



# City of Spring Lake Park Emergency Operations Plan

City of Spring Lake Park Emergency Management

This plan is the All-Hazards Emergency Operations Plan for the City of Spring Lake Park, Minnesota. Material contained within this document is considered For Official Use Only (FOUO) and must have the permission of the City of Spring Lake Park Emergency Management Director for any re-distribution.

Plan Updated: 5/2/2022

EMERGENCY OPERATIONS PLAN

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**Updates for the Basic Plan and Emergency Support Functions**

Prepared by: Josh Antoine Date 5/2/2022  
Director, City of Spring Lake Park Emergency Management

<b><u>Date</u></b>	<b><u>Page</u></b>	<b><u>Revision</u></b>
5/2/2022	All	Major Review: Basic Plan and Conversion to ESF's 2022 Plan.

**CITY OF SPRING LAKE PARK**  
**EMERGENCY OPERATIONS PLAN**

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**TABLE OF CONTENTS**

<b>Basic Plan</b>		<b>Page #</b>
I.	Reason for Plan	8
II.	Purpose, Format, and Summary of Plan	8
III.	Legal Basis and References	9
IV.	Organization	9
V.	Direction and Control	9
VI.	Emergency Responsibility Assignments	10
VII.	Operations Policies	11
VIII.	State and Federal Support	12
	A. General	12
	B. Emergency Assistance	12
	C. National Guard	12
IX.	Plan Development/Maintenance, Training and Exercises	13
X.	Essential Facilities	14
XI.	Vital Records	14
XII.	Responsibilities	14
XIII.	Location of Direction and Control Facility	15
XIV.	Functions of EOC	16
XV.	EOC Activation	16
XVI.	Staffing of EOC	17
XVII.	EOC Communication Capability	18
XVIII.	EOC Emergency Power and Utilities	19
XIX.	Warning and Notification Responsibilities	19

**EMERGENCY OPERATIONS PLAN**

<b>CHARTS</b>		
A	Organization Chart	23
B	Emergency Responsibility Assignments	24

<b>ESF's</b>	
1	Transportation & Evacuation
2	Communications Systems
3	Public Works
4	Firefighting
5	Emergency Management
6	Mass Care
7	Logistics Management
8	Public Health and Medical
9	Search and Rescue
10	Hazardous Materials
11	Agriculture and Environmental
12	Energy
13	Public Safety and Security
14	Long Term Recovery
15	External Affairs

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**Approval for the Basic Plan and Emergency Support Functions**

Approved by: Chief Joshua Antoine Date 5/2/2022  
Director, City of Spring Lake Park Emergency Management

Approved by: Mayor and City Council Date \_\_\_\_\_

Authentication – Each Emergency Support Function has the department head signature, title and date who have accepted responsibility for that Emergency Support Function.

**Plan Distribution**

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1	Chief Josh Antoine	Emergency Management Director
2	Sgt. Mike Long	Deputy Emergency Management Director
3	Sgt. Richard Kramer	Deputy Emergency Management Director
4	Terry Stoltzman	Anoka County Emergency Management Director
5	Dan Buchholtz	Spring Lake Park City Manager
6	Wanda Brown	Deputy City Manager
7	Chief Dan Retka	Acting SBM Fire Chief
8	Assistant Chief Matt Grantz	Assistant SBM Fire Chief
9	Terry Randal	City Public Works Director
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EMERGENCY OPERATIONS PLAN

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**EMERGENCY OPERATIONS PLAN**

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**FORWARD**

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key county officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

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## EMERGENCY OPERATIONS PLAN

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### I. REASON FOR PLAN

Tornadoes, floods, blizzards, droughts and other natural disasters can affect the City of Spring Lake Park. In addition, major disasters such as plane crashes, explosions, hazardous material's incidents, terrorism, pipeline leaks, nuclear power plant incidents, and national security emergencies pose a potential threat to public health and safety in the City of Spring Lake Park. The City of Spring Lake Park has adopted the Anoka County All-Hazards Mitigation Plan. (City and County maps are located in the primary and back-up Spring Lake Park EOC.) An emergency plan is needed to enable government to continue to operate and carry out emergency functions, and to protect the public, and in some cases the environment, from the effects of the above-mentioned hazards.

### II. PURPOSE, FORMAT, AND SUMMARY OF PLAN

#### A. PURPOSE

The City of Spring Lake Park has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and nongovernment professions and groups in the City of Spring Lake Park. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property.
2. Ensure the continuity of government.
3. Provide support to all areas and political subdivisions in the county which require assistance.

#### B. FORMAT AND SUMMARY

The City of Spring Lake Park Emergency Operations Plan has three primary parts: an all-hazard basic plan with fifteen supporting Emergency Support Functions (ESF), and a resource manual. The basic plan focuses primarily on the assignment of emergency responsibilities and on general operations policies. It is directed at those officials who have overall direction and control responsibilities - the Spring Lake Park City Council and the Spring Lake Park Emergency Management Director. The ESF's elaborate on the responsibility assignments made in the basic plan. They are of primary value to agency and department heads. The resource manual is an inventory of materials, equipment, supplies, and organizations that could be needed in the event of a major emergency/ disaster. It contains information that may be helpful to a variety of government officials.



## EMERGENCY OPERATIONS PLAN

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### III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended.
- B. Public Law 99-499, [Superfund Amendments and Re-authorization Act (SARA) of 1986.]
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act, now the Minnesota Emergency Management Act of 1996.)
- D. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning and Community Right-to-Know Act.)
- E. Minnesota Statutes, Section 299J, as amended. (The Minnesota Pipeline Safety Act.)
- F. Minnesota Statutes, Section 103F, Subdivision 3. (Emergency Flood Protection Measures.)
- G. Minnesota Division of Emergency Management (DEM) Bulletin No. 89-1.
- H. City of Spring Lake Park City Code Chapter 3.12, Emergency Management.
- I. City of Spring Lake Park Resolution No. \_\_\_\_\_, authorizing updates to the City of Spring Lake Parks Emergency Operations Plan.
- J. City of Spring Lake Park Resolution No. \_\_\_\_\_, designating NIMS as the basis for all incident management in the City of Spring Lake Park.
- K. City of Spring Lake Park Resolution No. \_\_\_\_\_ - promoting the use of Local and Intrastate mutual-aid agreements.
- L. Minnesota State Statute- Chapter 13 Government Data Practices

### IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day to-day basis. City organization and interrelationship are shown on Chart A of this basic plan.

### V. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel are essential to the conduct of emergency operations. This has been provided for as follows:

- A. City Government – The mayor/city council will be responsible for providing overall direction and control of city government resources involved in the response to a disaster.
  - 1. The city emergency management director and/or designee will serve in a staff capacity to the city council, will

## EMERGENCY OPERATIONS PLAN

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implement this plan, and will coordinate emergency operations. The emergency management director will also serve as the “community emergency coordinator” for the city.

2. Direction and control of the City of Spring Lake Park's response to a major disaster will be carried out at the City of Spring Lake Park's Emergency Operations Center (EOC.)
- B. County Government – The board of commissioners will be responsible for providing overall direction and control of county government resources involved in the response to a disaster.
1. For additional EOC information such as staffing, communications, etc., refer to the “Direction and Control” section of this document.
  2. The county emergency management director will implement the county plan.

## VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of Spring Lake Park's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the emergency support functions to this basic plan. (One emergency support function exists for each of the responsibilities —[functions] that are shown on Chart B.) Lastly, city departments and agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities to include resource lists and incident type checklists.

## EMERGENCY OPERATIONS PLAN

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- B. Responsibilities have been assigned by a code letter: “P,” “S,” or “C.”
1. “**P**” indicates **primary** operational responsibility, which means that the official, or agency is in charge of, and responsible for making provision for, that function.
  2. “**S**” indicates **support** responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
  3. “**C**” indicates **coordination** responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-government agencies are involved.
  4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and municipal officials will have the corresponding responsibility within city limits.

### VII. OPERATIONS POLICIES

- A. In the event of a major disaster, the Mayor of the City of Spring Lake Park may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for the public safety. Protection of life and property and alleviation of human distress is the primary goal of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, including the City of Spring Lake Park, officials of the City of Spring Lake Park will coordinate their services to the maximum extent possible.
- C. The City of Spring Lake Park Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- E. Each agency, department, or service of government will provide for the maintenance of records during an emergency. These records should include

## EMERGENCY OPERATIONS PLAN

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work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

- F. Mutual Aid Agreements in Anoka County in which the City of Spring Lake Park participate:
1. Law Enforcement: Anoka County Joint Law Enforcement Council On file in the Anoka County Attorney's Office.
  2. Fire: Anoka County Fire Protection Council-On file in respective cities.
  3. Resolution #: Promoting the use of intrastate mutual-aid agreements. On file in the Anoka County Emergency Management Office.

### VIII. STATE AND FEDERAL SUPPORT

- A. **GENERAL**: The Anoka County Emergency Management Director will be responsible for assisting the City of Spring Lake Park in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the Minnesota HSEM regional program coordinator for his/her county. The regional coordinator can provide technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the county emergency management director.
- B. **EMERGENCY ASSISTANCE**: In the event of a major emergency/disaster which exceeds the resources and capabilities of county government, and which requires immediate state and/or federal assistance, the state duty officer may be contacted. The state duty officer telephone numbers are: 1-800-422-0798 outside the Minneapolis/St. Paul metro area and (651) 649-5451 within the Minneapolis/St. Paul metro area.
- C. **NATIONAL GUARD**: In the event of a major emergency/disaster which exceeds the capability of local government, support from the National Guard *may* be available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the National Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

**EMERGENCY OPERATIONS PLAN**

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1. **OPERATIONAL POLICIES.** National Guard assistance will complement, *and not be a substitute for* county and/or city participation in emergency operations.
2. **REQUEST PROCEDURE.** In the case of counties (and all cities that are not of the first class,) the sheriff is the only local government official authorized to submit the request for National Guard assistance. *Such requests are to be submitted to the state duty officer.*

**IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING AND EXERCISES**

- A. For regard to this plan, the City of Spring Lake Park Emergency Management Director and/or designee will serve as the planning coordinator. As such, the director will have overall authority and responsibility for both the development and maintenance of the plan. The process used by the director to develop/maintain the plan will be as follows:
  1. This plan will be reviewed and updated as necessary, but at least once annually. The City of Spring Lake Park Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by Minnesota Homeland Security and Emergency Management. In establishing its schedule and procedures, Homeland Security and Emergency Management will consult with the State Emergency Response Commission (SEC), and other appropriate state agencies.
  2. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the city. A plan distribution list will be maintained by the City of Spring Lake Park Management Director.
  3. Emergency responders and City of Spring Lake Park employees who respond to hazardous materials incidents within the City of Spring Lake Park have received training designed to help them respond to such incidents. At a minimum, in the City of Spring Lake Park primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

All Police Department personnel are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

Training records are maintained by the Spring Lake Park Police Department Training Division, 1301 81st Ave Ne, Spring Lake Park, MN 55432.

## EMERGENCY OPERATIONS PLAN

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All Spring Lake Park/Blaine/Mounds View, (SBM) Fire Department personnel are trained to, equipped and respond at the Hazardous Material Operations Level, as defined in 29 CFR 1910.120. Training records are maintained by the SBM Fire Department. SBM Training Officer, SBM Fire Department, 11920 Ulysses St. NE, Blaine, MN 55434.

All EMS personnel and the designated mutual aid ambulance service(s) are, at a minimum, trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by the EMS Chief at the in their respective departments. Allina Health Services, PO Box 43, Mpls., MN 55440-0043

Training records for City of Spring Lake Park employees other than police, fire and EMS are maintained at Spring Lake Park City Hall by their respective departments, and by the Directors at their respective departments.

4. The City of Spring Lake Park and Police Depart conducts annual exercises, in addition to participating in exercises conducted by Anoka County Emergency Management.

### X. ESSENTIAL FACILITIES FOR UTILITY RESTORATION

- A. Spring Lake Park City Hall
- B. Spring Lake Park Public Works Facilities
- C. SBM Fire Stations #1
- D. Terrace and Arthur Street Pump houses.
- E. Able and Arthur Street Water Towers

### XI. VITAL RECORDS

- A. The City of Spring Lake Park is currently developing plans for vital records backups. Information on this plan can be obtained through the City of Spring Lake Park's City Administration offices.

### XII. RESPONSIBILITIES

- A. **Spring Lake Park City Council:** The Spring Lake Park City Council is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. The day to day operations

**EMERGENCY OPERATIONS PLAN**

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during a disaster will be directed by the City Administrator or his designee. The line of succession to the city council is as follows:

Mayor

Mayor pro tempore

- B. In the City of Spring Lake Park, the Emergency Management Director serves as the Emergency Coordinator. As such, the Emergency Management Director has overall authority and responsibility for the development and maintenance of the plan, and for implementation of the plan. The Emergency Management Director is listed in the Resource Manual located in the Spring Lake Park City Hall along with the Deputy Emergency Management Director's, who are the alternate emergency coordinators, respectfully and various other phone numbers of public safety personnel.

Joshua Antoine

O: 763-792-7221

Dispatch: 763-427-1212 (24 hrs)

[jantoine@slpmn.org](mailto:jantoine@slpmn.org)

**XIII. LOCATION OF THE DIRECTION AND CONTROL FACILITY****A. Emergency / Limited Scope Disasters**

1. An incident management system (IMS) should be established to direct the initial response by city forces to the incident/event. (If IMS is implemented, the first arriving senior public safety official will serve as the incident commander, until he/she is properly relieved. This may be law enforcement or fire depending on the type of incident.)
2. If organizational control of the incident escalates beyond the capability of field command, an Emergency Operating Center (EOC) will be activated to provide coordination of the incident in accordance with a NIMS compliant ICS. (This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved).

**B. Disasters**

1. The Direction and Control of the response to a disaster will be carried out at an Emergency Operations Center (EOC) located at the Spring Lake Park City Hall. The Spring Lake Park EOC would be utilized in the event that an incident would require additional coordination and

## EMERGENCY OPERATIONS PLAN

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support. The City of Spring Lake Park EOC is located in the Spring Lake Park City Hall Council Chambers A. The address for the Spring Lake Park EOC is Spring Lake Park City Hall, 1301 81st Ave Ne, Spring Lake Park, MN 55432. If for some reason the EOC area is not usable at the time of a disaster, SBM Fire Station #3, Training Room, 11920 Ulysses St. NE, Blaine, MN 55434 will serve as the alternate EOC. .

### XIV. FUNCTIONS OF THE EOC

The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve the following:

- A. Coordinating the city government response to the disaster. *(Including coordinating with the on-scene commander).*
- B. Coordinating with any county or other local government(s) affected by and/or responding to the disaster.
- C. Coordinating with any state and/or federal agencies responding to the disaster.
- D. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
- E. Coordinating with the National Weather Service Office during periods of projected or actual flooding or other weather emergency.
- F. Generating appropriate public information.
- G. Coordinating and channeling the service of volunteers. *(Specific task assignments to, and management of volunteers will normally be provided by the applicable service chiefs). Volunteers will be coordinated as noted in the Resources Section of Congregate Care.*

### XV. EOC ACTIVATION

#### A. Operational Readiness

The Emergency Management Director is responsible for maintaining the operational readiness of the primary and alternate EOCs. This involves ensuring that the EOC has the necessary communications equipment, maps, displays, tables, chairs, message logs, etc. The Emergency Management storage of the Spring Lake Park Emergency Operation Center has been stocked with EOC supplies.



## EMERGENCY OPERATIONS PLAN

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### B. Criteria for Activation

The degree of the EOC activation will be determined by the severity of the emergency.

1. The EOC may be partially activated due to a potential threat to life or property from an emergency/incident, severe weather, flooding, hazardous materials incident/accident, and or public security threat.
2. The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: emergency/incident, severe weather, flooding, hazardous materials incident/accident, and or public security threat which requires a coordinated response effort.

### C. Responsibility for EOC Activation

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the Emergency Management Director or designee is responsible for ensuring that the EOC is activated according to the criteria described above.

## XVI. STAFFING OF THE EOC

- A. The staffing list (EOC PERSONNEL NOTIFICATION LIST) is included in the Resource Manual. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC. The EOC will operate as needed with 2-12 hour shifts during a disaster operation. The Incident Manager will identify the staffing needs and times for each EOC activation.
- B. The IC will be responsible for implementing a NIMS compliant response operation to staff command and general positions as needed to manage the incident within the EOC. Each of these positions will utilize their job aids that include a position checklist as well as the proper Incident Command System form.
- C. Other municipalities, departments, agencies may be requested to provide a representative for the EOC. The representative will help local government officials provide assistance to the areas involved.
- D. Space will be provided in the EOC for the state and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. City officials, however, will remain responsible for providing direction and control of the city response to a disaster.

## EMERGENCY OPERATIONS PLAN

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- E. All EOC personnel will need proper identification, issued by the City of Spring Lake Park Emergency Management in order to access the EOC at the time of a disaster.
- E. The Spring Lake Park Police Department will staff the EOC in order to maintain an orderly operation.

### XVII. EOC COMMUNICATIONS CAPABILITY

The City of Spring Lake Park EOC Communications is primarily telephone.

Additionally, there is (1) 800 Mhz Radio base station (Contact Blaine PD for use of their radio base) that can be moved to the Primary EOC. The Spring Lake Park Emergency Management Director or designee will coordinate EOC radio needs with the Anoka County Central Communications Dispatch supervisor. Phone communications will be coordinated by Spring Lake Park City Staff through Cady Business Technologies listed in the resource manual.

The Spring Lake Park EOC has the capability of communicating with: the Spring Lake Park secondary (backup) EOC, the Spring Lake Park Incident Command Vehicle, Anoka County, other municipalities within the county, neighboring county EOC's, local hospitals, state and regional EOC's, city/county (field) units, and the Anoka County Mobile Command Post through the Anoka County Central Communication.

If additional communication support is necessary at an incident the Anoka County RACES group will be requested through the Anoka County Emergency Management Director. This group is organized under Anoka County Emergency Management and has communication equipment vehicle and a trailer that is ready 24/7 to support communication needs or act in the backup role if needed.

All communications within the EOC are to be considered security sensitive and should not be shared outside of those who are on a need to know basis. Any information, documents, etc. that is considered to be sensitive then it shall be marked with "For Official Use Only (FOUO)". All information will be vetted by the Incident Manager and or Incident Commander with assistance through the PIO and Spring Lake Park City Government.

For all incident related communications:

#### Internal

All internal communications will follow the proper channels per the National Incident Management System protocols for formal and informal communications.

## EMERGENCY OPERATIONS PLAN

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### External

All communications to the public will flow through the Public Information Officer and the Joint Information Center. Possible locations for JIC are Spring Lake Park City Hall Council Chamber B and/or SBM Fire Station #3.

### XVIII. EMERGENCY POWER AND UTILITIES

Both Spring Lake Park EOCs have an emergency (backup) power source. The primary EOC backup power supply consists of a 60 KW emergency generator which automatically activates with the cessation of normal power. The generator is run off of diesel fuel. The City of Spring Lake Park has several smaller generators that can be used for backup power. Water sanitary sewer are connected to City connection for continuous use.

### XIX. WARNING AND NOTIFICATION RESPONSIBILITIES

- A. Anoka County Central Communications is the Warning Point for the City of Spring Lake Park. This is accomplished through Anoka County Central Communication. Anoka County Central Communications is responsible for the proper receipt and dissemination of all emergency notifications received, including notifications of the release of hazardous chemical(s) consistent with the emergency notification requirements of SARA Title III, Section 304. The Anoka County 24-hour Warning Point is located in the Justice Center Building at Anoka County Central Communication, Anoka County Government Center, Justice Center, 2100 3<sup>rd</sup> Avenue, Anoka, MN 55303.
- B. The Anoka County Central Communications Supervisor is the overall Anoka County Warning Point supervisor. As such they will have overall responsibility for ensuring that all notifications received by the warning points are handled properly.
- C. Upon being notified of a warning, the Anoka County Central Communications Supervisor is responsible for making the following notifications:
  - 1. Notifying the Spring Lake Park Emergency Management Director or designee who will then notify key city government and private organization officials, utilizing the call down list contained within the “resource manual”.
  - 2. Activating the appropriate outdoor warning sirens.

## EMERGENCY OPERATIONS PLAN

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3. Notifying affected private and/or public facilities (hospitals, industries, nursing homes, etc.) included in the Warning.

In the event Anoka County Central Communications cannot contact Spring Lake Park Emergency Management it will be the responsibility of the Spring Lake Park Police Supervisor or senior officer on duty.

### D. Notification Procedures for a Hazardous Materials Release

1. Upon notice or discovery of a hazardous material(s) release, Spring Lake Park public safety officials will notify the Anoka County Emergency Notification Center (Warning Point), located at Anoka County Government Building. The Emergency Notification Center will notify immediately the Spring Lake Park Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan in the City of Spring Lake Park, plus all other public safety officials designated for similar notification in the plan.
2. Using prepared criteria (item 4 below), the Spring Lake Park Emergency Management Director will determine whether a public notification is appropriate; and, if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)
3. The Anoka County Emergency Notification Center, which controls activation of the emergency warning systems in the City of Spring Lake Park, shall immediately carry out such public warning instructions as it may receive from the Incident Commander who has primary responsibility and authority for implementing the emergency plan. The Anoka County Emergency Notification Center can employ several methods of providing emergency warning to the public, including:
  - Emergency systems: individually, in groups, or all at once.
  - TV, cable and radio stations.
  - Localized high-speed automated telephone dialing notification (certain areas). Street-to-street locally via police and/or fire department vehicle loudspeakers.
4. Criteria to be used in determining the need for public notification include, but are not limited to the following:
  - Identification and properties of the hazardous substance released
  - Approximate amount or extent of the release

**EMERGENCY OPERATIONS PLAN**

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- Wind speed and direction
  - Time factors
  - Size and nature of the target population
  - Recommendations of designated on-scene authorities (Item 15)
- E. Facilities within the City of Spring Lake Park that possess extremely hazardous materials are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous materials. At a minimum, these facilities are required by law to immediately notify the following in event of an accidental emergency release, and be prepared to state the name of the substance(s) released and the approximate amount:

Dial 9-1-1 (for local emergency notification)

Dial 651-649-5451 (State Duty Officer for Greater Metro Area), or

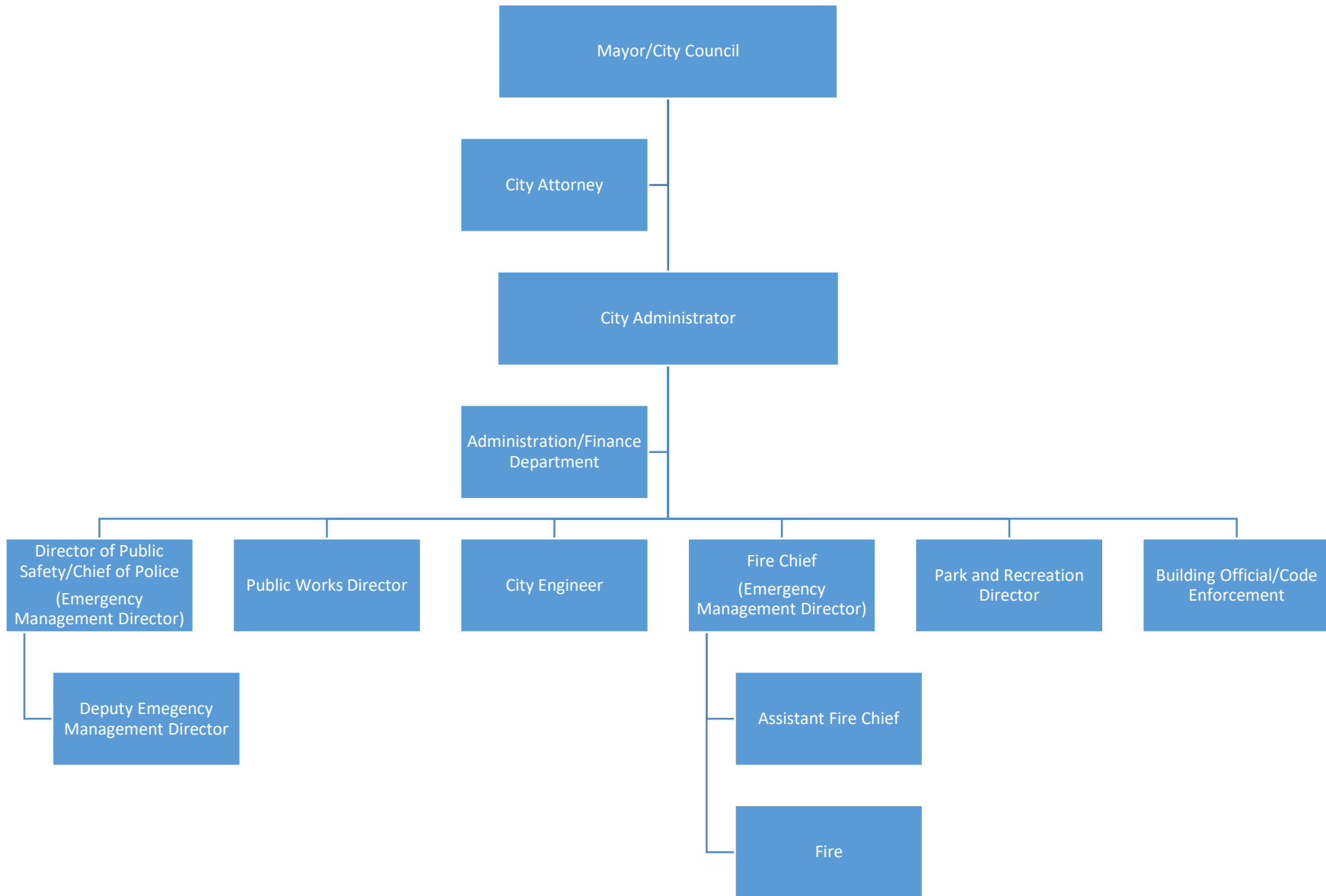
Dial 800-422-0798 (State Duty Officer for Greater Minnesota) Dial 800-424-8802 (National Response Center for federal emergency notification)

The City of Spring Lake Park has determined that all covered facilities within the jurisdiction have implemented the required response plans, with 24 hour contact telephone information; or, new facilities have under development the required emergency response plans. Copies of these facility plans with contact names and procedures are on file at the Anoka County Emergency Management Office. Contact the Anoka County Emergency Management Director and the Emergency Communications Center for further information.

A list of the Facility Coordinators will be kept on file by the Spring Lake

Park Emergency Management Director. A Facility Coordinator Contact List will also be submitted to Anoka County Emergency Management as well as Anoka County Central Communications to be kept on file in the event a warning affecting their facility is enacted and communicated through the county. The contact list will be updated on an annual basis. A paper copy of the facilities is kept with Spring Lake Park Emergency Management and in the EOC. An electronic copy is kept up to date by MNHSEM and is able to be accessed by Anoka County Emergency Management.

# CHART A CITY OF SPRING LAKE PARK ORGANIZATIONAL CHART



EMERGENCY OPERATIONS PLAN

**CHART B  
EMERGENCY RESPONSIBILITY ASSIGNMENT**

CODE:        *P - PRIMARY*                      *S - SUPPORT*                      *C - COORDINATION*

**JURISDICTIONAL LIMITS**

<b>FUNCTION</b>	<b>RESPONSIBLE AGENCIES</b>	<b>SLP</b>	<b>COUNTY</b>	<b>REMARKS</b>
1. Transportation & Evacuation	SLP Public Works	P	S	City Public Works would handle in City. County would do outside city. Private Contractors when all other resources are expended.
	County Public Works/ Transit	S	P	
	County Sheriff	S For Evac	P For Evac	
	SLP Police Department	P	S	
	City/County Emergency Mgmt.	C	C	
2. Communications	SLP I.T. (CIT)	P	S	City I.T. coordinates the communications systems recovery within City of SLP Operations.
	City/County Emergency Mgmt.	C	C	
3. Public Works	SLP Public Works	P	S	City Public Works would handle in City, County and Township would do outside city. Private Contractors when all other resources are expended.
	County Public Works	S	P	

EMERGENCY OPERATIONS PLAN

<p>4. Firefighting</p>	<p>SBM Fire Department  SLP Police Departments  County Sheriff  City/County Emergency Management</p>	<p>P  S  S  C</p>	<p>P  S  S  C</p>	<p>All of Anoka County is covered by local Fire Departments.</p>
<p>5. Emergency Management</p>	<p>SLP Emergency Management  County Emergency Management</p>	<p>P  S</p>	<p>S  P</p>	<p>County Directs Townships and Supports Cities</p>
<p>6. Mass Care</p>	<p>Anoka County Social Services  Red Cross  Salvation Army/others  Anoka County Public Health  Local Building Owners  City/County Emergency Management</p>	<p>S  S  S  P  S  C</p>	<p>S  S  S  P  S  C</p>	<p>Social Services, Red Cross and other volunteer organizations, supported by local building owners.</p>



**EMERGENCY OPERATIONS PLAN**

7. Logistics	SLP Finance Department  SLP Emergency Management  City/County Emergency Management	S  P  C	S  P  C	County Supports Cities
8. Public Health and Medical	Anoka County Public Health  Alina ALS & BLS  Hospitals  Clinics  City/County Emergency Management	P  P  P  S  C	P  S  S  S  C	EMS by Law Enforcement, Fire Departments and Ambulances,  Day to Day community health by Community Health Services, clinics, hospitals and other health care facilities.
9. Search and Rescue	SLP Police Department  Anoka County Sheriff  SBM Fire Department  City/County Emergency Management	P  S  P  C	S  P  S  C	All Fire Departments function in a Search and Rescue capacity as well as the Sheriff's Department and SLP Police Dept.
10. Hazardous Materials	Emergency Mgmt.  Anoka County Environmental Services  SBM Fire Department  State HAZMAT Teams	C  S  P  S	C  S  S  S	Immediate needs by City and County agencies. State and private agencies for long term.

**EMERGENCY OPERATIONS PLAN**

	State Duty Officer	S	S	
	State Health Dept.	S	S	
	Anoka County Sheriff	S	S	
	SLP Police Department	S	S	
	Private Contractors	S	S	
11. Agriculture & Environmental	Anoka County Environmental Services	P	P	Immediate needs by City and County agencies. State and private agencies for long term.
	State Agriculture Dept	C	C	
	DNR	C	C	
12. Energy	Utility Companies	P	P	Immediate needs by City and County agencies. State and private agencies for long term.
	SLP Public Works	P/S	S	
	City/County Emergency Management	C	C	
13. Public Safety & Security	SLP Police Department	P	S	Primary for contract cities and townships other than the Cities
	Anoka County Sheriff's Office	S	P	

**EMERGENCY OPERATIONS PLAN**

<p>14. Damage Assessment &amp; Long Term Recovery</p>	<p>Anoka County Assessor  SLP Building Inspection Department  Red Cross</p>	<p>S  P/S  S</p>	<p>P  S  S</p>	<p>County Assessors coordinate city assessment. Red Cross assists in all areas.</p>
<p>15. External Affairs</p>	<p>SLP City Council  SLP City Administration  SLP Public Information Officer (PIO)  County PIO  City/County Emergency Management</p>	<p>P  P  P  S  S</p>	<p>C  S  S  P  S</p>	<p>The City of SLP PIO will handle media related issues for City Operations.</p>