


DPS STANDARD OPERATING PROCEDURE			
	<b>SUBJECT:</b>	<b>SECTION(S):</b>	<b>DISTRIBUTION:</b>
	<b>NOAA WEATHER ALERT DEVICE IN THE EMERGENCY COMMUNICATIONS CENTER DPS SOP 2009-02</b>	ALL	ALL PERSONNEL
<b>ISSUING AUTHORITY:</b>		<b>EFFECTIVE DATE:</b>	<b>SUPERSEDES:</b>
ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)		July 01, 2009  <b>REVISED DATE:</b> SEPTEMBER 7, 2016	Reviewed Re IACLEA

**NOAA-Weather Alert Device**  
**(In Emergency Communications Center)**

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***NO IACLEA STANDARDS***

***NO CALEA STANDARDS***

## REFERENCES:

- SOP 2011-16 Succession of Authority and Unit Command
- SOP 2007-33 Weather Emergency
- SOP 2012-04 Campus Crisis Alert System (Orange Alert)

## ATTACHMENTS: None

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

**II. PURPOSE:** The purpose of this policy is to ensure that the NOAA (National Oceanic and Atmospheric Administration) National Weather Service Monitor Alert Device located in the DPS Emergency Communications Center is used as a safeguard in the event of adverse weather or emergencies. It will alert you to severe weather conditions, terrorist threats, and other emergencies.

**III. POLICY:** The NOAA alert device is to be monitored at all times by the Communication Officers and Emergency Communication Coordinators. In the event a weather emergency occurs and is broadcasted via this device proper notifications are to be made. In the event this device is not functioning properly the Communications Officer needs make proper notifications.

## V. PROCEDURES

**A. Device Checked at Start of Shift:** At the beginning of each shift the Communications Officer needs to check the status of the NOAA device and make sure it is operational. The device should be powered on and have date and time displayed.

1. Repair Protocol: Device not Working Properly: In the event the Communications Officer discovers this device is not functioning properly they will immediately notify the Technical Services Manager, The ECC Coordinator with a CC to the Emergency Management/Business Continuity Director by email.

**B. Audible Alert:** In the event of inclement weather or adverse weather conditions, terrorist threats and other emergencies in your immediate area this device will send out an audible alert.

**C. Warning Light:** A light on the radio indicates the urgency of the event. A warning light means that an event is occurring and immediate, possibly life-saving action is required.

**D. Actions to be Taken by the ECC when Alert Received:**

1. Upon receiving this alert the Communications Officer is to follow the protocols in 2007-33 Weather Emergency and notifications as set forth in SOP 2011-16 Succession of Authority- Unit Command.
2. Other notifications will include the Communications Officer sending out an email regarding the alert the Patrol Sergeant, the Duty Officer, the Emergency Communications Coordinator and the Emergency Management/Business Continuity Manager.

3. The Communications Officer will then go to the NOAA website, [www.nws.noaa.gov](http://www.nws.noaa.gov) , where they will copy and paste the written alert that was received over the NOAA Radio for our area, and send it to the DPS listserv. This way the entire Department is advised of the situation.
- E. Duties and Responsibilities of the Duty Officer:** The Duty Officer, once notified shall notify the Chief of the Department of Public Safety, Deputy Chief of DPS and the Patrol Commander immediately
- F. Duties and Responsibilities of the Chief:** The Chief of The Department of Public Safety or his/her designated subordinate will decide whether to send an Orange Alert based on their evaluation of the warning and hazard. Refer to SOP 2012-04 Campus Crisis Alert System: Orange Alert for details on the activation of the Orange Alert System
- G. Serious Weather / Emergency Alert to be Entered into CAD:** In the event of serious weather conditions or an emergency alert is activated via NOAA the Communications Officer will enter this information into CAD and record what the event is and what time the Patrol Sergeant and Duty Officer were notified.
- H. National Weather Service System Tests:** The National Weather Service sends tests signals to this device on a weekly basis. If the device has the following message "RE-CHECK SET UP" the Technical Services Manager should be notified. This message indicates the device has not received a test signal in at least ten (10) days.

#### **POLICY REVISION HISTORY**

<b>NO</b>	<b>SECTION REVISED</b>	<b>DATE ISSUED</b>
1	Entire Document Review/Revised re Titles and Format	11/13/12
2	Reviewed regarding IACLEA	04/22/16
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