

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #1- Transportation and Evacuation

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### Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park Public Works Department.

### Local Supporting Agencies

The supporting agencies for this ESF include:

- Spring Lake Park Police Department
- Anoka County Emergency Management
- Surrounding support cities
- Local Bus Companies
- Local Medical Transportation Providers

### State Resource 11

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
  - Minnesota Emergency Operations Plan
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### Purpose

To outline how transportation systems will be restored in the event of an emergency.

In addition, the management of evacuation routes into or out of Spring Lake Park.

### Scope

Emergency Support Function #1 focuses on the maintenance, establishment of and recovery of transportation routes throughout the City of Spring Lake Park of which it has the legal responsibility for. This plan covers City of Spring Lake Park transportation systems and routes. Outside city transportation systems and routes are the responsibility of each city as well as the State of Minnesota being responsible for owned transportation routes. The Spring Lake Park Public Works Director and Emergency Manager will coordinate the public and private partners for the mass evacuation.

Operational policies will be maintained by the Spring Lake Park Public Works Department which cover the protection and restoration of transportation systems throughout the City. These SOP's/SOG's will have an "all hazards" approach and cover the most likely incident which could affect the City roadways.

A second part of this plan is the coordination of evacuation routes if one is so ordered. The ordering for the evacuation will be under the direction of Emergency Management, the Mayor and City Council. This ESF is only intended to deal with the route designation and communication to the affected public and or special populations. ESF 6- Mass Care will be utilized for the sheltering and care of these individuals.

Security of the areas evacuated will be under the direction of the Spring Lake Park Police Department and or other assisting Law Enforcement agencies. All areas affect by the disaster will have an established security perimeter until public and private buildings are re-secured.

### 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 transportation system is affected, than 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 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.

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2. Identifying temporary transportation routes until the affected routes 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.

The coordination for the mass evacuation of people coordinated with other ESF's and Spring Lake Park Department Directors. The main responsibility assigned under this ESF is the transportation route out of the City of Spring Lake Park.

### Evacuation

The rationale for evacuation, whether for a large or small-scale emergency, is that hazardous conditions or potentially hazardous conditions can best be mitigated by moving the affected population to an area of lesser risk. Prior to recommending evacuation due to an actual/potential hazard, county and community officials will evaluate the benefit of shelter in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors [both internal and to the outside] windows, and fireplace dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows, and [in buildings] minimizing the use of elevators.)

- A. The Spring Lake Park Emergency Management Director and the Chief of Police will jointly prepare in advance for the potential evacuation of city residents.
- B. Pre identified primary and secondary evacuation routes for the "population at risk" for each Section 302 facility are listed in the Hazardous Materials ESF, by community.
  1. In the event of a hazardous material(s) incident in the City of Spring Lake Park, the Incident Commander is responsible for determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry (repopulation).
  2. The Emergency Operations Center in Spring Lake Park shall serve as an alternate to the Incident Commander, in determining and deciding the need

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for actual or precautionary evacuation, or for shelter-in-place and for re-entry (repopulation).

3. The Spring Lake Park Emergency Communication Center will assist in making appropriate notifications (see Item 19).
- C. The Spring Lake Park Police Department will be responsible for ***conducting and coordinating*** any large-scale evacuation of Spring Lake Park residents. This coordination will include the evacuation activities of other participating public safety agencies and jurisdictions. In the event of a large-scale and long term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary.
  - D. The Spring Lake Park Police Department will be responsible for preparing instructions for people who must evacuate from a high-risk area. This is to include identification of centrally-located staging areas and pick-up points for evacuees without private automobiles or other means of evacuation.
  - E. The Spring Lake Park Police Department will have primary responsibility for ensuring that the affected city residents and facilities are notified of the need to evacuate.
  - F. The Spring Lake Park Police Department will have primary responsibility for assisting disabled, elderly, mobility-impaired and other individuals unable to evacuate themselves. This will be accomplished by advising residents (via radio/TV or house-to-house canvassing) to call a specific telephone number if assistance is needed.
  - G. The Spring Lake Park Police Department will be responsible for establishing and staffing any traffic control points that may be necessary.
  - H. The Spring Lake Park Police Department will be responsible for maintaining access control and security for the evacuated areas.
  - I. The Spring Lake Park Public Works Department and Police Department will be responsible for overseeing the removal of stalled vehicles, obstructions, or any other roadway impediments so that the evacuation route(s) can remain open.
  - J. The Spring Lake Park Police Department police chief and/or the fire chief will be responsible for assisting in traffic control and security in a large scale evacuation.
  - K. In consultation with local and/or state hazardous materials' specialists, the Anoka County Public Health and Environmental Services department will be responsible for determining when evacuees can safely return to their residences.
  - L. The Spring Lake Park Police Department will be responsible for coordinating all private and public transportation resources.

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### Shelter in place

Situations may arise where the best means of protection of life and property is to recommend “shelter-in-place” procedures. If conditions are present which do not allow adequate time for evacuation or where the risk from the emergency incident will be minimal or very short in duration officials should consider “shelter-in-place” options. The decision to recommend shelter-in-place will be made by the Incident Commander of the affected area, using established criteria. A shelter-in-place decision will also initiate the Warning and Notification section of this plan as appropriate. Under the direction of the Incident Commander, Law Enforcement and/or Public Safety personnel will assist in making public notification of the shelter-in-place procedure. Emergency actions such as taping doors, windows, shutting off outside air intake from fans, air conditioners, or other means may be the best available option to protect public health and safety.

### 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.

### Actions: Initial

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

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1. Report to the identified location for the coordination of operations. The possible location 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. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
3. The primary and secondary evacuation routes from the City of Spring Lake Park will be;
  - a. State Highway 65- North or South
  - b. University Ave (CSAH)- North or South
  - c. Osborne Rd (CSAH 8)- East or West
  - d. County Road 10- East or West
  - e. City roads to the Major Transportation Highways as directed.
4. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.
5. Residents to be evacuated or implement shelter-in-place will be notified by outdoor warning systems, radio, TV, cable, public address systems, Citizen Emergency Response Team (CERT), telephone or other method as implemented through the Anoka County Central Communication (Warning Point).

Procedures for initiating a shelter-in-place option include but are not limited to:

- a. Determination of need by incident command using established criteria.
- b. Action by official(s) authorized to implement the plan.
- c. Public notification as appropriate.
- d. Implementation by the Spring Lake Park Police Department.

Evacuation routes, assembly points and assistance instructions will be coordinated and announced through the Anoka County Emergency Notification Center.

The Spring Lake Park Police Department personnel will establish traffic control points, if needed.

Mobility-impaired individuals unable to evacuate themselves will receive assistance from the Spring Lake Park Police Department and fire departments, including mutual aid departments, as necessary.

6. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather, road conditions, and other pertinent factors.

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7. Shelter locations are kept on-file with the Emergency Management Directors Office and are established through the Red Cross.
8. Determination of mass care requirements and facilities to be used for shelters for evacuees should be made in cooperation with ESF #6- Mass Care in conjunction with Spring Lake Park Emergency Management Department and the Red Cross.
9. Re-entry (repopulation) Procedures
  - a. Re-entry (repopulation) decisions made by Incident Command/Commander.
  - b. Appropriate announcements made via Anoka County Emergency Communications Center.
  - c. Implementation by Spring Lake Park Police Department, assisted by mutual aid agencies, as necessary.

### **IF the situation does not involve an evacuation, then;**

1. Complete a damage assessment of the affected transportation system.
2. Identify alternative modes/ routes of transportation.
3. Identify resources needed to mitigate the incident.

### **Actions: Continuing**

#### **For the EVACUATION;**

1. Pre-identified primary and secondary evacuation routes for the population at risk for each Section 302 facility will be the responsibility of the incident commander and will be individually determined at each incident, based on, but not limited to the following factors:
  1. Wind speed and direction
  2. Severity of incident
  3. Population of area involved
  4. Hazard working with
2. At the time the decision is made to carry out an evacuation of some or all of the residents in Spring Lake Park, the primary responsibility for ensuring that the affected residents and facilities (schools, hospitals, nursing homes, businesses/industries, etc.) are notified of the need to evacuate will fall on the Police Chief and Fire Chief.
3. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and other factors.
4. A listing of both the congregate care facilities and the fallout shelter facilities that can be used to house evacuees is included in the ESF #6 Mass Care Section.

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### **For all other Transportation operations;**

1. Create tactical plans focusing on the long term recovery.
2. Maintain any closed transportation routes or systems.
3. Manage resources. Do not over commit any resource with assignments or work periods.
4. Maintain logs of daily activities and return them to your supervisor or Planning Section.
5. Maintain financial records including receipts for all aspects of the operations. Work closely with the Finance Section for the proper procedures for the paperwork.
6. Communicate needs to the ICP, EOC or supervisor.

### **Actions: Closeout**

1. Once the transportation system has been restored or the evacuation order canceled, 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.