

Spring Lake Park Emergency Operations Plan

Emergency Support Function #7- Logistics 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 Purchasing
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 follow 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. This also includes the management of donations made during a disaster.

Scope

Emergency Support Function #7 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

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(IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the other City Departments as well as 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.
- Develop a list of resources affected.
- Develop a list of resources needed.
- 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.

The logistical management for the City of Spring Lake Park will be coordinated through the use of Knowledge Center. Under the Emergency Management Support Function the Liaison Officer is assigned to manage the Knowledge Center program.

The Resource Unit Leader

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 logistical operations the following positions may be staffed;

- Logistics Section Chief
- Communication Unit Leader
- Food Unit Leader
- Liaison Officer assigned to Knowledge Center

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

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Resources

The City of Spring Lake Park has a number of resources for a given disaster. The resources are on file with the Emergency Communications Center for immediately deployment if necessary. In addition, The Minnesota Duty Officer also has a number of state resources available. The categories located within Anoka and available through the State include;

- Hazardous Materials Teams with WMD Capabilities
- Bomb squads
- Food resources
- Volunteer groups
- Generators
- Portable pumps
- Portable water
- Sandbagging equipment

Mutual Aid Agreements/ Memorandums of Understanding

A number of mutual aid agreements are in-place for emergency operations. These agreements are throughout this plan as well as on file with the Spring Lake Park Emergency Manager. In addition, local agencies may have their own mutual aid agreements with other agencies. This plan is designed to work in cooperation with those pre-existing agreements.

Additional agreements may be needed to secure resources. These agreements will be worked out through the Incident Commander, Spring Lake Park Emergency Manager, Logistic Section Chief or the Finance Section Chief during emergency operations.

Any resource that is acquired during emergency operations regardless if it is a donation or billable expense will need to have a Memorandum Of Understanding (MOU) completed prior to deployment of use of the resource.

Volunteers

During the time of disaster, volunteers are critical to the rapid response and recovery. All volunteers will be registered and coordinated through Spring Lake Park Emergency Management Department. Volunteers will need to be credentialed and sign a city volunteer form.

Unrequested volunteers will be referred to private organizations such as United Way, ect...

Donations

It is a high probability based on past disasters that the local public and business will provide donations to the affected community within the City. This process will be coordinated through the Spring Lake Park Emergency Management Department.

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All donations will be entered into a log, categorized and sorted for the quick turnaround to the affected population. The City reserves the right to reject any donation for any given reason.

All individuals and groups offering donations shall expect to receive no reimbursement for their donation. If an individual or group is seeking reimbursement for a donation, then they shall contact the Spring Lake Park Emergency Management Department prior to issuing the donation.

Donations will be collected at Spring Lake Park City Hall depending on the given situation. A drop-off coordination site will be established at all identified donation locations.

Donations involving monies will be coordinated through the Spring Lake Park Finance Department. An emergency donations fund will be established either through the City of Spring Lake Park or a local financial institution.

If, at the end of the incident extra donated goods are left at the donation collection point then the individual or group who made the donation will be contacted for its return. If the donated good(s) are not returned, they will be donated to a charitable organization.

Actions: Initial

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

- 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)
- Establish a Logistic Section Chief position and begin to identify affected areas and operational needs. Identify necessary staff under the Logistics Section which needs to be staffed.
- Gather information about the situation from the Situation Unit Leader, if one is established otherwise the Incident Commander
- IF additional help is needed in the logistics section, then begin to staff positions accordingly.
- Work closely with the Operations Section Chief to identify exactly what areas are affected and prioritization of resources.
- Evaluate what resources are needed for the Incident Command Post, Emergency Operations Center and or the Department Operating Center.
- Identify the nature of the situation what communication systems might be affected and the duration of the outage.

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Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Incident Commander.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify the future resource needs for the management of operations.
- Participate in 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

- Evaluate the need for ongoing operations and develop a Demobilization Plan.
- 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.