



# STANDARD OPERATING PROCEDURE

**Title: Emergency Warning System Testing**  
**Number: 103**                      **Version: 1.1**  
**Effective Date: 3/01/2010**  
**Last Reviewed: 3/01/2010**

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**PURPOSE:** To establish procedures for testing the City of Rogers Emergency Warning System.

**GENERAL INFORMATION:** Regularly scheduled system testing will ensure proper activation and function of the City's Emergency Warning System.

**ACTIVATION CRITERIA:** The system will be activated on the first Wednesday of each month at 10:00 a.m.

Testing will be cancelled if any of the following conditions are present:

- Severe weather is impacting or forecast to impact the area.
- Temperatures are below freezing.

**AUTHORIZATION:** Obtain authorization from the position below before system is activated for testing.

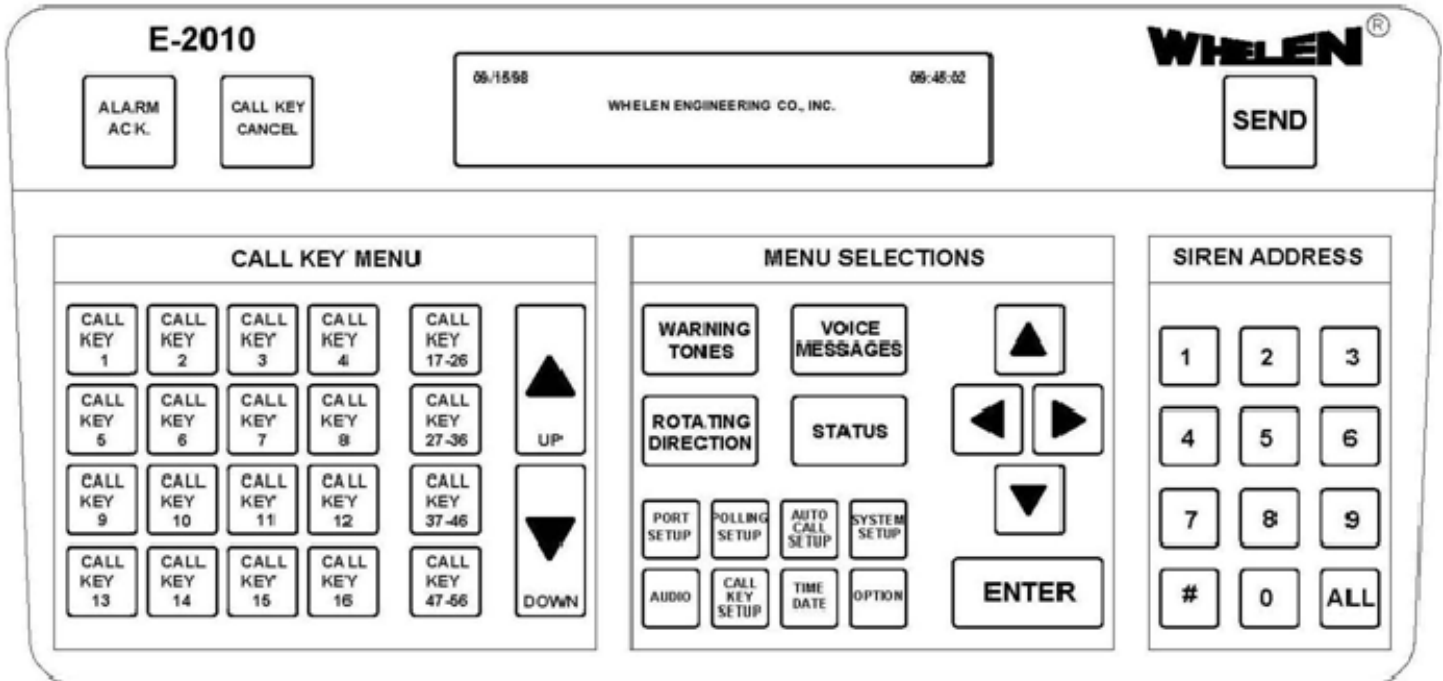
- Emergency Management Coordinator



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## EMERGENCY WARNING SYSTEM ACTIVATION PROCEDURES



### MONTHLY TEST

Activation: Warning Sirens and Emergency Alert Monitors

Call Key: 5

- Instructions:
1. Depress "CALL KEY 5"
  2. Verify message in display window
  3. Depress "SEND"
  4. Wait 10 seconds, announce "Stand by for a test of the Rogers Emergency Warning System."
  5. Depress "CALL KEY 4"
  6. Verify message in display window
  7. Depress "SEND"

**SILENT TEST**      Conducted after each monthly test and as needed

Activation: Silent activation of Warning Sirens providing detailed status of each site

Call Key: 6

- Instructions:
1. Depress "CALL KEY 6"
  2. Verify message in display window
  3. Depress "SEND"

### CANCELLATION

Cancels call key in the event the wrong key is selected.

Call Key: 7

- Instructions:
1. Depress "CALL KEY 7"
  2. Verify message in display window
  3. Depress "SEND"