

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #2- Communication Systems

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### Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park Administration and City Hall staff for internal agency and Anoka County Telecommunications for external communication and data networks.

### Local Supporting Agencies

The supporting agencies for this ESF include;

- Spring Lake Park Police Department
- Anoka County Emergency Management
- Computer Integrated Technologies (CIT)
- POPP Communications
- Comcast Business
- North Metro Cable Commission
- Cady Business Technologies

### State Resource

Minnesota Department of Homeland Security and Emergency Management  
Office of Enterprise and Technology

### References

The follow are a list of reference documents for this ESF

- Spring Lake Park Emergency Operations Plan
- Spring Lake Park Public Works Standard Operating Procedures
- Minnesota Emergency Operations Plan

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### Purpose

To outline the responsibility for the restoration of communication systems within the City of Spring Lake Park.

### Scope

Emergency Support Function #2 focuses on the maintenance of communication systems throughout the City of Spring Lake Park. This ESF will rely heavily on the communication suppliers for operations and Spring Lake Park will coordinate the overall restoration section of Incident Action Plan (IAP).

### 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

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major communication system is affected, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations. The communication systems which are considered to be critical to the City of Spring Lake Park are;

- Phone
- Data
- Video

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

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identifying temporary communication strategies until the main communication systems can be restored.
3. Create a recovery plan and identify the proper resources to enact the plan.
4. Maintain a record of all activities and expenses in accordance with FEMA standards.
5. 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;

1. Spring Lake Park Emergency Management
2. Anoka County Central Communication

#### Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for transportation issues a “Transportation Branch Director” will be assigned to coordinate all tactical operations and resources. For an evacuation, an “Evacuation Route Coordinator” should be assigned due to the importance of the evacuation.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Transportation Branch Director will be broken down into Divisions or Groups.

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### **Actions: Initial**

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

1. 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;
  - a. Incident Command Post (ICP)
  - b. Spring Lake Park Public Works Facility
  - c. Emergency Operations Center (EOC)
2. Establish a Liaison Officer position with the communication company(s) to maintain Situational Awareness for the operation.
3. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
4. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
5. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

### **Actions: Continuing**

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected County Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify the future resource needs for the management of operations.

### **Actions: Closeout**

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