

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to Spring Lake Park Emergency Management.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Police Department
Anoka County Emergency Management
Surrounding Supporting Cities
Minnesota Incident Management Team

State Resource

Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The following are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing emergency management support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #5 focuses on the emergency management activities that support emergency operations throughout the City of Spring Lake Park. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources within the City of Spring Lake Park. Emergency Management will assist in the coordination of an Incident Action Plan with the Emergency Management staff's primary focus on the Planning and Logistic Sections position during a disaster.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an "all hazards" type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

One key consideration within this ESF is the coordination of operations within the other City Departments as well as other Cities, State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
 - Identifying transportation routes/strategies until the main transportation routes can be restored.
 - Create a recovery plan and identify the proper resources to enact the plan.
 - Maintain a record of all activities and expenses in accordance with FEMA standards.
 - Communicate timely information to the public on the current situation and future outcomes.
- During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Anoka County Dispatch
- Direct call to Emergency Management

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for emergency management operations the following positions may be staffed by Emergency Management staff;

- Incident Manager for the EOC
- Liaison Officer
- Planning Section Chief
 - Situation Unit Leader
 - Resource Unit Leader
- Logistics Section Chief
 - Communications Unit Leader
 - Food unit Leader

All of the responsibilities under the above positions will be at the direction of Emergency Management

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

- Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - Incident Command Post (ICP)
 - Emergency Operations Center (EOC)
 - Department Operating Center (DOC)
- First arriving staff at the EOC will start all operational equipment.
- The designated Spring Lake Park Incident Manager in the EOC will draft the initial ICS 202- Incident Objectives and assign staffing roles on the ICS 207- Incident Organization Chart found in the Planning Section office within the EOC.
- Spring Lake Park Emergency Management staff will assume the pre designated roles unless otherwise identified by the Incident Manager.
 - Spring Lake Park Emergency Manager (or designee)- Incident Manager
 - Paid On Call Staff
 - Operations Section Chief
 - Planning Section Chief
 - Situation Unit Leader
 - Logistics Section Chief
 - RACES Staff
 - Communication Unit Leader
 - Command Post Operations
 - Field Observers
- Establish a Situational Unit Leader position and begin to identify affected areas and operational needs. Begin to complete an ICS 209- Incident Status summary for each affected area of the city. These sheets are found in the EOC and available on-line at: • http://www.fema.gov/media-library-data/20130726-1922-25045-7672/ics_forms_209.pdf
- Contact the Spring Lake Park City Administrator and provide a situation update with known information at that point in time.
- Contact the Spring Lake Park Public Information Officer position to manage information regarding the incident to all parties involved in the incident.
- Work closely with the Incident Commander to identify exactly what areas are affected and prioritization of operations which will affect county resources.
- Identify the nature of the situation what communication systems might be affected and the duration of the outage. Emergency Management staff will begin drafting a ICS 205- Communications Plan for Emergency Management operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

- Establish the operations area in the conference room off of dispatch. Establish connection with Knowledge Center and maintain current status in the system.
- Monitor requests for assistance that are being processed through the Anoka County Communication Center.
- Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Administrative and Elected Officials.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Produce Incident Action Plans.
- Identify the future resource needs for the management of operations.
- Manage the Planning Process throughout the operations to ensure proper planning and documentation through Incident Action Plans.
- Ensure all documentation is being completed throughout the incident and work closely with the Finance Section Chief to track incident costs.

Actions: Closeout

- Once the communication system has been restored, communicate the information to all affected parties.
- Demobilize the Incident Management Team.
- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.