

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park City Engineer's Officer, Spring Lake Park City Building Official and Spring Lake Park Emergency Management coordinating long term recovery.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Emergency Management
Anoka County Emergency Management

State Resource

Minnesota Department of Agriculture
Minnesota Department of Transportation
Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Spring Lake Park Public Works SOP's
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing damage assessment, continuity of operations & recovery within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #14 focuses on the business continuity activities that occur within the operational units of the city. Spring Lake Park Emergency Management will coordinate the overall planning section of Incident Action Plan (IAP) to guide departments through the recovery process.

The Spring Lake Park Engineering Department and the Spring Lake Park City Building Official will coordinate damage assessment activities of structures and or property affected by a disaster.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

The priorities of the damage assessment are to;

1. Determine if the structure and or property is “uninhabitable.”
2. Assign a value to the property
3. Determine the dollar loss of the property

If the City Building Official determine that a structure is “uninhabitable” then is will be properly posted and enforce by law enforcement.

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.

One key consideration within this ESF is the management of the planning process to ensure that an IAP covers each operational period and that the proper documentation is being completed and accounted for. 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. Manage the planning process following the “Planning P”.
3. Create a recovery plan and identify the proper resources to enact the plan. Included in this plan is the prioritization of critical services to the local community and the city. The Damage Assessment team will be responsible for identifying safety issues as they relate to the damaged service.
4. A timeline will be established for the restoration of critical services. This time line must be have a responsible party identified and at a minimum daily updates until the critical service is restored.
5. Maintain a record of all activities and expenses in accordance with FEMA standards.
6. Communicate timely information to the public on the current situation and future outcomes.
7. 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.
8. Damage assessment will be coordinated by Emergency Management but will be the direct responsibility of the City Building Official. The City of Spring Lake Park has the damage assessment teams identified as;

Damage Assessment Team

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

Organizational Chart

Damage Assessment Team Leader (City Building Official)

- Compiles Aggregate Data
- Provides Property Value Data
- Coordinates Process with Emergency Management Director

Public Damage (Public Works Director)

- Roads
- Bridges
- Public Buildings

Property Identification (Surveyor)

- Property Lines
- Owner/Occupant
- Addresses
- Map Development

Building Codes/Safety (Planning/Zoning, CHS, Enviro. Services, Private Property Damage (Red Cross) and City Building Officials)

- Structural Integrity
- Water Quality
- Sewer/Septic
- Homes
- Personal Belongings
- Food/Sanitation

Agricultural Damage (MN Department of Agriculture)

- Crops
- Livestock
- Stored Commodities

The City Building Official is responsible for:

1. Developing and maintaining a damage assessment “team” composed of city and 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).

City government officials - who, depending upon the nature of the disaster, will participate in a damage assessment effort:

1. City Engineer
2. City Assessor
3. U.S. Department of Agriculture (USDA) Emergency Board members
4. City Finance Director
5. City Community Social Services Director
6. County Community Health Director
7. County Environmental Services Director
8. City Building Officials

Private Sector Agencies/Organizations:

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

1. Red Cross
2. Realtors
3. Independent Appraisers

Additional assistance will be requested through the Spring Lake Park EOC then through the State of Minnesota EOC.

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 damage assessment issues a “Damage Assessment Branch Director” will be assigned to coordinate all tactical operations and resources for damage assessment.

The Continuity of Operations recovery functions will be organized a “City Service Branch Director” will be assigned to coordinate all tactical operations and resources for re-establishment of city services.

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

Where possible and when appropriate, pictures/video will be taken of damaged areas, and city maps will be used to show the location of damage sites.

When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Spring Lake Park Emergency Management Director will coordinate with the Minnesota Homeland Security and Emergency Management.

When possible, the city emergency management director and other appropriate local government officials will participate in damage assessment procedure training.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

Reconstitution of critical operations is essential to the community. The following is a basic outline to re-establish operations;

Administration Duties

With the main administrative offices being located inside of the community it is somewhat likely that a hazard affecting the community directly will take out the administrative offices. However, if the administrative offices are affected then they will be re-located to the _____ with the county. The essential duties to be re-established are;

1. Mayor, City Council and administrative functions
2. City Emergency Management
3. Spring Lake Park Police Department
4. Spring Lake Park Public Works
5. City Building Official
6. Anoka County Public Health

Information Technology will be re-established at the temporary location with computer, printing, phone and fax capabilities. Back-up of all critical files will be utilized to restore the day to day operations.

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. Emergency Operations Center (EOC)
 - c. Department Operating Center (DOC)
2. Establish a Planning Section Chief and Logistic Section Chief position and begin to identify affected area's needs.
3. Assign a "Situational Unit Leader" position with the mission of completing a comprehensive and continual size up of the situation.
4. IF additional staff help in the above sections is needed than call for additional help from area Emergency Managers and or the Minnesota Type 3 Incident Management Team.
5. Coordinate with the Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

6. Identify the nature of the situation what communication systems might be affected and the duration of the outage.
7. 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 Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Develop Incident Action Plans (IAP) for each operational period.
5. Identify the future resource needs for the management of operations.
6. The Preliminary Damage Assessment forms will be used to collect damage assessment data to determine overall damages in the City of Spring Lake Park necessary for effective disaster recovery efforts. These forms are available in the EOC.
7. Damage Assessment team members will report to the EOC to receive forms, supplies, communication equipment and any necessary assignment instructions from their Team Leaders. When possible cameras/video camcorders should be provided to team members for documentation.
8. Reports shall be returned to the EOC at the completion of assignments and/or communicated to the EOC during collection.
9. The Damage Assessment Team Leader at the EOC is responsible for summarizing the results and developing a comprehensive damage assessment report, including appropriate maps to describe areas of damages.
10. The Damage Assessment Team Leader, in cooperation with the Emergency Management Director will provide this information to the County Board, other EOC staff and State/Federal Management Agencies.

Actions: Closeout

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

1. Demobilize the Incident Management Team as the size of the incident shrinks and operational resources are demobilized.
2. Complete an After Action Review and establish a Corrective Action Plan.
3. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.