

**SAFETY COMMITTEE
PAYNESVILLE CITY HALL
APRIL 21, 2014
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Tornado Drill Day – Thursday April 24, 2014 (page 4)
- IV. OLD BUSINESS
 - A. Emergency Action Plan – **Please bring the Plan that was distributed to you hard copy to the meeting. Please review this Plan prior to the meeting.**
 - B. City Hall Security Cameras For Irate Motor Vehicle Customers
 - C. 2014 Safety Training Day – Monday, October 13, 2014
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- VII. ADJOURN

This agenda has been prepared to provide information regarding an upcoming meeting of the Safety Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Safety Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Safety Committee

Committee/Council Meeting Date: April 21, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the February 3, 2014 Special Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the February 3, 2014 Special Safety Committee meeting.

**MINUTES
SPECIAL SAFETY COMMITTEE**

FEBRUARY 3, 2014

Chairperson Lee Schleper called the meeting to order at 4:01 p.m. Other members present included Ron Mergen, Alice McColley, Jennifer Welling, Bill Ludwig, Renee Eckerly, and Paul Wegner.

Motion was made by Welling to approve the minutes of the November 25, 2013 Safety Committee meeting. Seconded by Mergen and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Welling to elect the following officers:

Chairperson: Lee Schleper

Vice-Chairperson: Alice McColley

Secretary: Bill Ludwig

Seconded by McColley and unanimously carried.

MEETING SCHEDULE

Motion was made by Eckerly to set the Safety Committee meetings for the 3rd Monday quarterly (January, April, July and October) at 4:00 p.m. Seconded by Mergen and unanimously carried.

2014 SAFETY TRAINING DAY

Motion was made by Eckerly to set the 2014 Safety Training Day for Monday, October 13, 2014 to close City Hall for training and recommend such to the City Council. Seconded by Welling and unanimously carried.

McColley will contact SafeAssure to schedule the training.

REVIEW 2013 SAFETY TRAINING DAY

The 2013 Safety Training Day was reviewed:

- Bullying Policy – Eckerly will work on getting it in the Personal Policy
- Video/audio taping devices – Mergen reported that the Public Works Department has purchased 2 devices and they work very well.
- Active Shooter Protocol –Mergen reported that OSHA does not deal with active shooter so the City will have to add something into the Emergency Plan.
- Bomb Threats – After a lengthy discussion it was decided that all City Hall and Public Works staff are to report to the Library and the Liquor Store staff are to report to Alco.

EMERGENCY ACTION PLAN

The Committee discussed a safe location for employees. For all emergencies; except tornado the City Hall and Public Works staff will report to the Library. In the event of a tornado all City Hall staff will report to the Employee restroom and Public Works staff will report to the closest safe shelter. For all emergencies; except tornado the Liquor Store staff will report to Alco and in the event of a tornado the Liquor Store staff will seek shelter in the restroom.

In the event of a fire; the first person to discover it is the response coordinator and is to follow the following:

1. Call 911
2. Evacuate
3. Call Supervisor

Welling will make changes to the document and bring a final Plan back to the next meeting for approval.

Motion was made by Welling to have Welling make the noted changes and bring back to the next meeting. Seconded by Eckerly and unanimously carried.

When the Plan is complete all department heads will be responsible to review the policy with their staff.

CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS

This item was tabled until the next meeting.

ADJOURNMENT

Motion was made by Welling to adjourn the meeting. Seconded by McColley and unanimously carried.

There being no further business the meeting was adjourned at 4:35 p.m.



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Tornado Drill Day

Tornado Drill Day

For more than 20 years, the state of Minnesota has conducted a Severe Weather Awareness Week in partnership with the National Weather Service and local governments. A statewide tornado drill is part of that event.

Most local and statewide radio, TV and cable stations will be participating in the drill. Television viewers and radio station listeners and TV viewers should hear or see a simulated tornado warning message at 1:45 p.m. This tornado drill warning should last about one minute. When the test is completed, stations should return to normal programming.

In addition, alerts for both the simulated tornado watches and warnings will be issued over the NOAA Weather Radios in the area which will activate the radio alerts. The afternoon drill will also occur at the same time in Wisconsin and is expected to be broadcast on most radio and TV stations.

Want to participate in the drill but don't know how? Check out this list for some ideas on how you or your organization can participate.

Schedule

The National Weather Service, Wisconsin Emergency Management, the Minnesota Division of Homeland Security and Emergency Management, and other state, county and local agencies have come together to host Severe Weather Awareness Week activities. On Thursday April 24, 2014 simulated tornado watches and warnings will be issued to test the statewide warning and communications systems. All counties in Minnesota normally participate in the first drill at 1:45 p.m. unless actual severe weather is expected. The schedule is as follows:

(all times CDT) All events and times are subject to change or cancellation due to conditions.

1:00 PM: The National Weather Service will issue a simulated tornado watch for Wisconsin and Minnesota (except the northwest portion of Minnesota).

1:40 PM: The National Weather Service will issue a simulated tornado warning for 9 counties of western Wisconsin (Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Rusk and St Croix). Note that most cities and counties will activate outdoor warning siren systems.

1:45 PM: The National Weather Service will issue a simulated tornado warning for Minnesota counties (except those in the northwestern part of the state). Note that most cities and counties will activate outdoor warning siren systems.

2:00 PM: The National Weather Service will issue an "End of Test" message using the Severe Weather Statement product. It should be stated that outdoor warning sirens will not be sounded again for this all clear, nor will there be any warning tone on NOAA Weather Radio.

6:55 PM: The National Weather Service offices will also issue another simulated tornado warning. Most counties including all in the metro area in Minnesota take part. The second drill is issued to allow families to practice their preparedness in the home and community and for evening shift workers. Participation in the second drill at 6:55 p.m. is voluntary by each county. Check with your local county emergency manager to find out if they are participating.

Siren Activation Information

Counties and cities own, operate and maintain all local sirens, and set their own policy on how and when to activate them. The National Weather Service does not operate them. There are many different policies regarding siren activation that are used by the various cities and counties. Some will activate sirens across the entire county for tornado warnings only.

Others will activate sirens countywide for tornado warnings and all severe thunderstorm warnings. Some will activate sirens across the entire county for tornado warnings and severe thunderstorms that have winds of at least 70 or 75 mph. Others will activate sirens only for portions of counties. Local officials may also sound the sirens anytime they believe severe weather is a threat, even if there is no warning from the National Weather Service.

Sirens normal sound for about three minutes, and then go silent. It is very rare to keep the sirens sounding for the entire warning, since that would cause the backup battery to run out, which would be critical in the event that power goes out. Furthermore, the siren motor will fail much more quickly if the siren sounds continuously. Some jurisdictions may repeat siren activation every few minutes.

Note: There is no such thing as an all-clear siren.

Please check with your local public safety officials for details on when warning sirens are sounded in your community.

Afternoon Tornado Drill April 24, 2014 - 1:45 p.m.

The drill traditionally occurs on Thursday afternoon at 1:45 p.m., when jurisdictions across Minnesota sound their outdoor warning sirens. Schools, businesses and other facilities are encouraged to conduct a tornado drill at this time to practice their tornado sheltering plans.

Evening Tornado Drill April 24, 2014 - 6:55 p.m.

The reason for a 6:55 p.m. drill is that severe weather including tornadoes occurs most often between 3 and 8 p.m. The statewide 1:45 p.m. drill gives institutions, first-shift and day workers a time to practice, but it does not allow second-shift workers the same opportunity. The 6:55 p.m. tornado drill also allows families to practice their sheltering plans.

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