

# Ramsey County Emergency Operations Plan



Prepared by:  
Ramsey County Emergency Management & Homeland Security

Revision 5.1  
June 2005



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## **EMERGENCY SUPPORT FUNCTIONS**

### **ESF SUMMARY CHART**

**NOTICE:** The Emergency Support Functions, Support and Functional Annexes indicated below contain information relevant to protecting the public safety. Under the “Federal Information Security Management Act of 2002” (Title X, Section 1001, of Subchapter II of chapter 35 of title 44, United States Code), this information is protected and privileged. Duplication is strictly prohibited and knowingly distributing this information to persons other than those involved in protection of the public safety (see HSPD-8) is a violation of law.

### Revision History:

<b>Revision 4 Dated June 2004</b>	First draft of full re-write submitted to HSEM RPC for comment. Errata documented and draft correction continues.
<b>Revision 5 Dated December 2004</b>	Completed full re-write of plan for submission to HSEM, RRC, and Board of Commissioners as required by revision schedule.
<b>Revision 5 Dated December 2004</b>	Preliminary approval granted on March 2, 2005
<b>Revision 5.1 Dated June 2005</b>	Major typographical errors corrected. Minor substantive changes made after review by municipalities and county authorities. Plan ready for adoption by all parties.

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## THE BASIC PLAN

### INTRODUCTION

Ramsey County is the most densely populated county in Minnesota, and one of the most densely populated counties in the nation. The county is of course subject to natural disasters such as floods, tornadoes and blizzards. In addition, major disasters such as train wrecks, plane crashes, communicable disease outbreaks, explosions, hazardous materials releases, pipeline leaks, and terrorism or other national security emergencies pose a real threat to public safety and health. Consequently, we must maintain a plan that will provide an effective response to emergencies and disasters. History has proven the need for advanced planning, organizing and training to minimize the effects of all emergency and disaster situations, natural or human caused.

### PURPOSE

This Ramsey County Emergency Operations Plan (EOP) contains our process for managing major emergencies that threaten the health, safety, property and resources of the communities within the county. The plan also provides information on how the county will manage major emergencies that threaten county functions, services and operations. The plan outlines the strategic efforts that are undertaken by each of the municipalities who adopt this plan. It is intended to be a countywide document that will provide cohesive, coordinated, and cooperative interoperability among and between the municipal governments and the county.

Any municipality that does not choose to adopt this plan as their municipal Emergency Operations Plan is required to develop their own plan and file copies of that plan with the Ramsey County Division of Emergency Management and Homeland Security. Currently, the cities of St. Paul, St. Anthony, Spring Lake Park, and Blain, and the University of Minnesota maintain separate plans. Statements of acceptance of this plan by the various municipal governments are attached to this document.

This plan identifies departments and individuals within the county government and the individual municipalities that are directly responsible for emergency response and critical support services, and provides a management structure for coordinating and deploying essential resources.

To the extent that this document conflicts with other Ramsey County plans or protocols, it supercedes such plans or protocols. County departments are expected to revise individual plans, procedures and protocols to bring them into compliance with this document.

A guiding principle of this plan is that, aside from specific processes detailed below, all processes, procedures and protocols of the various municipalities and County agencies governing incident management and emergency response contained in current plans and doctrine remain in effect.

Further, nothing in this plan alters or impedes the ability to carry out the existing authorities of the municipalities and County governmental agencies to perform their incident management responsibilities under the law.

We as a county have many capabilities and resources that could be used in the response to any major disaster. These include facilities, equipment, personnel, and skills of both government and non-government professions and groups in Ramsey County. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- Maximize the protection of life and property in all areas and political subdivisions in the county, which require assistance with support, services and resources
- Ensure the continuity of government
- Ensure the safety of the county workforce, those in the county's care and in county facilities

## **MISSION**

In any emergency situation, Ramsey County's mission is to:

*Protect life and safety*

*Minimize impact to property and the environment*

*Secure our critical infrastructure and facilities*

*Resume the regular provision of services to our citizens*

General emergency response priorities follow from these goals. Naturally, the contextual characteristics of a particular emergency event (such as the time or day when an incident occurs) may require some adjustments within the following priority categories:

## **SITUATIONS AND ASSUMPTIONS**

### SITUATION:

Ramsey County is approximately 170.2 square miles in size and is located in the southeast central “Metropolitan” portion of the State of Minnesota. It is bordered by Anoka County on the North; Washington County on the East; the Mississippi River and Dakota County on the South; and Hennepin County to the West. Ramsey County’s largest city, St. Paul, is also the State Capitol.

The adjusted 2000 census population of Ramsey County is 511,035. The largest cities are St. Paul (the State Capitol) – population 287,151; Roseville – population 33,690; and Maplewood – population 34,947.

The county encompasses all of 16 municipalities: Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Maplewood, Mounds View, New Brighton, North Oaks, North St. Paul, Roseville, St. Paul, Shoreview, Vadnais Heights, White Bear Lake, and White Bear Township. In addition, portions of the cities of Blaine, St. Anthony, and Spring Lake Park are within the county’s borders. Those cities and the city of St. Paul maintain separate emergency plans and are not covered by this document.

There is a highly sophisticated transportation system in place including nearby Minneapolis – St. Paul International Airport and the St. Paul Downtown Airport (Holman Field), Amtrak passenger rail service, various railroad freight services, Interstates 94, 694, 494 and 35W and 35E, various U.S. Highways, and numerous State Highway Routes. There is also considerable boat and barge traffic on the Mississippi River and the lakes located within our borders.

Ramsey County is vulnerable to effects of natural disasters such as severe summer storms, floods, tornadoes, winter storms and fires.

Ramsey County is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, major transportation accidents, nuclear power plant incidents, civil disorders, terrorism, nuclear attack, acts of war, dam failures, research and development, etc.

The population density of Ramsey County is so great, and the geographic area small enough, that small-scale events might pose significant risk to persons and property. The potential scope and impact of these emergencies may vary from a minor emergency requiring minimum response to a major emergency which requires maximum response, depending on time of day, weather conditions, time of year, warning time, location and the type of emergency or disaster.

### ASSUMPTIONS:

A “public emergency” is described by the County Charter as “a sudden or unforeseen circumstance in the county affecting life, health, property, public peace, or public welfare that requires immediate County Board action.” (Charter, Sec. 10.04 C). For the purposes of this plan, the terms “emergency” and “disaster” reference this definition. A “disaster” is an emergency that has or will be expected to overwhelm the ability of local resources and thus requires outside assistance.

The Ramsey County and municipal governments are supported by private and volunteer organizations and State and Federal agencies having the capabilities including personnel, equipment and supplies, to minimize the loss of lives and property in the event of an emergency or disaster.

Emergencies will require coordination and cooperation among governmental, private and volunteer organizations in order to protect lives and property of Ramsey County residents.

The location and extent of some emergencies can be predetermined while other emergencies may occur with little or no warning at unknown locations.

Organizations and agencies tasked in this document will respond as required to fulfill their responsibilities in providing for public safety during an emergency response and/or recovery operation.

### **COORDINATING INSTRUCTIONS**

1. This plan is effective immediately upon receipt.
2. The Ramsey County Director of Emergency Management and Homeland Security is responsible for coordinating plan development and maintenance.
  - a. Each municipality and the University of Minnesota have appointed an emergency management program director.
  - b. The directors of each municipal program, and that of the University of Minnesota are responsible for maintaining and updating the sections of this plan that are specific to their individual jurisdiction, and for providing those updates to RCEMHS.
  - c. Each municipality that adopts this countywide plan as their local plan will provide a letter to that effect signed by the Chief administrative official of that municipality and indicating that the municipality has formally adopted the plan through the local procedure as established by law or ordinance.
3. All agencies and organizations involved in the execution of this plan will be organized, equipped and trained to perform all designated

responsibilities contained in this plan and its implementing instructions for both response and recovery operations.

4. All emergency response organizations are responsible for the development and maintenance of their own internal operating and notification procedures including needed SOP's and SOG's, resource lists, and checklists needed to support their operations.
5. Directors and Chiefs of all departments and organizations cited in this plan are aware and responsible for maintaining current SOPs, & SOGs, resource lists, training programs, and schedules of training for department personnel and should assign roles "3 deep" to enable 24/7 operations.
6. All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.
7. The "military" time system (24-hour clock) will be used as the standard for all activities involved with the execution of this plan with the exception of communications with the public or media, which will employ the civilian time system.
8. Unless directed otherwise, existing organization/agency communications systems and/or frequencies will be employed.
9. Unless directed otherwise, the release of information to the public or media will be handled through the County's Public Information Officer, using the concepts outlined in [Emergency Services Function \(ESF\) #2](#).
10. Personnel designated as representatives to the RCEOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.
11. Once the RCEOC and/or any municipal EOC has been activated, organizational and agency representatives will:
  - Initially, check in with the Operations Officer immediately upon arrival at the EOC for an update on the situation and to confirm table/telephone assignments.
  - Ensure that their organizations/agencies are kept constantly informed of the situation, including major developments, decisions and requirements.
  - Maintain coordination with other appropriate organizations/agencies.
  - Thoroughly brief incoming relief personnel and inform the Operations Officer of the changeover prior to departing. The briefing will include as a minimum, information on what has happened; problems encountered; actions pending; and, the

location and phone number of the person being relieved.

12. This Emergency Operations Plan will be exercised at least annually:

- Orientation and table top: November of each year
- Full Scale: May of each year
- Functional (notification and warning): Monthly
- Functional: Notification of key personnel: Each Sunday at 1300.
- Should an actual emergency or disaster occur, the full-scale exercise may be cancelled. Every effort will be made to ensure that the County will participate in a regional exercise each year, and that may cause adjustments to this schedule.
- Individual municipalities may choose to exercise all or part of the plan at their own discretion. Schedules of municipal exercises are available from the municipal emergency management directors.

## **PRIORITIES**

Areas that will be targeted for early utility and other service restoration are:

1. *Areas used by dependent populations*

(Nursing homes, childcare facilities, schools and offices, routes of egress and ingress, animal resources, shelter and relocation venues.)

2. *Infrastructure critical to health and safety*

(Emergency communications, law enforcement, fire suppression and protection, medical facilities, energy systems, sites containing potential hazards, utilities, food supplies, etc).

3. *Infrastructure that sustains the emergency response*

(Computer, Internet, data and voice telecommunications systems, transportation systems, etc.)

4. *Governmental administrative buildings and other facilities (governmental and private sector) necessary to protect the economic viability of the county, municipalities, and our citizens.*

# I. EMERGENCY MANAGEMENT ORGANIZATION

## CONCEPT OF OPERATIONS

When an emergency has occurred, the municipal government of that jurisdiction in which it occurs has the primary responsibility to respond to save lives and property and to recover from the event. The County will be prepared to supplement its emergency resources with those provided by private organizations and volunteers.

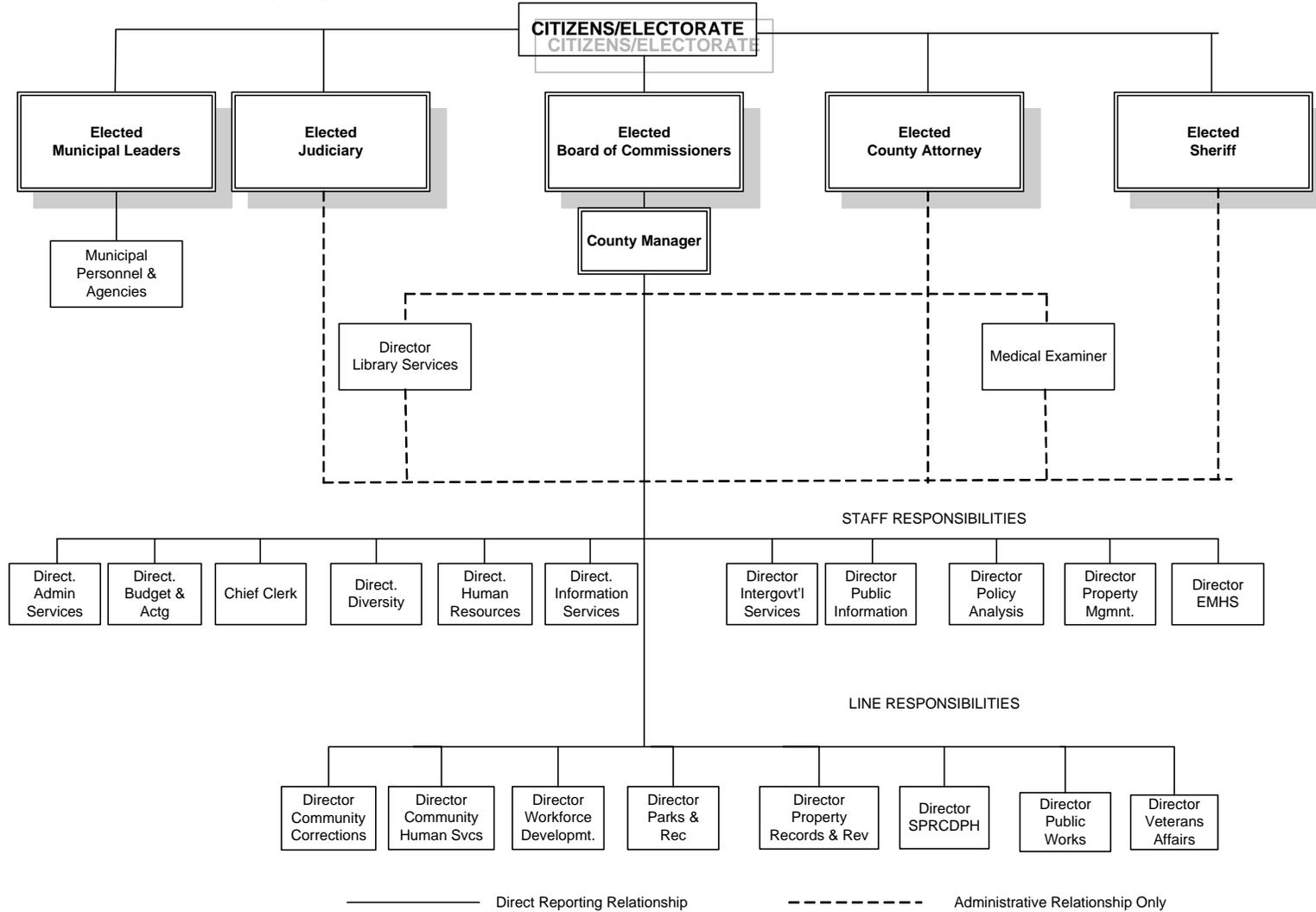
If the capabilities within Ramsey County are exceeded, the County will request assistance from the State. The Ramsey County Emergency Operations Center (RCEOC) may submit requests to adjacent or nearby county jurisdictions such as the Metropolitan Airports Commission, the Cities of St. Paul and Minneapolis, and Dakota, Hennepin or other counties in accordance with existing mutual aid agreements or Memoranda Of Understanding (MOU). Requests for additional State and Federal support will be requested through the Minnesota Division of Homeland Security and Emergency Management (HSEM).

All jurisdictions within Ramsey County have adopted the National Incident Management System (NIMS) as the jurisdiction's "all-hazard" [incident management system](#). NIMS will be implemented through the Minnesota Incident Management System (MIMS). Depending upon the situation, the On-Scene Incident Commander may utilize multiple resources, including existing mutual aid agreements, to obtain what is needed. Each jurisdiction and agency is required to maintain current SOG's, procedures, resource lists and checklists as needed to support response operations.

All municipal fire services have mutual aid agreements and/or MOU's covering automatic and requested assistance for fires and specialized response and rescue. MOU's and mutual aid agreements are also in place for all municipal law enforcement agencies and the Ramsey County Sheriff's Office. Where requests for resource assistance are received from another jurisdiction outside of Ramsey County or are beyond existing mutual aid agreements or MOUs, the granting of the requests and the quantities provided will be at the direction of the County Manager.

For emergency planning purposes, certain areas surrounding an incident or a fixed facility incident will be divided into sub-areas (sectors or cold, warm and hot zones) so that priority of the response effort can be directed toward those closest to the incident.

Chart A: Ramsey County Organizational Structure



All personnel involved in emergency response and recovery activities will use a continuously implemented quality improvement process consisting of the following principles until the action, incident or situation has been resolved.

- Acquire accurate information
- Determine and review options.
- Make decisions.
- Coordinate and implement decisions.
- Monitor the results.
- Assess results; report or adopt a different option, if necessary.

## **EMERGENCY MANAGEMENT & HOMELAND SECURITY PERSONNEL**

### **County Staff:**

Office location: 50 Kellogg Blvd. West, St. Paul, MN 55102 (651) 266-1020

Web site: <http://www.co.ramsey.mn.us/emergencyservices>

Director: Judson M. Freed

Emergency Management Coordinator – East Side: William B. Hughes

Emergency Management Coordinator – West Side: Krysta L. Reuter

Emergency Management Coordinator – UASI Project: vacant

### **Warning and Notification**

The PSAP's (identified herein) and the RCEMHS are authorized to request activation of the Emergency Alert System (EAS). Such activation is by contacting the State Duty Officer or by direct contact to the National Weather Service. For non-EAS and/or non-weather related events, radio and telephone communications will be used to notify affected and threatened agencies and jurisdictions.

**Municipal Emergency Management Agencies:**

Each municipality within the county has an official appointed as Emergency Management Director and who is responsible for ensuring that all required planning, mitigation, response, and recovery efforts are carried out in compliance with Title III of the Superfund Amendments and Reauthorization Act and other applicable laws and standards for coordinating and maintaining local plans. The municipal Emergency Management Director is responsible for making determinations necessary to implement this Emergency Operations Plan and associated SOP's and SOG's for the municipality. The persons assigned as emergency management directors for the municipalities are:

*Municipalities marked with an asterisk (\*) maintain their own Emergency Operations Plans, but interact with Ramsey County on emergency events.*

**Arden Hills:**

Tom Moore, Director;  
 Jim Perron, Superintendent  
 City of Arden Hills Operations and Maintenance  
 1450 W. Hwy. 96  
 Arden Hills, 55112

	Excised	
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**Falcon Heights:**

Heather Worthington, City Administrator  
 2077 W. Larpenteur Avenue  
 Falcon Heights, 55113

	Excised	
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**Lauderdale**

James Bownik  
 1891 Walnut St.  
 Lauderdale, MN, 55113

	Excised	
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**Maplewood:**

Chief Steve Lukin  
 Robert Dollerschell, Deputy Director  
 Maplewood Fire Department Fire Station 2

**Blaine: \***

Kerry Fenner, Captain/EM Director  
 Blaine Police Department  
 10801 Town Square Drive NE

	Excised	
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**Gem Lake:**

Paul Emeott, Mayor  
 3960 Scheuneman Road  
 Gem Lake, 55110

	Excised	
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**Little Canada:**

Donald Smiley, Emergency Management Director  
 515 E. Little Canada Road  
 Little Canada, 55117

	Excised	
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**Mounds View:**

Michael Sommer, Police Chief/Emergency Services Director  
 Mounds View Police Department  
 2401 County Road 10

1955 Clarence Street  
Maplewood, 55109

F	Excised	
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**New Brighton:**

Robert Jacobson, Director  
New Brighton Department of  
Public Safety  
785 Old Hwy 8 NW  
New Brighton, 55110

F	Excised	
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**North St. Paul:**

Dave Zick, Coordinator  
2526 E. 7th Avenue E.  
North St. Paul, 55109

F	Excised	
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**Spring Lake Park: \***

Don Krueger, District Fire Chief  
Spring Lake Park Fire Dept.  
1710 County Highway 10  
Spring Lake Park, 55432

F	Excised	
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**St. Paul: \***

Tim Butler, Emergency  
Preparedness Coordinator  
100 E. 11th Street  
St. Paul, MN 55101

F	Excised	
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Mounts View, 55112

	Excised	
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**North Oaks:**

James Daly, Emergency  
Manager  
100 Village Center Drive  
North Oaks, 55127

F	Excised	
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**Roseville:**

Lt. Rick Mathwig  
Roseville Police Department  
2660 Civic Center Drive  
Roseville, 55113  
Phone: 651-792-7203  
Sgt. Randy W. Johnson  
Roseville Police Department

F	Excised	
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**St. Anthony: \***

John Malenick, Fire Chief  
St. Anthony Fire Department  
3505 Silver Lake Road NE  
St. Anthony, 55418

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John Ohl, Police Chief  
St. Anthony Police Department  
3301 Silver Lake Road NE  
St. Anthony, 55418

	Excised	
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**Shoreview:**

Walter L. Johnson, Director  
Shoreview Emergency  
Management  
4600 N. Victoria Street  
Shoreview, 55126

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**University of Minnesota: \***

Terry Cook, Director  
Department of Emergency  
Management  
2221 University Ave. SE  
Suite 140  
Minneapolis. 55414

	Excised	
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**White Bear Lake:**

Chief Tim Vadnais Director  
White Bear Lake Fire Department  
4701 Highway 61 White Bear  
Lake, 55110

	Excised	
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Captain H. W. Schmahl, Jr.  
Support Services Division  
White Bear Lake Police  
Department

	Excised	
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**Vadnais Heights:**

Edward J. Leier, Director  
800 County Road E East  
Vadnais Heights, 55127

	Excised	
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**White Bear Twp:**

Bill LaBore, Public Works  
Director  
1281 Hammond Road White  
Bear Township, 55110

	Excised	
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Chart B: Emergency Responsibility Assignments Overview

	<u>Arden Hills</u>	<u>Falcon Heights</u>	<u>Gem Lake</u>	<u>Lauderdale</u>	<u>Little Canada</u>	<u>Maplewood</u>	<u>Mounds View</u>	<u>New Brighton</u>	<u>North Oaks</u>	<u>North St. Paul</u>	<u>Roseville</u>	<u>St. Anthony</u>	<u>Shoreview</u>	<u>Vadnais Heights</u>	<u>White Bear Lake</u>	<u>White Bear Twp.</u>	<u>County Operations</u>
<b>Congregate (Mass) Care</b>																	
Red Cross	L	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
RC Human Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	L
SPRCDPH	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Salvation Army	C	C	C	C	C	C	C	C	C	C	C	C	C	C	S	C	C
Municipal Emergency Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C	S	
RCEMHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>Damage Assessment</b>																	
RC Public Works	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	L
Municipal Public Works	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
<b>Debris Management</b>																	
RC Public Works	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	L
Municipal Public Works	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	S
<b>Direction and Control</b>																	
SPRCDPH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
RC Sheriff	-	-	S	-	S	S	-	-	S	-	-	S	-	-	-	-	S
Mayor	C	C	L	L	L	L	L	C	L	L	L	L	L	L	L	L	
City Administrator/Manager	L	L	-	-	-	S	S	L	-	L	-	S	L	S	S		
Community Development Dir	-	-	-	-	-	-	S	-	-	-	-	-	-	-	-	-	
County Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Municipal Emergency Mgr	C	S	C	C	C	C	-	S	S	-	-	S	S	-	C		L
RCEMHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C

H = Health Emerg Situation  
 L = Lead Agency  
 S = Support Agency  
 C = Coordination Assistance

	<u>Arden Hills</u>	<u>Falcon Heights</u>	<u>Gem Lake</u>	<u>Lauderdale</u>	<u>Little Canada</u>	<u>Maplewood</u>	<u>Mounds View</u>	<u>New Brighton</u>	<u>North Oaks</u>	<u>North St. Paul</u>	<u>Roseville</u>	<u>St. Anthony</u>	<u>Shoreview</u>	<u>Vadnais Heights</u>	<u>White Bear Lake</u>	<u>White Bear Twp.</u>	<u>County Operations</u>
<b>Environmental Health</b>																	
SPRCDPH	L	L	L	L	L	S	L	S	L	L	L	S	L	L	L	L	L
Municipal Environmental Hlth	-	-	-	-	-	L	-	L	-	-	-	L	-	-	-	-	S
<b>Evacuation</b>																	
RC Sheriff	L	S	L	S	S	S	S	S	L	S	L	S	S	S	S	L	S
Municipal Police	-	-	-	-	-	-	L	L	-	L	-	L	L	L	L	-	-
Other Police	-	L	-	L	-	-	-	-	-	-	-	-	-	-	-	-	-
RCEMHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C
MN State Patrol	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	-
Municipal Emergency Mgr	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	-
County Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	L
Public Works	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>Fire Protection</b>																	
Falcon Heights Fire Dept.	-	L	-	L	-	-	-	-	-	-	-	-	-	-	-	-	-
Lake Johanna Fire Dept.	L	-	-	-	-	-	-	-	L	-	-	-	L	-	-	-	-
White Bear Lake Fire Dept	-	-	-	-	-	-	-	-	-	-	-	-	-	-	L	L	-
Municipal Fire Department	-	-	L	-	L	L	L	L	-	L	L	L	-	L	-	-	-
<b>Hazardous Materials Response</b>																	
St. Paul Fire & Safety Services	S	S	L	S	L	L	L	S	S	L	L	-	S	S	L	L	L
North Suburban HazMat Team	L	L	S	L	S	S	S	L	L	S	S	-	L	L	S	S	S
Other Local Agency	-	-	-	-	-	-	-	-	-	-	-	L	-	-	-	-	-
<b>Health and Medical</b>																	
Alina Medical Trans	L	S	L		L	-	L	L	L	-	L		L	S	-	-	-
St. Paul Fire & Safety Services	-	L	-	S	-	-	-	-	-	-	-		-	-	-	-	S

H = Health Emerg Situation  
 L = Lead Agency  
 S = Support Agency  
 C = Coordination Assistance

	<u>Arden Hills</u>	<u>Falcon Heights</u>	<u>Gem Lake</u>	<u>Lauderdale</u>	<u>Little Canada</u>	<u>Maplewood</u>	<u>Mounds View</u>	<u>New Brighton</u>	<u>North Oaks</u>	<u>North St. Paul</u>	<u>Roseville</u>	<u>St. Anthony</u>	<u>Shoreview</u>	<u>Vadnais Heights</u>	<u>White Bear Lake</u>	<u>White Bear Twp.</u>	<u>County Operations</u>
<b>Health and Medical (cont'd)</b>																	
Lakeview EMS	-	-	-	-	-	-	-	-	-	C	-	-	-	-	L	-	
Municipal/Contract Department	S	S	L	L	-	-	S	-	-	L	-	L	-	L	L	L	
Municipal/Contract Police	-	S	-	S	-	L	S	-	-	S	S	S	-	-	-	-	
RC Sheriff	S	S	S	-	-	-	-	-	-	-	-	S	-	-	-	-	
SPRCDPH	H	H	H	H	H	C/H	H	H	H	H	H	H	H	H	H	H	H
Municipal Sanitarian/Env Health	-	-	-	-	-	-	L/C	S	-	-	-	-	-	-	-	-	
Parks & Rec	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Red Cross	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
<b>Incident Management</b>																	
MIMS/NIMS Compliant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<b>Notification &amp; Warning</b>																	
County Warning Point	L	L	L	L	L	S	L	L	L	L	L	*	L	L	L	L	L
Maplewood PSAP	-	-	-	-	-	L	-	-	-	-	-	-	-	-	-	-	-
St. Paul ECC	-	S	-	S	-	-	-	-	-	-	-	-	-	-	-	-	-
White Bear Lake PSAP	-	-	S	-	-	-	-	-	-	-	-	-	-	-	S	S	-
Municipal/Contract Police	-	-	-	-	-	-	S	S	-	L	-	-	-	-	-	-	-
Municipal Emergency Mgr	-	-	-	-	-	-	-	-	-	-	-	-	L	L	C	-	-
RCEMHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C
<b>Search and Rescue</b>																	
RC Sheriff	S	S	L	S	S	S	L	S	-	-	-	S	S	S	-	-	L
Municipal Fire Department	-	S	S	-	L	L	-	L	-	L	-	L	-	L	L	-	-
Municipal/Contract Police	-	L	-	L	-	L	S	S	-	S	-	S	-	-	S	-	-
Lake Johanna Fire Dept.	L	-	-	-	-	-	-	-	L	-	-	-	L	-	-	-	-

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 \* Hennepin County WP

	<u>Arden Hills</u>	<u>Falcon Heights</u>	<u>Gem Lake</u>	<u>Lauderdale</u>	<u>Little Canada</u>	<u>Maplewood</u>	<u>Mounds View</u>	<u>New Brighton</u>	<u>North Oaks</u>	<u>North St. Paul</u>	<u>Roseville</u>	<u>St. Anthony</u>	<u>Shoreview</u>	<u>Vadnais Heights</u>	<u>White Bear Lake</u>	<u>White Bear Twp.</u>	<u>County Operations</u>
<b>Search and Rescue (cont'd)</b>																	
MN National Guard	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
RCEMHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C
<b>Security</b>																	
RC Sheriff	L	S	L	C	L		S	S	-	-	S	S-	L	L	S	-	L
RC Property Mgmt	S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C
Municipal/Contract Police	-	L	-	L	-		L	L	-	L	L	L	-	-	L	-	S
MN State Patrol	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>Terrorism Response</b>																	
RCEMHS	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
RC Sheriff	L	S	L	S	L	S	S	S	L	S	S	*	L	S	S	S	L
SPRCDPH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
Municipal Police	-	L	-	L	-	L	L	L	-	L	L	L	-	-	-	-	S
Municipal Fire Department	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
MN Div of HSEM	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C
FBI	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
55th Civil Support Team	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>Traffic Control</b>																	
RC Sheriff	L	S	L	S	S	S	S	S	L	S	S	*	L	S	S	L	L
RC Property Mgmt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	S
Municipal/Contract Police	S	L	-	L	L	L	L	L	-	L	L	L	-	L	L	-	C
Municipal/Contract Fire Dept	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
MN State Patrol	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

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\* Hennepin Co. Sheriff

	<u>Arden Hills</u>	<u>Falcon Heights</u>	<u>Gem Lake</u>	<u>Lauderdale</u>	<u>Little Canada</u>	<u>Maplewood</u>	<u>Mounds View</u>	<u>New Brighton</u>	<u>North Oaks</u>	<u>North St. Paul</u>	<u>Roseville</u>	<u>St. Anthony</u>	<u>Shoreview</u>	<u>Vadnais Heights</u>	<u>White Bear Lake</u>	<u>White Bear Twp.</u>	<u>County Operations</u>
<b>Utility Restoration</b>																	
RC Public Works	S	S	S	S	S	S	S	S	S	S	S	-	S	S	S	S	L
Municipal Public Works	C	C	S	S	L	S	L	S	-	S	-	L	L	L		S	-
Public Utility Provider	L	L	L	C	C	L	C	C	L	L	L	S	C	C	C	S	C
Municipal Building Official	-	-	-	L	-	-	S	L	-	-	-	-	-	-	L	L	-
Municipal Fire Inspector	-	-	-	-	-	-	-	S	-	-	-	-	-	-	-	-	-

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## **EOP UTILIZATION MODES**

We recognize that not all situations rise to a level that requires the use of all aspects of this plan, but that all such situations will require careful scrutiny. The County Manager, the Director of EMHS, the County Sheriff or the Director of SPRCDPH can implement this Plan. We have established the following guides for determining the county's response and aid. For the most part, these guides correspond to the appropriate RCEOC activation modes.

**Alert:** An actual or threatened event that may have an adverse impact on any portion of local or county government, but does not require any specific response beyond that which is normally available. EMHS and affected departments will be aware of the situation and begin to cope with it, but no specific portion of this EOP is utilized, and the EOC is unlikely to be opened.

**Stand-by:** An actual or threatened event that may require some assistance from resources beyond what is normally available to an individual agency or a local unit of government. Single or multiple aspects of this plan will be used as needed. The Ramsey County Emergency Operations Center (RCEOC) will be placed in Stand-by mode. Affected municipal EOC(s) will be placed in Stand-by mode.

**Partial utilization:** An actual or threatened event that requires command and control resources be applied to the issue, but does not require a complete mobilization of all resources. The County Manager and all or some of the Emergency Operations Team will be notified and may need to respond. The RCEOC and affected municipal EOC(s) will be partially or fully activated.

**Full utilization:** An actual or threatened event that requires that the full resources of the County be applied to the response and recovery efforts. The full Emergency Operations Team will be activated and the RCEOC and affected municipal EOC(s) will be partially or fully activated with complete staffing and all needed resources are mobilized.

**The incidents or occurrences that can be associated with these levels of activations are:**

## Level 1: Unusual Occurrence/Informational Alert

An event has occurred (or may occur) that is outside of the normal operations of a county department or a municipal jurisdiction and which warrants administrative notification.

Examples include changes in the “Terror Alert” level status; workplace violence; tornado or severe storm warnings, etc. These might be “information alerts” rather than events that require a physical response. The general guideline here is that the situation will typically be informational or a warning, or it will be confined to affecting county controlled operations only. Also, we must remember that what appears to be a “small incident” may have great consequences later.

### ACTIONS:

- EMHS Duty Officer should be notified as soon as practicable
- The EMHS Duty Officer will place the RCEOC into the [ALERT](#) or other activation mode as appropriate and will notify all municipal Emergency Managers.
- Departments/agencies should disseminate or act on information based on their normal internal procedures.
- Departments/agencies directly affected by or experiencing the problem should begin activities to limit the scope of impact.

These actions are deliberately vague because this level includes so many possibilities. This level of incident does not typically pose an ongoing threat to lives or property, so routine actions are followed and EMHS would go to [ALERT](#) or [STANDBY](#) status.

**NOTE:** An exception would be a national security or terrorism alert, such as an increase in the Terror Threat level to “red.” In that case, the county and the municipalities might go to a full activation of the RCEOC and take other security steps even if no overt event has yet occurred.

## Level 2: Local Incident

One or more municipalities may experience an event that requires them to declare an emergency that affects their community but that may not result in a countywide state of emergency. The municipality may choose to activate its EOC at any point. If the EOC is activated, the municipality will notify the EMHS Duty Officer immediately. EMHS is responsible for

assisting the municipality in securing whatever resources and aid they need.

Similarly, a problem originating in a single county department, might in actuality pose a threat to the ability of the county to offer services. Remember, these are events that may not be disastrous yet but which pose the threat to become so.

Examples of these incidents include smaller hazardous materials spills, bomb threats, suspicious activities or situations such as “white powders” etc. county (EMHS) assets will respond to the scene and/or gather more information.

If incident results in large area evacuations or is confirmed to be an intentional or terrorist act, the incident would elevate to Level 3.

#### ACTIONS:

Municipalities will establish and maintain Incident Command at the scene. They may choose to open their EOC’s.

- County/municipal departments should activate their crisis management plans
- The EMHS Duty Officer should be notified as soon as practicable.
- There would be PARTIAL or FULL utilization of this EOP
- The EMHS Duty Officer will place the RCEOC on STAND-BY or other activation mode as appropriate.
- Not all Level 2 incidents will require action by the County Manager or others, however the EMHS Duty officer will notify the County Manager and provide on going updates.
- The County Manager may decide to activate the Emergency Operations Team or the EOC facility at his/her discretion.

#### **Level 3 - Municipal Emergency**

If events occur that actually or threaten to overwhelm the ability of a municipality to provide services, that municipality may decide to activate its full emergency operations plan and/or declare a state of emergency within the community. Each municipality maintains its own procedures for the formal declaration of emergency affecting the jurisdiction.

Ramsey County will offer all available and practicable assistance to the affected community, including equipment and expertise. We recognize that an emergency in a single community may not compromise the ability

of the county to provide services elsewhere, and the county itself may not seek to declare an emergency. We recognize our role in this case to support the community and facilitate their activities geared to reducing the impact to the extent we are able.

## ACTIONS

- Municipality will establish and maintain incident command at the scene and the local EOC. Internal notifications should take place as specified in the affected community's emergency operations plans. The affected municipality may choose to declare a local state of emergency at their discretion. The local Emergency Management Director maintains SOP's for this purpose.
- These situations may require assistance from external organizations. The municipality will notify the EMHS Duty Officer as soon as practicable. EMHS will respond to the scene or EOC and gather intelligence from responding municipal and/or county agencies and notify the County Manager, and/or Public Health and the Sheriff.
- EMHS evaluates the scope of the incident, coordinates essential services, and provides emergency information.
- There would be PARTIAL or FULL utilization of this EOP
- Depending on the nature of the emergency, the County Manager, Director of Public Health, or the Sheriff may decide to request notification of the Ramsey County Emergency Management Council and activation of the RCEOC.

### **Level 4 - Countywide Emergency**

A disaster involving one or more communities within the county, or any situation that will exhaust the ability of the county to provide services will result in the need for a formal declaration of a state of emergency. The main criteria is that all available local resources have been utilized to the best of our ability, and there will be a need for outside assistance

This could be a significant national or international event, large-scale civil unrest; results of a tornado; major community emergencies, events that might result in the need to evacuate large areas of one or more communities, and/or events that otherwise threaten to compromise the continuity of governmental functions.

Normal governmental operations may be suspended. The effects of this emergency are wide-ranging and complex. A timely resolution of disaster conditions requires countywide cooperation and extensive coordination with external agencies and jurisdictions.

## ACTIONS

- Individual Municipalities will establish and maintain Incident Command and activate their local EOC's and applicable local plans. Affected municipalities may choose to declare a local state of emergency at their discretion. The local Emergency Management Director maintains SOP's for this purpose.
- Notify the EMHS and State Duty Officer as soon as possible.
- This Emergency Operations Plan is automatically in [FULL utilization](#).
- All municipal EOC's will be fully activated and municipal Emergency Operations Team members will be required to report to their respective EOC. All municipal departments may be engaged in the community's response.
- The RCEOC will be fully activated and county [Emergency Operations Team members](#) will be required to report to the RCEOC. All county departments may be engaged in the county's response.
- The county Board will be notified and, as necessary, consider the need for an emergency meeting and/or the declaration of a state of emergency
- These situations are usually time-sensitive. We recognize that county involvement cannot wait until so many people have been notified and have reported in to work. In that event, the Sheriff and the Director of EMHS (or their designees) will begin whatever processes are necessary to offer and provide assistance.
- The County Manager will assume the role of Incident Manager for the county's activities as soon as practicable, or will delegate this responsibility as s/he sees fit.
- As necessary, the County Manager, the Director of Public Health, the Sheriff, or the Director of Emergency Management and Homeland Security will ask the Chair of the County Board to declare an emergency as authorized by section 5.10.18 of the Administrative Code (Source: Resolutions #86-180, passed March 24, 1986 and #81-897, passed November 2, 1981.)

These emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or ease.

### **⇒ Important Reminders**

- ✓ The Director of Emergency Management and Homeland Security initially designates the level of emergency in consultation with the local Incident Commander and communicates this to the County Manager.
- ✓ The County Manager may modify this designation as appropriate.
- ✓ An incident's assigned level may change as emergency conditions ease or intensify.
- ✓ The affected community(s) remains in operational control of their respective jurisdiction. Our resources will work under Unified Command and remain under county command.

### **OVERALL COMPOSITION**

**Ramsey County:** During a declared Countywide State of Emergency, Ramsey County's overall emergency organization will be comprised of all officers and employees of the county, volunteer forces registered to aid the county, and all groups, organizations and persons who may by agreement or operation of law be charged with duties incident to the protection of life and/or property in Ramsey County during such emergency.

The Ramsey County Division of Emergency Management and Homeland Security (EMHS) will exercise this emergency management organization in whole or in part at least once each year.

**Municipalities:** During a locally declared State of Emergency, the affected municipality's overall emergency organization will be comprised of all officers and employees of the municipality, volunteer forces registered to aid the municipality, and all groups, organizations and persons who may by agreement or operation of law be charged with duties incident to the protection of life and/or property in the affected municipality during such emergency.

The municipal Emergency Management Director will participate in exercises of this emergency management organization in whole or in part at least once each year.

## **EMERGENCY MANAGEMENT COUNCIL (EMC)**

The EMC is intended to provide review of countywide planning efforts in order to ensure and require unity of purpose. This includes conducting reviews of, and recommending to the Board of Commissioners approval of the county Emergency Operations Plan (EOP) as developed by the Division of Emergency Management and Homeland Security, and such other emergency preparedness, response, recovery and mitigation plans developed by EMHS.

Further, the EMC is charged with reviewing county resolutions and codes affecting emergency management issues and recommending changes as needed. The Ramsey County Emergency Management Council (EMC) consists of the following:

- The County Manager, who shall be chair
- The Ramsey County Sheriff
- The Ramsey County Attorney
- The Director of Emergency Management and Homeland Security
- The Director of the St. Paul/Ramsey County Department of Public Health
- The Director of Public Works
- The Director of Property Management
- One Ramsey County-based community emergency management director, chosen by the county's emergency managers (chosen for one year, every year)
- One representative chosen by the Ramsey County Fire Chiefs' Association
- One representative chosen by the Ramsey County Police Chiefs' Association

The following shall be ex-officio members of the council and shall be without vote:

- Director of Human Resources
- The Director of Community Human Services
- The Ramsey County Medical Examiner
- Public Information Officer
- The Director of Community Corrections

- One representative of the St. Paul chapter of the American Red Cross
- One representative of the Salvation Army
- The Director of Emergency Management for the City of St. Paul
- Such other ex-officio nonvoting members appointed by the Chair of the council, as appropriate

Details of the role of the EMC are found in [Appendix D](#) of this plan.

## **EMHS DUTY OFFICER**

Ramsey County EMHS maintains a 24-hour, 7 day per week duty officer. The State of Minnesota, the County Warning Point and all county departments, as well as all municipalities within the county have procedures in place to notify the EMHS Duty Officer if needed.

## **ASSISTING AGENCIES**

### **State Organizations/Agencies**

The State government is responsible for providing resources to support community response, and for some emergencies, performing technical response functions on behalf of the communities.

1. Minnesota Homeland Security Emergency Management (HSEM)
  - a. Activates and manages the State Emergency Operations Center (SEOC).
  - b. Coordinates State resources.
  - c. Controls access of air and rail traffic.
  - d. Assists County and other State agencies in coordination of protective actions
  - e. Requests and coordinates federal assistance agencies and programs
2. Minnesota Pollution Control Agency
  - a. Provides personnel, equipment and materials to participate directly in the mitigation activities and debris management.
  - b. Depending upon emergency recommends or directs protective actions.

- c. Performs environmental monitoring and sampling.
  - d. Provides technical assessment and advice.
3. Minnesota State Patrol
- a. Provides a representative to the State EOC (SEOC) and/or the RCEOC as requested.
  - b. Assists in route alerting
  - c. Provides aircraft, as needed.
  - d. Assists in selecting primary and alternate evacuation routes.
  - e. Assists in staffing and providing equipment for access control points.
  - 6) Assists in providing security for evacuated area.
  - 7) Assists in staffing traffic control points during evacuations and for reentry of the public.
4. Minnesota Department of Transportation (MnDOT)
- a. Provides a representative to the SEOC and/or RCEOC as requested.
  - b. Provides traffic and access control equipment.
  - c. Ensures State roads are clear of snow and debris.
  - d. Assists in impediment removal.
5. Minnesota Department of Natural Resources (DNR)
- a. Notifies State parks and boaters of protective actions.
  - b. Provides incident command for forest, field or swamp fires.
  - c. Assists in notification and evacuation of waterways.
6. Minnesota National Guard (request from Mayor of St. Paul for St. Paul specific call-outs. Request comes from the Sheriff for all other jurisdictions)
- a. Assists with access control and security for evacuated areas
  - b. Transports emergency supplies
  - c. Provides damage assessment assistance for public property
  - d. Provides other resources and support as requested within its capabilities and as authorized by law.

## Federal Organizations/Agencies

The Federal Government is responsible for providing both technical and operational support to the communities throughout the State. Details of federal agency roles are found in the National Response Plan. The key agencies of the Federal response are identified, along with their respective response functions.

1. 55<sup>th</sup> Civil Support Team – Weapons of Mass Destruction Unit
  - a. Provides support to county and local incident commanders regarding suspected chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons of mass destruction
  - b. Provides assessment and emergency response assistance on CBRNE issues to local incident commanders.
2. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)
  - a. Coordinates overall Federal response
  - b. Provides Federal resources and assistance to State and County governments.
  - c. Ensures Federal support exists for recovery operations.
3. U.S. Coast Guard
  - a. Provides On-Scene Coordinators for transportation and fixed facility HAZMAT incidents, as required.
  - b. Provides for notification and evacuation of waterways during emergency situations.
  - c. Provides resources and support as requested within its capabilities and as permitted by law.
4. FBI
  - a. Lead law enforcement and investigative agency for terrorist events or other situations which constitute a violation or possible violation of federal law
  - b. Typically the lead federal agency on the ground
5. NTSB
  - a. Lead federal agency for the investigation of incidents involving air and rail carriers.

## **PLAN REVIEW and CORRECTIVE ACTIONS**

The Ramsey County Emergency Operations Plan will be reviewed at least once every year, on or before November 15. The Ramsey County Director of Emergency Management will be responsible for coordinating plan development and maintenance.

Review of the plan consists of evaluating the need for changes in the document itself; development of new policies, procedures; ordinances etc.; and changes to the structure of the county Government. To ensure that the review reflects the needs of the entire county, the Ramsey County Emergency Management Council (EMC) will conduct the formal review. The Director of Emergency Management and Homeland Security is responsible for ensuring that this plan is maintained and updated regularly.

To ensure the effective implementation of the Emergency Operations Plan, the Director of Emergency Management will be responsible for conducting any training or exercises necessary to determine the effectiveness and sustainability of the plan.

In compliance with Minnesota HSEM policy, the county will conduct training or exercises in the Four-Year Planning/Exercise Cycle. The cycle is addressed below.

### **Year One**

- Functional or full-scale exercise
- EMC and Board of County Commissioners review and adoption
- Individual Municipal City Council review and adoption

### **Year Two**

- Functional or full-scale exercise
- RRC/PAC/CAER Group/Local review

### **Year Three**

- Functional or full-scale exercise
- Peer/Public or other review

### **Year Four**

- Functional or full-scale exercise
- HSEM Regional Coordinator review

## II. INCIDENT MANAGEMENT

During emergencies the local jurisdiction and Ramsey County will utilize the National Incident Management (NIMS) System officially adopted by the State (Minnesota Incident Management System or MIMS). County government will not supercede the roles of the local incident commanders of the municipalities and jurisdictions within the county. Nothing within this section shall contravene the authority or responsibility of the Board of County Commissioners as overall political authority for county government, or the municipal local officials' overall political authority for the municipalities (See Ramsey County Board Resolution 2005-141 – April 5, 2005).

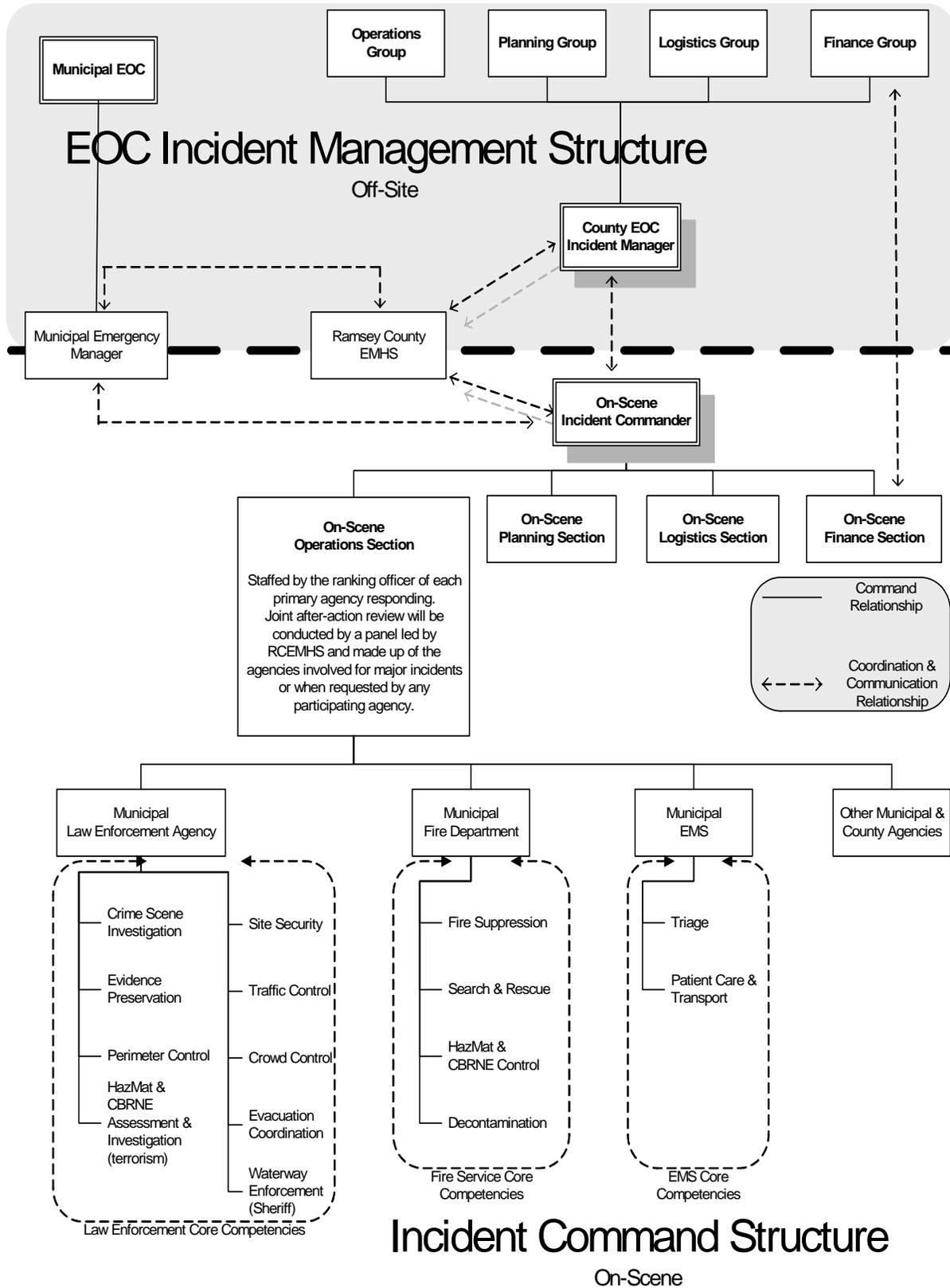
There must be a local Incident Manager charged with making immediate decisions and taking the lead role in the jurisdiction's response and recovery efforts during the emergency situation. When county resources are requested, there must also be a county Incident Manager charged with making immediate decisions and taking the lead role in the county's response and recovery efforts. As the situation evolves from an immediate threat to life and safety into the need to implement this plan, recover, restore and return to normal, the role of the Incident Managers will change – therefore, the individual serving in the capacity of Incident Manager may also need to change.

### OVERALL NIMS OBJECTIVES:

- Enhance an existing system that works well every day
- Acknowledge the potential for terrorism in CBRN incidents and assign specific roles and responsibilities for primary agencies.
- Comply with federal requirements
- Enhance interagency communication and decision-making
- Provide for a joint after-action review to constantly improve process

### INITIAL INCIDENT MANAGEMENT

The sudden and unexpected nature of most emergencies results in some predictable response patterns. The “public safety” agencies – law enforcement, fire, EMS, emergency management – are staffed, trained, and prepared to respond to situations on very short notice. Thus, at the municipal level, local authorities will establish the incident command at the scene.



## **GENERAL DUTIES OF INCIDENT COMMAND STAFF FUNCTIONS**

Source: *United States Department of Homeland Security – Federal Emergency Management Agency*

### **Comments:**

For all incidents, a command team comprised of the incident commander, appropriate command and general staff personnel is assigned. (Sources: FIRESCOPE and NIMS)

### **Incident Commander (IC)/Unified Command (UC):**

The Incident Commander's responsibility is the overall management of the incident (to which it is assigned). On most incidents, the command activity is carried out by a single Incident Commander. Complex or multi-jurisdictional/multi-agency incidents may require several leaders and subject matter experts to work together on the command functions. This is the Unified Command (UC). The Incident Commander is selected by qualifications and experience. The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. Depending on the extent of the Incident Management team needed, this area of management may also have under its purview an Information Officer, Liaison Officer, Agency Representative(s), and Safety Officer.

### **Public Information Officer (PIO)**

Each agency and jurisdiction will designate a Public Information Officer (PIO). The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information.

### **Liaison Officer (LNO)**

The LNO is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.

### **Safety Officer (SO)**

The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate

responsibility for the safe conduct of incident management operations rests with the IC or UC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. In a UC structure, a single SO should be designated, in spite of the fact that multiple jurisdictions and/or functional agencies may be involved. Assistants may be required and may be assigned from other agencies or departments constituting the UC. The SO, Operations Section Chief, and Planning Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues. The SO must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each entity contributes to the overall effort to protect all responder personnel involved in incident operations.

**Operations Section Chief:**

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander. Depending on the extent of the Incident Management team needed, this area of management may also have under its purview a Branch Director, Division/Group Supervisor, Strike Team/Task Force Leader, Single Resource Coordinator, and Staging Area Manager.

**Command Staff**

**Planning Section Chief:**

The Planning Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident. This section serves as the Incident Commander's "clearing house" for information. The Section Chief's goal is to plan ahead of current events and to identify the need for resources before they are needed. Depending on the extent of the Incident Management team needed, this area of management may also have under its purview a Resources Unit Leader, Situation Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, and Technical Specialists.

**Logistics Section Chief:**

The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident, and is accountable for all personnel working in the hazard zone of the incident. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section. Depending on the extent of the Incident Management team needed, this area of management may also have under its purview a Service Branch Director, Support Branch Director, Facilities Unit Leader, and Ground Support Unit Leader.

**Finance/Administration Section Chief:**

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration section. Depending on the extent of the Incident Management team needed, this area of management may also have under its purview a Time Unit Leader, Procurement Unit Leader, Compensation/Claims Unit Leader, and Cost Unit Leader. (Source: FIRESCOPE, California Department of Emergency Services, 2001)

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**On-scene incident management / On Scene Incident Commander**

The local jurisdiction immediately involved in the response will establish on-scene command immediately upon arrival. In most cases, the On Scene Commander will be the senior fire officer. In law enforcement specific situations, the senior law enforcement officer will be the On Scene Commander. County personnel will interface with this On Scene Commander. Personnel will only respond to scenes when requested or dispatched.

**General On-Scene Incident Management Procedures**

- Incident Commander (and/or Unified Command structure) will develop Incident Action Plans (IAP) for each incident and update them as the incident evolves. Operational periods will depend on the incident type, but will be no longer than 12 hours.
- All responders, regardless of agency affiliation, report in to receive an assignment in accordance with procedures established by the IC.
- Response operations are directed and coordinated as outlined in the IAP.
- Each individual involved in incident operations is assigned to only one supervisor.
- Supervisors adequately supervise and control their subordinates.
- Supervisors communicate with and manage all resources under their supervision.
- Supervisors record and report resource status changes to Operations as they occur.

**Incident Response Matrix**

Under this matrix, some incident types will be managed by a unified command based on size and/or complexity, and may include more than one primary agency. NIMS also provides agencies the authority to direct operations related to their core competencies at incidents, which includes giving tactical direction to other agencies performing operations within that competency.

For example, Fire Department core competencies include:

- Fire suppression
- Hazardous Materials (HazMat) Response and Assessment
- Search and rescue
- Chemical, Biological, Radiological or Nuclear (CBRN)/Haz-Mat life safety
- Chemical, Biological, Radiological or Nuclear (CBRN)/Haz-Mat mass decontamination
- CBRN assessment

Law Enforcement core competencies include:

- Crime scene investigation
- Evidence preservation
- Perimeter control, site management and security
- Crowd control
- Traffic control
- CBRNE/Haz-Mat assessment (Sheriff’s WMD Unit)
- CBRNE/Haz-Mat investigation into potential criminality or terrorism
- Evacuation
- Water search and rescue

**Single Command**

The vast majority of incidents are handled from on-scene “command posts” and do not require the full force of governmental agencies’ presence or even their active involvement. Many situations will result in notification being sent to the EMHS Duty Officer and/or the County Sheriff’s office, and these agencies respond to the scene as needed to assess, evaluate and offer assistance.

**Sample Single Command Matrix**

INCIDENT TYPE	PRIMARY AGENCY
Auto Extrication	Municipal Fire Department
Boat in Distress	Ramsey County Sheriff Municipal Fire Department
Countywide Cyber Incident	Ramsey County IS working with Municipal IS agencies as needed
Municipal Cyber Incident	Municipal IS agencies
Civil Disturbance	Municipal Law Enforcement Agency Ramsey County Sheriff
Confined Space Rescue	Municipal Fire Department

INCIDENT TYPE	PRIMARY AGENCY
Correctional Facility Disturbance	Ramsey County Sheriff or Ramsey County Community Corrections
Disease / Epidemic	St. Paul Ramsey County Department of Public Health
Downed Tree	Municipal Public Works (Ramsey County Public Works for County property)
Elevator Incident or Emergency	Municipal Fire Department
Emotionally Disturbed Person	Municipal Law Enforcement Agency Municipal EMS Agency
Entrapment / Impalement	Municipal Fire Department Municipal EMS Agency
Explosive Device, Bomb Threat	Municipal Law Enforcement Agency State Bomb Squad
Fire	Municipal Fire Department
Hostage Incident	Municipal Law Enforcement Agency
Sniper Incident	Municipal Law Enforcement Agency
Special Event	Municipal Law Enforcement Agency
Structural Collapse	Municipal Fire Department
Suspicious Package	Municipal Law Enforcement Agency
Water / Ice Rescue	Municipal Fire Department

The Planning Section Chief develops the IAP, which is approved by the IC. The Operations Section Chief directs the tactical implementation of the IAP. All participants agree on the designation of the Operations Section Chief.

Life safety operations are the highest priority Incident Objectives and will be initiated by the first arriving resources capable of performing rescue. Life safety operations in-progress will not be disrupted or suspended because of transition of command to other agencies.

**Unified Command -**

In some circumstances, the severity or complexity of an emergency will threaten to overwhelm the resources of the initial entity’s responders resulting in requests for additional agencies – possibly including agencies from multiple jurisdictions. In these cases, the NIMS concept of Unified Command is utilized.

Responding agencies commanders will co-locate at the Incident Command Post collocate at the Incident Command Post and

- Assign an Operations Section Chief for each operational period.
- Keep each other informed of specific requirements.
- Develop a consolidated Incident Action Plan (IAP), written or oral, that is evaluated and updated at regular intervals.
- Establish procedures for joint decision making and documentation

Responding agencies have Core Competencies, such as those depicted in the NIMS Structure diagram above. The agencies representing the *initially affected (or “requesting”)* municipality have the authority to direct operations related to their Core Competencies at incidents, including giving tactical direction by the ranking officer to other agencies performing operations within that competency

If the initially affected municipality requests resources which that municipality does not provide on its own (for instance, a state bomb squad), the ranking officer of that resource has authority to direct operations related to its Core Competency, including giving tactical direction by the ranking officer to other agencies performing operations within that competency.

**Sample Unified Command Matrix**

INCIDENT TYPE	PRIMARY AGENCIES
Aviation Incident	Municipal Fire Department MAC Municipal Law Enforcement Agency
Chemical, Biological, Radiological or Nuclear (CBRN) / Haz-Mat Incident	Municipal Fire Department State HazMat team
Countywide Public Health Emergency	SPRCDPH MDH
Explosion	Municipal Fire Department Municipal Law Enforcement Agency State Bomb Squad
Natural Disaster / Weather Emergency	Municipal Fire Department EMHS Public Works MnDOT
Power Outage	Municipal Law Enforcement Agency Public Works Utility Provider
Rail Incident	Municipal Fire Department
Telecommunications Outage	Municipal and County IS Telecommunications Provider PSAP's
Utility Incident	Municipal Fire Department
Water Main Break	Municipal Fire Department Public Works

The Planning Section Chief develops the IAP, which is approved by the UC. The Operations Section Chief directs the tactical implementation of the IAP. All participants agree on the designation of the Operations Section Chief.

EMHS, as the County's Coordinating Agency, will respond to multi-agency incidents and participate in the Unified Command. EMHS is responsible for coordinating resources from Emergency Support Function agencies, relaying situation information to the County's and the affected City's Emergency Operations Center, and supporting logistics needs.

### **Incident Action Plan (IAP)**

An Incident Action Plan (IAP) will be developed for each operational period of the incident and:

- Includes the overall incident objectives and strategies established by the IC or UC.
- Adequately addresses the mission and policy needs of each jurisdictional agency in the case of UC.
- Adequately addresses the interaction between jurisdictions, functional agencies, and private organizations in the case of UC.
- Addresses tactical objectives and support activities required for each operational period, generally 12 to 24 hours.
- Contains provisions for continuous incorporation of "lessons learned" as incident management activities progress.
- Is developed when resources or authorities from multiple agencies and/or jurisdictions are involved.
- Is developed when the incident will effectively span several operational periods.
- Is developed when changes in shifts of personnel and/or equipment are required.
- Is developed when there is a need to document actions and/or decisions.

### **Information and Intelligence**

The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, that may come from a variety of different sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the IC, who have proper clearance and a "need-to-know" to ensure that they support decision-making.

Regardless of how it is organized, the information and intelligence function is also responsible for developing, conducting, and managing information related security plans and operations as directed by the IC. These can include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, sensitive law enforcement information, proprietary and personal information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets

to those who need access to it so that they can effectively and safely conduct their missions. The information and intelligence function also has the responsibility for coordinating information and operational-security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may affect information or operations security.

### Area Command

An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. The County Incident Manager, an agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command.

An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time, (e.g., a bioterrorism event). In this sense, acts of biological, chemical, radiological, and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between Federal, State, local, tribal, private-sector, and nongovernmental organizations. Area Command is also used when there are a number of incidents in the same area and of the same type, such as two or more hazardous material (HAZMAT) or oil spills, and fires. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through an Emergency Operations Center (EOC).

If incidents under the authority of an Area Command are multijurisdictional, a Unified Area Command is established.

Area Command has the responsibility to:

- set overall incident-related priorities.
- allocate critical resources according to priorities.
- ensure incidents are properly managed.
- ensure incident management objectives are met and do not conflict with each other or with agency policy.
- identify critical resource needs and report them to EOCs and/or multiagency coordination entities.
- ensure short-term emergency recovery is coordinated to assist in the transition to full recovery operations

## **Ramsey County Incident Manager**

### **IMPLEMENTATION**

Emergencies will be reported to the local Public Safety Answering Point (PSAP). The PSAP will notify the EMHS Duty Officer and/or the Sheriff. The EMHS Duty Officer or the Sheriff will make the initial determination to implement this plan. Formal implementation of the plan simply involves notifying the County Manager and the Director of Emergency Management and Homeland Security of the situation. As soon as the decision is made to contact these persons, this plan is considered to be implemented.

### **GENERAL**

Initially, Director of EMHS or the County Sheriff (or their designees) will fill the role of the Incident Manager for the County. This may be limited to coordination of county-based activities, gathering information and intelligence, and assessing the situation to determine what level of activation of the county is needed, and notifying County administrators.

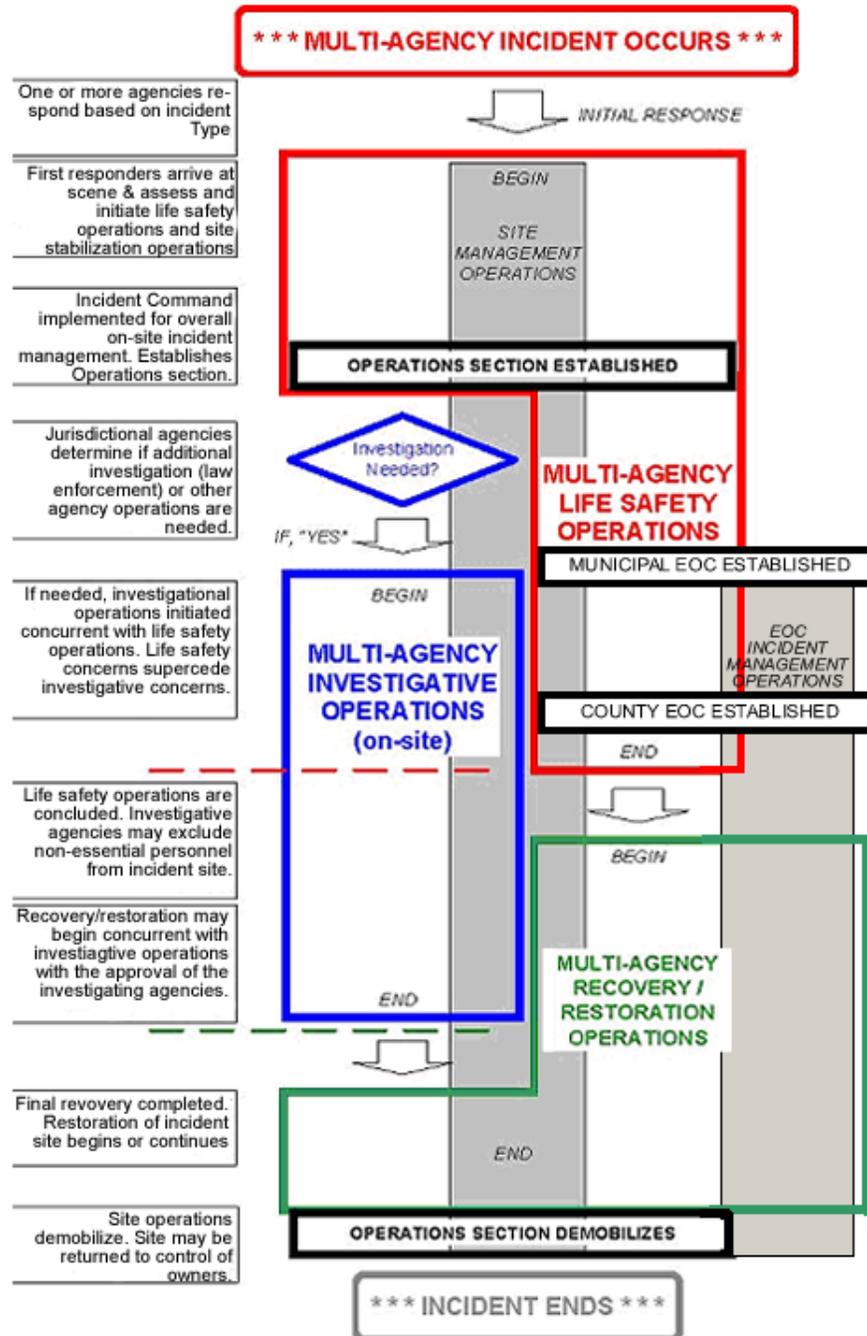
Once he or she is able to reach the scene of an incident or respond to the RCEOC, the County Manager will be the Incident Manager for the County, unless and until s/he designates another person to fill this role.

EMHS will assist as possible in these activities and will keep in contact with the County Manager as he or she establishes the RCEOC and gathers staff together there. We recognize that organizing the county's governmental Incident Management System will take time and that the team members will need information upon which to act. We also recognize that delaying some urgent actions until the teams can assemble would unduly jeopardize safety and property.

Thus, the earliest hours of the county's involvement in an event will typically revolve around activities of the Sheriff's office and the EMHS staff. In those situations where there is time for deliberate organization before the event or emergency develops, the county Incident Manager will be selected by the County Manager based on which agency's field of expertise best matches the scope of operations needed to successfully cope with the incident.

**LOCAL AND/OR UNSPECIFIED EVENT:** EMHS staff responding to the scene will serve as a liaison to the On Scene Commander and will initially be the Incident Manager for county resources working in a Unified Command Structure.

**Incident Interaction Timeline**



**LAW ENFORCEMENT SPECIFIC EVENT:** If the emergency is one that poses an obvious, imminent and credible threat to lives and safety, or is a criminal matter, the County Sheriff will begin organizing the response during the initial hours of the event and will assume the County Incident Manager role under unified command until the County Manager is available at the scene or the RCEOC. The Sheriff will then be the director of the Operations Branch of the event.

**PUBLIC HEALTH SPECIFIC EVENT:** In events where there is no localized point of activity and that are specifically public or environmental health issues, the Director of the St. Paul Ramsey County Department of Public Health will assume the role as the County's Incident Manager role until the County Manager is available at the scene or the RCEOC. The Director will then be the director of the Operations Branch of the event..

## **EMERGENCY COMMUNICATIONS**

Providers of emergency services and public safety within Ramsey County utilize multiple means of communicating during emergencies. All services operate two way radios in either the VHF or UHF frequencies. All PSAP's have the capability to "cross patch" between the systems in order to facilitate interoperability of communications.

In addition, many agencies utilize Nextel phones (800 MHz) with two-way "walkie-talkie" capability. All of the agencies have key personnel with cellular phones and pagers.

In addition to radio (both UHF and VHF), phones and two-way pagers, EMHS staff and Public Health emergency staff carry devices for receiving emails in the field. The EMHS duty officer is available by all of these means 24 hours a day.

## **EMERGENCY SITUATIONS INTERNAL TO COUNTY OPERATIONS**

The county's EMHS Duty Officer is notified of all situations that compromise the ability of a county function to provide its service to its constituents (employees or citizens). EMHS staff will usually serve as the Incident Manager for small-scale events, or until the arrival of senior county management.

In the case of technological or utility emergencies, the lead county department involved (e.g. Data Processing/Information Services or Property Management) will serve as county Incident Manager.

## **COUNTY INCIDENT MANAGER ROLES**

The County Incident Manager's role is to coordinate the activities of County personnel and resources being used or requested during an emergency. In essence, the Incident Manager is the "chairperson" of the committees and groups put together for the incident. Generally, this role mimics the normal role of the County Manager, but with an emphasis on the special needs of emergency situations.

The County Manager is the County Incident Manager or will name a designee as early as is practicable. To accomplish this, he/she will typically consult with the Emergency Operations Team.

Additionally, the County Incident Manager will select and designate, at his/her discretion, additional members to the Emergency Operations Team to advise and assist in the performance of his/her duties. At all times, the County Incident Manager must communicate fully with the Board of Commissioners and ensure coordination of the use of resources from the county and local governments, state and federal agencies, in order to foster and expedite response and recovery throughout the county.

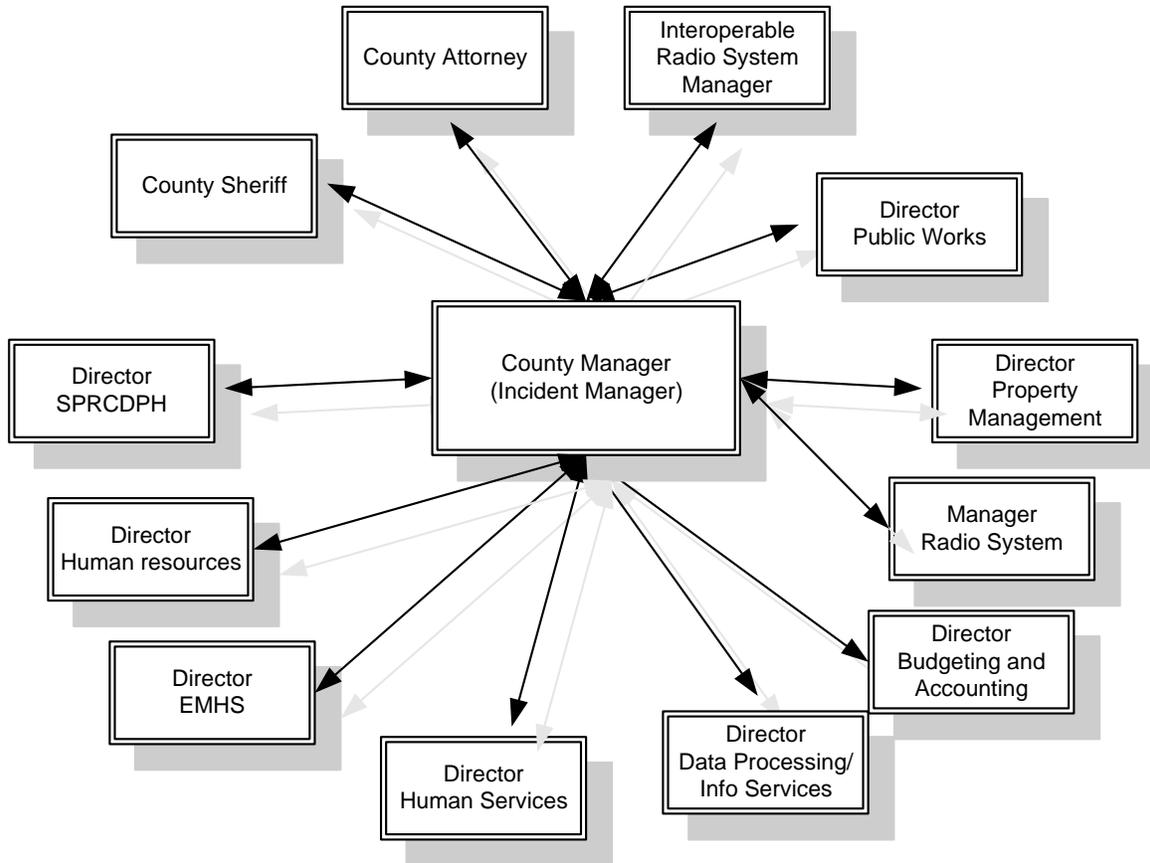
## **COUNTY EMERGENCY OPERATIONS TEAM**

As incidents evolve, the need to coordinate the county's response between agencies requires that appropriate staff be assembled. Often, the team put together for an incident will be small – one or two department heads affected by the incident, the County Manager and EMHS staff, for instance.

More severe or widespread incidents require more subject-matter experts. We recognize that these people need to know in advance that they may commonly be called on to serve in an emergency. So we have designated a standing Emergency Operations Team. This group serves as the core of the Emergency Management Council and as the core of the county's Emergency Operations Center staff.

The primary role of this group is simple. Members of the group, or the entire group, will be called on to provide the Incident Manager with expertise and advice during emergencies. In addition to the County Manager (as Incident Manager) the team is made up of:

- County Sheriff
- County Attorney
- Director of St. Paul Ramsey County Public Health
- Director of EMHS
- Director of Property Management
- Director of Budgeting and Accounting
- Director of Public Works
- Director of Human Services
- Director of Human Resources
- Director of Data Processing/Information Services
- Manager, Interoperable Radio System



### MUNICIPAL SENIOR OFFICIALS' POLICY GROUPS

Just as there is a need for county government officials to serve in the leadership role for the County EOC and County decision-making, each municipality needs to coordinate their individual operations. The individual municipalities may call their respective groups by various names, but for the purpose of this document they are generically referred to as "Senior Officials' Policy Groups." These groups function in the municipal EOC to provide the command functions necessary to set policy and strategic goals for the municipal response.

In general, these Senior Officials' Policy Groups consist of (see [Section IV of this plan](#) for each individual municipalities list):

- Mayor
- Deputy or Acting Mayor
- City Manager/Administrator

- City Attorney
- Chief of Police (or representative of law enforcement agency)
- Fire Chief (or representative of the fire service)
- Director of Emergency Management
- Director of Public Works
- Other municipal official as necessary.

**RAMSEY COUNTY EMERGENCY OPERATIONS CENTER (RCEOC)**

The vast majority of incidents are handled primarily at the local command post or the local EOC in the affected municipality. In these “normal” cases, decisions for the county can be made in meetings and phone calls over time and summoning a special group together immediately are not necessary.

However, in some incidents – particularly longer term and/or serious or “sensitive” ones – dedicated staff need to be assembled to work on projects. When activated, the RCEOC can be ready for operation within 90 minutes. The full activation time – including arrival of staff – is dependant upon the time of day, but will typically average less than 120 minutes 24x7. Staffing of the RCEOC will follow the Incident Management System and is outlined below. Additional detailed information about the RCEOC can be found in Support Annex B of this plan. There are four dedicated work groups assigned to the RCEOC. These are (1) the EOC Operations Group; (2) the EOC Planning Group; (3) the EOC Logistics group, and (4) the EOC Finance Officer.

Being intended for multiple uses, the RCEOC is not left empty and unused during normal business activities. Various departments utilize the facility itself for routine training, meetings and more. However, in the event of possible or confirmed emergencies, the facility is immediately available for use. The EOC will react in one of three “Operational Modes” outlined in Support Annex B (the support Annexes are restricted for official use only).

Necessary county agencies will assign personnel to the facility as noted in Support Annex B.

**EMERGENCY MANAGEMENT AND HOMELAND SECURITY (EMHS)**

The vast majority of incidents are handled primarily at the local command post in the affected municipality. In these “normal” cases, decisions for the county can be made in meetings and phone calls over time and summoning a special group together immediately are not necessary.

The Director of EMHS is the alternate Warning Officer for the county and the division is responsible to assist in the development of evacuation, mass care, CBRNE and terrorism plans for the county. EMHS develops

and identifies training and educational programs for responders and other personnel, and will provide information and outreach to the public.

The Director of EMHS is tasked with coordinating all counter- and anti-terrorism planning and activities for the county and for ensuring or conducting hazard and vulnerability analyses and the gathering and dissemination of terrorism related information.

#### GENERAL RESPONSIBILITIES OF DIRECTOR, EMHS

- Chief staff to the Incident Manager and county Incident Manager
- Coordinating plan development and maintenance
- Serves as Liaison between municipal Emergency Managers, and between them and county, state and federal support agencies.
- Initial coordination and requests for county assistance at local scenes
- Coordinates disaster funding requests within the county
- Emergency Services Unit mobile communications/command vehicle and personnel
- Emergency Services Unit mobile on-site television surveillance vehicle, equipment and personnel
- Mobile generators and lights

#### SPECIFIC TASKS:

- Ensure 24 hour Duty Officer position is staffed at all times
- Be prepared to respond to emergency scenes and make initial assessment
- Notify the County Manager as necessary
- Make initial dispositions of county resources as needed
- Notify the State Duty Officer if not done by municipality
- Suggest and/or arrange for outside assistance as necessary

## EMHS EMERGENCY SERVICES VOLUNTEERS

Emergency Services Volunteers from EMHS will respond to assist at the scene as requested by the municipality. This assistance may include:

- Mobile Command Post
- Emergency outdoor lighting
- Emergency portable generator
- Communications net
- On-scene perimeter establishment and control
- Expert advice and consultation
- Incident command extension

## ROLE OF EMHS DUTY OFFICER

The EMHS Duty Officer will take reports of major incidents from the local Incident Commander or PSAP. The Duty Officer will determine the method for notifying other EMHS staff and senior county management and will determine need for response to the scene.

In general, EMHS will respond to the scene (a) if EMHS assts are requested; (b) if the incident is or potentially may become, of such nature as to pose a significant threat to large numbers of persons or the environment or (c) if the incident might result in the formal activation of either the municipality's local emergency plan or of this county-wide emergency plan.

At the scene, the EMHS staff will be available to serve as staff to the local incident commander.

## **CONTINUITY OF GOVERNMENT**

The term continuity of government refers to the preservation, maintenance or reconstruction of government's ability to carry out its executive, legislative, and judicial processes under the threat or occurrence of any emergency condition that could disrupt governmental process and service. Ramsey County is beginning a more in-depth continuity process in December 2005. The purpose of continuity of government planning is to preserve leadership and authority, prevent unlawful assumptions of authority, assure government direction and control mechanisms, and

assure delivery of government services. The following details the elements of continuity of government for Ramsey County and each municipality therein:

Lines of Succession: Written plans that describe the succession of authority for each elected and appointed official are maintained so that in the event of incapacitation, death or absence of the office or position holder there are at least three clearly defined and authorized persons to fill that roll.

These establish an order or line of those entitled to succeed one another under emergency conditions. Line of succession identifies who is in charge and ensures continued leadership.

Safeguarding of Essential Records: These are measures taken by government to protect all documents deemed necessary to continue governmental functions during emergency conditions and to protect the rights and interests of citizens during and after an emergency or disaster. Each agency and department maintains back-ups of critical files.

Protection of Government Resources, Facilities, and Personnel: Refers to measures taken to distribute resources in a manner that will facilitate sufficient redundancy in order to preserve governmental functions during and after an emergency or disaster.

Each department head appoints an operational continuity coordinator, who is responsible for developing and maintaining a department Operational Continuity Plan (OCP). Ramsey County agencies coordinate departmental operational continuity activities with EMHS and the Director of Information Services.

The OCP are intended to help ensure that critical governmental functions can continue during times of emergency, or recover from disaster quickly in order to resume service with a minimum of interruption.

Ramsey County Information Services maintains redundant off-site back-up of all critical records that are essential for operations and reconstituting county government. Municipal information services maintain data at other off-site locations as well.

## **GOVERNMENTAL DEPARTMENT AND EMPLOYEE RESPONSIBILITIES**

Departments, commissions, agencies, boards, districts, officers, and employees of the county and/or the affected municipalities shall have emergency duties, responsibilities, and assignments during emergencies when such emergencies are declared, and consistent with labor laws may be required to provide services within the scope of their expertise during such emergencies.

Departments, commissions, agencies, boards, and districts shall establish and maintain plans and procedures for carrying out their own operations during, and recovery after, an emergency and shall establish plans and procedures for assisting the overall county effort to respond to and recover from an emergency, including a line of succession that is three deep to allow for 24/7 operations.

Employees, officers and others officially affiliated with the county shall comply with these plans and procedures.

### **Administration**

Reports are required from involved agencies/departments and local governments to provide elected officials, the Director of Emergency Management and Homeland Security, and other government officials with information concerning the nature, magnitude, and impact of a disaster, and for use in evaluating and providing the most efficient and appropriate response. Reports required include, but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Requests for assistance.
- Damage Assessment Reports.

### **Financial Management**

Emergency expenditures are not normally integrated into the budgeting process of the County. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

Ramsey County and the municipalities will incur disaster-related obligations and expenditures in accordance with the provisions of applicable County and State statutes.

Records will be kept by all participating organizations/ agencies; in order to separately identify disaster related expenditures and obligations from general programs and activities.

## **Emergency Procurement**

In an emergency that requires immediate purchase of supplies or contractual services (equipment, materials, rentals, etc), the County Code provides for rapid response. The Office of Budget and Accounting is authorized to secure at the lowest obtainable price, either by open market purchase or from a single source, any supplies, equipment or services, regardless of the amount of expenditure, when such purchases are necessary to prevent delays in the work of the using organization/agency which may vitally affect the life, health or general welfare of citizens. Upon receipt of notification of an emergency and the activation of the any emergency operations center including the RCEOC, a Budget Office representative will, when specifically requested, report to the EOC. Municipal and county budget offices will in all cases be ultimately responsible for financial accounting needs.

Upon receipt of requirements, either verbally or in writing, the Office of Budget and Accounting will provide a representative who will order the required supplies or services and provide the vendor with a purchase order number for confirmation at a later date. The vendor will provide the items ordered and make billing against the purchase order number assigned at the time the order was placed.

If an emergency occurs during regular County business hours, and procurement personnel have not been directed to report to the RCEOC, the using organization or agency or RCEOC personnel (if activated) should immediately contact their purchasing personnel or the Director of the Office of Budget and Accounting by telephone and outline the emergency requirement. Office of Budget and Accounting personnel will take immediate and appropriate action to acquire the required supplies, equipment or services, as outlined above, their municipal counterparts will do the same for each affected jurisdiction in accordance with local SOP.

If an emergency occurs at times other than regular business hours and the EOC has not been activated with procurement personnel present, or when the county or municipal budget office is not available to make the required emergency purchase, the head of any using organization or agency may make such purchases. The requiring organization/agency shall, whenever practicable, secure competitive telephone price quotations and place a verbal order with the lowest bidder.

Requisition and delivery records for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the Office of Budget and Accounting (or its municipal equivalent). At the conclusion of the emergency situation, the Office of Budget and Accounting will obtain account codes and funds certification and prepare and distribute confirming purchase orders so that vendors can be paid for supplies, equipment and services furnished during

the emergency. Damage reports and insurance losses will be reported to the County or municipal Attorney's offices for processing.

## **DELEGATION AND SUCCESSION OF EMERGENCY RESPONSIBILITIES**

Wherever in this document or by law duties and authority for emergency roles and responsibilities are designated to specific county Department or Division heads, they shall designate and include in their written contact procedures, a chain of succession in the event either is not available to immediately act in an emergency and shall file such designation list with the Board of County Commissioners.

If an emergency occurs in the absence of the principal, the first individual on such lists that can be contacted and is able to act shall have the full responsibility and authority to act for the principal officer until relieved by the principal or by a person with higher rank (or priority) on the established list.

The immediate chain of succession for Ramsey County leadership is:

- Chair of County Board
- County Manager
- Director of Intergovernmental Relations

The chain of succession for each municipality is indicated in [Section IV of this plan](#) beginning on page 56.

Emergency response leadership is described elsewhere in this plan.

### **III. RESOURCES FOR COUNTY DEPARTMENTS**

#### **INTERNAL PLANNING ORGANIZATION**

##### **Department Emergency Coordinators**

Each department head appoints a Departmental Emergency Coordinator (DEC), who is responsible for developing and maintaining the department emergency plan, coordinating the department's emergency response activities with EMHS, and coordinating training within the department.

##### **Building Emergency Coordinators**

Property Management and EMHS have worked to recruit and train a Building Emergency Coordinator (BEC) for each county owned or operated facility.

The BEC program provides for the safety of county employees and the public in county facilities. BEC's emergency preparedness and response activities assist in ensuring the continuation of governmental services in county facilities following a disaster. The program focuses upon developing a "Building Emergency and Evacuation Plan" (BEEP) for each county facility of 10 or more staff.

The BEC has the responsibility for establishing and maintaining a building emergency plan that contains essential information for responding to an emergency situation, including building floor plans, after-hours contact roster, vendor/utilities contacts, multi-hazard threat response procedures, and the county's building closure policy. The BEC may also select personnel from within the building to assist in these activities. The BEC conducts annual fire evacuation drills in each county facility. The Property Management department manages the BEC. The overall BEC program is coordinated by EMHS.

## **SPECIFIC, ONGOING RESPONSIBILITIES OF COUNTY DEPARTMENTS**

### **Ramsey County Board of Commissioners**

The County Manager will notify the Chair of the Ramsey County Board of Commissioners (the Board) of any situations that are or threaten to become [public emergencies or disasters](#). The Board will meet in emergency session at the request of (a) the Chair of the Board; (b) the County Manager or designee; or (c) any Board member.

The Board is responsible for debating and/or adopting necessary emergency ordinances as stated in the Charter, Sec. 5.03. Under the terms of the Charter, the Board may pass emergency ordinances at the meeting at which they are introduced via unanimous vote of the Board Members present, assuming a quorum. The first step for the Board is to pass the ordinance declaring that an emergency or disaster exists in the County.

The basic responsibilities of the County Board that will stem from an emergency include:

- Policy
  - Be available to meet at short notice
  - Authorize expenditures and monitor same in a timely fashion
  - Maintain function of legally constituted county government
- Coordination
  - Work during emergency with affected municipality's elected officials to identify needs and priorities that will be addressed after the immediate response has stabilized the situation
  - Verify ability of local and county assets to meet these needs
- Communication
  - Communicate these needs to the RCEOC so that countywide planning staff can quickly work to address them
  - Communicate with other counties, and partners
  - Communicate with elected state and federal officials
  - In coordination with the PIO and the other response partners, provide a voice for accurate and timely information to the residents of the county and state

In the event that an emergency meeting cannot be convened, the County Manager will exercise certain responsibilities.

## **County Manager**

As detailed elsewhere in this plan, the County Manager will assume the role of Incident Manager for all emergencies and disasters as soon as s/he can respond and unless and until s/he delegates that role to another Department Head (e.g. the Director of the St. Paul Ramsey County Department of Public Health, the County Sheriff, or the Director of Emergency Management and Homeland Security).

The County Manager has specific roles in the event of emergency as outlined in the Charter and the Administrative Code of the County. The County Manager can;

- Authorize emergency expenditures
- Authorize the closing of county offices, facilities or departments
- Take “such action as necessary and notify as soon as possible the chair of the county board.” (Code, Chapter 3.30.00 f).
- Serve as or designate the Incident Manager for county-based response and recovery efforts

## **All County Departments**

All Ramsey County facilities will develop a critical incident response and recovery plan for the facility. In multiple-tenant occupied facilities the tenants will cooperatively develop a facility wide critical incident plan. Each department will develop a critical incident response plan and an operational continuity and recovery plan for their department.

The critical incident plan will encompass the following elements:

- Direction and Control, the methods of managing resources, analyzing information and making decisions will be used;
- Communications, the methods of communicating with staff, citizens, and outside organizations will be used;
- Life Safety, the methods of protecting the health and safety of everyone in and around the facility will be used;
- Property Protection, the methods of protecting the facilities, equipment and vital records will be used;
- Community Outreach, the methods of building community trust in County operations will be used; and
- Recovery and Restoration, the methods of providing public and employee trauma assistance or restoring operations will be used; and Administration/Logistics/Relocation, the methods of ensuring complete and accurate procedures and records will be used.

Source: County Board Resolution 95-259.

The departmental continuity and recovery plan details

- Listing of essential functions
- Methods and locations for protecting and retrieving essential documents
- Chain of command and succession
- Details of process necessary for identifying and reconstituting lost, damaged, or destroyed records of essential functions.

EMHS will assist in developing, reviewing, and approving these plans.

#### Routine infrastructure status reporting

During regular, non-emergency, operations, the county is responsible for submitting status reports to the State of Minnesota on a monthly basis. During the first week of each month, departments will be asked to submit information about situations that would decrease their ability to provide services should a large emergency occur. These reports are gathered by the EMHS Emergency Management Coordinators and submitted to the State, as are similar reports from the municipal Emergency Managers.

#### Emergency incident status reporting

In any emergency, we may need to quickly and regularly gather information about the ability of departments to provide services.

Department heads may be asked to report the status of their groups, and their ability to provide services to the Planning Officer at the EOC – typically within 8 hours of the declaration. In some cases, those units directly affected by the emergency may be asked to report sooner

In Level 4 situations, county resources will be stressed to the limits. The heads of major departments of the county and the members of the Emergency Operations team have specific requirements:

- Gather information about the status of their department and report it to the Planning Officer at the EOC within 4 hours of the declaration. In some cases, those units directly affected by the emergency may be asked to report sooner
- Follow-up reports are needed at 8 hours, 12 hours and 24 hours after the declaration. Thereafter, a daily report on the status of the departments is needed until emergency operations are terminated.
- “Status” includes reporting on the overall ability to perform the mission of the department, lost data; physical damage; personnel issues, etc.

How to report:

	Excised	
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Alternatively the report can be:

- |  |         |  |
|--|---------|--|
|  | Excised |  |
|--|---------|--|

- Hand deliver the report to the EOC or other designated location(s).

## **IV. MUNICIPAL DIRECTION AND CONTROL**

Each of the municipalities within Ramsey County and participating in this Countywide Emergency Operations Plan have adopted this plan by resolution or ordinance for a period of not more than four years. In accordance with State guidelines and best practices, the plan will be reviewed each year, and substantially re-written every fourth year. The municipalities will approve and adopt the plan each fourth year.

The majority of required information for each municipality is common to all municipalities. As part of the review and update process of the plan, each municipality has or will appoint/maintain an Emergency Management Director for the municipality. Each year between August 1 and October 15 as part of the review process, the municipal Emergency Management Directors will:

1. Review the entire Countywide Emergency Operations Plan, paying specific attention to details about his/her municipality and submit required changes and corrections to EMHS.
2. Provide EMHS with an up-to-date line of succession for the municipality
3. Provide EMHS with 24x7 contact information for all EOC staff, or provide EMHS with notice that the municipality has updated that list and where and how it is available in an emergency.
4. Provide EMHS with up-to-date emergency contact information for the municipal EOC and personnel needed to activate the EOC in an emergency, including, but not limited to, the Emergency Management Director (and alternates) and the PIO.
5. Verify and update, as needed, the information in this section of the Countywide Emergency Operations Plan and Chart B of the Basic Plan.
6. Provide EMHS with up-to-date lists of hazards (submission of required hazards information to the State of Minnesota satisfies this requirement).
7. Participate in regularly scheduled Emergency Management Directors' meetings conducted by EMHS and provide information required for the planning and resource management efforts.

8. Maintain SOP's as needed to execute this plan, and provide written verification that these SOP's are in place, valid, up-to-date, and where and how the SOP's can be obtained in an emergency
9. Participate in exercises as required
10. Provide a letter of acceptance of the Countywide Emergency Operations Plan.

In the event a municipality activates this plan (as a result of an emergency affecting that municipality or as a result of the declaration of a countywide emergency), the municipal government will meet in accordance with local ordinances and SOP's. In general, municipal governments are responsible in an emergency to:

- Policy
  - Be available to meet at short notice
  - Authorize expenditures and monitor same in a timely fashion
  - Maintain function of legally constituted municipal government
- Coordination
  - Work during emergency with other affected municipalities' elected officials and Ramsey County officials to identify needs and priorities that will be addressed after the immediate response has stabilized the situation
  - Verify ability of local assets to meet these needs and pass requests for assistance to Ramsey County
- Communication
  - Communicate these needs to the municipal EOC so that emergency planning staff can quickly work to address them
  - Communicate with other municipalities and partners and Ramsey County
  - Communicate with county, state and federal officials
  - In coordination with the municipal PIO, the county PIO, and the other response partners, provide a voice for accurate and timely information to the residents of the municipality.

## **Municipal EOC's**

Municipal Emergency Operations Centers (EOC) are noted in the following table.

All EOC's have basic back-up generated power; landline and radio communications capability; a provision for securing the facility (in all cases, the local law enforcement agency will provide or arrange for security during operations); basic sanitation needs and access to restrooms. In the event local water systems are compromised, all EOC's will require a vendor or volunteer agency to provide potable water. The local Emergency Management Director is responsible for this activity and for ensuring that all EOC facilities are appropriately stocked and equipped.

EOC activation time in all cases will average less than 120 minutes.

**Arden Hills**

**Chain of Succession**

Political Succession in Arden Hills is as follows:

- Mayor
- Acting Mayor
- Council Members (by order of seniority)

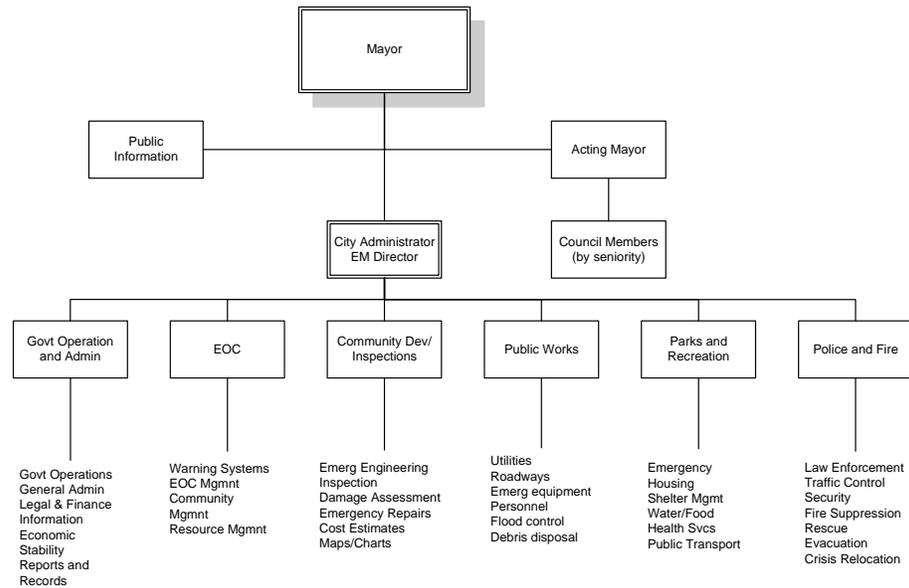
Succession of management for the City of Arden Hills is:

- City Administrator
- City Administrator designee
- City Accountant
- Public Works Director

**Command and Control**

Emergency responders will institute incident command.

**City of Arden Hills**  
Emergency Staff Organization



**EOC Activation**

	<b>Excised</b>	
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	<p><b>EOC Phone:</b></p> <table border="1"><tr><td style="width: 20%;"></td><td style="text-align: center;">Excised</td><td style="width: 20%;"></td></tr></table> <p>651-655-5878</p> <p>The Arden Hills EOC will be partially activated due to potential threat to life or property from severe weather, civil disturbance, hazardous materials incident and/or terrorist activity.</p> <p>The EOC will be fully activated in response to actual emergencies engendered by any of the above and/or incidents involving response to the area by state or federal agencies.</p> <p>The EOC may be activated in response to incidents in surrounding areas.</p> <p>The Arden Hills Emergency Management Director is responsible for ensuring that the EOC is activated. All Arden Hills EOC Staff are expected to respond to the EOC when events such as those above occur.</p> <p>EOC Staffing lists are on file with the Arden Hills Emergency Management Director and includes:</p> <ul style="list-style-type: none"><li>• Mayor</li><li>• City Administrator or Assistant</li><li>• Planner</li><li>• City Accountant</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• Sheriff's Representative</li><li>• Fire Chief</li></ul> <p><b>Communications</b></p> <table border="1"><tr><td style="width: 20%;"></td><td style="text-align: center;">Excised</td><td style="width: 20%;"></td></tr></table>		Excised			Excised	
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**Falcon Heights**

**Chain of Succession**

Political Succession in Falcon Heights is as follows:

- o Mayor
- o Acting Mayor

Succession of emergency management for the City of Falcon Heights is:

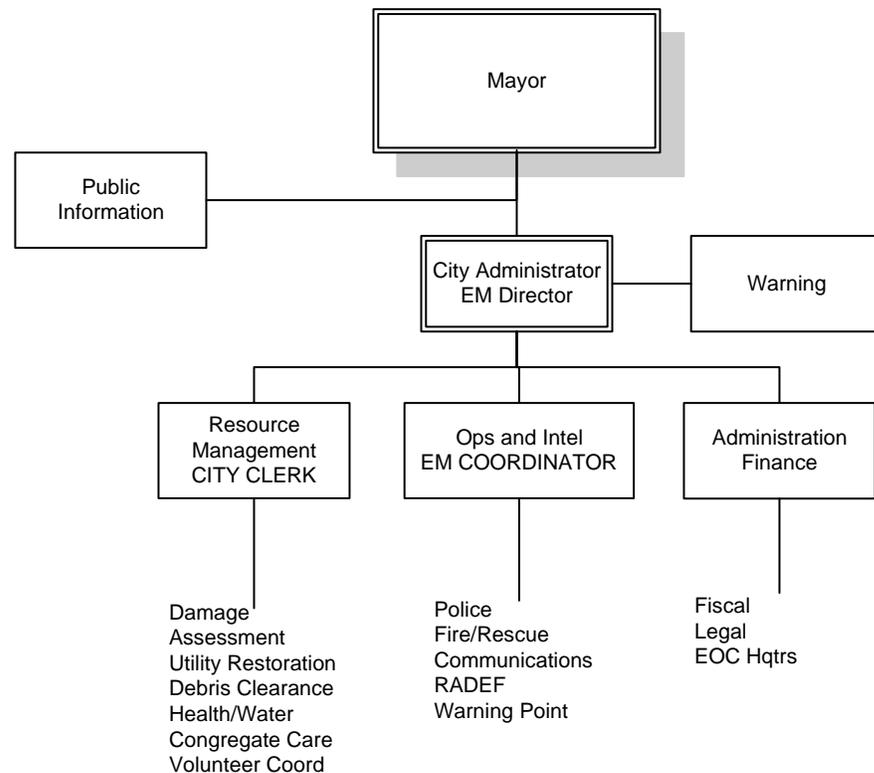
- o City Administrator – Emergency Management Director
- o Fire Marshal
- o City Clerk
- o City Accountant

**Command and Control**

Emergency responders will institute incident command.

# City of Falcon Heights

Emergency Staff Organization



<b>EOC Activation</b>		
	Excised	
<p>The Falcon Heights EOC will be partially activated due to potential threat to life or property from severe weather, civil disturbance, hazardous materials incident and/or terrorist activity.</p> <p>The EOC will be fully activated in response to actual emergencies engendered by any of the above and/or incidents involving response to the area by state or federal agencies.</p> <p>The EOC may be activated in response to incidents in surrounding areas.</p> <p>The Falcon Heights Emergency Management Director is responsible for ensuring that the EOC is activated. All Falcon Heights EOC Staff are expected to respond to the EOC when events such as those above occur.</p> <p>EOC Staffing lists are on file with the Falcon Heights Emergency Management Director and includes:</p> <ul style="list-style-type: none"><li>• Mayor</li><li>• City Administrator</li><li>• Emergency Management Coordinator</li><li>• City Planner</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• St, Anthony Police Representative</li><li>• Fire Chief</li></ul>		
<b>Communications</b>		
	Excised	

<b>Gem Lake</b>	<p><b>Line of Succession</b></p> <ul style="list-style-type: none"><li>• Mayor</li><li>• Acting Mayor (selected by City Council persons each year)</li><li>• Most Senior Council person</li><li>• Other City Council Persons in order of seniority</li><li>• City Clerk</li></ul> <p><b>Command and Control issues</b></p> <p>Law enforcement is by contract with the Ramsey County Sheriff (one of the Contract Cities)</p> <p>Fire and Paramedic Services by yearly contract currently with the City of White Bear Lake</p> <p>The Mayor is the designated Emergency Services Director.</p> <p><b>EOC Activation</b></p> <table border="1" data-bbox="451 930 1385 1050"><tr><td></td><td>Excised</td><td></td></tr></table> <p><b>Communications</b></p> <table border="1" data-bbox="451 1144 1385 1432"><tr><td></td><td>Excised</td><td></td></tr></table>		Excised			Excised	
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	Excised						

<p><b>Lauderdale</b></p>	<p><b>Line of Succession</b></p> <p>In the City of Lauderdale, the mayor is responsible for providing overall direction and control of city government resource. The city emergency management director will serve in a staff capacity to the mayor, and will coordinated emergency operations. The city emergency management director will also serve as a liaison with the Ramsey County EMHS director.</p> <p>Direction and control for the city’s response will take place from the Lauderdale EOC at 1891 Walnut street.</p> <p>Mayor</p> <ul style="list-style-type: none"> <li>o Mayor</li> <li>o Acting Mayor</li> <li>o Council member (based on seniority)</li> </ul> <p>Emergency Management Director</p> <ul style="list-style-type: none"> <li>o City Administrator</li> <li>o Assistant to the City Administrator</li> </ul> <p>Public Works Director:</p> <ul style="list-style-type: none"> <li>o Public Works Coordinator</li> <li>o Maintenance</li> </ul> <p><b>Command and Control issues</b></p> <p><u>Mayor and/or City Administrator</u> – overall supervision of operations; communications with various state and federal agencies; communications with media; assist with all formal public information releases.</p> <p><u>EM Director</u> – Overall emergency and resource management; EOC management; crisis relocation and evacuation.</p> <p><u>Attorney</u> – legal counsel; intelligence and general public information; documentation, records and reports.</p> <p><u>Assistant to the City Administrator</u> – financial services; assembly of maps and other data for presentation.</p> <p><u>Public Works</u> – field surveys and damage assessment; emergency engineering services; emergency repairs and cost estimating.</p> <p><u>Maintenance</u> – emergency water, sewer, and electrical services; emergency personnel and equipment; equipment management; roadway clearing and debris removal; emergency repairs</p>
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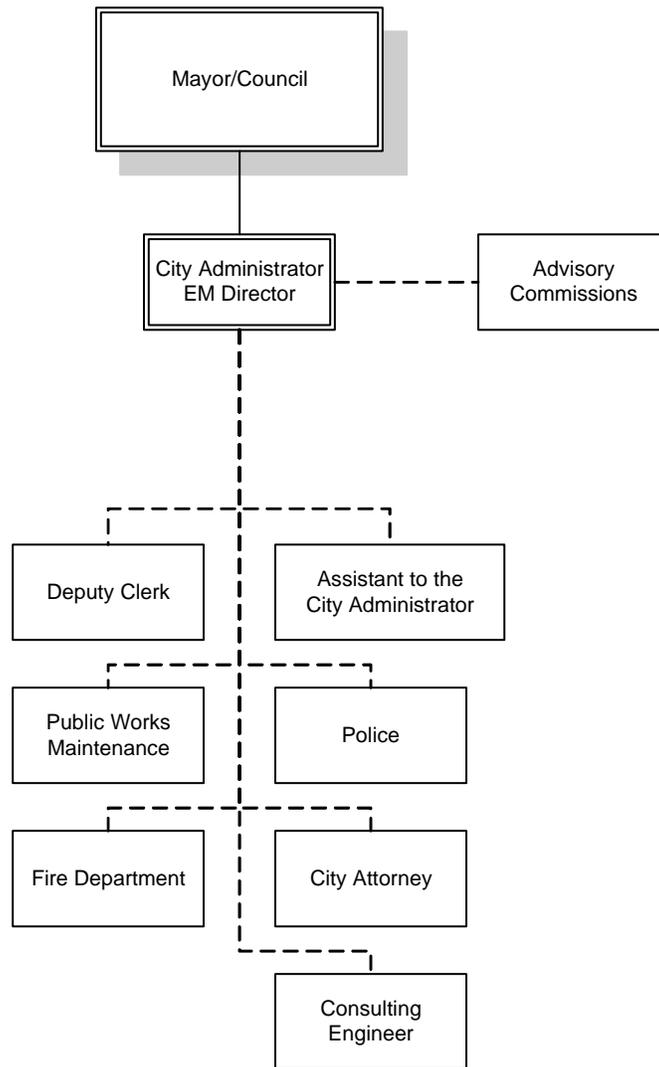
Lead PIO: Mayor and/or City Administrator

Other areas and agencies:

Deputy Clerk - emergency housing, shelter, food, water and fuel management; emergency medicine coordination; coordination with hospitals and morgue services; emergency transportation; coordination with schools and churches and voluntary organizations.

## City of Lauderdale

### Emergency Staff Organization



<b>EOC Activation</b>		
	Excised	
<u>EOC Phone:</u>		
	Excised	
<p>The Lauderdale EOC will be partially activated due to potential threat to life or property from severe weather, civil disturbance, hazardous materials incident and/or terrorist activity.</p> <p>The EOC will be fully activated in response to actual emergencies engendered by any of the above and/or incidents involving response to the area by state or federal agencies.</p> <p>The EOC may be activated in response to incidents in surrounding areas.</p> <p>The Lauderdale Emergency Management Director is responsible for ensuring that the EOC is activated. All Lauderdale EOC Staff are expected to respond to the EOC when events such as those above occur.</p> <p>EOC Staffing lists are on file with the Lauderdale Emergency Management Director</p> <p><u>Communications</u></p>		
	Excised	
<b>EOC SET-UP:</b>		
	Excised	

<p><b>Little Canada</b></p>	<p><b>Line of Succession</b></p> <p>The Mayor of Little Canada is responsible for providing overall direction and control of city government and resources. The line of succession is:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Acting Mayor</li> <li>• City Council</li> </ul> <p>The Emergency Management director will serve in a staff capacity to the mayor and will carry out processes and directives, and coordinate emergency operations. The line of succession is:  <b>LEAD PIO:</b>                  Mayor, and or City Administrator</p> <p><b>LINE OF SUCCESSION:</b></p> <p><b>MAYOR;</b>                  Mayor                  Mayor Pro-Temp</p> <p><b>EMERGENCY MANAGER:</b>                  Emergency Management Director                  Ramsey County EMHS Coordinator                  An emergency management director from a neighboring community</p> <p><b>PUBLIC WORKS:</b>                  Public works Director                  Lead worker</p> <p style="text-align: center;"><b>City of Little Canada</b>                  Emergency Staff Organization</p> <pre>                 graph TD                     MCC[Mayor/City Council] --- CA[City Administrator]                     MCC --- FD[Fire Dept]                     MCC --- PR[Parks and Rec]                     MCC --- ACC[Accountant]                     MCC --- SS[Support Staff]                     MCC --- EM[Emergency Management]                     CA --- FD                     CA --- PR                     CA --- ACC                     CA --- SS                     CA --- EM                     EM -.- CSA[County State Federal Agencies]                     EM -.- PW[Public Works]                     EM -.- S[Sheriff]                 </pre>
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<b>EOC Activation</b>		
<b>EOC LOCATION/ADDRESS:</b>		
	Excised	
<b>EOC PHONE LIST (Phone Number and agency or person assigned):</b>		
	Excised	
<b>EOC SET-UP:</b>		
	Excised	
<p>The Little Canada EOC will be partially activated due to potential threat to life or property from severe weather, civil disturbance, hazardous materials incident and/or terrorist activity.</p> <p>The EOC will be fully activated in response to actual emergencies engendered by any of the above and/or incidents involving response to the area by state or federal agencies.</p> <p>The EOC may be activated in response to incidents in surrounding areas.</p> <p>The Little Canada Emergency Management Director is responsible for ensuring that the EOC is activated. All Little Canada EOC Staff are expected to respond to the EOC when events such as those above occur.</p> <p>EOC Staffing lists are on file with the Little Canada Emergency Management Director and includes:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• City Administrator</li> <li>• Director of Emergency Management</li> <li>• City Planner</li> <li>• Public Works Director</li> <li>• Parks and Recreation Director</li> <li>• Ramsey County Sheriff’s Representative</li> <li>• Fire Chief</li> </ul>		

	<b>Communications</b>	
		Excised

<p><b>Maplewood</b></p>	<p><b>Line of Succession</b></p> <p>MAYOR,          COUNCIL PERSON JUENEMENN          NEXT COUNCIL PERSON IN THE DOOR          CITY MANAGER</p> <p><b>Command and Control issues</b></p> <p><b>MAYOR:</b> ROBERT CARDINAL</p> <p><b>EMERGENCY MANAGER:</b> ACTING STEVE LUKIN</p> <p><b>PUBLIC WORKS:</b> CHUCK AHL</p> <p><b>LEAD PIO:</b> CITY MANAGER</p> <p style="text-align: center;"><b>City of Maplewood</b>          Emergency Staff Organization</p> <pre> graph TD     MC[Mayor - Council] --- EMDE[Emergency Management Director]     MC --- CM[City Manager]     CM --- PIO[Public Information Officer]     CM --- FD[Fire Dept]     CM --- CD[Community Development]     CM --- Legal[Legal]     CM --- PR[Parks &amp; Rec]     FD --- Rescue[Rescue]     Rescue --- EMS[EMS]     CD --- Admin[Admin]     Legal --- Finance[Finance]     PR --- PW[Public Works]     PD[Police Dept] --- WO[Warning Officer]     WO --- Com[Communications]         </pre>
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<p><b>EOC Activation</b></p> <p><b>EOC LOCATION/ADDRESS:</b></p> <table border="1" data-bbox="428 310 1357 501"> <tr> <td style="width: 20%;"></td> <td style="text-align: center;">Excised</td> <td style="width: 20%;"></td> </tr> </table> <p><b>Line of Succession</b></p> <p>The Mayor of Maplewood is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:</p> <ol style="list-style-type: none"> <li>1. Mayor</li> <li>2. Mayor Pro-Temp.</li> <li>3. Next Council Person in the Door</li> <li>4. City Manager</li> <li>5. Assistant City Manager</li> </ol> <p><b>Command and Control Issues</b></p> <p>For Emergencies/Limited Scope Disasters</p> <p>An incident command system (ICS) may be established to direct the initial response by city forces to the event. (If ICS is implemented, the first arriving senior official will serve as the incident commander until he/she is properly relieved). If organizational control of the incident escalates beyond the capability of field command, the City Emergency Operating Center (EOC) may be activated to provide overall command of the incident. This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved. Activation may be requested by the Incident Commander, the Emergency Management Director's Deputy, the Mayor, or City Council.</p> <p><b>DESIGNATED INCIDENT COMMANDERS</b></p> <ul style="list-style-type: none"> <li>• EM Director</li> <li>• Police Chief</li> <li>• Fire Chief</li> <li>• Deputy Police Chief and Deputy Fire Chief</li> <li>• Police Captain</li> <li>• Fire Paid-Per-Call Chief</li> <li>• Fire Captain</li> <li>• Police Sergeants</li> </ul>			Excised	
	Excised			

	<p><b>LEAD PIO:</b> City Manager</p> <p><b>EOC Activation</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Excised</td> <td style="width: 33%;"></td> </tr> </table> <p>The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve:</p> <ol style="list-style-type: none"> <li>1. Coordinating the city government response to the disaster (including coordinating with and supporting the on-scene commander if ICS is implemented).</li> <li>2. Coordinating with any adjacent local government(s) affected by and/or responding to the disaster.</li> <li>3. Coordinating with any county, state and/or federal agencies responding to the disaster.</li> <li>4. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.</li> <li>5. Generating appropriate public information.</li> <li>6. Coordinating and channeling the services of volunteers (specific task assignment to, and the management of volunteers will normally be provided by the applicable service chiefs).</li> </ol> <p>The Emergency Management Director is responsible for maintaining the operational readiness of the primary and alternate EOC's. This involves ensuring that the EOC has the necessary maps, displays, tables and chairs, message logs, etc.</p> <p>The degree of EOC activation will be determined by the severity of the emergency.</p> <ol style="list-style-type: none"> <li>1. The EOC may be <u>partially activated</u> due to a potential threat to life or property from severe weather (e.g. tornado, blizzard); hazardous materials incident/accident that is beyond the capabilities of field operations, pipeline leaks and by us going to a level red.</li> <li>2. The EOC may be <u>fully activated</u> 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 or pipeline leak which causes damage to the public or private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies (including county, federal, or state as well as surrounding municipalities), enemy attack and by us going to a</li> </ol>		Excised	
	Excised			

	<p>level red.</p> <p>Responsibilities for EOC Activation</p> <p>In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the Maplewood Emergency Director is responsible for ensuring that the EOC is activated according to the criteria described above.</p> <p>EOC Staffing</p> <p>EOC Staffing lists are on file with the Maplewood Emergency Management Director and include:</p> <ul style="list-style-type: none"><li>• Mayor</li><li>• City Manager</li><li>• Assistant City Manager</li><li>• Emergency Management Director</li><li>• City Planner</li><li>• City Attorney</li><li>• City Finance Director</li><li>• Public Works Director/City Engineer</li><li>• Parks and Recreation Director</li><li>• Police Chief</li><li>• Fire Chief</li><li>• Deputy Fire and Deputy Police Chief</li></ul> <p>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 (each department/agency shall develop a checklist of responsibilities to be carried out by its EOC representative). This checklist will indicate when additional EOC staff will be required and when they should be released from the EOC.</p> <p>Ramsey County EMHS may be requested to provide a representative to the EOC to coordinate the county's response. Space will be provided in the EOC for county, 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's response to a disaster.</p> <p>Family members of EOC staff or essential workers may be relocated to the Maplewood Community Center for their safety and security if they wish.</p>
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<b>EOC LOCATION/ADDRESS:</b>		
	Excised	
EOC is responsibility of:		
Steve Lukin	Excised	
Bob Dollerschell	Excised	
<b>EOC SET-UP:</b>		
	Excised	

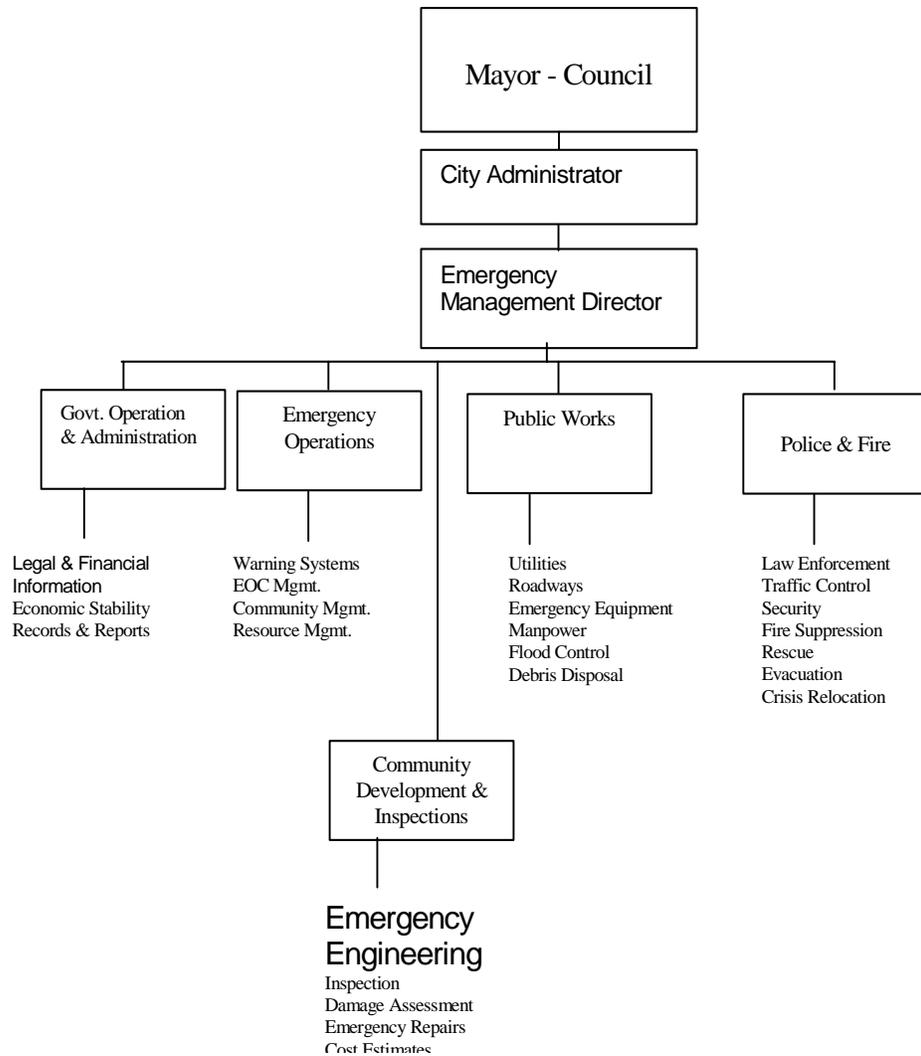
<p><b>Mounds View</b></p>	<p><b>Line of Succession</b></p> <p>The Mayor of Mounds View is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:</p> <ol style="list-style-type: none"> <li>1. Mayor</li> <li>2. Acting Mayor</li> <li>3. City Administrator</li> <li>4. Finance Director</li> <li>5. Community Development Director</li> </ol> <p>The Mounds View Emergency Management Director will serve in a staff capacity to the Mayor, will implement this plan, and will coordinate emergency operations. Line of succession to the Mounds View Emergency Management Director is as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Deputy Police Chief</b></li> <li>2. <b>Fire Chief</b></li> <li>3. <b>Police Sergeant</b></li> </ol> <p><b>Command and Control issues</b></p> <p>The Mayor will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The City Emergency Management Director will serve in a staff capacity to the Mayor, will implement this plan, and will coordinate emergency operations. Direction and control of the City of Mounds View response to a major disaster will be carried out at the Emergency Operating Center</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Excised</td> <td style="width: 33%;"></td> </tr> </table> <p><u>For Emergencies/Limited Scope Disasters</u></p> <p>An incident command system (ICS) will be established to direct the initial response by city forces to the event. (If ICS is implemented, the first arriving senior official will serve as the incident commander, until he/she is properly relieved). If organizational control of the incident escalates beyond the capability of field command, the City Emergency Operating Center (EOC) may be activated to provide overall command of the incident. This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved. Activation may be requested by the Incident Commander, the E.M. Director or Deputy, Mayor or City Administrator</p>		Excised	
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**DESIGNATED INCIDENT COMMANDERS**

- Police Chief Mike Sommer
- Deputy Police Chief Tom Kinney
- Fire Chief Nyle Zikmund
- Deputy Fire Chief Don Kruger
- Mounds View Police Sergeants

**City of Mounds View**

Emergency Staff Organization



**EOC Activation**

The EOC may be activated in response to a major disaster/ emergency resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touch down or pipeline leak which causes damage to the public or private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies (including county, federal; or state as well as surrounding municipalities) or enemy attack; or an incident beyond the capabilities of typical field operations.

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

1. Coordinating the city government response to the disaster (including coordinating with and supporting the on-scene commander if ICS is implemented).
2. Coordinating with any adjacent local government(s) affected by and/or responding to the disaster.
3. Coordinating with any county, state and/or federal agencies responding to the disaster.
4. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
5. Generating appropriate public information.
6. Coordinating and channeling the services of volunteers (specific task assignment to, and the management of volunteers will normally be provided by the applicable service chiefs).

**EOC Location**

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The Emergency Management Director is responsible for maintaining the operational readiness of the primary and alternate EOC's. This involves ensuring that the EOC has the necessary maps, displays, tables and chairs, message logs, etc.

**Responsibilities for EOC Activation**

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, Mounds View's emergency management director is responsible for ensuring that the EOC is activated according to the criteria described above.

EOC Staffing lists are on file with the Mounds View Emergency Management Director and includes:

- Mayor
- City Administrator
- Emergency Management Director
- Finance Director
- City Attorney
- Public Works Director
- Police Representative
- Fire Representative
- City Planner

Each department/agency that is represented in the EOC is responsible for ensuring that its representative is familiar with the duties that he/she is expected to perform at the EOC. (Each department/agency shall develop a checklist of responsibilities to be carried out by its EOC representative.)

Ramsey County EMHS may be requested to provide a representative to EOC to coordinate the county’s response. Space will be provided in the EOC for county, 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 director and control of the city’s response to a disaster.

**Communications**

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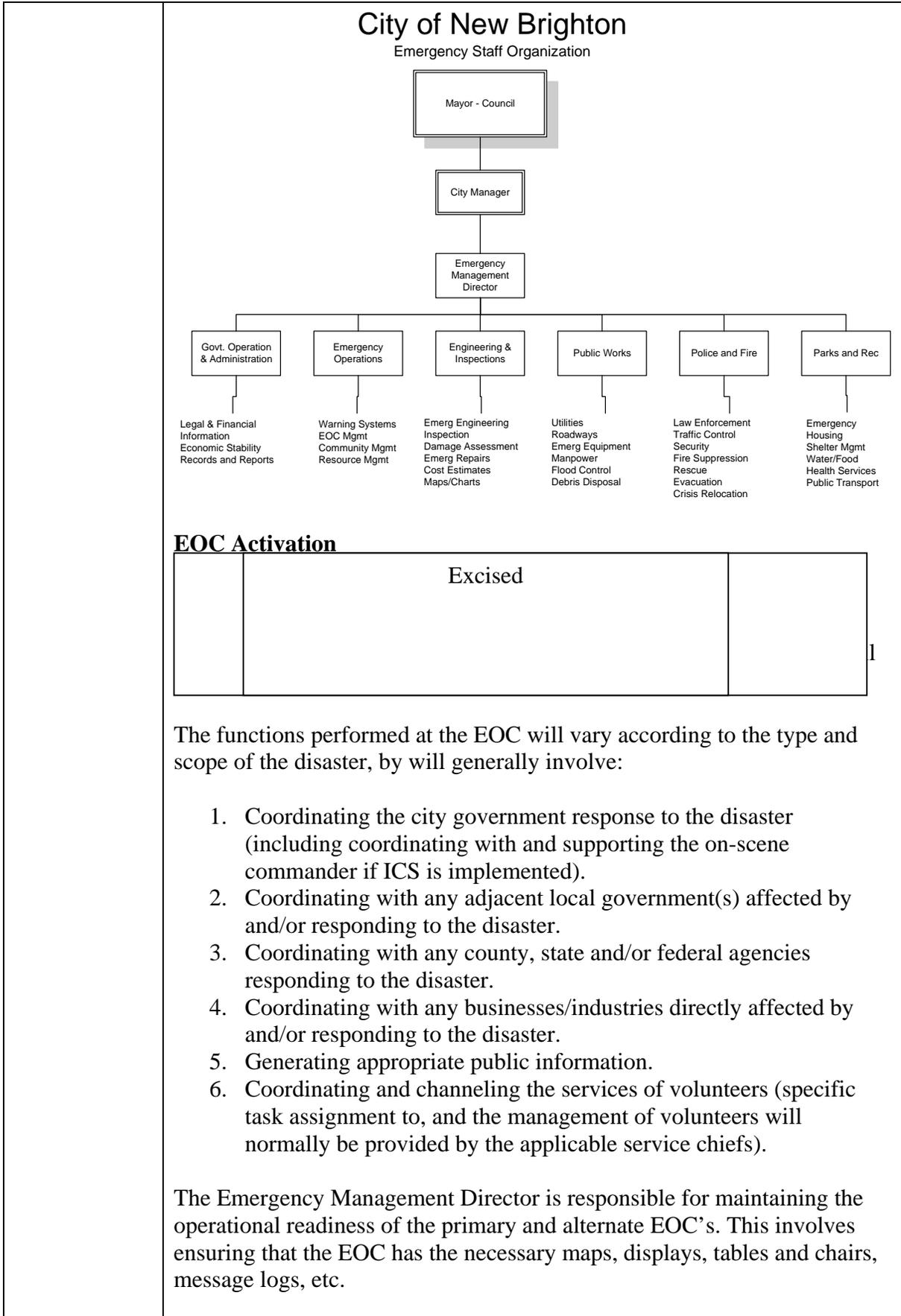
The primary official authorized to serve as the public information officer (PIO) for the City of Mounds View is the Mayor or his designee. If unavailable, the City Administrator or his designee will serve as the alternate PIO. The PIO will serve as the official point of contact for the news media.

City government personnel in the field will be responsible for relaying important information about the emergency/disaster to the PIO.

The PIO will be responsible for disseminating information and instructions to the public on a timely basis, and will coordinate all city news releases.

	<p>Ramsey County EMHS may be requested to provide a representative to the EOC to coordinate the county's response. Space will be provided in the EOC for county, 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's response to a disaster.</p>
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<p><b>New Brighton</b></p>	<p><b>Line of Succession</b></p> <p>The Mayor of New Brighton is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster . The line of succession to the Mayor is as follows:</p> <ol style="list-style-type: none"> <li>1 Mayor</li> <li>2 Acting Mayor</li> <li>3 City Manager</li> <li>4 Assistant City Manager</li> </ol> <p><b>Command and Control issues</b></p> <p>For Emergencies/Limited Scope Disasters</p> <p>An incident command system (ICS) may be established to direct the initial response by <b>city</b> forces to the event. (If ICS is implemented, the first arriving senior official will serve at the incident commander until he/she is properly relieved). If organizational control of the incident escalates beyond the capability of field command, the City Emergency Operating Center (EOC) may be activated to provide overall command of the incident. This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved. Activation may be requested by the Incident Commander, the Emergency Management Director or deputy, the Mayor, or City Council.</p> <p><b>DESIGNATED INCIDENT COMMANDERS</b></p> <ul style="list-style-type: none"> <li>• Director Bob Jacobson</li> <li>• Deputy Director John Ellickson</li> <li>• Deputy Director Dan Olson</li> <li>• Deputy Fire Chiefs Frieden and Deschane</li> <li>• Sgts Moore, Werneke, Bitzan-Hieb, Masterman, Kaiser, Nelson</li> <li>• Fire Captains Goodwin, Herrick, Elwell, Hedman, and Finney, Sr.</li> </ul> <p><b>LEAD PIO:</b> Mayor</p>
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	<p>The degree of EOC activation will be determined by the severity of the emergency.</p> <ol style="list-style-type: none"><li>1. The EOC may be <u>partially activated</u> due to a potential threat to life or property from severe weather (e.g. tornado, blizzard); hazardous materials incident/accident that is beyond the capabilities of field operations; or pipeline leak.</li><li>2. the EOC may be <u>fully activated</u> 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 or pipeline leak which causes damage to the public or private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies (including county, federal, or state as well as surrounding municipalities) or enemy attack.</li></ol> <p>Responsibilities for EOC Activation</p> <p>In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the New Brighton Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria described above.</p> <p>EOC Staffing</p> <p>EOC Staffing lists are on file with the New Brighton Emergency Management Director and includes:</p> <ul style="list-style-type: none"><li>• Mayor</li><li>• City Administrator</li><li>• Emergency Management Director/Director of Public Safety</li><li>• City Planner</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• Police Representative</li><li>• Assistant Fire Chief</li></ul> <p>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 (Each department/agency shall develop a check list of responsibilities to be carried out by its EOC representative.) This checklist will indicate when additional EOC staff will be required and when they should be released from the EOC.</p> <p>Ramsey County EMHS may be requested to provide a representative to the</p>
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EOC to coordinate the county's response. Space will be provided in the EOC for county, 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's response to a disaster. Family members of EOC staff or essential workers may be relocated to the Family Service Center for their safety and security if the wish.

**EOC LOCATION/ADDRESS:**

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<b>North Oaks</b>	<p><b>Line of Succession</b></p> <p>Mayor Deputy Mayor</p> <p><b>Command and Control issues</b></p> <p>The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County Division of Emergency Management and Homeland Security.</p> <p><b>EOC Activation</b></p> <table border="1" data-bbox="451 764 1383 953"><tr><td data-bbox="451 764 545 953"></td><td data-bbox="545 764 1195 953">Excised</td><td data-bbox="1195 764 1383 953"></td></tr></table>		Excised	
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<p><b>North St. Paul</b></p>	<p><b>Line of Succession</b></p> <p>Mayor City Manager</p> <p><b>Command and Control issues</b></p> <p>The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County Division of Emergency Management and Homeland Security.</p> <p><b>City of North St Paul</b> Emergency Staff Organization</p> <pre>graph TD; MC[Mayor - Council] --&gt; CM[City Manager]; CM --&gt; WSS[Water &amp; Sewer Superintendent]; CM --&gt; CE[City Engineer]; WSS --&gt; ES[Electric Superintendent]; WSS --&gt; FC[Fire Chief]; CE --&gt; PC[Police Chief]; CE --&gt; PWS[Public Works Superintendent]; PWS --&gt; FD[Finance Director];</pre>
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**EOC Activation**

Location:

	Excised	
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- Mayor
- City Administrator
- Emergency Management Director
- City Planner
- City Attorney
- City Engineer
- Public Works Director
- Parks and Recreation Director
- Police Representative
- Fire Chief

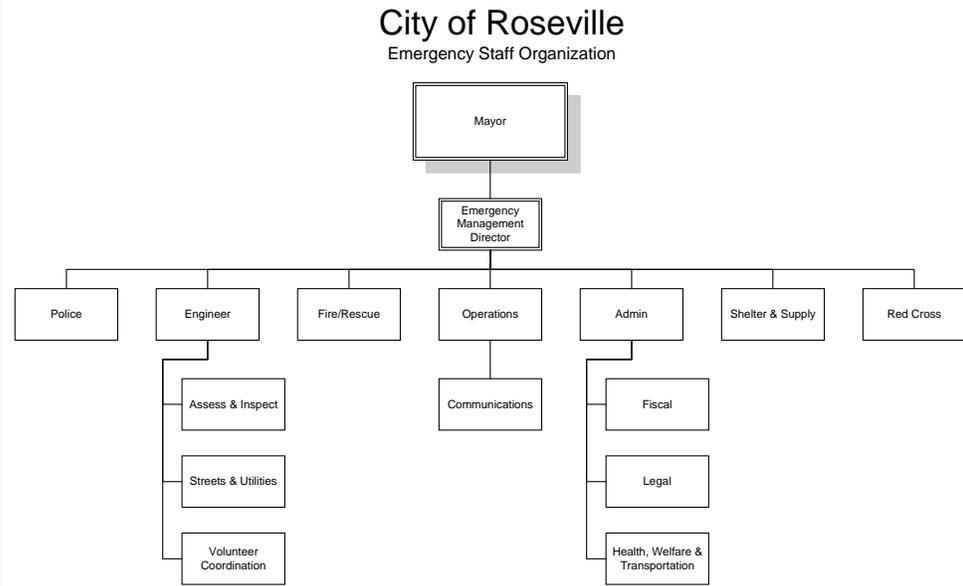
**Roseville**

**Line of Succession**

Administrative command for emergency operations:

1. Mayor
2. Emergency Management Director
3. City Manager
4. Police Chief
5. City Engineer

**Command and Control issues**



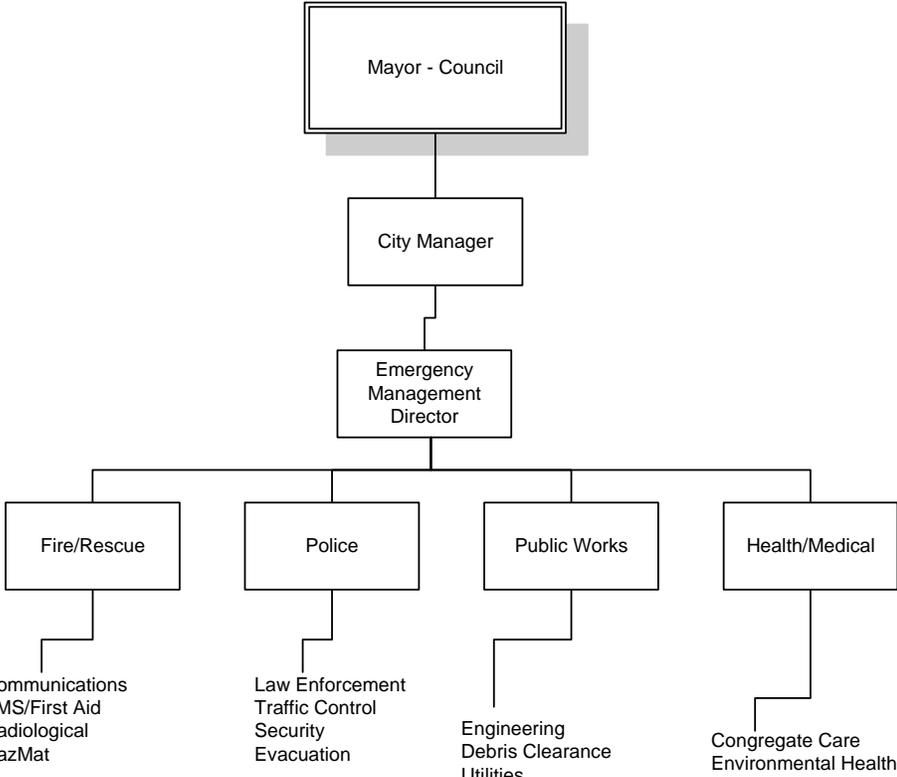
**EOC Activation**

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EOC Staffing lists are on file with the Roseville Emergency Management Director and includes:

- Mayor

	<ul style="list-style-type: none"><li>• City Administrator</li><li>• Emergency Management Director</li><li>• City Planner</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• Police Representative</li><li>• Fire Chief</li></ul>
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<p><b>Saint Anthony</b></p>	<p><b>Line of Succession</b></p> <p>Mayor City Manager</p> <p><b>Command and Control issues</b></p> <p>The direction and control of government operations from a central protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. St. Anthony utilizes the Minnesota approved Incident Command System.</p> <p>The City Manager is responsible for providing overall direction and control of City government resources involved in the response to a disaster. The Emergency Management Director will serve in a staff capacity to the City Manager and will coordinate all aspects of this plan in relation to the City of St. Anthony. The Emergency Management Director will also serve as a liaison with the Ramsey County Division of Emergency Management and Homeland Security.</p> <div style="text-align: center; margin: 20px 0;"> <h2 style="margin: 0;">City of St. Anthony</h2> <h3 style="margin: 0;">Emergency Staff Organization</h3>  <pre> graph TD     MC[Mayor - Council] --&gt; CM[City Manager]     CM --&gt; EMD[Emergency Management Director]     EMD --&gt; FR[Fire/Rescue]     EMD --&gt; P[Police]     EMD --&gt; PW[Public Works]     EMD --&gt; HM[Health/Medical]     FR --&gt; FR_sub[Communications EMS/First Aid Radiological HazMat]     P --&gt; P_sub[Law Enforcement Traffic Control Security Evacuation]     PW --&gt; PW_sub[Engineering Debris Clearance Utilities]     HM --&gt; HM_sub[Congregate Care Environmental Health]                     </pre> </div>
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<b>EOC Activation</b>		
	Excised	
<b>Staffing;</b>		
EOC Staffing lists are on file with the St. Anthony Emergency Management Director and includes:		
<ul style="list-style-type: none"><li>• Mayor</li><li>• City Administrator</li><li>• Emergency Management Director</li><li>• City Planner</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• Police Representative</li><li>• Fire Chief</li></ul>		
<b>Communications</b>		
	Excised	

<p><b>Shoreview</b></p>	<p><b>Line of Succession</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Succession of Authority</b>                  Mayor                  Acting Mayor                  City Council members (by seniority)</p> </div> <div style="width: 45%;"> <p><b>Succession of Management</b>                  City Manager                  Assistant city Manager                  Most senior of Finance Director or Public Works Director                  Parks and Recreation Director</p> </div> </div> <p>The Emergency Management Director serves in a staff capacity to the Mayor and coordinates planning for the City.</p> <p><b>Command and Control issues</b></p> <p>The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County and to the State of Minnesota Divisions of Emergency Management and Homeland Security.</p> <div style="text-align: center; margin-top: 20px;"> <p><b>City of Shoreview</b>                  Emergency Staff Organization</p> <pre>                 graph TD                     Mayor[Mayor] --- CityAtt[City Attorney]                     Mayor --- CityMgr[City Manager]                     Mayor --- EMDir[Emergency Management Director]                     CityMgr --- AstCmDir[Ast. City Mgr Community Dev. Dir.]                     CityMgr --- FinanceDir[Finance Director]                     CityMgr --- ParksRecDir[Parks &amp; Rec Director]                     CityMgr --- PublicWorksDir[Public Works Director]                     EMDir -.-&gt; LakeJohanna[Lake Johanna Fire Chief]                     EMDir -.-&gt; RamseyCountySheriff[Ramsey County Sheriff]                     EMDir -.-&gt; RamseyCountyEMHS[Ramsey County EMHS]                     AstCmDir --- Planner[Planner]                     AstCmDir --- BuildingInspector[Building Inspector]                     ParksRecDir --- ParksStaff[Parks Staff]                     PublicWorksDir --- EngineeringStaff[Engineering Staff]                     PublicWorksDir --- PublicWorksStaff[Public Works Staff]                     </pre> </div>
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<p><b>EOC Activation</b></p> <p><u>Location:</u></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Excised</td> <td style="width: 33%;"></td> </tr> </table> <p>will be expected to automatically report to the EOC. However, the Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria established in this plan.</p> <p>The Lake Johanna Fire Chief and/or the Ramsey County Sheriff's office will establish an on-scene command post. Major decisions involving issues that go beyond immediate on-scene activities will be coordinated by the City Manager or the EOC Operations chief.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Excised</td> <td style="width: 33%;"></td> </tr> </table> <p>EOC Staffing lists are on file with the Shoreview Emergency Management Director and includes:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• City Manager</li> <li>• Emergency Management Director</li> <li>• City Planner</li> <li>• City Attorney</li> <li>• City Engineer</li> <li>• Public Works Director</li> <li>• Parks and Recreation Director</li> <li>• Police Representative</li> <li>• Fire Department Representative</li> </ul> <p><b>Communications</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Excised</td> <td style="width: 33%;"></td> </tr> </table>				Excised			Excised			Excised	
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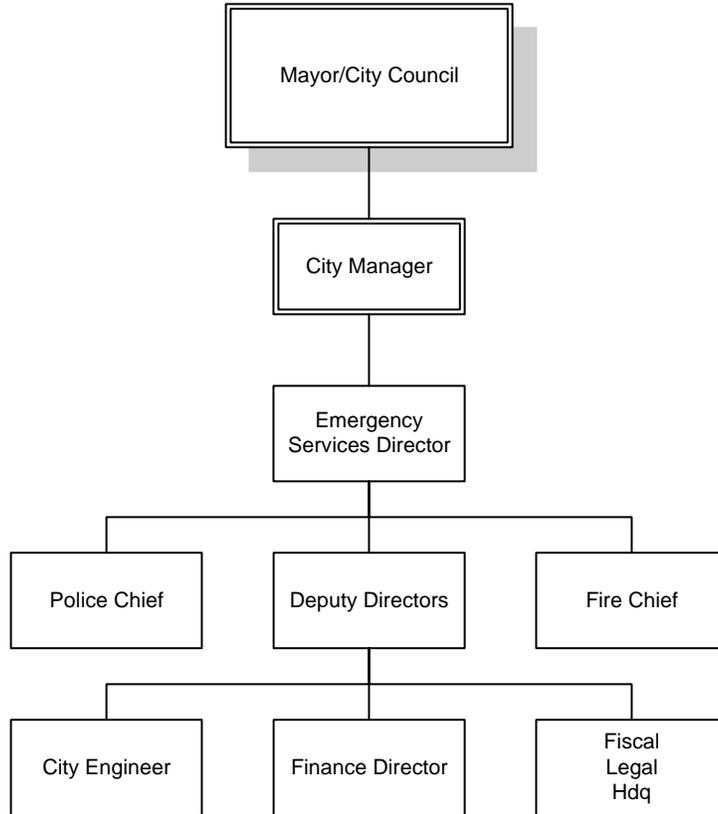
<p><b>Vadnais Heights</b></p>	<p><b>Line of Succession</b></p> <p><b>Command and Control issues</b> The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County Division of Emergency Management and Homeland Security.</p> <p style="text-align: center;"><b>City of Vadnais Heights</b> Emergency Staff Organization</p> <pre>graph TD; MC[Mayor and City Council] --- CA[City Administrator]; MC -.-&gt; PI[Public Information]; CA --- EM[Emergency Management Director]; EM -.-&gt; W[Warning]; EM --- CE[City Engineer]; EM --- DD[Deputy Director]; EM --- F[Finance]; CE --- CE_sub[Damage Assessment, Utility Restoration, Debris Clearance, Health/Water, Congregate Care]; DD --- DD_sub[EOC Operations, Law Enforcement, Fire/Rescue Coordination, HazMat/Radiological]; F --- F_sub[Fiscal, Legal];</pre>
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	<p><b>EOC Activation</b></p> <p><u>Location:</u></p> <table border="1" data-bbox="451 310 1383 501"><tr><td style="width: 10%;"></td><td style="text-align: center;">Excised</td><td style="width: 10%;"></td></tr></table> <p><u>Staffing:</u></p> <p>EOC Staffing lists are on file with the Vadnais Heights Emergency Management Director and includes:</p> <ul style="list-style-type: none"><li>• Mayor</li><li>• City Administrator</li><li>• Emergency Management Director</li><li>• City Planner</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• Law Enforcement Representative</li><li>• Fire Chief</li></ul> <p><b>Communications</b></p> <table border="1" data-bbox="451 1192 1383 1383"><tr><td style="width: 10%;"></td><td style="text-align: center;">Excised</td><td style="width: 10%;"></td></tr></table>		Excised			Excised	
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<p><b>White Bear Lake</b></p>	<p><b>Line of Succession</b></p> <p>Mayor City Manager Police Chief Admin Captain</p> <p>Or Mayor City Manager Fire Chief Station Chief's</p> <p><b>Command and Control issues</b></p> <p>MAYOR: Paul Auger EMERGENCY MANAGER: Fire Chief Vadnais/Police Admin. Captain Schmahl</p> <p>PUBLIC WORKS: City Engineer Mark Burch, Supervisor Gene Smith</p> <p>DESGNATED INCIDENT COMMANDERS TBA with new chief. At this time probably the Admin Captain for Police and Chief Vadnais for Fire</p> <p>LEAD PIO: Admin Captain Schmahl (Police) Chief Maachus (Fire)</p> <p>LINE OF SUCCESSION: POLICE: Chief Admin Captain Operations Division Captain</p> <p>FIRE: Chief Vadnais Assistant Chief's District Chiefs, Captains Lieutenants</p>
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# City of White Bear Lake

## Emergency Staff Organization



### EOC Activation

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	<p><b><u>Staffing:</u></b> EOC Staffing lists are on file with the White Bear Lake Emergency Management Director and includes:</p> <ul style="list-style-type: none"><li>• Mayor</li><li>• City Administrator</li><li>• Emergency Management Director</li><li>• City Planner</li><li>• City Attorney</li><li>• City Engineer</li><li>• Public Works Director</li><li>• Parks and Recreation Director</li><li>• Police Representative</li><li>• Fire Chief</li></ul>
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<p><b>White Bear Township</b></p>	<p><b>Line of Succession</b></p> <p>The Township is not a planning entity under Minnesota statute.</p> <p>The Township receives Law Enforcement services from the Ramsey County Sheriff and Fire and EMS service from the City of White Bear Lake. All other Emergency Management functions are coordinated by the Public Works Coordinator through the City of White Bear Lake and Ramsey County EMHS.</p> <p>The contact information for the Township’s staff and elected officials is:</p> <p><b>Staff:</b></p> <p><b>First Contact:</b> William Short, Clerk-Treasurer  Work: 651-429-5827 After Hours: [Excised]  1281 Hammond Road  White Bear Township, MN 55110  bill.short@ci.-white-bear-township.mn.us</p> <p><b>Second Contact:</b> Bill LaBore, Public Works Coordinator  Work: 651-429-5827 Cell [Excised]  1281 Hammond Road  White Bear Township, MN 55110  bill.labore@ci.white-bear-township.mn.us</p> <p><b>Third Contact:</b> Janet Reagan, Deputy-Clerk  Work: 651-429-5827  1281 Hammond Road  White Bear Township, MN 55110  jan.reagan@ci-white-bear-township.mn.us</p> <p><b>Fourth Contact:</b> Tom Kelly, Deputy-Treasurer  Work: 651-429-5827  1281 Hammond Road  White Bear Township, MN 55110  tom.kelly@ci.white-bear-township.mn.us</p> <p><b>Elected Officials:</b></p> <p><b>First Contact:</b> Bob Weisenburger, Town Board Chair  Work: 651-649-5428 [Excised]</p> <p><b>Second Contact:</b> Dick Sand, Town Board Supervisor  Work: 651-292-8801 [Excised]  [Excised]</p> <p><b>Third Contact:</b> Bill Mample, Town Board Supervisor  Work: 651-426-2211 [Excised]  [Excised]</p>
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## V. FEDERAL AND STATE SUPPORT

### GENERAL

EMHS will assist 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 Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) regional program coordinator. This person can provide technical information and assistance, if requested.

An outline of expected [state and federal support is detailed earlier in this plan](#). A more exhaustive summary of state and federal disaster assistance that may be available is contained in the *Minnesota Emergency Management Director's Handbook*. This document is on file with EMHS.

### STATE AND FEDERAL AGENCIES

A summary of State and Federal programs available to local governments that are experiencing or have experienced a disaster is contained in the Minnesota Disaster Management Handbook and the Recovery from Disaster Handbook. These documents are available through HSEM and/or the City of Saint Paul Director of Emergency Management and/or Emergency Preparedness Coordinator.

#### **Minnesota Department of Public Safety – Division of Homeland Security and Emergency Management (HSEM)**

HSEM is the central point of contact within the State of Minnesota for a wide range of emergency management resources.

#### **Federal Emergency Management Agency (FEMA)**

FEMA is the central point of contact within the federal government for a wide range of emergency management resources.

### FEDERAL ASSISTANCE-HAZARDOUS MATERIALS INCIDENTS

Federal Assistance can be accessed through the State Duty Officer at

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### MINNESOTA DUTY OFFICER

The purpose of the 24-hour Minnesota State Duty Officer program is to provide a single point of contact for public and private sector entities to request state-level assistance as needed or when a state-level notification is required.

The scope of the Minnesota State Duty Officer Program includes, but is not limited to, actual or impending events such as the following:

- Hazardous materials incidents
- Pipeline leaks or breaks
- Radiological incidents
- Requests for National Guard/Civil Air Patrol
- Aircraft accidents/incidents
- Search and rescue assistance
- Bomb squad information
- Natural disasters (tornado, flood, fire, etc.)
- Requests for CAT/ERT teams
- Homeland security threats

Contact the State Duty Officer for any incident where assistance is needed from one or more of the following state agencies, or, when one or more of the following state agencies has a reporting requirement:

- Pollution Control Agency
- Department of Health
- Department of Natural Resources
- Department of Transportation
- Department of Agriculture
- Department of Public Safety

When the Minnesota Duty Officer receives a call of an incident, he or she will make notifications to state agency personnel with the expertise and/or resources to assist the caller. Furthermore, if an incident occurs in which one or more federal or state laws require notification to the state, one call to the Minnesota Duty Officer will satisfy that requirement.

When reports of hazardous materials spills are received, a copy of the report will be faxed back to the city for informational purposes only. Local emergency management personnel are encouraged to call the Minnesota Duty Officer for status reports of ongoing incidents within their city.

**The telephone numbers to be used to contact the Minnesota Duty Officer are**

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## **NATIONAL GUARD**

### Overview

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 of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies.

National Guard assistance will complement, and not be a substitute for, city and/or county participation in emergency operations.

If made available, National Guard personnel 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.

### Request Procedure

In the case of the City of St. Paul, the Mayor, after consulting with the Director of Emergency Management, will submit a request to the Governor. For all other Ramsey County jurisdictions, the Sheriff must make the request for activation of the Guard. Typically, the mayors of the affected municipality will forward this request to the Sheriff either through the RCEMHS or directly. All requests for activation of the Minnesota National Guard will be facilitated through the State Duty Officer at Homeland Security and Emergency Management (HSEM).

### **➤ Important Reminders**

- ✓ National Guard assistance will complement, and not be a substitute for county participation in emergency operations.
- ✓ If made available, National Guard personnel will remain under military command at all times, but will support and assist county/City forces in the accomplishment of a specific task or tasks.
- ✓ National Guard Members do not have the power of arrest however they may “detain” a person until a peace officer can be summoned.
- ✓ When ever possible a “liaison” should be assigned to work with National Guard unit and possibly even sub-unit commanders to ensure that the Guard assets are effectively deployed.

## VI. SPECIAL CONSIDERATIONS - GENERAL

### COMMUNITY WATCH

In late summer of 2005, Ramsey County will be adding to the Sheriff's existing Community Watch program. This program uses automated voicemail, email, and faxes to distribute law enforcement information. When enhanced, each community will be able to contact any licensed daycare facility, school, healthcare facility, major employer, or other entity that chooses to register with the program with information and updates. Neither the county nor the municipalities can guarantee notification will be received, only that all reasonable efforts will be made to issue such notification.

### TRANSPORTATION DEPENDENT POPULATIONS

During an emergency evacuation, persons in this category may be transported by EMS, Metro Mobility, Metro Transit, neighbors, emergency transportation vehicles and school buses on designated routes and at pick-up points, and, on occasion, by law enforcement vehicles.

In most situations, the decision on method of transportation will be made by the on scene incident commander via communication with his or her PSAP dispatch center. For large-scale emergencies, Ramsey County will coordinate mass transportation needs through Metro Transit under the assumptions of [ESF 1](#).

### INDIVIDUALS WITH SPECIAL NEEDS AND THE MOBILITY IMPAIRED

Such persons are expected to use expedient sheltering until evacuated. When an emergency evacuation is implemented, neighbors, ambulances, wheelchair-equipped vehicles, and buses will provide transportation. Pre-emergency planning is of particular importance for this group. Appropriately equipped care facilities are essential at mass care centers. See appropriate ESF's.

The licensed Emergency Medical Services provider in the **municipality** in which the incident occurs will be the **primary** source of on-the-scene care, triage, and medical transportation for special needs populations.

Non-medical transportation issues will be coordinated by Metro Transit at the request of the on-scene incident commander or RCEMHS duty officer. Transportation will be carried out by various means depending on the number of affected persons.

## **HEARING IMPAIRED**

Providing for alerting and warning of hearing impaired persons is an important aspect of emergency planning and methods developed to contact them are prepared prior to the on-set of emergencies. The County Warning Point is equipped with specialized telephone equipment for communication with hearing impaired persons. Each of the three other PSAP's are also equipped with these telephones. Closed-captioned information on local television will be provided for large-scale incidents.

## **NON-ENGLISH SPEAKING PERSONS**

Ramsey County has a significant population for whom English is a second language. The metropolitan area is in process of developing a specialized communications platform for getting information to these groups. Until this project is realized, we will depend on the availability of commercial and volunteer interpreters during emergencies. Prior to emergencies, the various agencies utilize translation services to the best of their ability to provide documents in various languages.

## **RECREATIONAL AREAS**

Recreational areas within the County will be posted with such signs as identified as useful by the jurisdiction, and which provide emergency instructions. Staff personnel from the County's Department of Parks and Recreation or from the State's Department of Natural Resources, will, if present, augment public alerting and warning means.

Outdoor warning sirens cover all of the parks and recreational areas within the county. Ramsey County Parks and Recreation staff will assist in providing additional emergency information. Each municipality plans to send emergency vehicles with public address loudspeakers as available to areas where they may be needed.

## **BOATERS**

Those persons on Ramsey County waterways will receive pre-emergency instructions through the public awareness/education program, and emergency alert and warning through the devices and methods described in this plan. Specific instructions as to on-shore facilities for sheltering, or specific evacuation routes depend on the nature of an emergency, thus boaters' attention to warning instructions and EBS messages is of increased importance.

The County Sheriff is responsible for these activities and for law

enforcement in general on the waterways of the County. When requested by local incident commanders, or by EMHS, the Sheriff's water patrol will make contact with boaters via radio or patrol boat contact and public address announcements.

## **PARKS/CAMPGROUNDS**

While persons utilizing parks and campgrounds may have their own or public transportation available, others may require emergency transportation assistance. Should expedient sheltering be required, it should be taken in the nearest available structures. Alerting and warning will be similar to that described for boaters. Those at parks and campgrounds need specific evacuation route information so as to avoid returning home through dangerous areas.

Outdoor warning sirens cover all of the parks and campground areas within the county. Ramsey County Parks and Recreation staff will assist in providing additional emergency information. Each municipality plans to send emergency vehicles with public address loudspeakers as available to areas where they may be needed.

## **MAJOR EMPLOYERS**

At the time of an emergency situation, employers of large numbers of workers must be prepared to implement in-place expedient sheltering. Decisions to shut down industrial operations must be made quickly if necessary. Evacuation of personnel will be accomplished by private vehicle, supplemented by specialty vehicles as required.

In 2005, Ramsey County EMHS will be adding to the Sheriff's existing Community Watch program. This program uses automated voicemail, email, and faxes to distribute law enforcement information. When enhanced, each community will be able to contact any major employer who registers with the system with information and updates.

## **SPECIAL FACILITIES**

All special facilities must be prepared to implement the protective actions of expedient sheltering and/or evacuation. Pre-planning is needed to enhance effectiveness.

### **1) Schools**

#### **a) General:**

In late fall of 2004, Ramsey County will be adding to the

Sheriff's existing Community Watch program. This program uses automated voicemail, email, and faxes to distribute law enforcement information. When enhanced, each community will be able to contact all public and private schools with information and updates.

b) Public Schools

Control of Ramsey County public schools in an emergency generally rests with the Superintendent of the School Districts and school principals. Principals will implement protective actions as they deem necessary, or as directed by the Superintendent. Established procedures are available at each school, and parents are informed of the emergency arrangements through normal school orientations and brochures. Emergency alerting and warnings will be supplemented by broadcast announcements over the Schools' public address system.

EMHS has an ongoing program working with the schools, law enforcement school liaison officers and local emergency managers to develop, enhance and exercise school emergency plans.

c) Private Schools

The senior school administrator or his/her designee upon notification will initiate implementation of protective actions by emergency alerting and warning by an Incident Commander, by the Superintendent of Public Schools, or by the Board of Education representative in the EOC. Transportation will be augmented by pre-arranged transport from the public school Board of Education.

d) Colleges and Universities:

The largest University in the county, the University of Minnesota, has a full-time dedicated emergency management department and maintains its own means of contacting and alerting staff, students and employees. EMHS and the cities that border the University (Lauderdale, Falcon Heights, and St. Paul) are able to contact the University's PSAP 24/7 and trigger the dissemination of emergency information.

The other colleges and Universities within the county maintain their own crisis and emergency plans. EMHS is active with these entities to review and exercise these plans and procedures. EMHS is also involved with the International Association of Collegiate Law Enforcement Administrators Minnesota Region, which is the professional association of

security professionals for higher education. Security at each of the Universities will be subscribed to the enhanced Community Watch system when that is running in late 2004.

## 2) Day Care Facilities

Licensed day-care facilities will receive alerting and warning from previously described means or, in the case of extreme emergencies, from a representative in the EOC. Should evacuation be required, day-care facilities will use all available private transportation. The EOC is to be notified of additional transportation requirements by each facility.

Unlicensed daycares may not be reached in a timely fashion by specialized means, however information broadcast to the general public should reach these entities.

## 3) Before and After-School Programs

Such programs, whether in the form of childcare programs, athletic contests, or cultural events, will require alert and warning using route-alerting procedures in addition to other means. EMHS and the municipal emergency managers make contact with these and other programs through community outreach.

## 4) Health Care Facilities

### a) Hospitals

Although capable of sheltering in place for many emergency scenarios, highly detailed hospital plans will facilitate a successful evacuation. Of significant importance is the routine classification of patient transportation needs so that such data is readily available.

As part of the new Metropolitan Medical Response System and the Metro Hospitals Compact, each of the hospitals in the county have access to special interoperable radios and can be contacted directly.

East Metro Radio Control, the coordinating system for Emergency Medical Response in the County is able to contact hospitals directly in an emergency and will do so at the request of the on-scene incident commander, PSAP dispatch center, or EMHS.

### b) Nursing Homes

Like hospitals, nursing home evacuation requires pre-planning regarding residents' needs for ambulances, buses, automobiles, and wheelchair-equipped vehicles.

In late fall of 2004, Ramsey County will be adding to the Sheriff's existing Community Watch program. This program uses automated voicemail, email, and faxes to distribute law enforcement information. When enhanced, each community will be able to contact any nursing care facility that chooses to register with the program with information and updates.

Ramsey County operates one nursing care facility. That facility will be notified by the county warning point.

c) Boarding / Group Homes

Such facilities will use expedient sheltering or evacuate as directed, using their own assets. Transportation shortfall, beyond private transportation assets, will be reported to the EOC. Not all such facilities register with emergency response organizations. However we will work with the SPRCDPH and Ramsey County Community Services to reach these entities in a timely fashion.

## APPENDIX A: LEGAL BASIS AND REFERENCES

### Selected Federal Laws and Statutes

- 42 U.S.C. 5121, *et. seq.* “The Robert T. Stanford Disaster Relief and Emergency Assistance Act”, as amended (PL 100-707) 1988.
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 *et seq.*), 1974
- Public Law 96-342 - Improved Civil Defense 1980
- Superfund Amendment and Reauthorization Act (SARA) also known as Public Law 99-499, 1986
- Disaster Mitigation Act, PL 106-390, 2000
- United States Code (USC), Title 42, Public Health and Welfare
  - Chapter 68, Disaster Relief
  - Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)
- Homeland Security Presidential Directive (HSPD) 5
- HSPD 8
- The Federal Response Plan as amended

### Selected Municipal Codes, Ordinances, Statutes and Resolutions

- City of Arden Hills Municipal Code, Chapter 7 & Mutual Aid Agreements
- City of Falcon Heights Resolution No 2005-03 – Adoption of NIMS
- City of Little Canada Resolution No. 467, dated November 12, 1997
- City of Maplewood Ordinance No. 378, dated October 17, 1974, as amended. Mutual Aid Agreements Adoption of NIMS approved 3/31/05.
- City of Mounds View Municipal Code Chapter 601
- City of New Brighton Ordinance No. 115, GI: Code 1966 S205.10(1)
- City of North Saint Paul Resolution No. , dated 1 September 21, 1998

- City of Roseville Chapter 107; section 107.01 – 107.05. Adoption of Countywide Plan Resolution #10290 (4/11/05). Adoption of NIMS Resolution # 10289 (4/11/05)
- City of Shoreview Resolution No. 1301, dated 1 September 1971. Mutual Aid Agreements: Resolutions 84-168 (11-5-84); 85-53 (6-17-85) Adoption of Countywide Plan: Resolution 05-29; Adoption of NIMS Resolution 05-30
- City of Vadnais Heights Resolution No. 287, dated July 20, 1982
- City of White Bear Lake Section 503 of Ordinance No. 677 of the Municipal Code

**Selected Minnesota Statutes:**

- Chapter 12, as amended. (The Minnesota Civil Defense Act) (The “Minnesota Emergency management Act of 1996”.)
- The Minnesota Pipeline Safety Act, Section 299-J
- The Minnesota Emergency Planning and Community Right-to-Know Act, Section 299K.01
- MN Statute 145 (A).04.06 Investigation, reporting and control of Communicable Diseases. (Public Health Law)
- Chapter 88.04, Firebreaks, Prevention of Fires
- Chapter 103E.705, Subd. 7, Drainage Repair and Construction After a Disaster
- Chapter 103F.155, Flood Protection Plans
- Chapter 115E.06, Good Samaritan
- Chapter 138.17, Subd. 8, Emergency Records Preservation
- Chapter 273.123, Reassessment of Homestead Property Damaged by a Disaster
- Chapter 299A.48-52, Minnesota Hazardous Materials Incident Response Act
- Chapter 299F.091-099, Community Emergency Response Hazardous Substance Protection Act
- Chapter 299J, Office of Pipeline Safety
- Chapter 299K, Hazardous Chemical Emergency Planning and Response.

**Ramsey County Charter**

- Specifically sections 1, 3, 5, 6 and 10

**Ramsey County Administrative Code**

- Specifically Chapter 5 section 5.10.18; 5.10.21; 5.40.81

**Ramsey County Resolutions:**

- Number 9 – 5900, dated 3/27/61
- Number 87-010, dated 1/12/87
- Number 87 – 114, dated 2/23/87
- Number 2005-141, Dated 4/5/05.

Minnesota Division of Emergency Management Bulletin No. 87 – 1 Pipeline Safety Law 353

Minnesota Division of Emergency Management (DEM) Bulletin No. (Local government emergency operations plan requirements.)

NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs - 2004

## APPENDIX B: COUNTY INCIDENT MANAGER

### ROLES AND RESPONSIBILITIES

During the phase of an emergency during which lives or property are at obvious and imminent risk, the county Incident Manager is responsible to:

- Obtain for operational and administrative purposes, critical supplies, equipment, and such other items found lacking and needed for the protection of life and property, and to bind the county for the fair market value thereof and to commandeer the same for public use within the limits of county ordinances and state and federal law.
- Require emergency services of any county officer or employee, and to command the aid of as many citizens of the county as deemed necessary in the execution of these duties commensurate with the limitations of applicable state and local law.
- Request the county Board of Commissioners to requisition personnel or property necessary for the conduct of emergency operations.
- Select and designate at his/her discretion additional members to the Emergency Operations Team to assist in the performance of the duties of county Incident Manager
- Respect the integrity of local government entities and the unity of their service forces
- At his/her discretion delegate these authorities to other Ramsey County Emergency Operations Team members

The role of county Incident Manager will usually be passed to another individual when the Incident Manager in consultation with the Emergency Operations Team, determines that the situation has stabilized to the point where there is no longer an imminent threat to life, safety and property. This phase would include the activities necessary for recovery and restoration to normal of county functions.

During this phase of the emergency, the county Incident Manager will:

- If the scope of the situation warrants, establish and maintain within the EOC appropriate assets for the coordination of recovery efforts. If warranted, establish a separate Recovery Coordination Center or to redirect the full effort of the EOC to the coordination of recovery efforts

- Provide information, liaison and recovery coordination with and between state and federal agencies and the impacted municipalities and other agencies that are part of the county's emergency organization
- Recommend to the Board of county Commissioners, and as directed by them, establish and implement county recovery priorities
- Based on the nature and scope of the situation, direct safety assessments of the county's buildings

## **APPENDIX C: RAMSEY COUNTY DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY (EMHS)**

### **Roles and Responsibilities**

The overall duty of EMHS with respect to this plan is to coordinate all emergency preparedness, response, mitigation, recovery and homeland security plans within the county in order to ensure unity of purpose, reduce or eliminate duplication of effort, and to better ensure the sharing of resources and ideas in this regard. Specifically, EMHS will:

### **Prior to an Emergency**

Subject to oversight by the County Manager, EMHS has authority and responsibility for organizing, directing and coordinating the emergency organization of the county, including training, directing the development of county departmental emergency operations plans, directing the development of county Operational Continuity/Disaster Recovery plans, and review and approval of these plans.

EMHS staffs the role of EMHS Duty Officer and as such is the primary point of contact for activating this plan and notifying the various county departments.

EMHS is responsible for developing, maintaining, exercising and procuring state approval of this plan. Prior to that the EMC and the Board of Commissioners shall approve this plan. EMHS works to establish and maintain liaison with the county departments and units not directly represented on the emergency management council regarding emergency preparedness activities, as well as coordinating the efforts of the units specifically mentioned in the plan and on the EMC.

EMHS has established and maintains liaison with the municipal governments and any and all governmental or quasi-governmental organizations within Ramsey County regarding their planning, preparedness and response to emergencies. We also serve as liaison with volunteer organizations active in emergency and disaster situations.

### **During the Crisis Phase**

The EMHS duty officer will commonly be the initial Incident Manager for the county's interest in an event and, in this role, will make an assessment regarding the level of activation required. If the incident

does require activation of senior county management, the EMHS director acts as principal aide and advisor to the county Incident Manager during the emergency.

- Maintain the Ramsey County Emergency Operations Center (RCEOC) in conjunction with other departments
- Coordinate the establishment and provision of disaster recovery services to the public
- Collect and disseminate emergency information to the concerned jurisdictions and agencies;
- Coordinate the utilization of county, other local; government, state and federal resources within the county
- Coordinate operations conducted by the local governments within the county in accordance with approved mutual aid plans;
- Recommend or forward requests to requisition personnel and/or property as necessary for the conduct of emergency or recovery operations to the county Incident Manager
- Coordinate and provide for dissemination of public information relating to emergency activities as may be required;

### **During the Consequence Management Phase**

EMHS will work to coordinate the county's disaster claims process in concert with the County Manager. EMHS will work with affected municipalities, county departments, etc. to prepare and process emergency operations program papers and applications for federal and state funds.

As relief and recovery funds are made available, EMHS will assist in ensuring that they are disbursed to affected areas as rapidly as possible.

## **APPENDIX D: ROLES OF THE EMERGENCY MANAGEMENT COUNCIL**

### Powers and duties of the Emergency Management Council (EMC)

- The EMC is intended to provide review of countywide planning efforts in order to ensure and require unity of purpose. This includes conducting reviews of, and recommending to the Board of Commissioners approval of the county Emergency Operations Plan (EOP) as developed by the Division of Emergency Management and Homeland Security, and such other emergency preparedness, response, recovery and mitigation plans developed by EMHS.
- Further, the EMC is charged with reviewing county resolutions and codes affecting emergency management issues and recommending changes as needed.

### Powers and duties of the Chair of the EMC

- Coordinate the activities of the EMC
- Establish and maintain liaison between the Ramsey County Board of Commissioners and the EMC
- Review and recommend to the board adoption of county emergency plans and associated documents and agreements

### Additional duties of the Members of the EMC

- Formulate and maintain plans for operations of their departments during emergency conditions, and work with the Director of EMHS to ensure unity of purpose and consistency throughout county government
- Ensure that their personnel are trained in emergency management concepts including the Incident Management System and familiarity with the Ramsey County Emergency Operations Plan, and their individual roles during an emergency requiring activation of the county emergency management organization.

## APPENDIX E: RESPONSE TO TERRORISM

For the most part county departments and the municipalities will respond to acts of terrorism as they would to other disasters. However, the specter of terrorism requires a few specific actions in addition to the general actions.

In general, a terrorist act will fall into one of four categories. The event might be:

1. A defined event that occurs at a specific location (or locations) such as a bomb, but does not involve the release of biological or chemical agents.
2. A defined event that occurs at a specific location (or locations) and involve the release of a chemical and/or radiological agent at a specific location or locations.
3. The intentional release of a bioterrorism agent (such as anthrax) at a given location.
4. An event that occurs surreptitiously at an initially unknown location and we learn of it due to its effect – for example the outbreak of diseases such as smallpox.

**NOTE:** Most of the procedures followed by public safety agencies are considered sensitive and confidential and are *not* reproduced in this document. Many of the activities in this Appendix generate data that are similarly sensitive and confidential and are treated as Law Enforcement sensitive. These data are also not reproduced here.

### On-going preparation activities

In conjunction with the Sheriff and the local law enforcement agencies, the EMHS gathers data on homeland security preparedness. This data is shared with the Minnesota Division of Homeland Security and Emergency Management and the United States Department of Homeland Security.

The Ramsey County Sheriff maintains a special anti-terrorism unit that investigates threats, identifies possible risks, and works to secure specific targets at time of need. The Sheriffs WMD unit also is capable of conducting special investigatory operations within contaminated areas. This unit is also the primary source of intelligence gathering on terrorism-related issues.

The Sheriff also hosts regular East-metro Terrorism Briefings that bring together homeland security and law enforcement agencies for face-to-face discussion of current threats and issues.

## APPENDIX F: HOMELAND SECURITY ADVISORY SYSTEM

The United States Department of Homeland Security ([www.dhs.gov](http://www.dhs.gov)) has created the **Homeland Security Advisory System (HSAS)** as a means of advising citizens, businesses and local governments about the risk of terrorist activity within the United States. The HSAS color-code system provides generalized protective action information.

Ramsey County functions as if the “Yellow” or “Elevated” risk level is the normal level for day to day activity. The county does this by:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures (through the Ramsey County Sheriff’s Office WMD Unit and regular threat assessments and updates); and
- Implementing, as appropriate, contingency and emergency response plans.

Specific activities surrounding our activity in response to higher threat levels are public safety sensitive, and outlined in Functional Annex A.



**Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

#### **Government**

- Refine and exercise appropriate preplanned Protective Measures;
- Ensure personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures
- Institutionalize a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

#### **Businesses**

- Develop an emergency plan to address all hazards. Include an emergency communications plan to notify employees of activities; designate an off-site "report to" location in case of evacuation.
- Develop continuity of operation plan to include designating alternate work facility/location for business.
- Arrange for staff to take a first aid training course

#### **Schools**

- Develop written emergency plans to address all hazards including plans to maintain the safety of students, staff, and faculty, as well as an emergency communication plan to notify parents in times of emergency. Disseminate relevant information to families of children, staff and faculty.
- Ensure selected staff members take a CPR/AED and first aid preparedness capabilities.

#### **Neighborhoods**

- Have neighborhood meeting to discuss emergency plans and establish a "Neighborhood Watch" program
- Promote or arrange for people in the neighborhood to take a CPR/AED and first aid course

#### **Families**

- Develop a personal disaster plan and disaster supplies kit
- Take a CPR/AED and first aid course

#### **Individuals**

- Develop a personal disaster plan and disaster supplies kit
- Take a Red Cross CPR/AED and first aid course



**Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

#### **Government**

- Check communications with designated emergency response or command locations;
- Review and update emergency response procedures; and
- Provide the public with any information that would strengthen its ability to act appropriately.

#### **Businesses**

- Complete recommended actions at lower level
- Be alert to suspicious activity and report it to proper authorities
- Dialogue with community leaders, emergency management, government agencies, community organizations and utilities about disaster preparedness
- Ensure emergency communication plan updated to include purchase of needed equipment

#### **Schools**

- Complete recommended actions at lower level
- Be alert to suspicious activity and report it to proper authorities
- Conduct safety training/emergency drills following the school's written emergency plan for all grades
- Ensure emergency communication plan updated and needed equipment is purchased

#### **Neighborhoods**

- Complete recommended actions at lower level
- Be alert to suspicious activity and report it to proper authorities

#### **Families**

- Complete recommended actions at lower level
- Be alert to suspicious activity and report it to proper authorities
- Review stored disaster supplies and replace items that are outdated
- Develop an emergency communication plan that all family members understand
- Establish an alternate meeting place away from home with family/friends

#### **Individual**

- Complete recommended actions at lower level
- Be alert to suspicious activity and report it to proper authorities
- Review stored disaster supplies and replace items that are outdated
- Develop emergency communication plan with family /neighbors/ friends
- Provide volunteer services and take advantage of additional volunteer training opportunities



**Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

#### **Government**

- Increase surveillance of critical locations;
- Coordinate emergency plans as appropriate with nearby jurisdictions;
- Assess whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures;
- Implement, as appropriate, contingency and emergency response plans.

#### **Businesses**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Contact private security firm for security risk assessment and to determine availability of support/reinforcement
- Contact voluntary organizations you support to determine how you can provide assistance in case of emergency

#### **Schools**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to the proper authorities
- Ensure all emergency supplies stocked and ready

#### **Neighborhoods**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Have neighborhood meeting in order to identify neighbors who are elderly or have special needs. Assist them in development of a personal disaster plan and disaster supplies kit if requested.

#### **Families**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Ensure disaster supplies kit is stocked and ready
- Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary
- If not known to you, contact school to determine their emergency notification and evacuation plans for children
- Develop alternate routes to/from school/work and practice them

#### **Individuals**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Ensure disaster supplies kit is stocked and ready
- Check telephone numbers and e-mail addresses in your personal communication plan and update as necessary
- Develop alternate routes to/from work/school and practice them



**High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

#### **Government**

- Coordinate necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Take additional precautions at public events and possibly considering alternative venues or even cancellation;
- Prepare to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restrict threatened facility access to essential personnel only.

#### **Businesses**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Review emergency plans to include continuity of operations and media materials
- Determine need to restrict access to business or provide private security firm support/reinforcement
- Contact vendors/suppliers to confirm their emergency response plan procedures
- If a need is announced, contact nearest blood collection agency and offer to organize a blood drive

#### **Schools**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Review emergency plans
- Prepare to handle inquiries from anxious parents and media
- Discuss children's fears concerning possible terrorist attacks

#### **Neighborhoods**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Check on neighbors who are elderly or have special needs to ensure they are okay. Review disaster plan with them
- If a need is announced, contact nearest blood collection agency and offer to organize a neighborhood blood drive



**High Condition (Orange) - Continued**

**Families**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Review disaster plan with all family members
- Ensure communication plan is understood/practiced by all family members
- Exercise caution when traveling
- Have shelter in place materials on hand and understand procedures
- Discuss children's fears concerning possible terrorist attacks
- If a need is announced, donate blood at designated blood collection center

**Individuals**

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Review your personal disaster plan
- Exercise caution when traveling
- Have shelter in place materials on hand and understand procedures
- If a need is announced, donate blood at designated blood collection center Prior to volunteering, contact agency to determine their needs



**Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

### **Government**

- Increase or redirecting personnel to address critical emergency needs;
- Assign emergency response personnel and pre-positioning and mobile specially trained teams or resources;
- Monitor, redirect, or constrain transportation systems; and Close public and government facilities.

### **Businesses**

- Complete recommended actions at lower levels
- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Work with local community leaders, emergency management, government agencies, community organizations, and utilities to meet immediate needs of the community
- Determine need to close business based on circumstances and in accordance with written emergency plan
- Be prepared to work with a dispersed or smaller work force
- Ensure mental health counselors available for employees

### **Schools**

- Complete recommended actions at lower levels
- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Close school if recommended to do so by appropriate authorities
- 100% identification check (i.e.-driver's license retained at front office) and escort of anyone entering school other than students, staff and faculty
- Ensure mental health counselors available for students, staff and faculty

### **Neighborhoods**

- Complete recommended actions at lower levels
- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Adhere to any travel restrictions announced by local governmental authorities



**Severe Condition (Red) - Continued**

- Be prepared to shelter in place/evacuate and assist neighbors who are elderly or have special needs to do the same

**Families**

- Complete recommended actions at lower levels
- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Contact business/school to determine status of work/school day
- Adhere to any travel restrictions announced by local governmental authorities
- Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities
- Discuss children's fears concerning possible/actual terrorist attacks

**Individuals**

- Complete recommended actions at lower levels
- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Contact business to determine status of work day
- Adhere to any travel restrictions announced by local governmental authorities
- Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities

Provide volunteer services only as requested

### **Urban Area Security Initiative**

Ramsey County is a part of the St. Paul and Minneapolis Urban Area Security Initiative (UASI). This program of the federal government is based on the concept that (a) there are limited counter-terrorism resources available, (b) these resources are best used cooperatively and in consultation with others in the region who might be at higher than average risk for terrorist events, and (c) that response to any major event will require that agencies from multiple jurisdictions work together – thus requiring that these agencies *plan* together in advance.

The result of this process was the development of a common planning and response strategy by the UASI partners. These include Ramsey County, Hennepin County, Dakota County, the City of St. Paul, the City of Minneapolis, and the State of Minnesota. The UASI also developed a common spending plan for utilization of federal counter-terrorism funds allocated to the area.

The UASI strategy is a public safety sensitive document and is not reproduced here.

## **GLOSSARY OF TERMS**

**“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, communicable disease, or from industrial hazardous material mishaps. These functions include, without limitation, 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.

**“Emergency”** means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring. An emergency can usually be handled with resources of the local unit of government.

**“Disaster”** means a situation that creates an actual or imminent serious threat to the health and safety of persons; or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss. A disaster usually exhausts local resources and outside help is needed

### **0-9**

**9-1-1 Center** – The various Public Safety Answering Points (See PSAP)

### **A**

**ALOHA-** Aerial Locations Of Hazardous Atmospheres

**ARC** - American Red Cross

## **B**

**BEC** – Building Emergency Coordinator – works to create emergency plans and teams within specific governmental buildings.

## **C**

**CAMEO** - Computer Aided Management of Emergency Operations – A specialized hazardous materials planning and response software package used by many emergency managers and first responders.

**CAP** - Civil Air Patrol

**CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosive weapons – Sometimes referred to as Weapons of Mass Destruction or “WMD.”

**CERCLA** - Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

**Community Resources** - Assets, including people, organizations, programs, equipment, and funds that can be applied to all aspects of emergency management

**Congregate Care Facilities** - Public or private buildings that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as a "fallout shelter."

**Contamination** - The deposit of radioactive or other hazardous material on the surfaces of structures, areas, objects, or personnel, following a nuclear explosion or hazardous materials incident/accident. (Radioactive material generally consists of fallout, in which fission products and other weapon debris have become incorporated with particles of dirt, etc. Radioactive contamination can also occur from the radioactivity induced in certain substances by the action of neutrons from a nuclear explosion.)

**COOP** – Continuity of Operations Plan (sometimes referred to as Continuity of Government or “COG” plan. See “OCP.”

## **D**

**DEC** – Department Emergency Coordinator – person tasked with developing emergency plans for an individual governmental department.

**Decontamination** - The reduction or removal of contaminating radioactive or other hazardous material from a structure, area, object, or person.

Decontamination may be accomplished by 1) treating the surface so as to remove or decrease the contamination; 2) letting the material stand so that the radioactivity is decreased as a result of natural decay; and 3) covering the contamination.

**DHS** – United States Department of Homeland Security

**Direction and Control (D&C)** - Managing and coordinating the response of government forces to a major emergency/disaster.

**Disaster** - A sudden, unplanned calamitous event that brings about great damage or loss. Any event that creates an inability on the company's part to provide critical business functions for some predetermined period of time. Associated terms: Business Interruption; Outage: Catastrophe.

**DO** – Duty Officer

## **E**

**EAS** - Emergency Alert System

**EMC** – Ramsey County Emergency Management Council

**Emergency** - An event that demands a response beyond the scope of any single line agency or service, and that presents a threat to a community or larger area

**EMHS** – Ramsey County Division of Emergency Management and Homeland Security

**EMS** – Emergency Medical Services

**EOC** - Emergency Operations Center - The protected site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency.

**EOP** - Emergency Operations Plan - A document which describes the way in which a government intends to respond to a major emergency/disaster.

**EOT** - Ramsey County Emergency Operations Team

**EPA** - U.S. Environmental Protection Agency

**EPCRA** - Emergency Planning and Community Right-to-Know Act

**ERP** – Emergency Response Plan

**ESF** – Emergency Support Function

**Evacuee** - An individual who is moved to a less hazardous area.

## **F**

**FBI** – Federal Bureau of Investigation

**FCO** – Federal Coordinating Officer

**FEMA** - Federal Emergency Management Agency – A division of DHS

## **G**

**GIS**- Geographic Information System – System of plotting information visually against location and other data.

## **H**

**Hazard** - A dangerous event or circumstance that may or may not lead to an emergency or disaster.

**Hazards Analysis** -

**HazMat – Hazardous Materials** - Refers generally to hazardous substances; such as petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals.

**HSEM** – Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

## **I**

**Incident Command System (ICS)** - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident

**Incident Commander (IC)**

**Incident Action Plan (IAP)** – The written or verbal document or process of establishing goals and objectives for dealing with an incident as it occurs for a set period of time (operational period).

## **J**

**JPIC** - Joint Public Information Center

**K**

**L**

**LIEP**-Licensing, Inspection, and Environmental Protection

**LNO** – Liaison Officer. Part of the Incident Command Staff

**M**

**MCI** – Mass Casualty Incident

**MIMS** - Minnesota Incident Management System

**MNDOT** - Minnesota Department of Transportation

**MnSCU** – Minnesota State Colleges and Universities

**MNVOAD** - Minnesota Voluntary Organizations Active in Disasters

**MOA** - Memorandum of Agreement

**MOU** – Memorandum of Understanding

**MPCA** – Minnesota Pollution Control Agency

**MRCC** - Medical Resource Control Center

**Mutual Aid Agreements (Pacts)** - Written or unwritten understandings among jurisdictions, which cover methods and types of assistance available during all phases of an emergency

**N**

**National Response Center (NRC)** - A communications center for activities related to response actions located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-8802) can be reached 24 hours a day for reporting actual or potential pollution incidents.

**NIMS** – National Incident Management System – See ICS.

**Nuclear Weapons** - A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

**NWS** - National Weather Service

## O

**Operations Plan** - A description of actions to be taken in facing an anticipated disaster, and the method for coordinating to meet the needs of that situation. It describes the action to be taken (who, what, where, when and how) on the basis of assumptions, objectives, and capabilities.

**OCP** – Operational Continuity Plan – may be referred to as a Business Continuity or Disaster Recovery plan. Documentation of steps taken to ensure the continuous availability of critical functions during emergencies and disasters.

**ODP** – Office of Domestic Preparedness – A division of DHS.

**OSHA** - Occupational Safety and Health Administration (Department of Labor)

## P

**PIO** – Public Information Officer

**PSAP** – Public Safety Answering Point – location where 9-1-1 calls are received and from which emergency first responders are dispatched.

## R

**Radiological Monitor** - An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which she/he is assigned; and perform operator's maintenance of radiological instruments.

**RCEOC** - Ramsey County Emergency Operations Center

**Recovery Team** - A group of staff predetermined to recover resources.

**Risk** - The degree to which people, property, environment, and social and economic activity are susceptible to injury, damage, disruption, or death.

**Risk Analysis** - The process of identifying the exposures to certain events which a company may experience. The risk analysis often involves an evaluation of the probabilities of a particular event. This process is similar to the process actuaries use to help determine insurance rates. Associated terms: Risk assessment; impact assessment, corporate loss analysis; risk identification; exposure

analysis; exposure assessment. Objectives: to identify the risks to an organization, assess the critical functions necessary for an organization to continue business operations, define controls that are in place to reduce organizational exposure, and evaluate the cost for such controls.

**RCSO** - Ramsey County Sheriff's Office

**ROC** Regional Operations Center (a State of Minnesota asset for maintaining a manageable span of control during disasters).

## **S**

**SARA** - The "Superfund Amendments and Reauthorization Act of 1986." Title III of SARA includes detailed provisions for community planning.

**SCBA** - Self-Contained Breathing Apparatus

**SCO** - State Coordinating Officer

**SERC** - State Emergency Response Commission

**SEOC** – State Emergency Operations Center

**Shelter** - A facility which provides protection from one or more of the effects of a natural disaster, hazardous materials incident/accident, nuclear attack, or other type of disaster.

**SPRCDPH** – St. Paul/Ramsey County Department of Public Health

**SPRWS** – Saint Paul Regional Water Services

**SO** – Safety Officer. A part of the Incident Command Staff

**SOP's - Standard Operating Procedures** - A set of specific instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. SOPs generally describe how a task is to be carried out.

**SOG's** – Standard Operating Guidelines (Similar to SOP's)

**Superfund** - The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

## **T**

**Terrorism** – The actual or threatened use of force against non-military targets or persons, carried out by persons other than the legal military of a nation, with the intent to force political or social change.

**Threats** - The event that causes the risk to become a loss. Threats consist of such natural phenomenon as tornadoes and earthquakes, and such man-made incidents as bomb threats, disgruntled employees and power failure.

**Title III** - The "Emergency Planning and Community Right-to-know Act of 1986." It specifies: requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

**Traffic Control Points** - Places along evacuation routes that are staffed by police to direct and control movement to and from the area being evacuated.

## U

**USAR** - Urban Search and Rescue Response System

## V

## W

**WMD** – Weapons of Mass Destruction (See CBRNE)

## X

## Y

## Z