

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: 02415
			Page: 1 of 5
			Distribution: All
Title: Severe Weather Procedures		Section: Field Situations	
Issued: 02/25/2014	Effective: 03/05/2014	Revised: 02052016	
Rescinds: All Previous		Amends:	
CALEA References:			
Review: Semi-Annual	Authority: Chief Michael A. Keller 		

I. Purpose

The purpose of this General Order is to establish a procedure for conducting department activities during severe weather watches and warnings and for the activation and testing of the outdoor warning system.

II. Policy

The Police Severe Weather Procedures are a supplement to the City of Andover Emergency Operations Plan and shall utilize the National Incident Management System/Incident Command System (NIMS/ICS) protocols in conjunction with other agency policies and procedures as outlined in various General Orders for natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb emergencies, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.

III. Definitions

- A. Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.
- B. Flash Flood Watch:** Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.
- C. Flash Flood Warning:** Flash flooding is actually occurring or imminent in the warned area. It can be issued as a result of torrential rains, a dam failure, or ice jam.
- D. Severe Thunderstorm:** Any thunderstorm possessing one or more of the following: winds greater than 50 knots (50m.p.h.), hail 3/4 inches in diameter or larger, or a tornado.
- E. Severe Weather / Tornado Watch:** A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: SEVERE WEATHER PROCEDURES</p>	Number: 02415
		Page: 2 of 5
		Section: Field Situations

is a statement that severe weather / tornado conditions are present and could occur.

- F. **Severe Weather Warning / Tornado Warning:** A warning means that a severe thunderstorm or tornado is imminent or is already occurring.

IV. Regulations

(This section intentionally left blank.)

V. Procedures

A. Initial Severe Weather Analysis

1. The responsibility for monitoring potential and actual severe weather conditions issued for Andover and surrounding areas rests with the Andover Police Department and the Andover E-911 Communications Center, with assistance from the Andover Fire Department.
2. Communications Officers shall monitor all devices transmitting weather information including the AccuWeather radar, KCJIS, Weather Alert Radio, Butler County Emergency Management transmissions and local television and advise all on-duty police and fire personnel of potential or actual dangerous storms forecasted for the Andover and surrounding areas which may potentially affect Andover.
3. Outside Warning devices will be tested, weather permitting, every Monday at noon. A log will be kept of each test and any malfunctions and repairs will be recorded.
4. Any malfunctions, damage to equipment or indication of equipment failure shall immediately be reported to the Communications Director by the on duty Communications Officer.

Rev. 02052016

B. Severe Weather Watches & Warnings

1. Severe Thunderstorm/Flash Flood Watches & Warnings
 - a. Upon the issuance of a Severe Thunderstorm/Flash Flood Watch or Warning, the on-duty Communications Officer shall advise all on-duty Police, Fire and Andover Public Works personnel of potential or actual dangerous storms forecasted for the Andover and surrounding areas which may potentially affect Andover.
 - b. Additionally, Communications Officers will notify the public through the issuance of an "Alert Andover-Community Weather Alert" for all Severe Thunderstorm/flash Flood Watches and Warnings.



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: SEVERE WEATHER PROCEDURES

Number: O2415

Page: 3 of 5

Section: Field Situations

- c. During Severe Thunderstorm/Flash Flood Watches or Warnings, all on-duty officers will remain alert and attentive to the weather and conditions and keep Communications advised of observed dangerous storm conditions.
 2. Tornado Watch
 - a. Upon the issuance of a Tornado Watch that includes any portion of the City of Andover, the on-duty Communications Officer shall notify all on-duty Police, Fire and Public Works via radio. In addition to their regular duties, police and fire personnel shall remain alert and attentive towards the weather conditions. On-duty personnel will keep Communications advised of observed dangerous weather conditions.
 - b. Additionally, the Communications Officer will notify the public through the issuance of an "Alert Andover-Community Weather Alert" notification.
 - c. Upon the issuance of a Tornado Watch affecting the City of Andover, the public shelter at the Andover Police Department shall be opened. Police personnel opening the shelter shall ensure the outer and inner doors to the basement are unlocked, appropriate signage posted, and the television and intercom/telephone in the public basement area are working. Additionally, police personnel opening the shelter will ensure that the doors to Municipal Court, the Court/Training Room, and non-public areas of the basement are secure.
 - d. On-duty personnel that are aware of locations of large gatherings of citizens inside Andover, such as churches, schools, ball games, etc, should attempt to make contact with a responsible person at each of these gatherings and notify them of the potential for severe weather.
 3. Tornado Warning (Two-County Radius)
 - a. If a Tornado Warning has been issued for, or an actual tornado has been sighted, in a two county radius of Butler County, and the path of the storm is progressing in the direction of the City of Andover, the on-duty Communications Officer will immediately notify appropriate personnel by sending an "Alert Andover-Employee Alert" to the "EOC Activation" member group. The on-duty Watch Commander may at this time request that additional Communications personnel be called in to assist the on-duty Communications Officer.
 - b. Additionally, Communications shall notify all on-duty Police, Fire and Public Works personnel via the radio, as well as, Andover City Hall via telephone/intercom during normal business hours.
 - c. Command Staff members, if available, shall report to duty and the Emergency Operations Center (EOC) should be activated and the weather continued to be monitored. The Police Chief, Fire Chief and the Police Special Services Commander should report to the EOC, unless needed elsewhere.



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: SEVERE WEATHER PROCEDURES

Number: O2415

Page: 4 of 5

Section: Field Situations

- d. The on-duty Watch Commander assumes the responsibility as the police departments Incident Operation Commander until formally relieved by a higher ranking or more experienced officer.
 - e. The on-duty Watch Commander may at this time assign officers as storm spotters to strategic locations around the city with priority being given to the following three locations;
 - a. 159th Street and I-35 Bridge
 - b. 21st Street North and K-96
 - c. SW 120th (Pawnee) and Andover Road.
 - f. Unless otherwise directed, the Police Investigations Commander and the Deputy Fire Chief should report for duty and remain in the field as needed.
 - g. The Police Investigations Commander may at this time assume responsibility as the police departments Incident Operations Commander.
4. Tornado Warning (One-County Radius)
- a. If a Tornado Warning has been issued for, or an actual tornado has been sighted, in a neighboring county of Butler County, and the path of the storm is progressing in the direction of the City of Andover, the on-duty Communications Officer will make a radio broadcast notifying all on-duty police & fire personnel. Additionally, the on-duty Communications Officer, based on current activities, shall assign an available Event Channel (Event 7 or 8) and all on-duty personnel (PD & FD) shall be notified that weather related radio traffic will be handled on this channel. If Event 7 or 8 is unavailable due to an on-going major incident, the Communications Officer may assign another available talkgroup as the storm event channel.
 - b. Additionally, Communications shall notify Public Works on their assigned talk group, as well as notifying Andover City Hall during normal business hours.
 - c. The on-duty Watch Commander shall at this time assign officers as storm spotters to strategic locations around the city with priority being given to the following three locations;
 - a. 159th Street and I-35 Bridge
 - b. 21st Street North and K-96
 - c. SW 120th (Pawnee) and Andover Road.
 - d. If not already notified, the on-duty Communications Officer will immediately issue an "Alert Andover-Employee Alert" to the "EOC Activation" member group and all Command Staff shall report to the EOC or remain in the field as needed.
 - e. An off-duty "All-Call" Fire page may be authorized by the Fire Chief, Deputy Fire Chief or on-duty Fire Captain.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: SEVERE WEATHER PROCEDURES</p>	Number: O2415
		Page: 5 of 5
		Section: Field Situations

5. Tornado Warning (Butler County - Andover)
 - a. Upon issuance of a Tornado Warning by the National Weather Service and/or AccuWeather for any portion of the City of Andover, or there has been an actual sighting of a tornado in or near the City of Andover, the EOC, in cooperation with E911 will be responsible for the following:
 1. Authorize the activation of the appropriate Outdoor Warning Devices.
 2. Assign officers as storm spotters (if not previously done) to strategic locations with priority being given to the following three locations;
 - a. 159th Street and I-35 Bridge
 - b. 21st Street North and K-96
 - c. SW 120th (Pawnee) and Andover Road.
 3. Issue an "Alert Andover-Citizen Weather Alert," as well as, announce to Andover Public Works on their assigned talk group.
 4. Notify Andover City Hall during normal business hours via the telephone.

C. Siren Activation

1. The Outdoor Warning Devices should be activated under the following conditions:
 - a. Actual sighting of a tornado.
 - b. The National Weather Service and/or AccuWeather places any portion of the City of Andover under a tornado warning.
 - c. As advised by the Chief of Police, Fire Chief or one of their designees.
 - d. If conditions warrant and none of the above individuals are available, Communications Officers may, using their discretion, activate the Outdoor Warning Devices to safeguard the citizens of Andover.
2. Emergency vehicles will not patrol residential areas within the city with their sirens activated for storm alert purposes except in the event of a failure of one or more of the storm sirens.
3. Emergency personnel shall not place themselves in jeopardy and shall seek shelter upon the approach of a severe storm or tornado.