

CITY OF ST. FRANCIS
EMERGENCY MANAGEMENT PLAN



DATA PRACTICES WARNING

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EMERGENCY OPERATIONS PLAN

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POLICY AND PURPOSE

- I.** Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this City will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this City, it is hereby found and declared to be necessary:
- A. To establish a City emergency management organization responsible for City planning and preparation for emergency government operations in time of disasters.
 - B. To provide for the exercise of necessary powers during emergencies and disasters.
 - C. To provide for the rendering of mutual aid between this City and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
 - D. To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management.

I. BASIC PLAN DISTRIBUTION LIST

The following personnel have received a copy of the City of St. Francis' Emergency Management Plan and all attachments:

- A. Mayor and City Council
- B. City Administrator
- C. Police Chief/Director of Emergency Management
- D. Police Sergeant
- E. Police Office Supervisor
- F. Fire Chief/Deputy Director of Emergency Management
- G. Public Works Director
- H. Finance Director
- I. City Attorney
- J. Building Official
- K. IT Manager
- L. Anoka County Emergency Management

II. FORWARD

The primary purpose of this Plan is to provide a guide for emergency operations. It is intended to assist key City 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, planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "Plans" may be unavailable at the time it becomes necessary to implement them. A written Plan will furnish a documentary record that can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform personnel who become replacements or designees.

III. TRANSFER OF OFFICE

Upon termination of office by reason of resignation, election, suspension or dismissal, the holder of this document shall transfer it to his/her successor or the City of St. Francis Emergency Management Director.

IV. ASSIGNMENT

Copy #: _____ Assigned to: _____

DEFINITIONS

“Emergency Management” means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by fire, flood, tornado and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out of the foregoing functions. Emergency management includes those activities sometimes referred to as “Civil Defense” functions.

“Disaster” means a situation, which creates an immediate and serious impairment to the health and safety of any person, or a situation, which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

“Emergency” means an unforeseen combination of circumstances, which calls for immediate action to prevent from developing or occurring.

“Emergency Management Forces” means the total personnel resources engaged in city-level emergency management functions in accordance with the provisions of this resolution or any rule or order there under. This includes personnel from City departments, authorized volunteers, and private organizations and agencies.

“Emergency Management Organization” means the staff element responsible for coordinating city-level planning and preparation for disaster response. This organization provides City liaison and coordination with federal, state, and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION

- I. There is hereby created with the City government an emergency management organization, which shall be under the supervision and control of the City Emergency Management Director, hereinafter called the "director". The director shall be appointed by the City Council/Mayor and shall be paid his/her necessary expenses. The director shall have direct responsibility for the organization, administration, and operation of the emergency preparedness organization, subject to the direction and control of the City Council/Mayor.

POWERS AND DUTIES OF THE DIRECTOR

- I. The director, with the consent of the Council/Mayor, shall represent the City on any regional or state conference for emergency management. The director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with unassisted, and shall present such agreements to the Council/Mayor for its action. Such arrangements shall be consistent with the State Emergency Plan.
- II. The director shall make studies and surveys of the manpower, industries, resources and facilities of the City as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The director of emergency management shall establish the economic stabilization systems and measures, service staffs, boards and sub-boards required, in accordance with state and federal plans and directions subject to approval of the Council/Mayor.
- III. The director shall prepare a comprehensive emergency plan for the emergency preparedness of the City including municipal and unincorporated areas and shall present such plan to the Council/Mayor for its approval. When the Council/Mayor has approved the plan by resolution, it shall be the duty of all City agencies and all emergency preparedness forces of the City to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time. The director shall coordinate the emergency management activities of the City to the end that they shall be consistent and fully integrated with the emergency plan of the Federal Government and the State and correlated with emergency plans of other political subdivisions within the State.
- IV. In accordance with the State and County Emergency Plan, the director shall institute such training programs, public information programs and conduct practice warning alerts and emergency exercises as may be necessary to assure prompt and effective operation of the City Emergency Plan when a disaster occurs.
- V. The director shall utilize the personnel, services, equipment, supplies, and facilities of existing departments and agencies of the City to the maximum extent practicable. The officers and personnel of all such departments and agencies shall, to the maximum extent practicable, cooperate with and extend such services and facilities to the City Emergency Management organization and to the Governor upon request. The head of each department or agency, in cooperation with the director, shall be responsible for the planning and programming of such emergency activities as will involve the utilization of the facilities of the department or agency.

- VI. The director shall, in cooperation with existing City departments and agencies affected, assist in the organizing, recruiting and training of such emergency management personnel that may be required on a volunteer basis to carry out the emergency plans of the City and State. To the extent that such emergency personnel recruited to augment a regular City department or agency for emergencies shall be assigned to such departments or agencies and shall be under the administration and control of said department or agency.
- VII. Consistent with the state emergency services law, the director shall coordinate the activity of municipal emergency management organizations within the City and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services (Minnesota Statutes, Chapter 12, Sec. 12.25).
- VIII. The director shall carry out all orders, rules and regulations issued by the Governor with reference to emergency management.
- IX. The director shall act as principal aide and advisor to the City official responsible for direction and control of all City emergency operations during an emergency. The director's main responsibility is to assure coordination among the operating departments, non-governmental groups, and with higher and adjacent governments.
- X. The director shall prepare and submit such reports on emergency preparedness activities as may be requested by the City Council/Mayor.

LOCAL EMERGENCIES

- I. Only the Mayor of a municipality or their legal successors may declare a local emergency. It shall not be continued for a period in excess of three days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed promptly by the chief of the local records-keeping agency of the subdivision.
- II. A declaration of a local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance there under.
- III. No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

EMERGENCY REGULATIONS

- I. Whenever necessary to meet a declared emergency or to prepare for such an emergency for which adequate regulations have not been adopted by the Governor or the City Council/Mayor, the Council/Mayor may, by resolution, promulgate regulations, consistent with applicable federal or state law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding of essential public services, emergency health, fire, and safety regulation, drills, or practice periods required for preliminary training, and all other matters which are required to protect public safety, health, and welfare in declared emergencies.
- II. Every resolution of emergency regulations shall be in writing; shall be dated; shall refer to the particular emergency to which it pertains, if so limited, and shall be filed in the Office of the City Administrator, which copy shall be kept posted and available for public inspection during business hours. Notice of the existence of such regulation and its availability for inspection at the Administrator's Office shall be conspicuously posted at the front of the city hall or other headquarters of the City or at such other places in the affected area as the Council/Mayor shall designate in the resolution. By like resolutions, the Council/Mayor may modify or rescind any such regulation.
- III. The City Council/Mayor may rescind any such regulation by resolution at any time. If not sooner rescinded, every such regulation shall expire at the end of 30 days after its effective date or at the end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the Council/Mayor shall be suspended during the period of time and to the extent such conflict exists.

During a declared emergency, the City is, notwithstanding any statutory or charter provision to the contrary, empowered, through its governing body, acting within or without the corporate limits of City, to enter into contracts and incur obligations necessary to combat such disaster by protecting the health and safety of persons and property and providing emergency assistance to

the victims of such disaster. The City may exercise such powers in the light of the exigencies of the disaster without compliance with the time consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for budgets.

EMERGENCY MANAGEMENT A GOVERNMENTAL FUNCTION

All functions there under and all other activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which he/she would otherwise be entitled under this resolution or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

PARTICIPATION IN LABOR DISPUTE OR POLITICS

The emergency management organization shall not participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

EFFECTIVE DATE

This plan shall take effect upon approval by the Mayor/City Council of the City of St. Francis.

I. CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan and the Resource Manual.

PLAN APPROVAL:

Mayor, City of St. Francis

Date

EMERGENCY OPERATIONS PLAN:

I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of St. Francis. In addition, major disasters such as plane crashes, explosions, hazardous material releases, pipeline leaks, and national security emergencies pose a threat to public health and safety in the City of St. Francis. An Emergency Plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE, FORMAT AND SUMMARY OF PLAN

A. The City of St. Francis has many capabilities and resources that could be used in the response to any major disaster. These include the facilities, equipment, personnel and skills of both government and non-government professionals and groups within the City of St. Francis. 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 Anoka County which require assistance.

B. The City of St. Francis's Emergency Operations Plan is designed using the Incident Command System (ICS) structure. The plan will have five major parts consisting of the **Command** section, which will be the Director of Emergency Management, Deputy Director of Emergency Management, or their designee, the Public Information Officer as designated, and the Liaison Team filled by the City Administrator and Division Heads. The Mayor and City Council will have the overall direction and control of a citywide incident.

Supporting the Command Section will be: An **Operations Section** which will be staffed by Police, Fire, Public Works, and E.M.S. staff, Search and Rescue, Radiological/Hazmat, Fire Protection, Debris Clearance, Utility Restoration, E.M.S. and Animal Rescue.

The **Planning Section** will encompass Notification and Warning, Radiological/Hazmat, Information Services, Mapping/Documentation, Resources, and HSEM/FEMA.

EMERGENCY OPERATIONS PLAN:

The **Logistics Section** will be comprised of Congregate Care/Registration, Volunteers, Public Health and Medical, Purchasing/Supplies and Animal Sheltering. A resource manual, which is part of this document, contains an inventory of materials, equipment, and organizations that could be needed in the event of a major emergency/disaster. It also contains information that may be helpful to a variety of government officials.

The **Finance Section's** primary responsibility will be damage assessment, emergency funding, and emergency contraction of resources. Additional staffing may be needed from City staff if there is a protracted disaster, as detailed accounting will be needed to account for staff time, materials, and equipment usage. This information would be used to apply for any emergency benefits from the State or Federal governments.

III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended.
- B. Public Law 99-499, superfund Amendments and Reauthorization Act, (SARA) of 1986.
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
- D. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning Act 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 (HSEM) Bulletin No. 90-1 (Local Government Emergency Operations Plan Requirements).

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 departments will respond as defined in department policy.

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 (See Chart B – **Command Section**). The City of St. Francis's Emergency Operations Center (EOC) is located within the Police/Public Works Building. ~~(Fire Station acting as backup)~~. If the EOC located within the Police/Public Works Building is not usable at the time of disaster or incident, the Fire Station will serve as the alternate EOC. Both facilities are equipped with backup power.

EMERGENCY OPERATIONS PLAN:

- A. **County Government** – The Board of Commissioners will be responsible for providing overall direction and control of Anoka County government resources involved in the response to a disaster. The Anoka County Emergency Management Director or designee will serve as the “Community Emergency Coordinator” for Anoka County.
- B. **City Government** – The Mayor of the City of St. Francis in Anoka County will be responsible for appointing an Emergency Management Director. The Emergency Management Director will be responsible for the organization, administration, and operation of such local organization for Emergency Management, subject to the direction and control of the Council pursuant to M.S.S. Chapter 12.25 Subd.1.

(For additional direction and control information such as staffing, communications, incident command system (ICS), etc. refer to the Command Section of this plan under Direction and Control).

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of St. Francis’s emergency responsibility assignments by section and function are enclosed within this document. The heads of various City government departments and other agencies will be responsible for carrying out assignments shown on the following chart. Additional information about these assignments is contained in the five sections of this plan. City departments and other agencies are expected to develop whatever SOG’s (Standard Operating Guidelines) and resource lists they may need in order to carry out these responsibilities.
- 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 to make provisions 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 single agency/official has obvious primary responsibility. Often, this will be the situation when non-government agencies are involved.

EMERGENCY OPERATIONS PLAN

4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and city officials will have the corresponding responsibility within city limits.
5. Only one "P" and/or "C" can be assigned per function and a minimum of one "S" should be assigned for each function.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: “P” = Primary, “S” = Support, “C” = Coordinate

COMMAND SECTION		
Direction and Control	P	Mayor and/or City Council
Emergency Public Information	P	Public Information Officer-PIO
Liaison Team	P	City Administrator/Division Managers
Safety Officer	P	Based on Incident Type
OPERATIONS SECTION		
Search and Rescue	P	Fire
	S	Police
Evacuation and Traffic	P	Police
	S	Reserves/Mutual Aid
Radiological/Hazmat	P	MN Radiological/MN HazMat
	S	Fire
Fire Protection	P	Fire
	S	Mutual Aid
Debris Clearance	P	Public Works
	S	Private Companies
Utility Restoration	P	Public Works
	S	Private Companies
EMS	P	Local Ambulance Services
	S	Police and Fire
Animal Rescue	P	Animal Control
	S	Local Area Kennels

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EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: “P” = Primary, “S” = Support, “C” = Coordinate

PLANNING SECTION		
Notification and Warning	P	Anoka County Sheriff Central
	S	Police
Radiological/Hazmat	P	Fire
	S	MN Radiological/HazMat
Information Services	P	City Staff
	S	Local Vendors
Mapping/Documentation	P	City Staff
	S	Anoka County GIS
Resources	P	City Staff
	S	Local Contractors
Engineering	P	City Staff
	S	Local Contractors
HSEM, FEMA	P	State Agencies
	S	Federal Agencies
LOGISTICS SECTION		
Congregate Care/Registration	P	Anoka County EM Director
	S	American Red Cross/Salvation Army
Volunteers	P	City Staff
	S	Local Volunteer Organizations
Public Health and Medical	P	Health Services
	S	Local Hospitals, Clinics, Ambulance Svcs.
Purchasing and Supplies	P	City Staff
	S	Local Vendors
Animal Sheltering	P	Local Kennels/ Temporary Facilities
	S	Animal Control

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EMERGENCY RESPONSIBILITY ASSIGNMENTS		
Code: "P" = Primary, "S" = Support, "C" = Coordinate		
FINANCE SECTION		
Damage Assessment	P	City Staff
	S	Anoka County Assessor
Emergency Funding Coordination	P	City Staff
	S	County, State and Federal Agencies
Emergency Contracting	P	City Staff
	S	Local Vendors

VII. OPERATION POLICIES

- A. In the event of a major disaster, the Mayor (or designee) of the City of St. Francis may declare a local emergency. Such a declaration will invoke necessary portions of this plan and will permit the city to take such action as may be necessary 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 public safety.
- B. Protection of life and property and alleviation of human distress is the primary goal of City government emergency operations.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- D. The City of St. Francis Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Maximum local government resources must be utilized before state or federal assistance will be made available. Mutual aid agreements between police and fire departments within the region are on file with the respective departments. The fire department has a mutual aid agreement with the Minnesota Department of Natural Resources and the Forestry area office.
- F. Each agency, department or service of city government will provide for the maintenance of records during an emergency including those records deemed essential for continuing governmental operations. These records should include work hours, equipment hours, supplies, materials consumed, injuries to personnel, and damage to public facilities and equipment.
- G. Management of volunteer resources, donations, and records will be coordinated by the American Red Cross.
- H. Notification of key government officials and emergency response organizations will be through Anoka County Central Communications and/or the State Duty Officer.

VIII. STATE AND FEDERAL SUPPORT

- A. **General.** The City of St. Francis EMD will be responsible for assisting the city in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the EMD will contact the Anoka County EMD who will contact the MN HSEM regional 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 the *Disaster Response and Recovery: A Handbook for Local Government.* This document is on file with the Anoka County Emergency Management Director (EMD).

- B. **Emergency Assistance.** In the event of a major emergency/disaster which exceeds the resources and capabilities of city government and which requires immediate state and/or federal assistance, the state duty officer may be contacted.

- C. **National Guard.** When a natural disaster or other major emergency is beyond 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 Guard.** The purpose is to ensure the preservation of life and property and to support civil law enforcement authorities.
 - 1. Operational Policies
 - a. National Guard assistance will complement, and not be a substitute for city and/or county participation in emergency operations.
 - b. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.

 - 2. Request Procedures
 - a. In the case of cities that are not of the first class, the *Sheriff* is the only governmental official authorized to submit a request for National Guard assistance. Such requests are to be submitted to the state duty officer.

IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING, AND EXERCISES

- A. With regard to this plan, the City of St. Francis EMD will serve as the planning coordinator. As such, the EMD will have overall authority and responsibility for both the development and maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The City of St. Francis EMD will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota HSEM. In establishing its schedule and procedures, HSEM will consult with the State Emergency Response Commission (SERC), and other appropriate agencies.
- C. This plan will be distributed to all St. Francis government departments and agencies that have emergency assignments in the event of a major disaster in the city or county. A plan distribution list will be maintained by the St. Francis EMD.
- D. The City of St. Francis will comply with HSEM, Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises can be obtained by contacting the City of St. Francis EMD. In addition, a copy of the Director's Handbook for the State of Minnesota is on file in digital format on the police and city hall shared drives which includes an exercise schedule for the City of St. Francis. Exercises will be coordinated with other emergency response agencies to fulfill requirements of the participating agencies.

X. ALL HAZARD MITIGATION PLAN

The All Hazard Mitigation Plan is available in digital format on the police and city hall shared drives.

XI. CONTINUITY OF GOVERNMENT

- A. The city's network/information services vendor will coordinate the disaster recovery for the city's essential city records.
- B. Appointment of interim emergency manager and department heads will be made by the City Administrator and confirmed by city council the next time they convene.
- C. In the event that City operations are unable to be conducted in the St. Francis Police/Public Works building, St. Francis Fire Station #1 will serve as the operations center.

D. Essential Facilities include Fire Department locations and Water and Sewer facilities
CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN

XII. EMERGENCY ALERT ACTIVATION

A. Activation of alerts will be the responsibility of Anoka County Central Communications.

I. PURPOSE

To describe how the overall direction, control, and dissemination of public information by the City of St. Francis will be accomplished in the event of a major incident.

II. RESPONSIBILITIES

- A. The **EMD or designee** will be responsible for providing overall direction and control of city resources involved in a response to a disaster. The line of succession to the EMD is as follows: Deputy Director of EM and/or Chief of Fire Department.
- B. The **Public Information Officer** (PIO) will serve as the official point of contact for the media. The only official(s) authorized to serve as the PIO for the City of St. Francis is the City Administrator, Director of EM, Deputy Director of EM, or an official who serves as a PIO with the Anoka County Sheriff's Office.
- C. The **Liaison Team** will act as liaison between the EOC, Mayor and City Council, other City of St. Francis departments, and outside agencies. The Liaison Team will be made up of the City Administrator and Division Managers.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

- A. **Emergency Operations Center (EOC)** is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the organization.

Direction and control of the City of St. Francis's response to a disaster will be carried out at the City of St. Francis's EOC, located at the City of St. Francis Police/Public Works building. If for some reason the EOC is not usable at the time of disaster or incident, the Fire Station will serve as the alternate EOC.

- 1. Functions of the EOC
 - a. Coordinating the city government's response to the disaster.
 - b. Coordinating with any county and/or state governments affected by/or responding to the disaster.
 - c. Coordinating with any businesses/industries directly affected by/or responding to the disaster.

- d. Generating appropriate public information.
- e. Special event logs will be maintained for EOC operations by the designated recorder.
- f. Emergency Management Incident checklists for Command, PIO, and Liaison positions are filed as attachments to this section.
- g. The EOC has the capability of communicating with other agencies, e.g., fire, police, and Sheriff by telephone and radio communications. A complete listing of city and county radio frequencies is located in the Resource Guide.

2. EOC Activation

a. Operational Readiness

The City of St. Francis EMD is responsible for maintaining the operational readiness of the primary and secondary EOC's. This involves ensuring the EOC has the necessary communications equipment, maps, displays, tables, chairs, message logs, etc.

b. Responsibility for EOC Activation

The City of St. Francis EMD will activate the EOC and staff as required to meet the emergency (See EOC Command Structure Chart C for staff organization). In the event of a major disaster, the EMD will notify staff of the activation of the EOC and they would then report to that location.

c. Criteria for Activation

The degree of the City's EOC activation will be determined by the severity of the emergency. We plan to activate the EOC within one hour of notification of an emergency at the primary or alternate EOC site, to become fully operational within four (4) hours.

- 1) The EOC may be *partially* activated due to a potential threat to life or property from severe weather (e.g. tornado, flood, blizzard); hazardous materials incident/accident (including an uncontrolled release of a (SARA Title III) reportable product that is beyond the capabilities of field operations such as a pipeline leak.

- 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: a tornado touchdown, flooding, or pipeline leak which causes damage to the public and private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies (including state and federal, as well as surrounding counties and municipalities) or enemy attack.
 - d. The Primary and alternate EOC have alternate power to maintain functionality.
3. Staffing of the EOC

The staffing list for the City of St. Francis's EOC is on file with the EMD. Each department/agency that is represented in the EOC should be familiar with the duties that he/she is expected to perform at the EOC. Staff can be contacted by telephone, pager, or two-way radio. If a protracted stay at the EOC is expected, staff will bring along personal use items they may need.

- a. On scene control of disaster situations will be handled per the Minnesota Incident Management System (ICS/MIMS) protocol.
 - b. County, state and federal officials will check in with the EMD at the EOC before beginning any official functions.
 - c. Staging areas for equipment and personnel will be set up near the disaster scene or EOC as appropriate, depending on the number of personnel and equipment expected.
 - d. Normal office supplies are on hand at the EOC, as the facility is used daily.
 - e. Communications equipment including radios, telephones, and fax machine is available. Primary communications will be via 800 Mhz, cellular phones, and 2-way radios.

B. Emergency Public Information

The City Administrator, the Director of Emergency Management, the Deputy Director or designee will serve as the Public Information Officer (PIO) for the City of St. Francis.

1. City of St. Francis personnel in the field will be responsible for relaying timely information to the Command staff about the emergency so the PIO can release timely and factual information.
2. In the event of a protracted disaster/emergency, the PIO will be responsible for disseminating information and instructions to the public on a timely basis and will coordinate all city press releases.
3. If it becomes necessary to establish a news briefing room, the community room at city hall will be used for this purpose. News media will be asked to report to this area.
4. Radio/TV stations that will be used for the dissemination of public information can be found in the [Resource Manual-city hall shared drive](#).
5. The PIO will be responsible for (handling or arranging) rumor control.
6. The PIO will coordinate with the Logistics Section to ensure a system exists for responding to the inquiries of families regarding the status and location of evacuated family members.
7. The Anoka County Public Health Administrator will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures. Any release of information will be done by or in coordination with the PIO.
8. The Emergency Management Director (EMD), in consultation with law enforcement and fire department personnel, will be responsible for the preparation of instructions for people who must evacuate from a high-risk area and instructions for sheltering in place. **Coordination with LOGISTICS is vital ensuring a shelter is ready to take in the evacuees.** This information will be relayed to the PIO.

EMERGENCY OPERATIONS PLAN

9. The EMD will be responsible for relaying instructions to the PIO that identify centrally located staging areas and pickup points for evacuees without private vehicles or other means of transportation, or designating specific routes of travel or areas that are closed to travel.

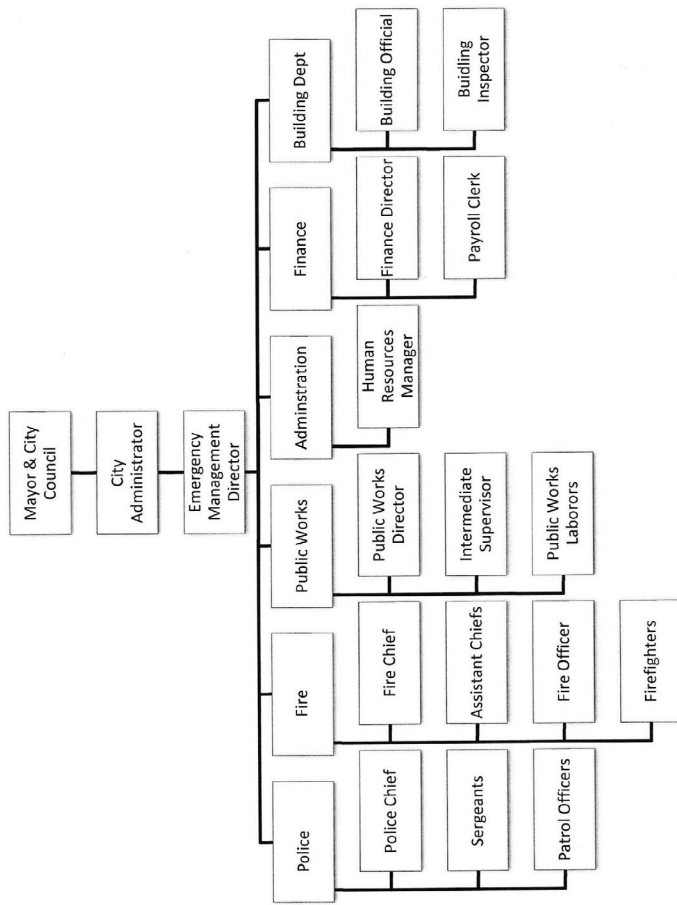
IV. POLICIES AND PROCEDURES

The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

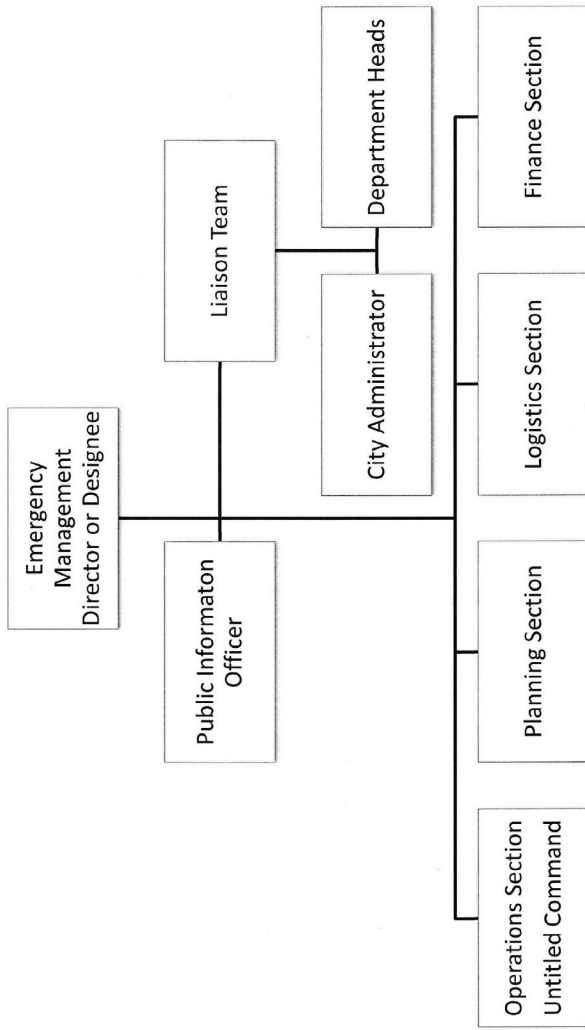
V. SUPPORTING DOCUMENTATION

- A. Organization and Interrelationship (Chart A)
- B. EOC Command Structure (Chart B)
- C. EOC Command Structure Detail (Chart C)
- D. EOC personnel data (within Resource Manual)
- E. Section Chief Acknowledgement
- F. Command Section Checklist
- G. Liaison Checklist
- H. PIO Checklist

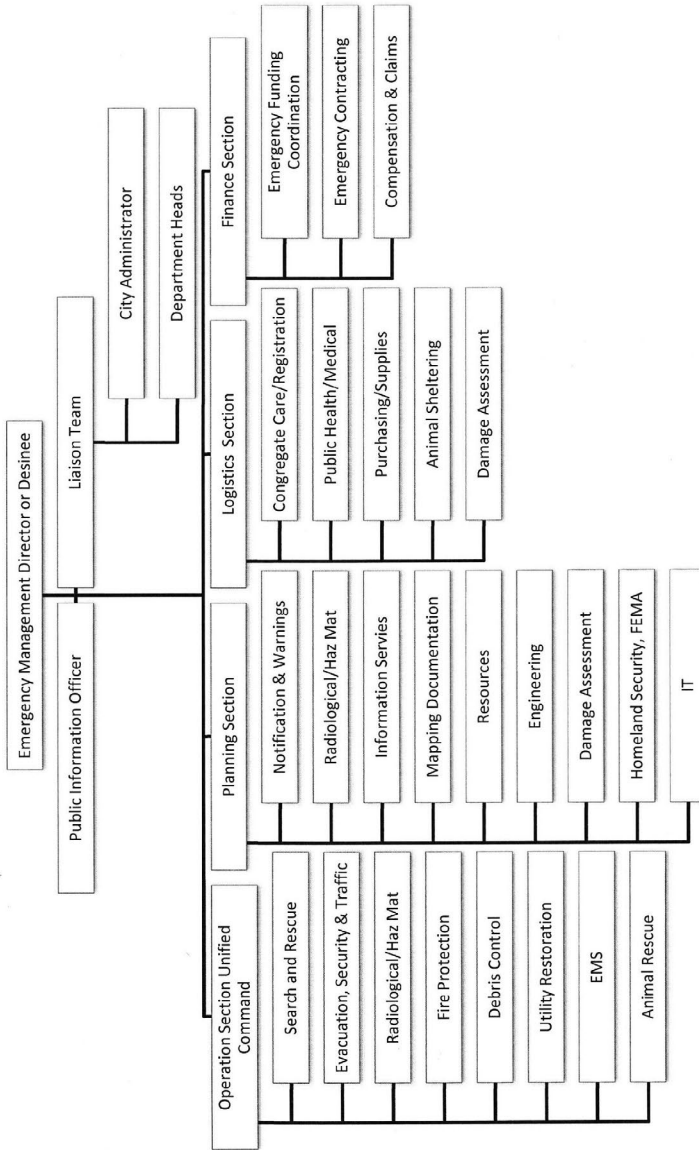
City of St. Francis Emergency Management
 Organization and Interrelationship
 Chart A



City of St. Francis
Emergency Operation Center-Command Structure
Chart B



**City of St. Francis
Emergency Operation Center-Command Structure
Chart C**



EOC – PERSONNEL DATA

	Name	Phone Number
COMMAND SECTION CHIEF	_____	_____
Liaison Team	_____	_____
Safety Services _____ Public Services _____ Support Services _____		
Phone	_____	_____
Public Information Officer	_____	_____
Safety Officer	_____	_____
OPERATIONS SECTION CHIEF	_____	_____
Police _____ Fire _____ EMS _____ PW _____		
Phone	_____	_____
Search and Rescue	_____	_____
Evacuation & Traffic	_____	_____
Radiological/Hazmat	_____	_____
Fire Protection	_____	_____
Debris Clearance	_____	_____
Utility Restoration	_____	_____
EMS	_____	_____
Animal Rescue	_____	_____

EMERGENCY OPERATIONS PLAN

EOC – PERSONNEL DATA

	Name	Phone
PLANNING SECTION CHIEF	_____	_____
Notification & Warning	_____	_____
Radiological/Hazmat	_____	_____
Information Services	_____	_____
Mapping/Documentation	_____	_____
Resources	_____	_____
Engineering	_____	_____
Damage Assessment	_____	_____
HSEM, FEMA	_____	_____
LOGISTICS SECTION CHIEF	_____	_____
Congregate Care/Registration	_____	_____
Public Health & Medical	_____	_____
Purchasing/Supplies	_____	_____
Animal Sheltering	_____	_____
Volunteers	_____	_____
FINANCE SECTION CHIEF	_____	_____
Emergency Funding Coordination	_____	_____
Emergency Contracting	_____	_____
Compensation and Claims	_____	_____

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

ACKNOWLEDGMENT

As the Section Chief of the Command Section, I have read and understand the City of St. Francis Emergency Plan and the duties and responsibilities of this section.

Todd M. Schwieger, E.M. Director

Date

Kate Thunstrom, City Administrator

Date

**EOC Command
Command Section Checklist:
Emergency Management Team**

Immediate Concerns

- Notify City Administrator and City Council of significant emergency situation that could affect the jurisdiction. Time notification was made _____.
- Activate the City Emergency Operation Center if appropriate. EOC activated at: _____.
- Contact appropriate city personnel to staff the EOC. Contacted at: _____.
- Manage EOC resources and direct EOC operations.
 - Process available information.
 - Establish a “significant event” log.
 - Display appropriate information in the EOC.
 - Collect damage information from all available sources.
 - Identify resource needs.
 - Prepare situation status reports.
 - Prepare and schedule briefings for EOC staff.
 - Establish Logistical support function for responders and victims.
 - Consideration of alternate EOC use.
 - Terminate and close EOC operations.
- Establish communications between EOC, EOC Staff, and Incident Command.
- Are shelter areas needed? Has the Red Cross been notified to provide this service?
- Assist the PIO with news releases and rumor control.
- Coordinate with mass (congregate) care coordinator to ensure establishment of sufficient mass care facilities.
- Contact on scene Incident Commander. Verify the immediate needs for field personnel.
- Are there protective actions implemented for public safety? (e.g. shelter-in place evacuation etc.)
- Evaluate available resources, including personnel; check resource lists; determine deficiencies; take action to secure needed resources.

Ongoing Concerns

- Is a Declaration of Emergency appropriate?
- As the EOC begins functioning, verify that each of the following areas has been staffed and the action plans are being prepared.
 - Security and traffic control for the area affected, and maintenance of Police service to parts of the community not affected by the event.
 - Fire suppression, rescue and EMS to the affected area, and maintenance of these services to parts of the community not affected by the event.
 - Public Information. Has the PIO been notified? Is there information that must be distributed immediately?
 - Congregate/Mass care. Has the Red Cross been notified? Are there adequate shelter areas assigned?
 - Damage Assessment. Are plans being made for preliminary damage assessment of the affected areas? Is someone updating the information as it comes in?
 - Debris clearance. Has public works been notified? Resource needs/requests?
- Are response recovery operations going to continue over an extended period of time? Do we need to plan for 24 hour operations and shift changes?
- Are Department Heads functioning appropriately? Do they need assistance?
- Are more outside resources going to be needed to maintain control of the situation or complete recovery operations? Request Sheriff to contact the State Duty Officer, if it appears likely that National Guard assistance will be requested.
- Are extraordinary regulations needed (e.g., curfew, resource rationing) to maintain order?
- Is an evacuation order appropriate? Is a statement needed to inform people that do not comply with the evacuation order that services may be discontinued or interrupted in the evacuation area?

**EOC Command
Liaison Checklist:**

Immediate Concerns

- Is EOC activation appropriate?
- Report to the EOC
- Obtain initial briefing from Incident Command. Prepare and initial report to the City Administrator and City Council.
- Review Emergency Operations Plan.
- Provide resource assistance to EOC staff as needed.
- Are departments adequately represented in the EOC? If not, notify a representative from that department to report to the EOC.
- Is a formal disaster declaration needed?
- If you leave the EOC, make sure EM knows where you are and how you can be reached.
- Are there City or County resources that would be useful in this situation that have not been utilized? Are resources being utilized efficiently and effectively?
- Has the PIO been notified? If not, notify them to report to the EOC. Assign an individual to be the media spokesperson for the city.

Ongoing Concerns

- Monitor how the community is perceiving response by the city. Troubleshoot problem as needed. Is the city's response meeting the needs? Is it time to call in more outside assistance?
- Are department heads and others keeping you informed on the situation status and action plans for their areas of responsibility? Do you need more frequent and regular updates?
- If it appears that the city has a high liability exposure because of the cause of nature of the incident, brief the City Attorney and keep them advised of developments. Direct staff to make sure necessary documentation is collected, preserved, etc.
- Keep the City Council informed of developments as needed. If they want to report to City Hall refer them to the conference room.
- If this is a large-scale incident, are there enough funds immediately available to cover costs?
- Assist Department Heads as needed to get resources necessary to carry out their assignments.

- Have public facilities been damaged to the extent that alternative plans must be made to continue service delivery?
- Are all possible steps being taken to ensure the community will recover as quickly as possible and with minimum disruption? Should the City be cooperating more closely with other segments of the community?

**EOC Command
PIO Checklist:
Public Information**

Immediate Concerns

- Report to the EOC.
- Obtain an initial briefing from the Incident Commander. Prepare an initial report to the EM.
- Advise staff that all media contacts are to be coordinated through PIO.
- Is an immediate news release/press conference needed to inform the public of the incident?
- Reserve appropriate room for media briefings.
- Determine if you will need additional support personnel. Take into account how long the incident may last, degree of media interest etc.
- If event is affecting neighboring jurisdictions, consider contacting the PIO for that jurisdiction to coordinate the release of information.

Ongoing Concerns

- Is the public able to obtain additional information and provide feedback?
- If you are out of the EOC most of the time, assign someone to be your liaison to the EOC.
- If this will be an extended operation, consider issuing press briefings on a regular scheduling. Provide the media with the schedule times and places. Consider briefings at the City hall as well as at the incident site.
- In the event of a major incident that draws intense media interest, parking of media vehicles and equipment. Consult with the field incident commander and EM about acceptable parking areas.
- Circulate copies of written press releases and summaries of press briefings to the EOC staff, field command phone bank workers, and media monitors.
- If this is a 24 hr operation an alternate PIO will need to be designated. Establish shift change schedules and personnel who will be able to perform these tasks.
- Anticipate media and public interest and information needs.

I. PURPOSE

To describe how emergency response to a disaster/emergency will be managed in the City of St. Francis. It is the goal of the Operations Section to coordinate and manage the emergency response resources that are available to the citizens of the City of St. Francis.

II. RESPONSIBILITIES

- A. The **Operations Section** consists of a unified command structure with members of Police, Fire, EMS, and Public Works who will be responsible for coordinating the overall basic response of branches listed below. This coordination will reflect the overall goals of the EM command. The Operations Section will report directly to the EM.
- B. The **Search and Rescue** branch will be responsible for search and rescue operations and coordination within the City of St. Francis. Outside the city limits, the Anoka County Sheriff's office or responsible jurisdiction will have primary responsibility in search and rescue. The Police and/or Fire Departments will have responsibility for search and rescue.
- C. The **Evacuation and Traffic Control** branch will be responsible for the evacuation, security, and traffic control in the affected area. The St. Francis Police Department will have primary control of this branch. This branch will coordinate with the Anoka County Sheriff's office and Minnesota State Patrol as well as coordination of public and private transportation.
- D. The **Radiological/HAZMAT** branch will be responsible for responding to all radiological or hazmat events. The St. Francis Fire Department will have primary control of this branch and will coordinate with the ~~North Metro~~ MN state sponsored CAT team along with the Minnesota State Duty Officer.
- E. The **Fire Protection** branch will be responsible for fire protection and suppression within the affected area. The St. Francis Fire Department will have primary control of this branch and will coordinate with mutual aid departments and Minnesota Department of Natural Resources.
- F. The **Debris Clearance** branch will be responsible for opening roads blocked by debris from a disaster and coordinating with city, county, and State of Minnesota road maintenance departments to assist in the safe and rapid opening of roads in the affected area. The City of St. Francis's Public Works Department will have primary control of this branch.

- G. The **Utilities Restoration** branch will be a coordinating position managed by the City of St. Francis Public Works Department and private sector utilities in opening roads and providing access to damaged equipment. A listing of private and municipal telephone, electric, and natural gas companies are located in the Resource Guide.
- H. **Emergency Medical Services (EMS)** branch will be responsible for triage and transportation of victims. They will work closely with search and rescue, but will not have responsibility for that function.
- I. The **Animal Rescue** branch will be coordinated through contracted services and local kennels. They will be responsible for rescuing, sheltering, and caring for stranded pets.
- J. The **At Risk Facilities** branch will be coordinating the evacuation of nursing or assisted living homes and educational facilities as applicable.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

A. **Search and Rescue**

- 1. The *Civil Air Patrol* may be available to assist in looking for missing persons.
- 2. The *National Guard* may be available for search and rescue if the situation is beyond the capability of the City of St. Francis's resources.
- 3. The following *government and/or volunteer organization(s)* within Anoka County and City of St. Francis will assist with a major search and rescue operation: St. Francis Police Reserves, Anoka County Sheriff's office and the Anoka County Park Rangers.

B. **Evacuation, Traffic Control, and Security**

- 1. The *City of St. Francis Emergency Management Director and the Fire Chief* will jointly prepare in advance for a potential evacuation of City of St. Francis residents. Their preparation will include a hazard analysis and vulnerability assessment of the various hazards in the City of St. Francis and a determination of appropriate evacuation routes and traffic control points (refer to Resource Manual).

EMERGENCY OPERATIONS PLAN

2. SARA Title III Section 302 facilities, their emergency coordinators and methods and procedures to be followed in the case of any release of such substances are listed in the Resource Manual. These listings also include pre-identified primary and secondary evacuation routes for the "population at risk", other facilities **contributing** to additional risk due to their proximity to the 302 facilities such as natural gas facilities and other facilities **subject** to additional risk due to their proximity to the 302 facilities such as hospitals, and so forth.
3. The *City of St. Francis EMD, with assistance from the Operations and Logistics Sections* will be responsible for **recommending** evacuation and/or sheltering in place.
4. The *Emergency Management Director* 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.
5. *St. Francis Police and St. Francis Fire Department personnel* will have primary responsibility for ensuring that the affected City residents and facilities are notified of the need to evacuate.
6. *School District #15/Private Bussing Companies and Local Ambulance Services* will have primary responsibility for assisting handicapped, elderly, mobility-impaired, and other individuals unable to evacuate themselves with transportation.
7. The *St. Francis Police Department* will be responsible for establishing and staffing any traffic control points that may be necessary.
8. The *St. Francis Police Department* will be responsible for maintaining access control and security for the evacuated areas.
9. The *St. Francis Police/Public Works Departments* will be responsible for overseeing the removal of stalled vehicles, obstructions, or any other roadway impediments so that the evacuation routes can remain open.
10. In consultation with local and/or state hazardous material specialists, the *Emergency Management Director* will be responsible for determining when evacuees can safely return to their residence.

C. Fire Protection

1. Fire protection in the City of St. Francis is the responsibility of the *St. Francis Fire Department*. The City of St. Francis has a Fire Chief. This person is responsible for fire protection for residents of St. Francis. A map of coverage is available at the St. Francis Fire Department.
2. Supporting. In addition to their primary responsibility of providing fire protection, the *St. Francis Fire Department* in St. Francis will have other responsibility in the event of a disaster. This varies from department to department, but generally includes:
 - a. Assisting in the dissemination of warnings.
 - b. Coordinating or assisting with an evacuation within St. Francis.
 - c. Coordinating or assisting with a search and rescue effort within St. Francis.
 - d. Informing other local government personnel of the risks associated a hazardous materials incident/accident that has occurred within St. Francis.
 - e. Reporting important disaster status information (casualties, damage, evacuation status, chemical releases/exposures, radiation levels, etc) to the EOC during emergency operations.
 - f. Responding to hazardous materials incidents within the limits of HAZMAT response training received.
 - g. Providing heavy and light rescue services.
 - h. Providing first responder services.
3. Mutual Aid Agreements are with members of the Anoka County Fire Protection Council and the North Suburban Mutual Aid Association.

D. Radiological/HAZMAT

1. Radiological/Hazmat incidents are the responsibility of the St. Francis Fire Department and they will coordinate efforts with the ~~North Metro MN state sponsored CAT~~ team and MN State Duty Officer.
2. The North Metro Chemical Team ~~is comprised of 15 members~~ who are trained to Hazmat Technician level or higher.
3. Additional resources are available through other state chemical assessment teams (CAT), emergency response teams (ERT), state radiological response teams, and the Minnesota State Duty Officer.
4. ~~Maps and Locations of Pipelines are available in the Pipeline Safety and Emergency Response manual located in the EOC. Maps with locations of pipelines and the Emergency Response Handbook are located in the EOC.~~

E. Debris Clearance

1. ***Outside City Limits:*** Outside incorporated areas, the ***Anoka County Engineer*** will be responsible for debris clearance.
2. ***Inside City Limits:*** Within the City of St. Francis, the ***Public Works Department*** will normally be responsible for debris clearance.
3. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner. Debris will be disposed of at a local site chosen by local administration in conjunction with the disaster site.
4. Clean up and disposal of spilled or leaked hazardous materials will be the responsibility of the party who had the accidental spill or leakage.
5. Temporary storage for debris will be determined based on the proximity to the area affected. Debris will be identified as household waste and brush and tree waste.

F. Utility Restoration

The ***City of St. Francis Public Works Department and private utilities companies*** are responsible for providing utility services for the City of St. Francis: A listing of utility providers, contact names, and telephone numbers is contained in the Resource Manual.

1. Restoration of municipal water supplies and sewage facilities will be done by the operator of the facility.
2. Messages pertaining to safe drinking water, limited water supplies, non or low functioning sewer systems should be forwarded to the EOC for coordinated dissemination of this information. It may become necessary to bring in potable water to affected areas coordinated through the Logistics Officer.

IV. POLICIES AND PROCEDURES

The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

V. SUPPORTING DOCUMENTATION

- A. A listing of HAZMAT clean-up contractors is located with the St. Francis Fire Department.
- B. Operations Checklist.
- C. Debris Clearance/Utility Restoration Checklists.
- D. Also see Emergency Operations Resource Manual.

**EOC Operations Fire and Police
Operations Section Checklist:
Search/Rescue, Evacuation/Traffic, Hazmat and Fire**

Immediate Concerns

- Report to the EOC or send representative when requested.
- Identify “On scene” Incident Commander(s)
- Obtain an initial briefing from Incident Command. Prepare an initial report to Emergency Manager.
- Does the incident area constitute a possible crime scene? Has the scene been protected?
- Provide road closures, hazards information to PIO for media release.
- Review Emergency Operations Plan and Standard Operating Procedures.
- Assess if a 24hr/day and/or extended operation is needed. Make staffing assessments consider mutual aid.
- Use all city resources before requesting assistance. Make requests to EM.
- Is incident contained or under control? Assess mutual aid resources.
- Is Incident Command well established and functioning properly? Remind IC that once EOC PIO is on duty, all media information releases be coordinated through EOC PIO.
- Assess scene security and traffic control needs.
- Assess need for evacuation at scene. Develop Evacuation Plan. Brief EM.
- Assess Police and Fire response capabilities for areas of city not affected by incident.
- For Hazmat incidents, have responders been made aware of the hazardous area and how to safely approach.
- Has the State Duty Officer been notified of the incident?

Ongoing Concerns

- If resources are needed beyond those available through mutual aid, such as heavy rescue and debris removal equipment, work with EOC staff to acquire.
- Are overall law enforcement activities being adequately addressed?
 - Directing and controlling traffic
 - Assisting with evacuation of people at risk, coordination of evacuation plans
 - Perimeter and scene security
- If a mass casualty incident, are resources in place to handle a large number of bodies? Is a temporary morgue needed? Has Medical Examiner's office responded with extra personnel? Should area funeral directors be alerted? Communication link established between EOC and mass care facility?
- If operations will continue over an extended period, plan on how crews will be relieved, fed, etc. Will more resources be needed to relieve exhausted personnel?
- If Incident Command is expected to transfer from fire to police or public works, plan in advance how the transition will occur so that it is done smoothly.
- If crews are working an incident that could be a crime scene, consult with law enforcement on steps to preserve evidence.
- Consider the need for a critical incident stress debriefing for responders. Coordinate with police, EMS and public works managers as appropriate.
- Will incident/crime scene need 24 hr. security for extended period of time?
- Assess food, transportation, fuel and equipment needs to sustain field operations and notify Logistics Section of needs.
- Is an ID system needed to maintain security in restricted areas?
- Will the National Guard be required? Sheriff will need to coordinate with the MN State Duty Officer.
- If Crime Scene, will Federal agencies be needed? (FBI, ATF, DHS, NTSB).

**EOC Operations Public Works
Operations Section Checklist:
Debris Clearance/Utility Restoration**

Immediate Concerns

- Report to the Emergency Operations Center or sent a representative.
- Obtain an initial briefing from Incident Command. Prepare an initial report to the Emergency Manager.
- Assess if a 24hr/day and/or extended operation is needed. Make staffing assessments consider mutual aid.
- Contact and coordinate with private sector utilities on shutdown and service restoration.
- Manage all public works resources and direct public works operations
 - Debris removal
 - Assist in search and rescue efforts if requested
 - Conduct damage assessment and documentation of damage to public infrastructure.
 - Provide emergency generators, fuel, lighting, etc., to support emergency responders at the incident scene and EOC
- Coordinate with contractors for use of private sector resources in public works response operations.
- Periodically brief EM on status of public works operations.
- Assign public works staff to the Incident Command to act as a liaison between public works operations and emergency operations.
- Identify hazardous areas that crews will not be able to pass through.
- Work with police/fire representatives to determine need for barricades at incident site and traffic signs/signal changes for re-routing traffic and safety.
- Assess need for heavy equipment support for rescue operations.
- For large-scale utility disruption, designate a liaison to the utility companies. This person should keep you and the PIO informed on time estimates for utility restoration.
- If debris is blocking streets over a widespread area, work with the “Field Incident Commander” to develop priority routes to be cleared.

Ongoing Concerns

- For large-scale debris removal, develop debris removal plan and schedule. If the removal plan includes removal from private properties inform PIO of schedule for media release for curbside pickups.
- Will natural gas utilities need assistance with relighting pilot lights?
- Are city resources adequate to handle the incident and support continued operations or will outside resources be needed?
- If the incident involves a crime scene, work with the Incident Commander for special procedures and direction.

I. PURPOSE

The purpose of this section is to provide an overview of how the warning and notification process, radiological and hazardous materials, information services, mapping and documentation, resources, and engineering branches would operate in the City of St. Francis. This section will also coordinate with the Operations Section in preparing action plans on a daily basis when responding to an emergency incident.

II. RESPONSIBILITIES

- A. The **notification and warning** branch will be responsible for developing and coordinating plans to alert the public of imminent bad weather or hazardous material incidents.
- B. The **radiological and HAZMAT** branch will be responsible for developing and coordinating plans to meet the needs of a response to an incident.
- C. The **information services** branch will be responsible for facilitating the use of electronic data transfers of informational technology which support a response to an incident.
- D. The **mapping and documentation** branch will be responsible for the use of GIS Technology and data collection that will support a response to an incident.
- E. The **resources** branch will be responsible for developing and coordinating available resources to be used in response to an incident.
- F. The **engineering** branch will be responsible for assisting in assessment of critical Infrastructure damage.
- G. The **damage assessment** branch will be responsible for assessing and documenting the damage of public or private property infrastructures following a disaster.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

- A. **Notification and warning** will consist of assistance from the Minnesota State Patrol and Anoka County Warning System.
- B. **Radiological and HAZMAT** will consist of St. Francis Fire Department and a North Metro CAT team along with the Minnesota State Duty Officer.
- C. **Information Services** will be coordinated by City of St. Francis staff.
- D. **Mapping and documentation** will be coordinated by the Engineering department and the City Clerk's office.
- E. **Resources** will be coordinated by the Parks Department and other department staff members.
- F. **Engineering** will be coordinated by the Public Works Director and other members of their staff.
- G. **Damage assessment** will be coordinated by the Building Official with assistance of the City Engineer and Anoka County Assessing Department.

IV. POLICIES AND PROCEDURES

- A. ***Warning and notification, radiological and hazmat, information services, mapping and documentation, resources, engineering, and damage assessment*** will be responsible for developing policy and procedures for operation under emergency conditions including personnel call-in, reporting systems, and so forth.
- B. ***Warning and notification*** - The Anoka County Warning Point is Central Communications, which has a 24-hour warning capability. The Anoka County Warning Officer is the Central Communication's supervisor on duty who is responsible for ensuring all notification and warnings are properly received and disseminated. The Warning Officer for the City of St. Francis is the Chief of Police or Senior Officer on duty.
 - 1. For all emergencies, the affected municipality(s) will be notified by radio, activate sirens by radio, and notify key officials via Central Communications or any other means deemed necessary.
 - a. At 1:00 p.m. the first Wednesday of each month the Anoka County Warning Point will test St. Francis's outdoor warning sirens.

- C. ***Damage assessment*** efforts will be initiated as soon as possible following a disaster. Pictures will be taken of damaged areas and city maps will be used to plot the location of damaged sites. The City of St. Francis EMD will coordinate with the Minnesota Division of Emergency Management when damage assessment is carried out in conjunction with a request for state or federal assistance.

V. SUPPORTING DOCUMENTATION

- A. Planning Section Checklist

EOC Planning

Planning Section Checklist:

Notification & Warning/Radiological & Hazmat/IS/Mapping/Documentation/Resources/Engineering Damage Assessment

Immediate Concerns

- Report to the EOC
- Obtain an initial briefing from Incident Command. Prepare an initial report to the Emergency Manager.
- Assess if a 24hr/day and /or extended operation is needed. Make staffing assessments and consider mutual aid.
- Create damage assessment teams, notify team members, and coordinate a response including where to report, contact person, staging areas, credentialing and equipment necessary.
- Coordinate a plan for systematically assessing the damaged buildings in the affected area. Buildings will need to be placarded and an estimated dollar value documented. (FEMA forms will need to be filed if a declaration is going to be sought, you may want to use these forms so you do not duplicate paperwork.
- Verify structural safety of roads, bridges and public infrastructures
- Coordinate the development of maps and collection of data with IS and GIS personnel.
- Assemble necessary equipment for damage assessment teams; placards, forms, maps, radios, cell phones, identification.
- Coordinate damage assessment team activities with the “Field” Incident Commander.
- Ensure appropriate damage assessment information is made available to the EM

Ongoing Concerns

- Large scale rebuilding efforts will likely create more of a workload for inspectors than they can handle. Arrangements may have to be made for extended hours of operation and employee overtime. In addition, temporary employees may need to be hired to handle the incident.
- Consider whether the building permitting process will need to be streamlined or relaxed for building repairs. Will inspections staff be able to keep up with inspections or building repairs or will “minor” and “cosmetic” repairs be allowed without a permit to help the community get back to normal more rapidly? These are policy decisions that will have to be made by the council.

- Monitor rebuilding efforts for contractor compliance with permit requirements and contractor fraud. It may be necessary to prepare public information releases advising property owners how to avoid fraudulent contractors. Be proactive on this issue as much as possible to protect the affected citizens.

I. PURPOSE

The Logistics Section will be responsible for locating, organizing, and providing facilities for vital support services such as transportation, fuel, power, communications, supplies, etc. This section will work closely with the Finance Section to ensure all purchases are authorized and are within the City of St. Francis's Emergency Plan.

II. RESPONSIBILITIES

- A. The primary **Congregate Care** needs of disaster victims and responders including emergency sheltering, registration, and feeding of victims will be coordinated through the American Red Cross and Salvation Army. A supporting agency for this effort will be Anoka County Social Services.
- B. **Emergency Counseling** for both victims and responders to a disaster will be coordinated through the American Red Cross, Chaplain Corps, and Anoka County Mental Health Services Department.
- C. **Public Health Care** needs of disaster victims will be coordinated through the Anoka County Public Health Services Department. This agency will coordinate and help staff mass care facilities to ensure health safety standards are met.
- D. **Purchasing of Materials and Supplies** will be coordinated by staff members of various departments at the City of St. Francis, depending on the nature of the items needed. They will also be responsible for coordinating, housing, and distributing donated supplies.
- E. **Sheltering of Animals** will be coordinated through contracted services and local kennels that have the capability to shelter and care for animals. Many people requiring congregated care may have pets with them and these agencies would be able to make arrangements to provide adequate care and shelter for these pets until their owners are able to resume caring for them. Refer to the City of St. Francis Resource Manual for contact information.
- F. **Volunteer** registration, assignment, and relief will be coordinated by staff members of various departments at the City of St. Francis.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

A. Congregate Care

1. Potential registration centers, limited congregate care facilities, and sites for limited mass feedings are listed in the City of St. Francis Resource Manual.
2. The American Red Cross has shelter agreements with facilities (see City of St. Francis Resource Manual); generally school buildings, within the City of St. Francis. The local Red Cross Chapter has limited personnel, but will be augmented by the state level of Red Cross (24-hour on-call duty personnel – refer to City of St. Francis Resource Manual).

B. Health and Medical

1. **Hospital Care** – Injured victims will be transported to local hospitals. Responding EMS personnel will determine if additional hospital facilities are required and make the necessary arrangements.
2. **Ambulance Service** – Local ambulance Services will be used to transport disaster victims within the City of St. Francis. Responding EMS personnel will determine if additional ambulance services are required and make the necessary contacts.
3. **First Responder Emergency Medical Care** – The St. Francis Fire Department and St. Francis Police Department will be available to provide immediate medical care to disaster victims suffering from major and/or minor injuries.
4. **Emergency Mortuary Operations** – These operations will be the responsibility of the Anoka County Medical Examiner.
5. **Health Threats** – Serious potential or actual health problems (epidemics, food, and/or water contamination, etc) associated with a disaster will be the responsibility of the Anoka County and Minnesota Department of Health Divisions.
6. **Inquiry and Referral Service** – This service will be the responsibility of the Anoka County Medical Examiner and Red Cross Divisions.

7. **Health Decontamination** – local hospitals are equipped to do primary decontamination. St. Francis Fire Department, with mutual aid assistance, is also equipped to do decontamination.

C. **Volunteers**

1. The City of St. Francis Police Reserves can be utilized to assist in various response and recovery activities.

IV. POLICIES AND PROCEDURES

The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

V. SUPPORTING DOCUMENTATION

- A. Logistics Section Checklist

EOC Logistics

Logistics Section Checklist:

Congregate Care/ Volunteers/Purchasing & Supplies

Immediate Concerns

- Report to the EOC
- Obtain an initial briefing from Incident Command. Prepare an initial report to the Emergency Manager.
- Assess if a 24hr/day and/or extended operation is needed. Make staffing assessments, consider mutual aid.
- Review Emergency Plan as necessary
- Use all city resources including personnel, equipment and supplies before requesting assistance. Make specific requests to EM.
- Coordinate supply purchasing efforts with the EOC Finance Section
- Notify American Red Cross and Salvation Army to assist with mass care needs.
- Notify Volunteers and coordinate response plans with Incident Command.
- If immediate evacuation or sheltering is necessary:
 - Coordinate opening of shelters with the Red Cross, They are in control of shelter agreements.
 - Have PIO get shelter information out to the media along with evacuation routes.
 - Assess if transportation is necessary to get victims to shelters. Coordinate transportation plan if necessary.
 - Assess Red Cross's need for help with shelters.

Ongoing Concerns

- Monitor the effectiveness of the mass care effort. Are more resources needed? Consult with Red Cross representative regarding anticipated needs.
- Does Red Cross need help with disaster welfare inquiries from relatives and friends of victims?

EOC Planning

Logistics Section Checklist: Health and Medical

Immediate Concerns

- ❑ Report to the EOC
- ❑ Obtain briefing for Incident Command. Prepare Initial report to Emergency Manager.
- ❑ Assess if a 24hr/day and /or extended operation is needed. Make staffing assessments and consider mutual aid.
- ❑ Identify any public health concerns that must be addressed immediately. Is a public warning necessary? If so consult with PIO for information dissemination to the media.
- ❑ Coordinate with clinics, hospitals and nursing homes to assess their needs, help them obtain resources, and ensure necessary services are being provided.
- ❑ Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance. (MDH, USPHS, CDC, etc.)
- ❑ Coordinate incoming groups such as American Red Cross, Salvation Army and Disaster Medical Assistance Teams (DMAT) as well as screening individual health and medical volunteers; ensure that positive ID and proof of Licensure is made for all volunteers.
- ❑ Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, **including human resources**, required to support health and medical operations.
- ❑ Provide information to the PIO regarding media releases on number of injuries and deaths.
- ❑ Provide health and medical services information to EM.

I. PURPOSE

The purpose of this section is to provide management of emergency spending, tracking incident costs, and reimbursement accounting following an emergency in the City of St. Francis.

II. RESPONSIBILITIES

- A. The **Emergency Funding Coordination** branch will be responsible for developing and coordinating a financial plan to meet incidents and resource needs. This includes facilitating or coordinating cash donations.
- B. The **Emergency Contracting** branch will be responsible for financial matters involving vendor contracts.
- C. The **Compensation and Claims** branch is responsible for financial concerns resulting from property damage, injury, or fatalities at the incident.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

- A. **Emergency Funding Coordination, Emergency Contracting, and Compensation and Claims** will be coordinated by the City of St. Francis Finance Director and other staff members.

IV. POLICIES AND PROCEDURES

- A. If emergency conditions warrant, the Mayor of the City of St. Francis or Mayor Pro Tem can declare a state of emergency for up to 72-hours. The Mayor and City Council will determine the level of spending expended on the disaster.
- B. Emergency funding efforts will be initiated as soon as possible following the occurrence of a disaster. The Finance Department will be responsible for overseeing this branch.
- C. The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

V. SUPPORTING DOCUMENTATION

- A. Finance Section Checklist

EOC Finance

Finance Section Checklist:

Emergency Funding Coordination/Emergency Contracting/Compensation and Claims

Immediate Concerns

- Report to the EOC or send representative
- Obtain an initial briefing from Incident Commander. Prepare an initial report to Emergency Manager.
- Review Emergency Operations Plan as needed.
- Assess if a 24hr/day and /or extended operation is needed. Make staffing assessments and consider mutual aid.
- Use all resources including personnel, equipment and supplies before requesting assistance. Make specific requests to EM.
- Coordinate a financial plan to meet resource needs, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction.
- Establish “disaster cost codes” for departments to bill city costs associated with response to the disaster. (It is very important to maintain accurate records of the costs associated with responding to the disaster if a Presidential Disaster Declaration is being sought).
- Is emergency council action required to facilitate emergency purchases?
- Work with damage assessment representative to coordinate documentation of damage caused by incident.

Ongoing Concerns

- Ensure that all departments are aware of the “disaster cost codes” and purchase procedures.
- Make periodic reports to the EM.

GLOSSARY OF ACRONYMS AND DEFINITIONS

ALS	Advance Life Support
ARCHIE	Automated Resource for Chemical Hazard Incident
ATF	Alcohol Tobacco and Firearm Bureau
BP	Basic Plan
CAP	Civil Air Patrol
CAT	Chemical Assessment Team
CC	Congregate Care
DHS	Department of Human Services
DMAT	Disaster Medical Assistance Teams
DOT	Department Of Transportation
EBS	Emergency Broadcasting System
EM	Emergency Management
EMD	Emergency Management Director
EMP	Electro Magnetic Pulse
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ERT	Emergency Response Team
ETC	Evacuation and Traffic Control
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FLIP	City Of St. Francis Flip Chart
HSEM	Division of Emergency Management
IC	Incident Commander
ICC	Incident Command Center
ICS	Incident Command System
IMS	Incident Management System
LE	Law Enforcement
MFDA	Minnesota Funeral Director's Association
MIMS	Minnesota Incident Management System
NTSB	National Traffic Safety Bureau
NAWAS	National Warning System
PCA	Pollution Control Agency
PIO	Public Information Officer
RES MANUAL	Resource Manual
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SOG	Standard Operating Guidelines
USDA	U.S. Department Of Agriculture
NW	Notification and Warning
NOAA	National Oceanic and Atmospheric Administration
MDH	Minnesota Department of Health
RACES	Radio Amateur Civil Emergency Services