CITY OF ENID EMERGENCY MANAGEMENT SEVERE WEATHER STANDARD OPERATING GUIDELINES

Mike Honigsberg, Director 9/5/07- Modified 1/21/11

MISSION: TO SAVE LIVES OF THE CITIZENS OF ENID BY OBSERVING, REPORTING AND PROVIDING WARNING FOR SEVERE WEATHER EVENTS.

In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this SOG will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

OBJECTIVES:

- 1. Observe all severe weather in and approaching the City of Enid.
- 2. Immediately report all weather, (that meets NWS severe weather criteria) which occurs in or near the City of Enid.
- 3. Provide ample warning time to the citizens of Enid of impending severe weather events.

RESPONSIBILITIES:

DIRECTOR OF EMERGENCY MANAGEMENT OR DESIGNEE:

- 1. Develop, distribute, and maintain an Emergency Operations Plan for the City of Enid.
- 2. Develop, distribute, and maintain a Severe Weather SOG for the City of Enid.
- 3. Organize, administer, train, and maintain an organization for the purpose of severe weather observing.

- 4. Develop and maintain a communications network for use between the City of Enid and Garfield County Emergency Management, including both two-way communications networks and notification/intelligence networks.
- 5. Promote and take all possible measures to insure the safety of all personnel.
- 6. Obtain, promote, and exploit sources of pertinent information external to City operations (i.e. access and use television weather, internet weather sources, MESONET, etc.).
- 7. Develop and maintain multiple methods of providing warning information to the general public; ie Pegasys, local radio stations, Viaradio, paging, email, Nixle.
- 8. Provide weather preparedness and safety information and education to the general public.
- 9. Notification of the City Manager.

SEVERE WEATHER OBSERVERS:

- 1. Maintain a copy of and be familiar with the contents of the Severe Weather SOG for the City of Enid.
- 2. This group will be affiliated with and maintained by G.C.E.M.

GARFIELD COUNTY 911 CENTER:

- 1. Support the operations of the Emergency Management Department
- 2. Maintain a copy of and be familiar with the contents of the Emergency Operations Plan for the City of Enid.
- 3. Be familiar with the contents of the Severe Weather SOP for the City of Enid.
- 4. Be aware of the possibility of severe weather that may affect the City of Enid. This information should be acquired by normal day to day briefings and from the Emergency Management Director.
- 5. Ensure that the Director of Emergency Management and/or his designee is aware of any and all reports that the 911 center receives concerning severe weather affecting the City of Enid.
- 6. Maintain and be familiar with the operation of the warning system installed in the Communications Center.
- 7. Upon request from the Emergency Management Director or his deputy, activate the warning system installed in the 911 Center. **Note**: This is only to be done after **credible information** is received.

CITY OF ENID:

1. Provide administrative and financial support to Emergency Management operations.

PROCEDURES:

MONITORING OF WEATHER CONDITIONS:

- 1. The Office of Emergency Management shall constantly monitor weather conditions for the possibility of severe weather which could affect the City of Enid.
- 2. If the possibility of tornadic thunderstorms exists, the Director of Enid Emergency Management, or his deputy, shall coordinate with the County Director of Emergency Management to ensure that the County weather center will be operational prior to the forecast time of severe weather conditions that will affect the City of Enid.
- 3. If weather conditions are not expected to be tornadic, the Director of Emergency Management, and his deputy, shall monitor weather conditions from their existing location provided they are near the City of Enid and provided that they can maintain communications with the National Weather Service, and the Garfield County Emergency Management Weather Center.

ACTIVATION:

1. If the possibility of tornadic thunderstorms exists, the Director of Emergency Management, or his deputy, shall maintain constant contact with the Director of G.C.E.M. and help coordinate any activities necessary to warn the citizens within the City of Enid.

REPORTING OF SEVERE WEATHER:

- 1. If severe weather is reported to the 911 Center by an official weather observer and/or source, that information is to be forwarded to the City or County Director of Emergency Management immediately. This can be done by page or radio. Verification of that information will be conducted at that time by net spotters and Police spotters. Inability to verify the information will not preclude its use when the information comes from a credible source.
- 2. If severe weather is reported to the 911 Center by someone other than an official weather observer or source, Item 1, under reporting of severe weather should apply.

ACTIVATION OF WARNING SYSTEM:

- 1. If tornadic conditions exist, the weather center should be operational along with the spotter network. Pages, email and viaradio notifications will be sent upon activation.
- 2. The warning system can be activated from the following locations:
 - a. G.C E.M. WEATHER CENTER
 - b. G.C.E.M./ EEM Director's vehicle or home
 - c. Enid Police Dept.
- 3. Activating the warning system will be done through the following:
 - a. Enid /GCEM Director
 - b. The Deputy Director of Emergency Management
 - c. 911 Director or Police Supervisor
- 4. Should a tornadic storm be immediately threatening the City of Enid, and the weather center is not activated, trained Police spotters should be made aware of the situation to verify and upon verification, the 911Communications Center personnel have the authority to activate the warning system after speaking with a **Police Supervisor**.

WEATHER DAMAGE:

- 1. If severe weather damage occurs in the City of Enid, the Director of Emergency Management, or his deputy, will notify the National Weather Service and the State of Oklahoma Emergency Operations Center.
- 2. If severe weather damage occurs in the City of Enid, the Director of Emergency Management, or his deputy shall notify the City Manager of such damage and determine whether or not EOC personnel should be notified. The Emergency Operations Center will be the hub of recovery operations.
- 3. If severe weather damage occurs within the City of Enid, The Director of Emergency Management, or his deputy, shall dispatch a damage assessment team to survey the damage as soon as possible to begin as weather conditions and other emergency operations allow. A full damage assessment will be conducted during daylight hours as soon as possible after the conclusion of any immediate public safety operations.

DEACTIVATION:

- 1. Emergency Management staff shall remain at their assigned positions and locations until such are released by the Director of Emergency Management or his designee. Recognizing the volunteer status of the staff, individuals may be released at any time per their request.
- 2. The EOC will be deactivated when all public safety operations concerned with severe weather damage have been concluded.
- 3. An after-action report will be completed by the Emergency Management Department as soon as possible after the severe weather event. This report will contain at a minimum:
 - 1. Date and times of EOC activation and deactivation.
 - 2. Roster of emergency management personnel activated.
 - 3. Summary of the threat to the City of Enid.
 - 4. Damage intelligence and assessments reports, if necessary.
 - 5. A copy of the EOC log.
 - 6. Any other information pertinent to the event.
 - 7. All logs from Police/Fire and any other resources used in this event.

4. The after-action report will be forwarded to the City Manager's office.

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Enid Emergency Management Director	My Hompstein	>
Enid Police Chief		
Approval of City Manager	soe_	
Date 25 FED 2011		