

Germantown Police Department

Policies and Procedures

Number: 13-10
Effective Date: March 21, 2011
Subject: Outdoor Tornado/Emergency Warning System
Previous Revisions:

I. PURPOSE

The purpose of this policy is to set forth the guidelines for operation and testing of the outdoor tornado and emergency warning system of the City of Germantown.

II. POLICY

It is the policy of the City of Germantown to provide a warning system designed to alert citizens outside of their homes, schools, businesses, etc., of a possible tornado or emergency situation in the area.

III. PROCEDURE

A. Authorization to Activate Sirens

1. The Emergency Warning Siren System shall only be activated upon official notification from one of the following sources:
 - a. The Memphis/Shelby County Emergency Management Agency, either by phone or radio notification.
 - b. Police or Fire Department personnel.
 - c. Local weather stations
2. The EMA and local weather stations have satellite uplinks to the National Weather Service. When the NOAA issues a tornado warning, the above sources receive a teletype that they disseminate to local departments and/or the public.
3. Notification from any other source should be carefully considered before activating the sirens. If guidance is needed, contact the on-duty Battalion Chief for assistance.

B. Activation Procedures

1. Activate the sirens by clicking the Tornado button.
2. You will hear the sirens start to wind up and then begin sounding.
3. The sirens will sound for three (3) minutes.
4. The sirens will automatically shut down after the allotted time.
5. You will need to continue the above steps until the warning expires.
6. In the event of a system failure, the back-up located at each console will be used. It is important to remember that if using the back-up system, you will need to activate and deactivate the sirens every three (3) minutes.

C. Saturday Test at 12:00 Noon

1. Using the same system, activate the sirens by clicking Saturday test button.
2. You will have to verify the command.
3. The sirens will sound for two (2) minutes and then shut down.
4. An error report is then transmitted through the system to 416, Howard Thompson and 402, Edgar Babian.
5. In the event of stormy weather, the sirens should not be activated. However, on an overcast day or a day with the presence of clouds but no threat of severe weather, the sirens should be activated for the test.
6. If assistance is needed to determine whether the sirens should be tested, contact the on duty Battalion Chief.

D. Reasons for Testing the Sirens

1. The audible test exercises the batteries, amp, driver and electronics, which prolongs the equipment's life expectancy.
2. The audible test is conducted on a full load (full minute, not a split second burst), which will indicate true variances in voltage/ampereage, which may not register with a silent diagnostic test, i.e., indicating an impending battery failure which may occur and we would not be aware.
3. Keep in mind, the sirens are powered by internal batteries (DC) only, the AC power supplied by MLG&W is only for the internal battery charger,

and it will not operate the siren if the internal batteries fail. Therefore, exercising and verifying condition status of the internal operating batteries is mission critical.

4. It blows dust and debris clear from the unit, keeping the unit in good working order.

E. Siren Locations

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|-----|-------------------------|------------------------|
| 1. | Riverdale Park | 7391 Neshoba |
| 2. | Howard/McVay Park | 2400 Howard |
| 3. | Municipal Center | 1930 S. Germantown |
| 4. | Germantown Station Park | 3075 Laurinburg Circle |
| 5. | Farmington Elementary | 2085 Cordes |
| 6. | Fire Station 4 | 3031 Forest Hill-Irene |
| 7. | Houston Levee Park | 9777 Wolf River |
| 8. | Fire Station 2 | 8925 Dogwood |
| 9. | Johnson Road Park | 2970 Johnson |
| 10. | Fire Station 1 | 2700 Cross Country |
| 11. | Veteran's Cemetery | 4000 Forest Hill-Irene |
| 12. | Houston Middle School | 9400 Wolf River |
| 13. | Wolf River Park | 7014 Wolf River |
| 14. | 6698 Poplar Avenue | |
| 15. | 7938 Wolf River | |

IV. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.