

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #3- Public Works

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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  
Spring Lake Park Emergency Management  
Anoka County Emergency Management  
Anoka County Public Health

### State Resource

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

### Purpose

To outline the responsibility for providing public works support within the City of Spring Lake Park and to identify some of the emergency operation needs. This ESF covers the emergency operation for Debris Clearance.

### Scope

Emergency Support Function #3 focuses on the maintenance of systems in which the Spring Lake Park Public Works has the responsibility for. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resource the City has. In addition, The City of Spring Lake Park will coordinate the overall operation section of Incident Action Plan (IAP).

As it relates to debris clearance the authority/ responsibility has been divided in the following ways;

- A. Inside City Limits- Within a municipality, the city engineering/public works department will normally be responsible for water, sewer and debris clearance.

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- B. The local sanitation providers are responsible for trash collection. However this will be coordinated under the direction of the City of Spring Lake Park Public Works Director.

### 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 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:

- 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.

For debris clearance Spring Lake Park has established the following policies and procedures:

- Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- The location of the temporary storage and the final disposition of debris would be determined by location, quantity and type.
- Debris (construction/brush) disposal would be coordinated through the City of Spring Lake Park Public Works Department.
- The Spring Lake Park Engineering Department will assist a municipality with debris clearance under the following conditions:
  - A direct request for help by an authorized person from the municipality needing assistance.
  - Mutual Aid Agreements.

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- The cleanup and disposal of (spilled or leaked) hazardous materials will be the responsibility of the contributing party, with assistance of Anoka County, assisting local government agencies and SBM Fire Department when deemed necessary.
- At the time of the incident the City of Spring Lake Park will establish a Debris Collection Site. This might be 1 location or multiple locations throughout the community. These sites will be for the temporary storage of debris during an emergency.

### 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;

- Spring Lake Park Emergency Management
- 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 “Public Works 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 (refer to ESF #1- Transportation/ Evacuation).

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Public Works 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;

- 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)
  - Spring Lake Park Public Works Facility
  - Emergency Operations Center (EOC)
- Establish a Public Works Branch Director position and begin to identify affected areas and operational needs.
- Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
- Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.

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- Identify the nature of the situation what communication systems might be affected and the duration of the outage.
- 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 City Officials.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify and enact resources to provide temporary water and sewer. Refer to the public works SOP and resource manual.
- Debris clearance and removal will be completed following the SOP. The following is an outline of the procedure;
  - Only debris related to the disaster will be collected. The City reserves the right to refuse to collect any debris material which poses a hazard beyond what is expected and or identified as to what is being collected.
  - Debris from the local communities will be collected at the curb and moved to the community's debris collection point. (i.e. public works parking lot, City property, etc.). Removal of debris from private property is the responsibility of the property owner. If an extreme hazard exists (i.e. life safety) then the city may assist at the direction of the Incident Commander.
  - Routes will be set up for the movement of debris so that the debris can be moved quickly and local traffic flow minimally impacted.
  - Debris will be properly sorted in accordance with final disposal requirements.
  - Disposal of animal will be under the direction of Anoka County Community Health & Environmental Service and ESF #11
  - Public Health issue relating to debris management will fall under the coordination of Anoka County Community Health & Environmental Service.
- Identify the future resource needs for the management of operations.

### **Actions: Closeout**

- Once the communication system has been restored, communicate the information to all affected parties.
- Demobilize the Incident Management Team.

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- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within Spring Lake Park Emergency Management.