

EMERGENCY OPERATIONS PLAN

2009 EDITION



MARSHALL
CULTIVATING THE BEST IN US

CITY OF MARSHALL, MN

Date of Plan: November 10, 2009

Revised: ~~January 1~~~~October 1~~August 15, 2023~~20~~

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FOREWORD

The basic purpose of this plan is to provide a guide during emergency operations. The plan is intended to assist key "City" officials and emergency response organizations in carrying out their responsibilities for the protection of life and property under a wide range of emergency conditions. The intention of this plan is to be a natural extension of day-to-day operations.

Although an organization may have the foresight to plan for emergency situations, such planning is of little worth if the planning is not committed to written form. Personnel with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record that can be referred to by anyone as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become their replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

City of Marshall, Emergency Management

Upon termination of office by reason of resignation, election, suspension or dismissal, the holder of this document shall transfer it to his/her successor or to the Emergency Management Director.

~~October-August 2415, 2017-20232~~

Date of Revision

Copy Number

Assigned To

I. REASON FOR PLAN

- A. Tornadoes, floods, blizzards and other natural disasters can affect the City. In addition, major disasters, such as plane crashes, explosions, accidental releases of hazardous materials, enemy attack or terrorism, pose a potential threat to public health and safety in Marshall. An emergency plan is needed to ensure proper planning and appropriate response to these hazards.

Figure 4-5 Lyon County Hazard Identification Worksheet

Hazard	Potential Frequency	Spatial Extent	Potential Severity	Risk Level	Hazard Rank
Natural Hazards					
Ice and Ice Storms	Highly Likely	Local	Major	High	High
Agricultural Disease (Animal & Crop)	Likely	Countywide / Local	Major	Average	Moderate
Blizzards / Winter Storms	Highly Likely	Countywide	Major	Average	Moderate
Drought	Occasional	Local	Minor	Average	Moderate
Extreme Temperatures	Likely	Countywide	Major	High	Moderate
Flooding	Highly Likely	Local	Minor	High	Moderate
Tornado / Straight-line Wind	Highly Likely	Local	Major	Average	Moderate
Wildfire	Likely	Local	Limited	Limited	Moderate
Earthquake	Unlikely	Countywide	Limited	Limited	Low
Land Subsidence	Unlikely	Local	Limited	Limited	Low
Summer Storms, Lightning / Hail	Highly Likely	Local	Minor	Average	Low
Technological Hazards					
Public Health and Infectious Disease	Likely	Countywide	Minor	Average	High
Transportation Infrastructure	Highly Likely	Local	Minor	Average	High
Hazardous Materials	Highly Likely	Local	Minor	High	Moderate
Structure Fires	Highly Likely	Local	Minor	Average	Moderate
Dam Failure	Unlikely	Local	Limited	Limited	Low
Meth Lab	Occasional	Local	Major	Limited	Low
Terrorism and Civil Disturbance	Occasional	Local	Limited	Limited	Low
Hazard	Potential Frequency	Spatial Extent	Potential Severity	Risk Level	Hazard Rank
	Highly Likely Likely Occasional Unlikely	Countywide Local	Substantial Major Minor Limited	Very High High Average Limited	High Moderate Low

For Potential Frequency, *Unlikely* if <1% chance in the next 100 years, *Occasional* = 1% and 10% in next year, *Likely*=between 10% and 100% in next year, *Highly Likely*=100% in next year.
 For Potential Severity, *Limited* =<10% area affected destroyed, *Minor*=10% to 25% area affected, *Major*=25% to 50% area affected, *Substantial* =>50% area affected.
 Risk Level is subjective ranking by Task Force members based on previous categories.

SRDC, adapted from Minnesota Planning

IV. LEGAL BASIS AND REFERENCES

- A. Federal Laws/Statutes (Listed in Minnesota Emergency Management Director's Handbook - <https://dps.mn.gov/divisions/hsem/emergency-managers-resources/Pages/directors-handbook.aspx><https://dps.mn.gov/divisions/hsem/training/Pages/directors-handbook.aspx>.)
- B. State of Minnesota Laws/Statutes (Chapter 12) (Listed in Minnesota Emergency Management Director's Handbook <https://dps.mn.gov/divisions/hsem/emergency-managers-resources/Pages/directors-handbook.aspx><https://dps.mn.gov/divisions/hsem/training/Pages/directors-handbook.aspx>.)
- C. Local Ordinances/Resolutions (<https://marshall-mn.municipalcodeonline.com/book?type=ordinances>) (www.municode.com)
- Marshall City Ordinance Section 2-96 and 2-97, Public Safety/Emergency Mgt.
 - Marshall City Resolution Adoption of City of Marshall EOP (Resolution 3315)
 - Marshall City Ordinance Section 2-361, 2-362, 2-363 and 2-364, MERIT Center
 - Marshall City Ordinance Section 34-1 and 34-2, Fire Code
 - Marshall City Ordinance Section 30-1, Air Pollution Control
 - Marshall City Ordinance Section 18-1, 18-21, 18-22, 18-23, 18-81 and 18-82, Building Codes
 - Marshall City Ordinance Section 42-89, Loud Noises - Fire Warning Systems
 - Marshall City Ordinance Section 86-71, 86-72, 86-73, 86-1, 86-2, 86-3, 86-4, 86-5, 86-26, 86-27, 86-28, 86-29, 86-30, 86-46, 86-47, 86-48, 86-49, 86-50, 86-51, 86-71, 86-72, 86-73, 86-131, 86-132, 86-133, 86-134, 86-135, 86-136, 86-137, 86-138, 86-139 and 86-140, Zoning
 - Marshall City Ordinance Section 22-191, 22-192, 22-193, 22-194, 22-195, 22-196, 22-197, 22-198 and 22-199, Utilities
 - Marshall City Ordinance Section 62-101, 62-102, 62-103, 62-104, 62-105, 62-106, 62-107, 62-108, 62-109, 62-110, 62-111, 62-112, 62-113, 62-114, and 62-1, Permit
 - Marshall City Ordinance Section 66-99, 66-103, 66-104, 66-105, 66-71, 66-72 and 66-73, Street Name and Address System
 - Marshall City Ordinance Section 86-131, 86-132, 86-133, 86-134, 86-135, 86-136, 86-137, 86-138, 86-139 and 86-140, Planned Unit Development
 - Marshall City Ordinance Section 38-93, Mobile Homes
 - Marshall City Ordinance Section 74-86, 74-87, 74-88, 74-89, 74-90, 74-91 and 74-92, Vehicle Operation
 - Marshall City Ordinance Section 50-23 and 50-1, Collection of Garbage

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V. ORGANIZATION

- A. Existing government is the foundation during emergency situations. That is, government agencies will perform emergency activities related to those activities they perform on a day-to-day basis. City organization and interrelationships are shown on [Attachment 1](#) of this basic plan.

VI. DIRECTION AND CONTROL

- A. The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. The Emergency Manager as assigned by the mayor is responsible for providing overall direction and control of City government resources involved in the response to a disaster.

immediate state and/or federal assistance, state or federal support may be obtained by contacting the Lyon County Emergency Manager at 507-929-6615(direct) or 507-537-7000 (dispatch), who in turn will forward the request to the State Duty Officer at 800-422-0798.

2. For hazardous materials incidents within City limits, assistance may be requested from the Southwest Minnesota Chemical Assessment Team (SW MN CAT) by contacting the Lyon County Sheriff's office at 507-537-7000.
3. State Assistance for Hazardous Materials Incidents (beyond the capability of the SWMN CAT) – Support from the Minnesota National Guard 55th Civil Support Team (MNG CST), MN State Hazardous Materials Chemical Assessment and Emergency Response Team(s) can be accessed through the State Duty Officer at 800-422-0798.
 - a. When a natural disaster or other major emergency is beyond the capability or resources of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard and also to open the Armory in the City of Marshall for utilization. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:
 1. National Guard assistance will ~~complement, and complement~~ and shall not be a substitute for County and/or City participation in emergency operations. National Guard must be requested by the Sheriff via the State Duty Officer.
 2. If made available, National Guard personnel shall remain under military command at all times, but will support and assist County and/or City forces in the accomplishment of a specific task or tasks.

X. PLAN UPDATING AND DISTRIBUTION

- A. For the purpose of this plan, the Emergency Management Director shall serve as the Planning Coordinator. The Director will have overall authority and responsibility for the maintenance of this plan. In the absence of the Emergency Management Director, a member of the Marshall Police Department will be designated as the Emergency Management Coordinator and will assume this responsibility.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs. In order to carry out this task, the Director will request cooperation from City staff.

ANNEX A – WARNING AND NOTIFICATION

STANDARD OPERATING GUIDELINES

This Standard Operating Guideline (SOG) is intended to provide specific guidance for the proper receipt and dissemination of disaster notifications and warnings.

I. General

- A. The Minnesota State Patrol and National Weather Service is responsible for disseminating all watches and warnings to Lyon County.
- B. The City of Marshall Warning Officer is the Marshall City Police Department Shift Supervisor.
- C. The Marshall Warning Point is the Lyon County Sheriff's Dispatch Center.
- D. As backup, warning sirens can be activated from Classroom A at the MERIT Center and from the Marshall Fire Department.

II. Actions to be taken by the Police Shift Supervisor when there is an immediate threat to life:

A. Weather Emergency

- 1. Warning received from the Lyon County Dispatch Center:
 - a. Acknowledge receipt of the notification to Dispatch.
 - b. Notify key City staff members by appropriate means.
 - c. Notify the City Emergency Management Director.

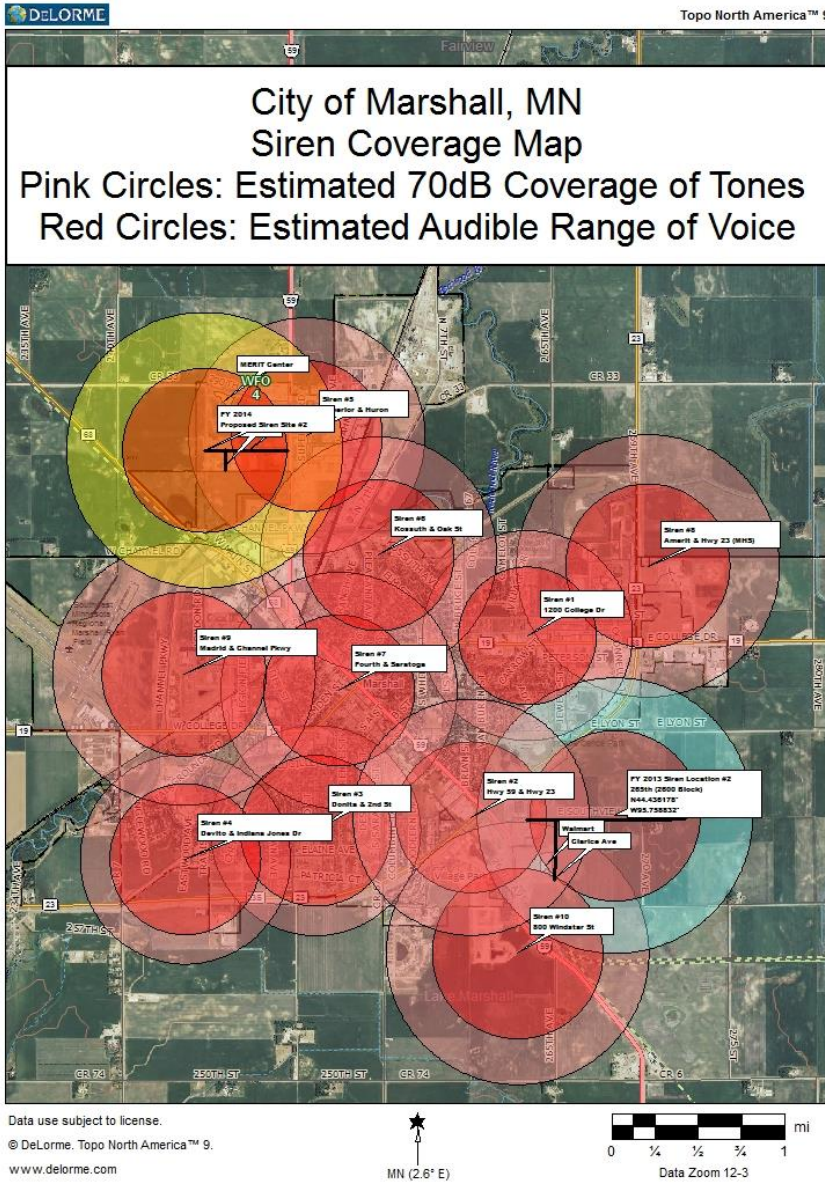
B. Hazardous Materials Incident or Nuclear Attack

In the event of a release of hazardous materials, notification to persons designated in the emergency plan and to the public that a release has occurred will be conducted consistently with the emergency notification requirements of SARA Title III, Section 304.

For a hazardous materials accident/incident involving the city the following actions should be taken:

- 1. Notify the State Duty Officer: 1-800-422-0798
- 2. Obtain an accurate description of area to be warned/evacuated and if appropriate, evacuation route(s).
- 3. Report conditions to Lyon County Sheriff's Dispatch Center (Warning Point) and consider activating the outdoor warning system for the affected area, including PA message if practical.
- 4. See Hazardous Materials Notification list (see [Annex A Attachment 2](#)).
- 5. Assistance may be requested from the Southwest Minnesota Chemical Assessment Team (SWMN CAT) by contacting the Lyon County Sheriff's office.

MARSHALL'S SIREN COVERAGE MAP
 (Siren with yellow slated for install 2015)



IV. CITY OF MARSHALL EMERGENCY OPERATION CENTER (EOC)

Direction and control of response to an emergency, disaster, or major incident, may take place in the City Emergency Operations Center (EOC). The primary EOC for the City of Marshall could also be the EOC for Lyon County and is located in the MERIT Center, 1001 West Erie Road, Marshall. The Marshall Fire Station at 201 E. Saratoga Street will serve as the alternate EOC as deemed appropriate. The Director of Public Safety may designate an alternate location for the EOC as the situation dictates. The Director of Public Safety shall be responsible for notifying all appropriate responders in the event of a change in the EOC.

- A. *Criteria for EOC Activation:* The degree of the Marshall EOC activation will be determined by the severity of the emergency, disaster, or major incident. It may be partially or ~~totally~~ fully activated. In the event of a major emergency, disaster or incident, EOC personnel would be expected to automatically report to the EOC. However, the Emergency Management Director or designee is responsible for ensuring that the EOC is activated appropriately.
- B. *Staffing of the EOC:* Each department/agency assigned an emergency function represented in the EOC is responsible for ensuring that its representative responds and is familiar with the duties which they are expected to perform at the EOC. They are also responsible for activation of their support staff and any additional specialty equipment they may require.

The City will establish communications with the on-scene command post. The Incident Commander (IC) will be responsible for coordinating the activities at the scene.

Key Action Checklists for each EOC position are attached.

- C. *Security:* When the decision is made to activate the EOC, the on-duty police supervisor or their designee will immediately assess the need for security and assign personnel as needed.

V. COUNTY/STATE INITIAL RESPONSE

- A. If City resources become exhausted or if special resources are required, request county assistance through the Lyon County Emergency Manager.
- B. If assistance is requested, the Lyon County Emergency Manager assists with assessing the situation and makes recommendations.
- C. The County may do the following (to the extent appropriate):
 - 1. Activate the County EOC.
 - 2. Implement the County EOP.
 - 3. Respond with county resources as requested.

4. Activate mutual aid agreements.
 5. Coordinate County resources with City resources.
 6. Notify the Minnesota Homeland Security and Emergency Management (HSEM) Regional Coordinator.
 7. Assist municipality with prioritizing and allocating resources.
- D. If the City and County resources are exhausted, the Lyon County Emergency Manager can request regional or state assistance through the State Duty Officer.
- E. If state assistance is requested, the Lyon County Emergency Manager will assess the event and recommend which personnel, services and equipment shall be made available for response, mitigation or recovery.

VI. VOLUNTEERS

Volunteers must be registered. All volunteers must sign a waiver before working on behalf of the City of Marshall and work under the direction and supervision of the Operations Chief or his or her designee.

Before leaving, volunteers must return equipment given them by their leaders. Volunteers also must check out before leaving the scene and should acknowledge any injuries or potential injuries that occurred during the performance of their volunteer duties. If a volunteer reports an injury or potential injury, they are treated as an employee of the City of Marshall and regular procedures shall be followed regarding injured employees. See [Attachment 22A](#) for details on worker's compensation for volunteers.

VII. ATTACHMENTS

1. [ICS Organizational Components](#)
2. [EOC/Command Post Staffing](#)
3. [Key Action Checklist – MAYOR](#)
4. [Key Action Checklist – COMMAND / EMERGENCY MANAGER](#)
5. [Key Action Checklist – LOGISTICS / EMERGENCY MANAGER](#)
6. [Key Action Checklist – DIRECTOR OF ADMINISTRATIVE SERVICES/FINANCE
DIRECTOR/CITY-CLERK](#)
7. [Key Action Checklist – PUBLIC WORKS](#)
8. [Key Action Checklist – LAW ENFORCEMENT](#)
9. [Key Action Checklist – PUBLIC INFORMATION OFFICER](#)
10. [Key Action Checklist – FIRE SERVICES](#)
11. [Key Action Checklist – C.A.T. \(HAZMAT\)](#)
12. [Key Action Checklist – INFORMATION TECHNOLOGY](#)
13. [Key Action Checklist – DAMAGE ASSESSMENT](#)
14. [Key Action Checklist – HUMAN SERVICES](#)
15. [Key Action Checklist – EMERGENCY MEDICAL SERVICES](#)
16. [Key Action Checklist – EMERGENCY NOTIFICATIONS](#)
17. [Radio Fleet Map](#)
18. [Command Positions Checklists](#)

CITY OF MARSHALL
EMERGENCY OPERATIONS PLAN
ANNEX B – DIRECTION AND CONTROL

For additional federal forms, visit the following website:

<https://training.fema.gov/emiweb/is/icsresource/jobaids/http://training.fema.gov/EMIWeb/is/ICSResource/PositionChecklists.htm>

<https://training.fema.gov/emiweb/is/icsresource/icsforms/http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm>

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Emergency Operation Center (EOC) Potential Staffing

Command EOC Manager	--	Emergency Manager
Logistics	--	Emergency Manager
Finance Services/ Finance Director/ City Clerk	--	<u>Director of Administrative</u>
Planning	--	Public Works
Operations	--	Law Enforcement/ Fire Dept. / <u>MMU</u>
Public Information Officer (PIO)	--	City Administrator/ Mayor
Liaison Officer	--	Lyon County Emergency Manager
Safety Officer	--	Safety Officer from Fire/CAT
Information Technology Support	--	MMU Information Technology Specialist The Computer Man, Inc. SWHHS Information Technology Media Communications Specialist
Damage Assessment	--	Assessor's Office/ Operations Section
Congregate Care/ Sheltering	--	Community Services/ Red Cross
Staging	--	Fire/EMS/ Public Works

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COMMAND POST (CP) staffing

Exists at the base or nearby of operations and typically involves one to four subject experts possibly including fire, law enforcement, communications, liaison, damage assessment, etc.

Support personnel - both are dependent on incident and location

ANNEX B [ATTACHMENT 4](#)

Key Action Checklist – COMMAND / EMERGENCY MANAGER

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- A. Ensure that the designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- B. Report to the EOC/CP.
- C. Ensure that adequate resources are available or being brought in for the emergency operations personnel to have an appropriate response.
- D. Ensure that the Public Information Officer is available and coordinate with them on communications.
- E. Ensure that the Director of Public Works/City Engineer, or designated person, provides initial road clearance or debris removal, or other assistance as deemed necessary.
- F. Ensure that initial damage assessment be completed if appropriate.
- H. Ensure that what is needed to support the emergency operation personnel is coming in, including water, food, waste management, computers, etc.
- I. In consultation with the Director of Administrative Services/Finance Director/~~City Clerk~~, assure that expedited financial protocols are in place with adequate financial records being kept.

NOTE: Mayor emergency declaration = 72 hours. Council must approve beyond this timeframe.

ANNEX B [ATTACHMENT 6](#)

**Key Action Checklist – ~~DIRECTOR OF ADMINISTRATIVE SERVICES/ FINANCE~~
~~DIRECTOR/CITY CLERK~~**

The ~~Director of Administrative Services/~~Finance Director/~~City Clerk~~ is responsible for assigned activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- A. Report to the EOC/CP.
- B. Assure that adequate authority is given to permit acquisition of equipment and supplies needed to respond to a disaster.
- C. Assign Division/Department Heads an account number to which emergency expenditures may be charged or purchases made.
- D. Record all expenditures for City personnel, equipment, supplies, services, etc. and track resources being used.
- E. Contact the City's insurance providers.
- F. Reference Disaster Funding Summary on next page to aid in decisions for funding.
- G. Upon approval of the EOC Manager/Emergency Management Director, set a budget and present this information at each operational period briefing.

Key Action Checklist – INFORMATION TECHNOLOGY

Information technology activities for the City of Marshal are provided by: The

~~• Marshall Municipal Utilities Information Technology Specialist – 929-5975~~

- Computer Man Inc. – 532-7562
- Lyon County IT – 532-1333
- State of Minnesota

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The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- Getting key computers online
- Restore network connectivity for the computers
- Help procure necessary equipment to restore access to key computing resources
- Install software if necessary
- Organize staff to assist others if necessary

Priority list would be:

- Law Enforcement Center
- Fire Department
- Marshall Municipal Utilities
- City Hall
- MERIT Center
- Other

Key Action Checklist – EMERGENCY MEDICAL SERVICES

North Memorial Ambulance is the primary EMS for the City of Marshall and the EOC medical liaison. They may also be responsible for transportation of critically injured outside of the City of Marshall. If the situation warrants someone from Avera Marshall Hospital, ~~Affiliated Community Medical Center (ACMC)~~ and/or Lincoln, Lyon, Murray and Pipestone County Health will also be included if their staff is available. The following tasks represent a checklist of actions that may be considered for disaster response within the City of Marshall:

- A. Coordinate emergency medical care for victims (hospital and on-scene) and request mutual aid if necessary.
- B. Establish a triage area for victims.
- C. Coordinate medical transportation of victims.
- D. Establish or respond to designated staging area in the City.
- E. Report number of casualties and critical/minor injuries to the Incident Commander.

Fleet Map

08/13/2014						
	ZONE	ZONE	ZONE	ZONE	ZONE	
	F1	F2	F3	F4	TR	
	LY FIRE ZONE 1	LY FIRE ZONE 2	LY FIRE ZONE 3	LY FIRE ZONE 4	LY SITE TRUNKING	
POS						POS
1	LY FIRE	LY FIRE	LY FIRE	A-SOA 1	LY ST MAR	1
2	F-SOA 1	LN FIRE	MU-FIRE	A-SOA 2	LY ST RUS	2
3	F-SOA 2	LN-OPS 2	MU-3	P-SOA 1	LY ST TRA	3
4	LY 4	LN-OPS 3	MU-4	P-SOA 2	LY ST MINN	4
5	LY 5		MU-5	F-SOA 1	MN SITE TR	5
6	LY 6		MU-6	F-SOA 2		6
7	LY 7		MU-ST TK			7
8	LY 8	YM-FIRE	RW-FIRE			8
9	RW-FIRE	YM- OPS 2	RW- 2			9
10	YM-FIRE	YM- OPS 3	RW- 3			10
11	LN-FIRE	YM- OPS 4	RW- 4			11
12	MU-FIRE	YM- OPS 5	RW- 5			12
13	PS-FIRE	YM CNTY W	RW- 6			13
14	SW CALL 1	F-SOA 1	F-SOA 1			14
15	LY ROAM	F-SOA 2	F-SOA 2			15
16	LY 911-16	LY 911-16	LY 911-16			16

	ZONE	ZONE	ZONE	ZONE	ZONE	
	E1	L1	CH	IN	SW	
	LY EMS Zone 1	LY LAW Zone 1	LY County HWY	LY INTEROP ZONE	SW REGION ZONE	
POS						POS
1	LY FIRE	LY LAW 1	LY HWY 1	LY ST MAR	SW CALL1	1
2	EMH-MAR	LY LAW 2	LY HWY 2	LY ST RUS	SW 2	2
3	EMH-TRA	LY LAW3E	LY LDF	LY ST TRA	SW 3	3
4	LY 4	LY 4	A-SOA 1	LY ST MINN	SW 4	4
5	LY 5	LY 5	A-SOA 2	MN SITE T	SW 5	5
6	LY 6	LY 6		LY SCHOOL	SW 6	6
7	LY 7	LY 7			SW 7	7
8	LY 8	LY 8		LY PAGE	SW 8	8
9	EMH GRAN	LY FIRE		LY EVENT	SW 9	9
10	EMH-MONTE	MSP 2300		DYN RGP	SW 10	10
11	EMH-MCMC	MSP CJC	MN DOT MAR MNT	LY EM BTN	SW 11	11
12	EMH-CANBY	MSP CALL	LY PV 1		SW 12	12
13	SMRCC	LY LAW ADM	LY PV 2		SW 13	13
14	MRCXP1	SW-CALL1	SW CALL-1	STAC 13E LAV OR	SW HOSP 14	14
15	LY ROAM	LY ROAM	LY ROAM	STAC 14E LAV OR	SWRESTAC15	15
16	LY 911-16	LY 911-16	LY 911-16	LY 911-16	SW CALL16	16

	ZONE	ZONE	ZONE	ZONE	ZONE	
	LX	L2	L3	IC	NA	
	LY BLR Zone	LY LAW Zone 2	LY LAW Zone 3	MN State INCIDENT CMD	National Comm Channel	
POS						POS
1	SW BLR E1	LY LAW 1	LY LAW 1	S-TAC 1	8CALL90	1
2	SW BLR E2	LY LAW 2	LY LAW 2	S-TAC 2	8CALL90D	2
3	LE TAC 1	LY LAW 3E	LY LAW 3E	S-TAC 3	8TAC91	3
4	LE TAC 2	LY 4	CP LAW	S-TAC 4	8TAC91D	4
5	LE TAC 3	LY 5	CT LAW	L-TAC 1	8TAC92	5
6	LE TAC 4	LY LAW AD	LP LAW	L-TAC 2	8TAC92D	6
7	SW ENC 1	MSP 2300	LN LAW	L-TAC 3	8TAC93	7
8	SW ENC 2	MSP CJC	MU LAW	L-TAC 4	8TAC93D	8
9	SW ENC 3	MSP CALL	NB LAW	F-TAC 1	8TAC94	9
10	SW ENC 4	MU LAW	PS LAW	F-TAC 2	8TAC94D	10
11	BROWN LAW	YM LAW	RW LAW	F-TAC 3	A-SOA 1	11
12	LY LAW 3E	LN LAW	RV LAW	F-TAC 4	A-SOA-2	12
13	RW LAW	RW LAW	RK LAW	E-TAC 1	P-SOA 1	13
14	RV OPS2E	LY SCHOOL	YM LAW	E-TAC 2	P-SOA 2	14
15	LY ROAM	LY ROAM	YM LAW EN	E-TAC 3	F-SOA 1	15
16	LY EM BTN	LY 911	MSP 2300	E-TAC 4	F-SOA 2	16

Emergency Broadcast System
Outdoor warning sirens/public address systems
Social media including Code Red⁴
City Website
Flyers/Brochures
Marshall Community Access TV Channels

- D. Mutual aid public information resources are available through Lyon County Emergency Management. These resources could assist coordination with the media, coordination with other cities' public information staff in the event of a multiple jurisdiction incident, the preparation of news releases, rumor control and in the event of a protracted incident, relief personnel for the official spokesperson/s

V. STANDARD OPERATING GUIDELINES

- A. The purpose of this Standard Operating Guideline (SOG) is to assure dissemination of information and instructions to the public on a timely basis and to coordinate all releases during pre-emergency, emergency and post-emergency conditions.
1. All releases to the media will be through the Public Information Officer (PIO) or designee.
 2. The PIO will edit and consolidate all releases for all media formats.
 3. All public statements are to be cleared with the PIO before they are issued.
 4. During emergency situations the PIO will:
 - a. Contact key staff members to collect pertinent information.
 - b. Establish liaison with City Divisions and their departments, which may require information output.
 - c. Inform the media of public information capabilities and plans.
 - d. Establish Public Information Service for the media and public inquiries.
 - e. Release prepared messages to the media and to all City emergency services.

II. ATTACHMENTS:

1. [Background Information of a PIO](#)
2. [Sample News Release Form](#)

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CITY OF MARSHALL
EMERGENCY OPERATIONS PLAN

ANNEX F – EVACUATION, TRAFFIC CONTROL AND SECURITY

I. PURPOSE

To outline how evacuation, traffic control and security would be carried out if they are required, due to a major incident in Marshall.

II. RESPONSIBILITY

A. In Marshall, the following officials will be responsible for decisions to evacuate or to shelter in place:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Fire Chief or designee	Fire/Radiological/HAZMAT
Director of Public Safety or designee	Law Enforcement
Incident Commander	All other types

B. Within the City of Marshall, the Police Department would be responsible for coordinating any large-scale evacuation that might be required. Back-up assistance for evacuation would be available from Lyon County Sheriff and City of Marshall Public Works Department. Relocation/Security for critical resources would be the responsibility of that City-related department.

C. The Marshall Police Department will coordinate all transportation resources used in an evacuation.

D. Pet evacuation will be coordinated via Marshall Police Department. City of Marshall Animal Kennel has capacity for limited intake of pets from residents of Marshall affected by the critical event.

III. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by [IPAWS messaging](#), outdoor warning sirens, radio, TV, door-to-door, and public address systems. Evacuation routes, assembly points and assistance instructions will be announced.

B. Law enforcement personnel would establish traffic control points (if needed).

C. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Police Department, Fire Departments and local transit services.

IV. ATTACHMENTS

1. [Evacuation routes](#)
2. [Evacuation map](#)
3. [What Shelter-In-Place Means](#)

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ANNEX F [ATTACHMENT 2](#)

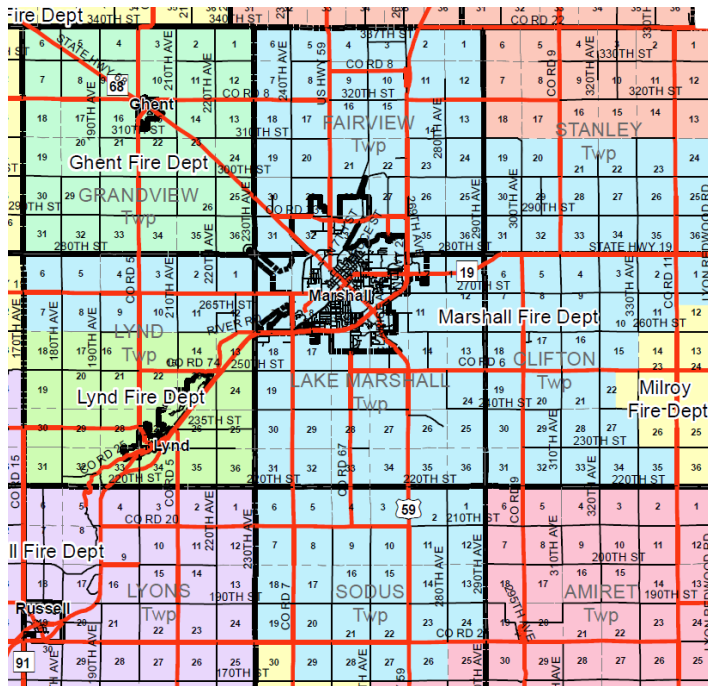


would be consistent with the training level of the responders within the city. All responses to hazardous materials incidents would be coordinated and managed by the incident command system. Hazardous Material incident response is also addressed in Annex M of this plan.

Marshall Fire Department also stores and maintains a cache of spill response equipment and has a haz-mat trailer to transport these materials to any requested response.

VI. SUPPORTING DOCUMENTS

- A. Standard Operating Guidelines utilized by the Marshall Fire Department to fulfill its responsibilities under the City Emergency Operations Plan are maintained in the Fire Department Training Officer's office at 201 Saratoga Street.
- B. A map of Marshall Fire Department Fire District is located in the Law Enforcement Communication Center at 611 W. Main Street. Lyon County GIS Manager in Public Works also has a map and may be contacted at 507-532-8212.



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I. PURPOSE

To provide an overview of how damage assessment would be accomplished following a disaster in the City.

II. RESPONSIBILITIES also reference [Annex B Attachment 13](#) and [ICS form 209 Block 30](#)

A. The City Assessor is responsible for:

1. Developing and maintaining a damage assessment "team" composed of municipal and/or private sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster).

B. City government officials who, depending upon the nature of the disaster, would participate in a damage assessment effort:

1. City Assessor
2. Director of Public Works/City Engineer
3. ~~Director of Administrative Services/~~Finance Director/~~City Clerk~~

C. County government officials who (potentially) would participate in a damage assessment effort:

1. Lyon County Emergency Manager
2. Lyon County Public Works Director
3. Lyon County Assessor
4. Other assessment staff/jurisdictions

D. Private Sector Agencies:

Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:

1. American Red Cross
2. Insurance companies and Realtors
3. Other Assessments - MAAO

III. POLICIES AND PROCEDURES

A. One of the first critical tasks in providing timely, efficient relief services is to assess the size and scope of a disaster and estimate the number of homes and families affected. This damage assessment is essential in determining monetary damages and monetary value for disaster declarations.

3. Household hazardous waste
4. Construction/demolition materials
5. Regular garbage

The MPCA ER Team leader should be consulted as debris management efforts are defined. The MPCA is the lead State Agency for debris management in a disaster or terror response. The MPCA has the ability to define waste streams in a recovery in order to simplify and expedite the recovery.

- D. Within the City of Marshall, the City and/or County Public Works Department would be responsible for debris clearance.
- E. Determination of emergency routes will depend on the nature and location of the debris-generating events, and will be identified by the Incident Commander.
- F. The Minnesota Pollution Control Agency (MPCA) will work with the City's incident management team to plan for how the household hazardous waste will be removed from the homes. ~~How~~ it will be sorted and collected. ~~And,~~ then work with the City and the County on final processing and disposal. This MAY also include assistance with funding, on a ~~disaster-by-disaster~~disaster-by-disaster basis.
- G. The Board of Animal Health and the Minnesota Department of Agriculture have the lead authority over animal carcasses. The MPCA has some regulatory authority over how the carcasses can be disposed of or destroyed. Therefore, the three of us would be working together to come to a decision regarding that. Also, depending on the method of disposal or destruction that is chosen, the MPCA may actually direct/ facilitate that operation.
- H. Contracting procedures will be determined by the Director of Administrative Services/Finance Director. ~~City Clerk.~~
- I. Temporary storage locations will be chosen according to the disaster. Taking into consideration FEMA guidelines, final disposition of debris will be decided by the Director of Public Works/City Engineer and the Lyon County Public Works Director.

IV. DEBRIS MANAGEMENT

- A. Removal of debris on public property will be the responsibility of the City of Marshall. Beyond the scope of the Public Works Department and the Community Services Parks Department, additional assistance may be obtained from MMU, Lyon County Public Works or contracted services.
- A. To be eligible for FEMA reimbursement, documentation for Time and Materials are extremely important.

I. PURPOSE

To provide an overview of how utility services would be restored following a disruption of service. Marshall Public Works Department is responsible for coordinating and prioritizing these activities with the appropriate service providers; however, Marshall Municipal Utilities/-Emergency Preparedness and Oversight Team (EPOT) is responsible for coordinating and prioritizing the restoration of electric and water services, but will generally follow the order of restoration established by the EOC.

II. RESPONSIBILITIES

A. The following government agencies/private sector organizations are responsible for providing utility services for the City of Marshall. In the event of a utility outage due to a disaster, these agencies/organizations should be called in order to restore service:

1. Electrical service – Marshall Municipal Utilities, 507-537-7005
2. Gas service – Great Plains Natural Gas, 1-877-267-4764
3. Telephone service – Centurylink, 1-877-348-9007
~~BluepeakVast, 507-337-7800~~
Charter/~~Spectrum—Communications~~, 1-855-260-0628
4. Cable service – Charter/~~Spectrum~~, 800-936-1479
~~BluepeakVast, 507-337-7800~~
~~MVTV wireless 320-564-4807~~
5. Wastewater – Marshall Public Works, 507-537-6776
6. Potable Water – Marshall Municipal Utilities, 507-537-7005

III. SERVICE RESTORATION

A. At the time of the disaster, the EOC staff will determine which facilities will be considered essential for priority of utility restoration. Priorities for utility restoration will depend on the nature and location of the incident. Vulnerable populations and facilities which are essential for public safety are listed below and will be considered first.

1. Emergency Operations Center - has generator hookup capability
2. Law Enforcement Center/Dispatch – has generator
3. Nursing Homes
4. Hospitals – has generator
5. Marshall Fire Departments
6. Marshall Ambulance Services
7. Individuals with functional access needs

IV. SUPPORT DOCUMENTS

A. MMU Utility Restoration - Standard Operating Guidelines (electric/water/PNWAN)