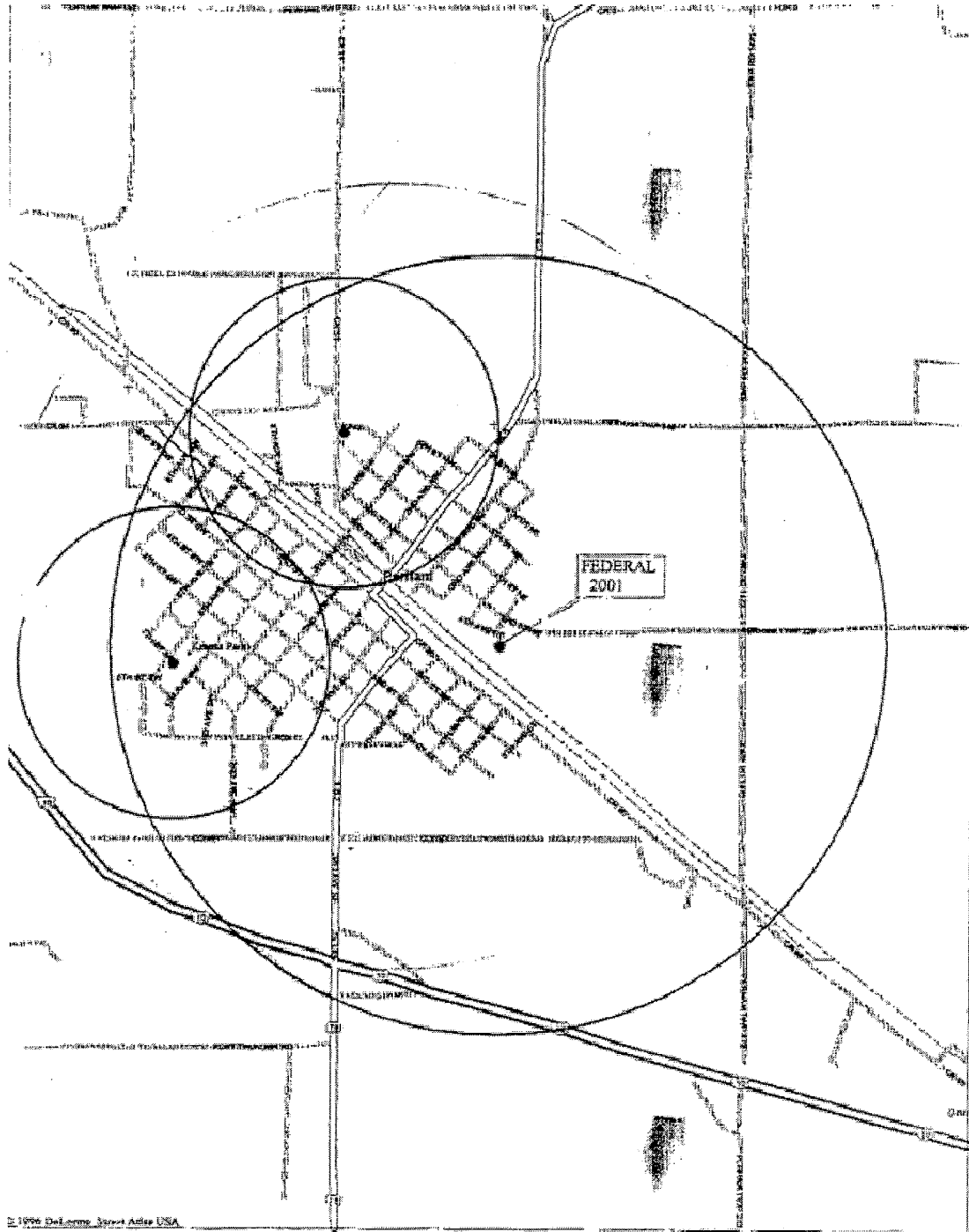
SAMPLE RESPONSE LEVEL III EBS ANNOUNCEMENT

This is _____ Name _____ Title _____, with the City of Perham. A truck/train carrying toxic materials has rolled over on _____, on the _____ side of Perham. The tank is leaking toxic fumes that may be carried by _____ bound winds.

Due to the potential threat to life, the Perham Fire/Police Chief has ordered _____ areas to be evacuated immediately to _____, located _____.

Those persons requiring transportation assistance should call _____, The sirens are being sounded in the area involved in order to notify the public of the need to turn to local radio and tv stations. Please stay tuned for further information instructions.

SIREN COVERAGE



Siren
Coverage