

# **Morrison County Minnesota Emergency Operations Plan**



**Revision - October, 2011  
Updated – April, 2013**

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Little Falls, MN 56345

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## Morrison County Emergency Operations Plan Revisions

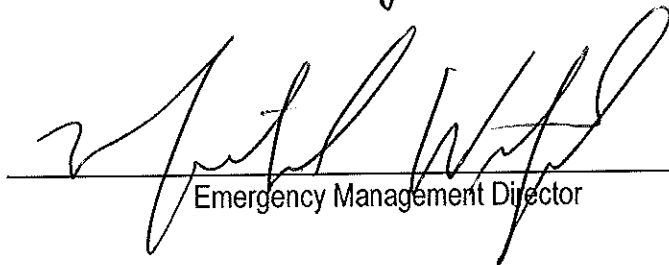
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## Approval and Implementation

The following emergency operations plan is written for and approved by the Morrison County Board of Commissioners. The intention of this plan is to provide a framework for any future planning or supporting documents in regard to emergency operations planning. It supersedes any plans dated previously, supporting documents to those plans, or future plans in contentions that do not explicitly claim authority over this plan.

  
Chairman, County Board of Commissioner

4-23-13  
Date

  
Emergency Management Director

4-16-13  
Date

**MNWalk #1**

## Forward

Hazardous conditions and situations exist in all communities. They range from such natural hazards as hurricanes and flooding to chemical spills and nuclear accidents, to the ultimate threat of a terrorist event. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten our community. The Morrison County Emergency Management Office has the responsibility of identifying real and potential hazards and to the greatest extent possible, preparing plans for coping, when and as they occur. The Morrison County Emergency Operations Plan represents a concerted effort by all Morrison County governmental agencies to provide resources and assistance in an expeditious manner to save lives and to protect property for all hazards.

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

The Morrison County All Hazards Emergency Operations Plan sets forth appropriate actions to be taken in response to a disaster, to include the potential or imminent threat of any event. The plan outlines planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibilities to the departments and agencies tasked with local response efforts.

The Morrison County Emergency Operations Plan conforms to the basic plan as set forth in the Federal Emergency Management Agency guidelines for the Integrated Emergency Management System and is consistent with the accepted standards and principles of the National Incident Management System (NIMS) and the Emergency Operations Center concept.

The Morrison County Emergency Management Office appreciates the cooperation and support from all the departments and agencies which have contributed to the development of this plan.

## Property Statement

This document shall remain the property of the Morrison County Emergency Management Office. It is on loan to the most recent holder named below. **MNWalk #4**

## Record of Possession

Copy Number		
Date Received	Name of Holder	Title

Upon termination of office for any reason including, but not limited to, resignation, election, suspension, or dismissal, the holder of this document shall return it to the Morrison County Emergency Management Office. **If found not in possession of most recent named holder please return to the Morrison County Emergency Management Office.**

## Table of Contents *MNWalk #3*

### **Basic Plan**

	Page
I. Reason for Plan.....	1
II. Purpose, Format and Assumptions of Plan .....	1
III. Concept of Operations.....	3
IV. Organizations and Assignment of Responsibilities .....	3
V. Direction, Control and Coordination.....	4
VI. Plan Development, Maintenance and Training .....	5
VII. Legal Basis and Reference .....	6
Chart 1 Command and Coordinate Organizational Structures .....	8
Chart 2 Organizations' Responsibilities by Role.....	9

### **Annexes and Standard Operating Guidelines**

A. Warnings and Notifications.....	10
SOG – Warnings and Notifications .....	13
B. Direction and Control.....	35
SOG – Direction and Control .....	42
C. Public Information.....	51
D. Fire Protection .....	62
E. Search and Rescue .....	64
F. Environmental Hazards .....	65
SOG – Environmental Hazards .....	75
G. Health and Medical.....	88
H. Utilities and Essential Services Restoration .....	97
I. Congregate Care.....	99
J. Agriculture and Animals.....	102
K. Evacuation, Traffic Control and Security .....	105
SOG - Evacuation, Traffic Control and Security .....	109
L. Debris Management .....	112
M. Damage Assessment .....	114
N. Donations Management .....	116
O. Continuity of Operations .....	117

### **Appendices**

Morrison County Government Center EOP .....	127
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### **Supporting Documents**

Resource Manual	
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# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### I. REASON FOR PLAN

Tornadoes, floods, blizzards and other natural disasters can affect Morrison County. In addition, major disasters such as plane crashes, communicable disease outbreak, hazardous materials releases, sewer line leaks, national security emergencies, and acts of terrorism pose a potential threat to public health and safety in Morrison County. An emergency Operations Plan is needed to ensure the protection of the public from the effects of these hazards.

There are three generally accepted categories of hazards: naturally occurring hazards, technological hazards and human caused hazards. However, these types of hazards are not distinctly separated from each other. For example a natural hazard, such as a heavy snow accumulation due to a blizzard, may lead to further technological hazards, such as a train derailment.

Mitigation, prevention and protection from hazards are important strategies in emergency management. Although these functions may prevent or reduce the impact of hazards there is no way to totally eliminate the need to plan for emergencies associated with these hazards.

Hazard identification in Morrison County on a technical level, is documented in the Morrison County All Hazard Mitigation Plan. Maps of hazards are available through the Morrison County GIS office. A non-technical hazard identification process was performed by stakeholders in the process of making this document. The following hazards, listed from most frequent to least frequent, were identified. They include hazards that have occurred in Morrison County, hazards that have occurred in neighboring communities and other hazards that still have a potential of occurring. *MNWalk #6*

#### 1. Priority Emergencies

- Radio and/or communications loss
- Fire or rescue emergency
- Power loss
- Hazardous material spill
- Wildfire
- Ice jam, flood or dam failure
- Tornado
- Blizzard
- Sewer line break
- Pandemic
- Large Plane crash
- Terrorist incident

### II. PURPOSE, FORMAT and ASSUMPTIONS OF PLAN

- A. Purpose: The purpose of the Morrison County Emergency Operations Plan (EOP) is to ensure that all government entities function efficiently and can effectively mobilize in response to an emergency; making full use of available facilities, equipment, private manpower and public

# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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manpower. The priority of response is to protect life and livelihoods. Life saving services, providing essential government support services and protecting the economic vitality of Morrison County is important in realizing these priorities.

This document has geographical jurisdiction throughout Morrison County in cooperation with the emergency management functions of cities contained within. Other jurisdictional emergency planning documents pertain to Morrison County as well and are mentioned later.

The organizational scope of this document is limited to directing the operational organizations and the tactical organizations of county agencies. The emergency operations policy of the county is created by the county commissioners. They also oversee and are ultimately responsible for the use and implementation of this plan. **MNWalk #4**

- B. Format: The format of the Morrison County Emergency Operations Plan includes The Basic Plan, Emergency Support Annexes and Standard Operating Guidelines (SOG). These documents are only part of a comprehensive emergency operations plan and should be accompanied by a Resource Manual.

The Basic Plan provides a general framework while the annexes provide a more specific situational and contextual framework for operations. The SOGs developed by individual or coordinating agencies and approved by them, are specific internal and inter-agency operations. The Resource Manual, developed and maintained by the Morrison County Emergency Manager, includes any support materials perceived to be needed during emergency operations. Citations to the SOGs and Resource Manual should be made throughout The Basic Plan whenever possible for increased efficiency of use.

This document has geographical jurisdiction throughout Morrison County in cooperation with the emergency management functions of cities contained within. Other jurisdictional emergency planning documents pertain to Morrison County as well and are mentioned later.

The organizational scope of this document is limited to directing the operational organizations and the tactical organizations of county agencies. The emergency operations policy of the county is created by the county commissioners. They also oversee and are ultimately responsible for the use and implementation of this plan. **MNWalk #4**

Agencies should, on an annual basis, update the Morrison County Emergency Manager of their capabilities. This update should include an overall review and general impression of that agency's capacities, a list of personnel at the agency's disposal, those personnel's level of training and key relevant proficiencies and equipment available for emergency operations. Each agency should estimate their capacity in terms of the operations outlined in the annexes.



# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

- C. Assumptions of Plan: The Morrison County EOP was created using a number of assumptions. These assumptions are conditions that affect the policy planning, operational functions and tactical functions as directed by this plan. As emergencies occur these assumptions may be changed or completely disregarded.

It has been assumed that:

- The priority of response is in the following order: protection of lives, stabilization of the incident and protection of property.
- Local resources must be exhausted or the incident must be expected to exceed the capacity of local resources before state and federal resources will be requested.
- Management of county resources is best done by those county agencies normally responsible for them.
- Services needed in an emergency may reflect day-to-day services or agencies and they should be done by those agencies.
- Some inflexibility of individual citizen action may be necessary in time of emergency.

### III. CONCEPT OF OPERATIONS

This plan is to direct all emergency operations of Morrison County. Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis.

Morrison County has adopted the National Incident Management System (NIMS). All events (emergency and non emergency) occurring within Morrison County will utilize the NIMS ICS structure to coordinate response operations which will include the use of FEMA approved ICS forms. Key positions used to staff the ICS are located in Annex A; Direction and Control; Section IV, *MNWalk Item #38*.

### IV. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

Chart 1, Command and Coordinate Organizational Structure, depicts the organizational structure of county agencies and authorities, at the field level. The type of relationship between these agencies is characterized as either being a command relationship or a coordination relationship. Command is described as the act of directing, ordering or controlling by virtue of statutory, regulatory or delegated authority at the field level. Coordination is described as the process of providing support to the command structure, incident prioritization, critical resource allocation, and communication system integration or information exchange. Coordinating is generally supporting the incident response functions while not directly under a command, at the field level. Coordination is described as the process of providing support to the command structure, incident prioritization, critical resource allocation, and communication system integration or information exchange.

In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved should coordinate their services to the maximum extent possible. In most cases the Emergency Management Director will be charged with coordinating agencies from outside the county and from within.

# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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Chart 2 shows emergency responsibilities assigned to each department, agency and organization in support of emergency operations in Morrison County. **MNWalk Item #8** Primary is defined as having significant authorities, roles, resources or capabilities. Supporting agencies are also depicted in Chart 1. Supporting is defined as agencies or individuals with specific capabilities or resources that assist primary agencies in executing response functions.

Every organization, no matter the degree of their involvement in this plan, has similar responsibilities. First, they must know their operational responsibilities outlined in this plan. Second, they must be sure they have the adequate resources and training to perform those operational responsibilities. If they do not, they must acquire the necessary training and resources or have the appropriate changes made to this plan to reflect their real capacities. Third, organizations are responsible for maintaining any SOGs, resource lists and checklists necessary to perform their operational responses, **MNWalk Item #9**. They are also responsible to make those guidelines available to the Emergency Management Office for inclusion in this plan. Ensuring those guidelines are accurate, current and exercised is equally important. Fourth, they are responsible to maintain accurate records of training, resources and operational capacities. These records are to be made available to the Morrison County Emergency Management Office. Fifth, they are responsible to maintain training and operational readiness within their organization and in cooperation with other organizations including Morrison County Emergency Management.

During operations, organizations have additional responsibilities. They are primarily responsible to perform the operations outlined in this plan, the supporting annexes and SOGs, while assuring the safety of their responders. Accurate records of operations, equipment and supply use must be kept to ensure proper reimbursement and for potential later review. Following operations each agency is responsible for its own demobilization.

## V. DIRECTION, CONTROL AND COORDINATION

A local emergency may be declared only after all available resources of the county are committed. This is the same for the municipalities within Morrison County. They may only be declared by the county chair or their successor and may only last three days without the consent of the board of commissioners. If a disaster has been declared in one of the municipalities and the county resources have been exhausted, then the county, on behalf of the municipality, may request aid from Minnesota Department of Homeland Security and Emergency Management via written notices.

County government, the Morrison County Board of Commissioners, is responsible for providing overall direction and control of county government resources used in response to a disaster. The Board of Commissioners delegates the emergency management functions of Morrison County to the Morrison County Emergency Management Director. The Emergency Management Director has the authority to delegate any and all of those functions and responsibilities to a Morrison County Emergency Manager or other staff. **MNWalk #10**

This plan represents the actual day-to-day emergency response efforts of Morrison County. It also represents the response efforts should a Natural or Unnatural disaster befall and be declared in Morrison

# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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County by the County, or a Presidential disaster declaration be made. The rules for declaration of a disaster at the county can be found in Morrison County Resolution 2004-044.

This plan recognizes the importance of a central, protected facility with adequate communications and key personnel to sustain emergency operations and other vital central government operations, should the need arise. This facility, the Emergency Operations Center (EOC), will function as support to the on-scene Incident Command. In some cases the Incident Command will be held at the EOC. The EOC will be staffed using the ICS with planning, logistics and finance/administration personnel when needed.

The EOC will be opened in the event that a disaster is declared. The EOC may also be opened by the Emergency Manager in the event that he/she is alerted of an emergency through any notification route. The EOC should be opened by the Emergency Manager or by request of an Incident Commander in need of additional support functions. **MNWalk #7**

The EOC may be opened and operated at any number of functional levels. It may be limited to the Emergency Manager or may have as robust a staff as needed. All EOC staff should report to the EOC upon being made aware of or being alerted to an emergency. The Emergency Manager may choose to de-escalate activation. See Chart One: Command and Operations Structure.

The mayor of each city within Morrison County will be responsible for providing overall direction and control of their resources used in response to a disaster. For additional direction and control information see the Direction and Control Annex and SOG. **MNWalk #10**

It is this county's position that local resources shall be used to their full potential before resources from other agencies are sought. Keeping this in mind, some necessary resources do not exist within the County and other agencies or Jurisdictions must be sought out early in response efforts. This concept is well understood and standing state, federal and other jurisdiction plans exist that outline acquiring these resources. The point of contact and process to acquire additional resources varies depending on the emergency event or resource sought. Further explanation of these processes is outlined in the included annexes and SOGs.

Volunteered resources may be used if approved by the proper authority, ultimately the Morrison County Board of Commissioners. Volunteer resources shall be discouraged from responding independently to an emergency in an effort to encourage the most efficient use of all available resources.

## VI. PLAN DEVELOPMENT, MAINTENANCE AND TRAINING

Coordinating plan development and maintenance is the responsibility of the Morrison County Emergency Management office. However, all plan holders should participate in maintenance and continued development of the EOP. Specifically, agencies mentioned in this plan are responsible for creating and managing any supporting documents needed, including SOGs, resource lists, check lists, etc. **MNWalk #9**

# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

Plan Maintenance and Development will be accomplished through continual exercise, review and revision. Exercises may include table top exercises, use of the EOP to manage an event, review of an emergency that used the plan or a full scale exercise. Strictly reviewing the plan may be accomplished by means of local government review, stakeholder review, having a neighboring jurisdiction review the plan, or seeking expert review.

To reduce the workload of revision and to increase the plan's accuracy, reviews should be done yearly. Each annex and standard operating guideline should be reviewed and updated by the responsible agency. The entire update process is the responsibility of the Emergency Management Office. Updating should include outreach to as many stakeholders as possible including the public, county, local and state government and other response agencies in Morrison County. Updates should, at the very least, include the plan holders who are listed in the Resource Manual. *MNWalk #4*

Plan exercises should be conducted from year to year. These exercises should vary from year to year; however, it may be relevant to perform the same type of exercise two years in a row, given that the execution of the first year's exercise needed improvement. The type of incident depicted by the exercise should vary from year to year also. Morrison County follows HSEM's EMPG Four-Year Exercise Cycle which covers all or most of the emergency operating plan function. Types of exercises include natural disasters, technological disasters or national security emergencies. See the resource manual for a schedule of upcoming training for Morrison County. *MNWalk #12*

Emergency responders and county employees who respond to hazardous materials incidents within Morrison County have received training designed to help them respond to such incidents. At a minimum in Morrison County primary responders are trained at the First Responder Awareness Level as defined in 29 CFR 1910.120, Departmental training records contain, at a minimum, the information listed below. More information may be included in the training records if desired:

- Location of individual departmental records
- Type of training
- Level of training – Level A – Awareness, Level B – Operations, level C – Technician
- Names of personnel who received training
- Frequency of training
- Departmental Schedules for training

Refer to Annex D Fire Protection, Section III and the Resource Manual. *MNWalk #11*

## VII. LEGAL BASIS AND REFERENCES *MNWalk #5*

There is significant legislative support authorizing and requiring Morrison County to make this plan and policies in regards to emergency management. This plan is based on that legislation, to meet its requirements and act within its authority. The following list refers to important related legislation. However, it is not all-inclusive:

### Federal Legislation

- U.S. Const. art. I, §8, cl. 16, (militia)
- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950

## EMERGENCY OPERATIONS PLAN

### BASIC PLAN

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- Disaster Relief Act, PL 93 – 288, as amended (42 USC 5121 et seq.), 1949
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right-to-Know Act.) PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- United State Code, (USC), Title 42, Public Health and Welfare
  - Chapter 6, Disaster Relief
  - Chapter 116, Emergency Planning and Community Right-to-Know Act
  - Disaster Mitigation Act, PL 106-390, 2000

#### **Minnesota Statutes**

- Chapter 12, Emergency Management, 2009
- Chapter 103F. 155, Flood Prevention Plans
- Chapter 115E, Oil and Hazardous Substance Discharge Preparedness
- Chapter 138.17, Subd. 8, Emergency Records Preservation
- 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

#### **Morrison County Resolutions**

- Resolution, dated November 3, 1964
- Resolution to Create and Establish a Common Civil Defense Agency, dated January 8, 1974
- Resolution 2006-044, Resolution giving emergency purchasing authority and delegating discretion to suspend rules, policies and procedures in order to ensure timely response efforts during natural and unnatural disasters

The authority of this plan and emergency management within Morrison County lies with the Morrison County Commissioners. The Emergency Management Director serves as a staff representative of the Commissioners and the Emergency Manager serves as a delegated representative under them. The Sheriff also holds significant authority in emergency response situations. Designees of these are appropriate holders of authority along with those assigned as their successors in the Direction and Control Annex.

**Chart 1**

### Command and Coordinate Organizational Structure

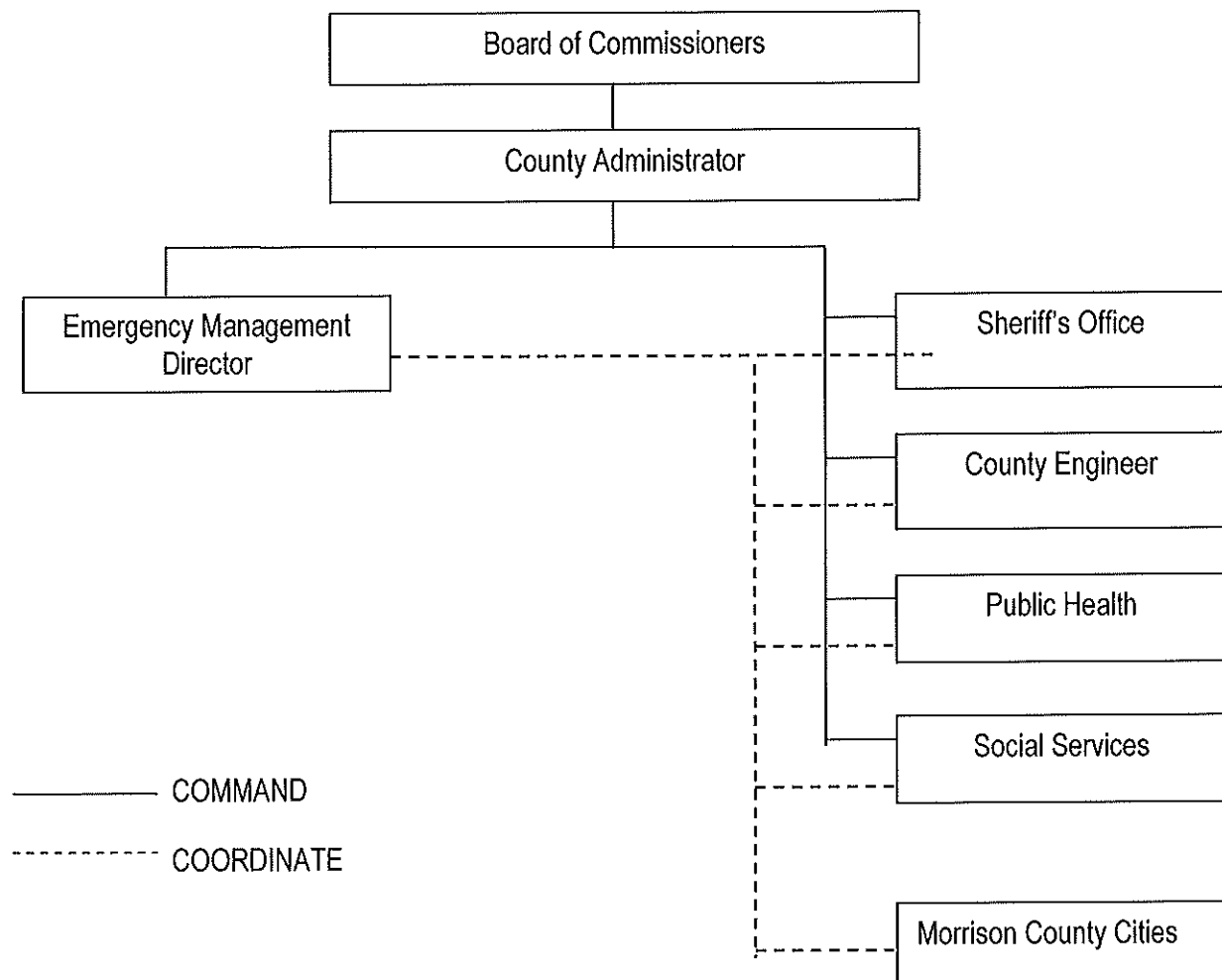


Chart denotes primary operational position/departments only.

Chart 2

**Organizations' Responsibility by Roles**  
*MNWalk Item #8*

FUNCTION (Annex)	PRIMARY ROLE	SUPPORTING ROLE	COORDINATING ROLE
Direction and Control	Board of Commissioners	Emergency Management Sheriff	Jurisdiction Leaders
Warning and Notifications	PSAP/Sheriff	Police/Mayor	
Communications	Sheriff	Technology Services	
Public Information	PIO/County Administrator	Incident Commander or Delegate	
Fire Protection	Chair, Fire Chief's Association	Vice Chair, Fire Chief's Association	DNR
Search and Rescue	Sheriff/Police	Municipal Fire	State Resources
Hazmat	Chair, Fire Chief's Association	Vice Chair, Fire Chief's Association	DNR
Health and Medical	Public Health	Social Services	State Resources Federal Resources
Utilities Restoration	County Board	Utility Providers	
Congregate Care	Social Services	Public Health	Local Government VOAD State Resources Fire
Agricultural and Animals	Planning and Zoning	Board of Animal Health Morrison County Humane Society	
Evacuation, Traffic Control and Security	Sheriff	Public Works	
Debris Management Damage Assessment	Public Works (highway) Assessor	Mutual Aid from other counties Morrison County GIS Department	
Donations Management	County Administrator	County Auditor/Treasurer	
Continuity of Operations	County Administrator	Department Heads	

# **ANNEXES**



# EMERGENCY OPERATIONS PLAN

## ANNEX A: WARNINGS AND NOTIFICATIONS

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### I. PURPOSE

The purpose of this annex is to provide information in regards to how a county or emergency agency official or the general public will become aware of an emergency. It also outlines what information is disseminated, by who, who to, and by what means.

### II. RESPONSIBILITIES *MN Walk #14*

- A. The Public Safety Answering Point (PSAP) located at the Morrison County Dispatch Center is the main notifications and warning agency.
- B. They are supervised by the Sheriff or their designee (Communications Supervisor) who is ultimately responsible for PSAP actions. The primary means of notification and warning is through the warning siren system, a map showing the siren locations within Morrison County is located in the Resource Manual. Most sirens can be activated at the dispatch center however, the sirens located at Elmdale, Randall and Upsala must be manually activated.
- C. The Sheriff, Chief Deputy, Deputy Sheriff, Police Officer, Fire Fighter, Emergency Manager, including city/county officials will be authorized to contact the PSAP and instruct the PSAP to sound the sirens in any given area covered by siren coverage.
- D. Upon being notified of a warning, the Morrison County PSAP is responsible for:
  - 1. Activate the outdoor warning sirens (if it is a tornado warning, for the appropriate city/area).
  - 2. Notify on duty law enforcement and dispatch an officer to the scene if possible.
  - 3. Notify the affected city/area/notification calling tree.
  - 4. Notify key government installations, public and/or private facilities (hospitals, nursing homes, industries, etc.) included in the Warning and Notification Standard Operating Guidelines (SOG).
  - 5. Notify government and private organization officials as appropriate and feasible.
  - 6. Activate the Emergency Alert System (EAS) by following the steps outlined in the Warning and Notification SOG.
  - 7. Notify adjacent counties of impending severe weather and the direction of the storm movement.
- E. The warning points for each of the municipalities are responsible for relaying any warnings or notifications which they receive from the PSAP to their public officials and residents. It is the municipality's responsibility to notify the PSAP of conditions generated within their locality.
- F. All municipal warning points not connected to the PSAP are responsible for activating their outdoor warning sirens (see Siren Location map in the Resource Manual).

**EMERGENCY OPERATIONS PLAN**  
**ANNEX A: WARNINGS AND NOTIFICATIONS**

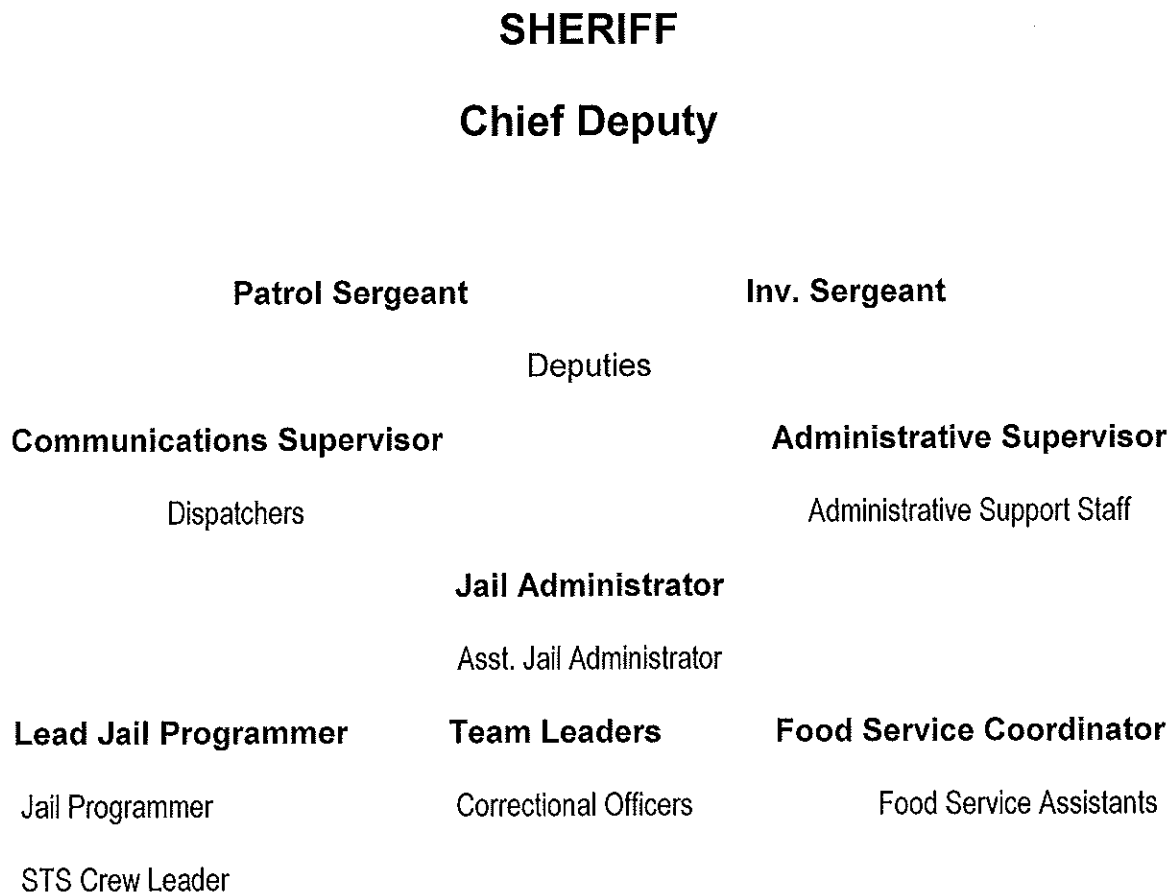
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**III. RECOMMENDATIONS**

- A. The appropriate siren(s) should be activated if any of the following occur:
  - 1. If at any time the Nation Weather Service has issued a tornado warning, or a tornado or funnel cloud has been spotted, within 5 miles in any direction of any area covered by an early waning device (siren)
  - 2. If a credible source reports a funnel cloud, tornado or winds severe enough to damage structures (60 mph or greater), within 5 miles in any direction of any area covered by an early warning device (siren).
- B. Sirens will also be activated when a public safety official in an affected area requests that sirens be sounded.

**IV. ORGANIZATION**

- A. The Morrison County Warning Point is the Sheriff's Office. The following chart outlines the line of succession.



## EMERGENCY OPERATIONS PLAN

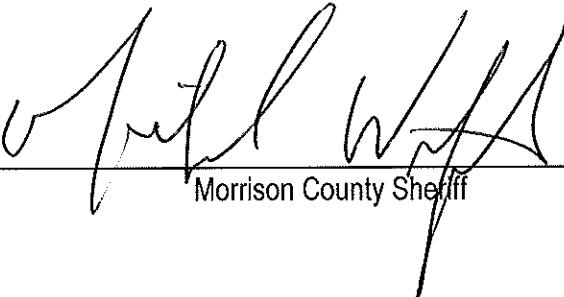
### ANNEX A: WARNINGS AND NOTIFICATIONS

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#### V. SUPPORT DOCUMENTS

The Morrison County Warnings and Notifications Standard Operating Guidelines (SOG) details the specific notification and warning procedures to be followed by the Morrison County Warning Point.

#### VI. APPROVAL

  
\_\_\_\_\_  
Morrison County Sheriff

4-16-13  
\_\_\_\_\_  
Date

## **ANNEX A: WARNINGS AND NOTIFICATIONS**

### **Standard Operating Guidelines**

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This Standard Operating Guidelines (SOG) is intended to provide specific guidance for the proper receipt and dissemination of warnings and notifications. It provides procedures to disseminate warning to the public within the jurisdictional areas of Morrison County. The Intent is to ensure that immediate action is taken to minimize the effects of an impending or actual situation.

#### **I. General**

The National Weather Service (Chanhassen) or the Brainerd State Patrol is responsible for disseminating all watches and warnings to Morrison County except for those warnings generated within the county.

The Morrison County Public Safety Answering Point (PSAP) is the Sheriff's Office. The Sheriff's Office is located in the Morrison County Government Center, at 213 SE First Avenue, Little Falls. The PSAP has 24-hour warning capability.

The Morrison County Warning Officer is the dispatcher on duty.

The Morrison County PSAP is responsible for ensuring that all warnings and notifications received are disseminated. See Attachment #1, Diagram of Morrison County's Warning System.

#### **II. Procedures to follow when there is an immediate threat to life or property**

##### **A. Weather Emergency**

Upon receipt of a warning from the National Weather Service (Chanhassen) the Brainerd State Patrol Warning Point or a county generated warning:

1. Activate the appropriate outdoor warning sirens. The PSAP, upon receiving a tornado warning has the authorization and will activate warning sirens for the appropriate city/area.
2. Notify on duty law enforcement and dispatch an officer to the scene if possible.
3. Notify the affected city/area/notification calling tree.
4. Notify key government installations, public and/or private facilities (hospitals, nursing homes, industries, etc.)
5. Notify government and private organizations as appropriate and feasible.
6. Activate the Emergency Alert System (EAS).
7. Verify with the weather service.
8. Notify adjacent counties of impending severe weather as appropriate.

- a) The PSAP will utilize the siren activation system installed on the console within the dispatch area to notify those areas with siren

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

coverage (as applicable). Those city/areas not covered by sirens will be notified by telephone. See Attachment #4, Warning Point Notification List and Attachment #5, Severe Weather Alert -- Resorts, Campgrounds & Other.

- (1) Upon notification, municipalities should:
  - Activate their designated warning system.
  - Notify their designated officials.
  - Notify essential facilities/businesses.
- b) Notify local radio/television stations, and request activation of the Emergency Alert System (EAS).
- c) Verify with the National Weather Service (Chanhassen) that the warning was sent over NOAA Weather Alert Radio.
- d) Notify population not adequately covered by the outdoor warning system such as rural populations, deaf/blind, non-English speaking individuals, etc., by radio/television, relative, telephone or door-to-door.
- e) Notify the County Emergency Manager and other key government officials by telephone, pager, etc.

#### B. Hazardous Materials Incident or Accident *MN Walk #14*

Any chemical-related incident or accident is automatically classified a Response Level I. The Incident Commander will determine the HAZMAT response level for each situation. The specific response level will be communicated to each response agency notified. See Hazardous Materials SOP, Attachment #1 for response level descriptions.

The County Emergency Manager along with the Minnesota State Duty officer will be notified of all hazardous materials incidents or accidents.

Initial notification of response agencies will be made through the PSAP (Sheriff's Office Dispatcher). To initiate a request for on-scene support or to reach a state regulatory agency for emergency information, contact the Minnesota State Duty Officer.

1. The Morrison County PSAP is responsible for ensuring that notifications involving a hazardous materials incident or accident are handled properly.
2. Upon notification of a hazardous materials incident/accident within Morrison County or involving multiple jurisdictions and requiring evacuation, the PSAP should:
  - a. Obtain an accurate description of the area to be warned or evacuated
  - b. Notify affected municipalities or other areas. See Attachment #2, Warning Point Notification List and Attachment #3, Severe Weather Alert -- Resorts, Campgrounds and Other.
    - (1) Upon notification municipalities should:
      - Activate their designated warning system

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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- Notify their designated officials
  - Notify essential facilities/businesses
- c. If the HAZMAT incident/accident is a transportation accident, the PSAP will acquire as much information as possible.
  - d. If the HAZMAT incident/accident is a facility, the facility is responsible for reporting the conditions that fall within the perimeter of the response levels.
  - e. Notify local radio/television stations, and request activation of the Emergency Alert System (EAS).
  - f. Notify population not adequately covered by the outdoor warning system such as rural populations, deaf/blind, non-English speaking individuals, etc., by radio/television, relative, telephone, or door-to-door.
  - g. Notify the County Emergency Manager and other key government officials by telephone, pager, etc
3. Hazardous Materials Incident Report Form (Attachment #9) will be completed, to the extent possible, for all hazardous materials incidents/accidents.

#### C. Terrorism Incidents

The Morrison County PSAP is responsible for ensuring that notifications of a terrorist incident are handled properly.

1. Upon notification of a terrorist incident within Morrison County or involving multiple jurisdictions and requiring evacuation, the PSAP should:
  - a. Obtain an accurate description of the incident and the area to be warned or evacuated
  - b. Notify affected municipalities or areas. See Attachment #4, Warning Point Notification List and Attachment #5, Severe Weather Alert – Resorts, Campgrounds and Other.
    - (1) Upon notification municipalities should:
      - Activate their designed warning systems
      - Notify their designated officials
      - Notify essential facilities/businesses
  - c. Notify local radio/television stations, and request activation of the Emergency Alert System (EAS).
  - d. Notify populations not adequately covered by the outdoor warning system such as rural populations, deaf/blind, non-English speaking individuals, etc. by radio/television, telephone, relative, or door-to-door
  - e. Notify the County Emergency Manager and other key government officials by telephone, pager, etc.
2. To initiate a request for on-scene support or to reach a state regulatory agency for emergency information contact, the Minnesota State Duty Officer.

## **ANNEX A: WARNINGS AND NOTIFICATIONS**

### **Standard Operating Guidelines**

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#### **D, Nuclear Incident**

The Morrison County PSAP is responsible for ensuring that notifications of a nuclear incident are handled properly.

1. Upon notification of a nuclear incident within Morrison County or involving multiple jurisdictions and requiring evacuation, the PSAP should:
  - a. Obtain an accurate description of the area to be warned or evacuated.
  - b. Notify affected municipalities or areas. See Attachment #2, Warning Point Notification List and Attachment #3, Severe Weather Alert – Resorts, Campgrounds and Other.
    - (1) Upon notification municipalities should:
      - Activate their designated warning systems
      - Notify their designated officials
      - Notify essential facilities/businesses
  - c. Notify local radio/television stations, and request activation of the Emergency Alert System (EAS).
  - d. Notify populations not adequately covered by the outdoor warning system such as rural populations, deaf/blind, non-English speaking individuals, etc., by radio/television, relative, telephone, or door-to-door
  - e. Notify the County Emergency Manager and other key government officials by telephone, pager, etc.
2. To initiate a request for on-scene support or to reach a state regulatory agency for emergency information contact, the Minnesota State Duty Officer.

### **III. Actions to be Taken by the County Warning Officer for Situations Not Involving an Immediate Threat to Public Safety**

- A. Contact the county Emergency Manager, or other appropriate local government official, for instructions.
- B. Notify the Brainerd State Patrol Warning Point of the situation and, if appropriate, request they relay the information to the National Weather Service (Chanhassen).
- C. Notify affected municipalities. See Attachment #2, Warning Point Notification List

### **IV. Testing Procedures**

State policy requires the state, counties, and municipalities test their public warning systems on first Wednesday of each month at 1300 hours (1:00 p.m.).

Counties and municipalities are encouraged to make advance announcements of each test through local radio, television, and newspapers.

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### A. County

On the first Wednesday of each month at 1:00 p.m. the County Public Safety Answering Point (PSAP) will take the following actions:

1. Be prepared to receive and acknowledge the Test Message from the Brainerd State Patrol Warning Point.
2. When the National Warning System (NAWAS) test is received activate the county's warning sequence list to extend the test message to the Morrison County Warning Points. See Attachment #2, Warning Point Notification List.
  - a. Municipalities will activate their designated warning system and notification procedures.
3. Activate the rural warning system through local radio and television stations, if appropriate.
4. Test county alert lists and other emergency procedures.
5. Test any outdoor warning sirens that are activated from the PSAP. (See IV, B.1. below for test procedure.)

#### B. Cities and areas with siren coverage

On the first Wednesday of each month at 1:00 p.m. each municipality will take the following action:

1. Test the outdoor warning sirens in the following ways:
  - a. Sound the (test) ALERT signal. (A steady tone or blast of sirens, horns, whistles, or other devices for a period of one (1) minute.)

Wait One Minute

- b. Sound the (test) ATTACK WARNING signal. This is a wailing tone on sirens or a series of short blasts on horns, whistles, or other devices for a period of one (1) minute.
2. Be prepared to receive and acknowledge the TEST message from the Morrison County PSAP.
3. Test municipal alert lists and other emergency procedures.
4. Test essential facilities alert lists.



## **ANNEX A: WARNINGS AND NOTIFICATIONS**

### **Standard Operating Guidelines**

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#### **Attachments:**

1. Diagram of Morrison County's Warning System
2. Warning Point Notification List
3. Severe Weather Alert – Resorts, Campgrounds & Other
4. Notification - Federal, State and Other
5. Emergency Alert System (EAS) Activation Procedure
6. SARA Title III, Hazardous Materials Incident/Accident Notification List
7. Hazardous Materials Incident Report Form

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

#### DIAGRAM OF MORRISON COUNTY'S WARNING SYSTEM

Attachment #1

Chanhassen Weather  
Service Office  
Reporting Number  
(952) 361-6671

NAWAS WARNING POINT  
Brainerd State Patrol  
Tele: (651) 582-1543

NAWAS

Primary (Radio)  
Secondary (Telephone)

#### MORRISON COUNTY WARNING POINT

Sheriff's Office  
213 SE 1st Avenue  
Little Falls, MN 56345  
Tele: 911 or (612) 632-9233

Radio/Television Telephone	Telephone/Pager		Telephone Pager
Relative Door-to-Door	<u>MORRISON COUNTY WARNING POINTS</u>		Door-to-Door
	Bowlus	Siren	(1)
Rural Population	Buckman	Siren	(1) Emergency
Deaf/Blind	Elmdale	Siren	(2) Management
Non-English	Flensburg	Siren	(1)
Speaking	Genola	Siren	(1) Key Officials
	Harding	Siren	(1)
	Hillman	277-3571	(3) Government
	Lastrup	468-6782	(3) Installations
	Little Falls	Siren	(1) Hospital
	Motley	Siren	(1) Nursing
	Pierz	Siren	(1) Homes
	Randall	Man Siren	(2) Schools
	Royalton	Siren	(1) Businesses
	Scandia Valley	Siren	(1) Industry
	Sobieski	632-5905/9405	(3) Public
	Sullivan Lake	Siren	(1) Private
	Swanville	Siren	(1) Facilities
	Upsala	Siren	(2) Other

- (1) Siren activation is radio controlled, 24-hour capability. Has primary responsibility for notification of officials.
- (2) Siren activation is manually. Has primary responsibility for notification of officials.
- (3) Fire siren or other method is used. Has primary responsibility for notification of officials.

# ANNEX A: WARNINGS AND NOTIFICATIONS

## Standard Operating Guidelines

### WARNING POINT NOTIFICATION LIST Attachment #2

DATE/TIME \_\_\_\_\_ TYPE OF WARNING \_\_\_\_\_

IF A TEST: CALL WARNING POINTS LISTED WITH TEST MESSAGE

"EMERGENCY MANAGEMENT WARNING POINT TEST"

WARNING POINTS	TELEPHONE #	REMARKS
Morrison County Jail	632-2673	
St Gabriel's Hospital – Little Falls	632-5441	

Camp Ripley Warning Point  
Camp Ripley Main Gate 632-7375  
\*Also – Main Gate monitors the Sheriff's Channel – Notify via radio

<b>Bowlus Warning Point</b>	<b>Siren</b>			
George Trettel	Home	584-8258		
Kelly Larsen	Home	584-5931		
Albert Czech		584-5012		
<b>Buckman Warning Point</b>	<b>Siren</b>			
Robert Lochner (Res) Mayor		468-6856	or	Work 468-6442
Greg Gangl (Res)		468-6803		
<b>Elmdale Warning Point</b>	<b>Siren</b>			
Ray Kurowski		573-2685		
<b>Flensburg Warning Point</b>	<b>Siren</b>			
Dan Pelzer		632-6859		
Flensburg Liq Store		632-9024		
<b>Genola Warning Point</b>	<b>Siren (activated with Pierz Siren)</b>			
Chuck's Welding and Truck Repair		468-2346		
Chuck Storkamp (residence)		468-2611		
<b>Harding Warning Point</b>	<b>Siren</b>			
Harding Liquors		277-9511		
Ronald Gross (Res) Mayor		277-3848		
<b>Hillman Warning Point</b>	<b>No Siren</b>			
Mel or Annette Buesseler (Res)		277-3304		
Larry or Jackie Okroi		277-3134		
Duane or Pam Bleichner		277-3727		
<b>Lastrup Warning Point</b>	<b>No Siren</b>			
Andy Smude, Mayor		468-6151		
<b>Little Falls Warning Point</b>	<b>Siren</b>			
Little Falls Fire Department		616-5591		
Fire Chief Mike Nieman		360-3994		

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

<b>Motley Warning Point</b>	<b>Siren</b>	
Motley Fire Department	218-352-6172	
Motley Police Chief Brian Madison	218-330-6553 (Cell)	
Motley PD	218-352-6370 ext 201	
Squad Cell	218-296-0591	
<b>Pierz Warning Point</b>	<b>Siren</b>	<b>Pierz PD Chief Eric Hanneken</b>
Pierz City Hall	468-6471(Wanda)	Squad Cell: 320-630-2846
Mayor Toby Egan	468-2421 Cell 320-630-2491	Pierz PD: 468-0299
City Administrator (Anna Gruber)	Cell 320-292-4046	
Pierz Fire Department	468-6608	
<b>Randall Warning Point</b>	<b>Siren</b>	
Randall Police Chief Charles Strack	630-4555	
Wendell Schultz (City Employee)	630-7861	
Randall City Hall	749-2159 (days)	
Randall Fire Department	749-2251	
<b>Scandia Valley Warning Point</b>	<b>Siren</b>	
Township Maintenance Shop	218-839-0800	
Fire Chief Steve Zahler	575-2772 (Home)	
<b>Sobieski Warning Point</b>	<b>No Siren</b>	
Ron Kruzel Mayor	(Cell) 630-9932	
	(Res) 632-9405	
Debbie Kruzel (Wife)	632-9405	
<b>Sullivan Lake Warning Point</b>	<b>Siren</b>	
<b>Swanville Warning Point</b>	<b>Siren</b>	
Fire Chief Jerry Hollermann	547-2918 (Work)	
	547-2179 (Home)	
<b>Upsala Warning Point</b>	<b>Siren W/Manual Override</b>	
Joe Trettel	(Work) 573-2563 or 320-267-7551	
Mikel Nelson (Nelson Insurance)	(Day) 573-2151 (Cell) 638-8273	
Upsala Motors	573-2563 (Ask for a firefighter to set siren off)	
Fire Chief Jay Baggenstoss	573-4101 or 360-1048	
Frank Koopmeiners – Assistant Chief	(Cell) 320-232-0242	
	Work 573-4950	
Fire Department	573-4950	
City Hall	573-4950	

**For TORNADO WARNINGS – After setting off sirens, and calling tree –  
Do an ALL PAGE to alert Off Duty Deputy's**

TIME OF COMPLETION \_\_\_\_\_ REPORT COMPLETED BY \_\_\_\_\_

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

SEVERE WEATHER ALERT – RESORTS, CAMPGROUNDS & OTHER  
Attachment #3

### SEVERE WEATHER ALERT – RESORTS, CAMPGROUNDS & OTHER

#### MORRISON COUNTY SHERIFF'S OFFICE

#### LOCAL

**P & L's Lakeside Resort**  
21374 Forest Rd  
Little Falls 632-8483  
320-267-7048 (Backup)  
632-8483  
Hours: 10:00 – 00:00

#### SW

**\*\*Camp Lebanon**  
573-2125 (Primary) M-F 0900-1700  
573-4124 (Alternate)  
573-4125 (Alternate)  
320-232-0990 (Maintenance Director)  
Program Director: (Pete) 763-242-8354(evening)  
1205 Acorn Rd  
Burtrum, MN 56318

Cedar Lake Memorial Park  
573-2983  
1736 Abaca Rd  
Burtrum, MN 56318  
Nicole Paulson  
320-573-2983 or Cell 320-429-0056  
Owned and Operated by Am. Legion, Upsala

**Sheriff's Office**  
320-632-9233

**Little Falls Police Department**  
616-5570 (to do emergency notification)

**Sheriff's Office**  
632-9233

**THE SHERIFF'S OFFICE ACTIVATES THE ALERT BY CONTACTING THE PRIMARY WARNING POINT (\*\*).** The primary warning point will then contact the next resort, campground, etc. in their rotation. The last person in each rotation should then contact the Sheriff's Office to complete the alert.

**Skip to the next person in the rotation, if you are not able to contact your designated resort, campground, etc.** Advise the Sheriff's Office if you could not contact your designated resort, campground, etc.

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

#### SEVERE WEATHER ALERT – RESORTS, CAMPGROUNDS & OTHER

##### MORRISON COUNTY SHERIFF'S OFFICE

#### NE

**\*\*Bear Trax**  
277-3232 (Primary)  
277-6333 (Home)  
26485 370<sup>th</sup> Ave  
Hillman MN 56338  
(0630-1830 Hrs.)

**Pierz Park/Golf Course**  
468-2662 (Club House)  
603 Park Ave SE  
Pierz MN 56364  
Mgr: Daniel 320-630-5084

Sheriff's Office  
632-9233

#### NW #1 LAKE SHAMINEAU

**\*\*Auger's Resort**  
218-575-2100  
34052 Auger Road  
Motley MN 56466  
(08:30 – 22:00 Hrs.)

**Camp Shamineau**  
OFFICE: 218-575-2240 (M-F 0830-16:30)  
Larry Johnson 218-575-2272, Cell: 232-8332 (24/7)  
Herb Bloomquist 218-575-2691, Cell 320-232-8365  
Kyle Strickland 218-894-1059, Cell 320-232-8171  
2345 Ridge Rd  
Motley MN 5646

Sheriff's Office  
632-9233

**\*Code for Granite Electronics Shed #2371**

**THE SHERIFF'S OFFICE ACTIVATES THE ALERT BY CONTACTING THE PRIMARY WARNING POINT (\*\*).** The primary warning point will then contact the next resort, campground, etc. in their rotation. The last person in each rotation should then contact the Sheriff's Office to complete the alert.

**Skip to the next person in the rotation, if you are not able to contact your designated resort, campground, etc.** Advise the Sheriff's Office if you could not contact your designated resort, campground, etc.

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

#### SEVERE WEATHER ALERT – RESORTS, CAMPGROUNDS & OTHER

##### MORRISON COUNTY SHERIFF'S OFFICE

#### NW #2 – FISH TRAP LAKE

##### **\*\*Campfire Bay**

218-575-2432 or 218-270-0119  
31504 Azure Rd  
Cushing MN 56443

##### **Fish Trap Lake Campground (Julie)**

218-575-2603 or 218-251-1374, or Jeff 218-251-1373  
30894 Fish Trap Lake Dr  
Cushing MN 56443

##### **Sweet Water Resort** (formerly Fish's Resort)

30174 Azure Rd  
Cushing, MN 56443  
218-575-2744  
218-296-2210 Cell (Cindy Brey)

##### **Sheriff's Office**

632-9233

#### NW #3 – LAKE ALEXANDER

##### **\*\*Castaway Supper Club** Thur – Fri 16:00

218-575-2089 Sat – Sun 11:00  
Mike Roach 320-360-1813  
4921 320<sup>th</sup> St  
Cushing MN 56443

##### **The Landing**

218-575-3015 (*Closed Mondays*)  
7832 Copper Rd (*Tues – Thurs 16:00, Fri-Sun 11:00*)  
Cushing MN 56443

##### **Shady Inn Resort**

218-575-3289  
7863 Copper Road  
Cushing MN 56443

##### **Sheriff's Office**

320-632-9233

#### THE SHERIFF'S OFFICE ACTIVATES THE ALERT BY CONTACTING THE PRIMARY WARNING POINT

(\*\*). The primary warning point will then contact the next resort, campground, etc. in their rotation. The last person in each rotation should then contact the Sheriff's Office to complete the alert.

Skip to the next person in the rotation, if you are not able to contact your designated resort, campground, etc. Advise the Sheriff's Office if you could not contact your designated resort, campground, etc.



## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### NOTIFICATION - FEDERAL, STATE AND OTHER

Attachment #4

#### HAZARDOUS MATERIALS/PESTICIDE ACCIDENTS/SPILLS

CHEMTREC	24-hour Technical Advice	800-424-9300
	Non-Emergency	800-262-8200
National Response Center	24-hour Government Specialists	800-424-8802

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#### MINNESOTA STATE-WIDE EMERGENCY NUMBER

State Duty Officer	24-hour	800-422-0798
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#### MINNESOTA NATIONAL GUARD

Military Support Officer		800-422-0798
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#### MINNESOTA POLLUTION CONTROL AGENCY (MPCA)

St. Paul Office	Information	800-657-3864
Brainerd Office	Information	218-828-2492

#### Emergency Spills

Walt Haas	Haz Mat Specialist	218-828-6073 (W)
Jason Lindquist	Tank Removal	218-828-6072 (W)
Kurt Hoffman	Solid Waste	218-828-6071 (W)



## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### NOTIFICATION - FEDERAL, STATE AND OTHER (cont)

Attachment #4

#### DEPARTMENT OF TRANSPORTATION

St. Paul Office	Information	651-405-6060
Jim Fox	Haz Mat Specialist	651-405-6108 (W)
Kevin Kampa	Haz Mat Specialist	651-405-6087 (W)
Randy Kudzia	Haz Mat Specialist	651-405-6114 (W)
Michael Ritche	Haz Mat Specialist	651-405-6120 (W)

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#### DEPARTMENT OF AGRICULTURE

St. Paul Office	Information	651-296-6121
Greg Cremers	Local Contact	320-654-8117 (W) 320-654-1012 (H)
Dan Stoddard, Supervisor	Incident Response Unit	651-297-8293 (W)
Paul Liemand, Section Chief		651-297-4872 (W)
Mike Starkey		651-297-7286 (W)
Pat Kelly		651-297-5387 (W)

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#### STATE FIRE MARSHALL - Jerry Rosenthal

St. Paul Office	Information	651-215-0500
Mark Germain Arson Investigation	Brainerd	218-828-7062 (H)

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### NOTIFICATION - FEDERAL, STATE AND OTHER (cont)

Attachment #4

POISON CONTROL CENTER ----- Information 800-222-1222

Minnesota Regional 24-hour 800-764-7661  
Poison Center

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#### ENTRON/NORTHERN NATURAL GAS COMPANY

Willmar District Office 612-235-2558

In Case of Emergency 24-hour-Houston Texas 713-853-7100  
Gas Control Department

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#### VIKING GAS TRANSMISSION COMPANY

Staples Office 218-894-2744

In Case of Emergency 24-hour 800-867-7473

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#### KOCH PIPELINE COMPANY

Little Falls Office 320-632-4040

In Case of Emergency 24-hour 800-688-7594

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#### NORTHSTAR SEARCH AND RESCUE DOG ASSOCIATION

Information 612-474-4193

Emergency Activation 24-hour 612-680-3728

#### FEDERAL AVIATION ADMINISTRATION (FAA)

Ed Castagna Air Traffic Manager 612-389-7100  
Princeton

Flight Operations 612-389-2990

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## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### NOTIFICATION - FEDERAL, STATE AND OTHER (cont)

##### Attachment #4

#### BURLINGTON NORTHERN

Burlington Northern Command Center	800-832-5452
Train Derailments	24-hour

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#### CIVIL AIR PATROL

Langley Air Force Base	24-hour	800-852-3051
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#### SALVATION ARMY

Information	800-456-4483	
Joann Johnson	Service Extension	651-746-3406
Bill Feist	Disaster Relief	651-746-3416
Paul Ferguson	Brainerd	218-829-1120

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#### AMERICAN RED CROSS

St. Paul Office	Information	651-291-6789
Disaster Relief		651-291-6781

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURE

##### Attachment #5

#### I. Purpose

To establish the county's procedure for activating the Emergency Alert System (EAS) in order to provide rapid dissemination of emergency information and instructions to the public.

#### II. West Central EAS Operational Area

Morrison County is located in the West Central EAS Operational Area. The procedure for activation of the EAS, as described below, is in accordance with the operational procedures established in the West Central Operational Area.

#### III. Activation Procedure

An authorized official determines that an EAS message must be sent.

##### A. EAS Activation (without two-tone attention signal).

If the emergency is of a localized nature, or is not life-threatening, the Morrison County Sheriff or the Public Safety Answering Point (PSAP) will contact WYRQ/KLTF by telephone and request that the emergency message be broadcast.

The following steps will be taken when contacting the radio stations listed above:

1. The authorized individual(s) will use a pre-established authentication code, whenever requesting activation of the EAS.
2. The authorized individual(s) will use authentication language when requesting activation of the EAS.
3. The authorized individual(s) will provide the radio stations with the emergency information to be broadcast.

##### B. EAS Activation (with two-tone attention signal)

If the emergency is life-threatening or will be wide spread and will require citizens to take specified actions, the Morrison County Sheriff or the Public Safety Answering Point (PSAP) will contact WYRQ/KLTF by telephone with the prepared message to be broadcast.

The following steps will be used when contacting the radio stations.

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

---

1. The authorized individual(s) will use a pre-established authentication code, whenever requesting activation of the EAS.
2. The authorized individual(s) will use authentication language when requesting activation of the EAS.
3. The authorized individual(s) will provide the radio stations with the emergency information to be broadcast.

#### IV. Testing/Exercising

The EAS procedure will be exercised in conjunction with the counties emergency response capabilities. Corrective action will take on any deficiencies identified during the exercise.

The Morrison County Sheriff, WYRQ and KLTF will annually review this EAS procedure, and make modifications if necessary.

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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#### SARA TITLE III, HAZARDOUS MATERIALS INCIDENT/ACCIDENT NOTIFICATION LIST Attachment #6

##### I. Notification and Warnings by Facilities

###### A. Notifications

Facilities in Morrison County are responsible for making the following notifications, in the order listed, in the event of an accidental release which is subject to the reporting requirements of Section 304:

1. Local Officials: 9-1-1
2. State Duty Officer: 1-800-422-0798
3. National Response Center: 1-800-424-8802

###### B. Warnings

None of the facilities in Morrison County have warning systems in place which they can activate to alert the public in the event of an emergency release of hazardous materials. Facilities depend on the county warning point to issue public warnings.

##### II. Notifications by the County Public Safety Answering Point (PSAP)

###### A. Public Warnings

In the event of a hazardous materials incident/accident public warnings will be conducted through the county warning point.

###### B. Key Officials

The county warning point will utilize the Direction & Control SOP, Personnel Directory – Key Staff, Attachment #2 for notification of Key officials.

###### C. Facilities

The “Facilities That May Contribute to Additional Risk” and the “Facilities At Risk” are included in the Hazardous Materials Annex M.

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

#### HAZARDOUS MATERIALS INCIDENT REPORT FORM

Attachment #8

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Name of Caller: \_\_\_\_\_

#### I. RESPONSIBLE PARTY/CONTACT INFORMATION

Firm/Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### II. INCIDENT SPECIFICS

Name of Material/Classification (gas, flammable liquid, etc.): \_\_\_\_\_

Manifest/Shipping Papers: \_\_\_\_\_

Shipper/Manufacturer: \_\_\_\_\_

Rail Car Number/Portion of Train Involved/Truck Number: \_\_\_\_\_

Carrier Name/Consignee: \_\_\_\_\_

Placard/Container Type: \_\_\_\_\_

Placard/Container Label Information: \_\_\_\_\_

Quantity/Material Characteristics (color, smell, etc.): \_\_\_\_\_

Health Hazards/Population Precautions: \_\_\_\_\_

#### III: INCIDENT DESCRIPTION

Incident Description (air release, spill, train derailment, etc.): \_\_\_\_\_

Location: \_\_\_\_\_

Description of Area Affected (rural, residential, industrial, etc.): \_\_\_\_\_

Terrain: \_\_\_\_\_

Is the material(s) adjacent to a stream, lake, river, sewer, etc.: Yes \_\_\_\_\_ No \_\_\_\_\_

Has the material(s) been contained: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Assistance Required: \_\_\_\_\_

Is Evacuation Required: \_\_\_\_\_

## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

#### A. *Warning Siren Contacts*

(The following list of individuals may be contacted to check on status of Sirens. These same people may call the Communications Supervisor or Dispatch and let him/her known of the status of the Alarm)

#### II. Scandia Valley Area

- *West Side of Lake Alexander*
  1. Tom Trutwin, 218-575-3302
  2. Wally Pantzke, 218-575-2673
  3. Dick Schultz, 218-575-2988
  4. Lakeview Store, 218-575-2153

- *North Side of Lake Alexander*
  5. Virgil Litke, 218-575-2158
  6. Tom Bjorge, 218-575-2553
  7. Steve Reger, 218-575-2114

- *West Side of Lake Shamineau*
  8. Pat and Caroline Held, 218-575-2400
  9. Ted Lundberg, 218-352-6892  
218-575-2262

- *East Side of Lake Shamineau*
  10. George Gammon, 218-575-2237
  11. Pat Crawford, 218-575-2845

- *East Side of FishTrap Lake*
  12. Ed Hendrickson, 218-575-2925
  13. KOA Campground, 218-575-2603

- *South Side of Round Lake*
  14. Rich and Julie Neururer, 218-575-3171
  15. Morris Powell, 218-575-2408
  16. Jon Lovdahl, 218-575-2359

- Flensburg
  1. Liq. Store, 632-9024
  2. Feed Store, 632-3136
  17. Rachel Czech @ Feed Store will call
  18. Dan Pelzer, 632-6859

- Little Falls
  1. 3<sup>rd</sup> Street and 2<sup>nd</sup> Ave SW

#### Royalton

@ Fire Hall, 584-5900  
#601 or #602

#### Motley #401

#### Sullivan Lake

*North Side of Lake*

1. Jim Huber, 277-3504
2. Angie Andrea, 277-6156

#### Platte Lake

1. Gladys Lindgren, 277-3551
2. Bruce Lindgren, 277-6250

#### Harding

1. Kim Licken, 277-3503
2. Harding Liq., 277-3848

#### Pierz

1. N. Across from Church #558
2. S. Across from Dr Inn, #558
3. Genola, #558

#### Bowlus

1. Psyck's Market, 584-5136
2. Butch Psyck, 584-5637

#### Randall

1. #301



## ANNEX A: WARNINGS AND NOTIFICATIONS

### Standard Operating Guidelines

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2. 3<sup>rd</sup> Street and 5<sup>th</sup> Ave NW
3. 9<sup>th</sup> Street and 7<sup>th</sup> Ave NE
19. 9<sup>th</sup> Street and 2<sup>nd</sup> Ave SE
20. Edmund Street, Sunrise Addition

#### Upsala

21. Frank Koopmeiners
  - a. Home: 573-2728
  - b. Work: 573-4950  
(carries radio w/Fire Channel)
2. Jeannie @ Feed Store, 573-2216

#### Swanville

1. Lovens, 547-2356
2. Creamry, 547-2445

# EMERGENCY OPERATIONS PLAN

## ANNEX B: DIRECTION AND CONTROL

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### I. PURPOSE

The purpose of the direction and control annex is to ensure continued operations of the county government in response to an emergency. The perpetuation of government functions will require a strong operational concept and authority structure. Government documents will need to be saved for effective and efficient recovery. It may be necessary or even more efficient, in light of emergency conditions, to operate from a centrally located facility, an Emergency Operations Center (EOC). This annex highlights important characteristics of the Incident Command System in Morrison County, the authority structure and the EOC.

### II. SITUATION AND ASSUMPTION

#### A. Situation

Several types of emergency events may warrant the activation of this Emergency Operations Plan (EOP). These may all be called, generally, emergencies, however being more specific with terminology assists in effectively communicating the degree to which resources may be taxed by operations.

1. Emergency Situation - A situation in which any type of event activates an emergency response agency or should activate a response agency for the protection of life or property.

2. Limited Scope Disaster - Emergency events limited to the geographical area of the county. They require the use of, for the most part, only county and city agencies within the county. They may be characterized by one or more locations, or one or more agencies.

3. Large Scale Disasters - Those emergencies that require exhaustive coordination with outside and overlapping agencies and jurisdictions.

#### B. Assumption

It is assumed the emergency agencies will be activated in immediate response to an emergency event. That response will encompass one or many components of this EOP. Operations will build from the original response.

### III. CONCEPT OF OPERATIONS

The National Incident Management System (NIMS) will be used to coordinate County response activities with other jurisdictions. The Incident Command System will be used to organize county responses. The most qualified county official or appointed representative of the primary response agency will serve as the Incident Commander (IC) upon initial response. The initial IC may appoint someone to take their place if they deem that an individual is more qualified, or if the IC is not able to serve as such.

## EMERGENCY OPERATIONS PLAN

### ANNEX B: DIRECTION AND CONTROL

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The IC may serve as many positions within the ICS as necessary. When the capacities of the IC are exhausted they should then rely on individuals outlined in this document to fill positions. The IC may also appoint someone not mentioned.

If the organizational and support needs of the incident escalate beyond the capabilities of an on-scene response and the On-scene Incident Commander, then the EOC will be activated. This will generally become necessary in a large scale disaster or limited scope disaster covering a significant area, multiple locations, or when multiple response agencies are involved. **MNWalk #s 7 & 39**

Incident Command may remain the responsibility of the On-scene IC in the event that it is a single location (generally localized) event. In other instances, such as those events covering large geographies or multiple locations an IC at the EOC may be necessary.

A. Emergency Operations Center

The EOC is located at the Morrison County Government Office, 213 Southeast First Avenue, Little Falls. If for some reason the Government Center is not usable the Morrison County Highway Department, 1208 West River Road, Little Falls (located one mile north of State Highway 27 on Paul Larson Drive) will be used as the alternative EOC. **MNWalk #40**

B. EOC Activation

The EOC is under the general direction of the Morrison County Emergency Management and may be opened by them or their proxy. It may be opened in the event of an emergency situation, limited scope disaster or large scale disaster. It is also opened in the event that the Morrison County Board of Commissioners declares a local state of emergency.

Its activation is to serve increased direction, support and coordination. The types of events most likely to require the activation of the EOC is any large scale disaster, any limited scope disaster requiring additional support activities, covering a larger area, having multiple locations, or to coordinate agencies. Partial activation may be required during any type of emergency. However, full activation is required for any large scale disaster. **MNWalk #7**

Personnel expected to report to Morrison County's EOC in the event of a major emergency/disaster will include the Command and General Staff as described in Section IV below. **MNWalk #43** 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.

C. EOC Capabilities

The capabilities of the EOC should be inventoried and maintained in a state of operational readiness. The EOC is to be capable of continuous 24 hour a day operations for an

## EMERGENCY OPERATIONS PLAN

### ANNEX B: DIRECTION AND CONTROL

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extended period of time despite the potential complications caused by disaster. Kitchen and bathroom facilities are available on site. Setting up the EOC in preparation for activation is the responsibility of facilities management at the Morrison County Government Center. Power and communication lines are available throughout the EOC at all of the prescribed work stations.

D. EOC Communications

The Public Safety Answering Point (PSAP) is to coordinate all county emergency communications. However, the primary EOC and alternative EOC have the capability of communicating with State and Regional EOCs, municipalities, emergency response organizations, critical facilities (utilities, water treatment plants), ambulances, hospitals and others by radio, telephone, or cellular phone.

E. Priority Document Protection and Continued Government Function

It is important to manage county documents for the perpetuation of government. The Information Systems Department and the County Recorder will direct document protection and recovery. They will work with the private and public agencies that assist in record maintenance and data back up storage to maintain all pertinent information. For specific information see the Direction and Control – Document Protection SOG. **MNWalk #98**

County administration is responsible to coordinate the perpetuation of government services throughout the county. All county departments will be essential in perpetuating government services. As administration is positioned on a day-to-day basis to coordinate all county departments' activities, they will do so in an emergency situation. **MNWalk #100**

F. Donations Management

All county departments have the authority to establish contracts for goods and services during times of disaster, declared by the Morrison County Commissioners. However, it would be impractical, unsafe and inefficient for each department to manage donated money, labor, supplies and equipment. Management of all donations will be coordinated by the Administration department. **MNWalk #93** Ideally these responsibilities will be handed off to a National Organization Active in Disaster (NVAOD), such as Red Cross or the Salvation Army.

In the event that the county sees need to request monetary, in-kind or labor donations the request will be made through the Public Information Officer. **MNWalk #96** This request should not be taken lightly and considerations for how the influx of donations will be managed must be taken. All individuals donating labor must register with the county and tracked during volunteering, for their safety. National Voluntary Organizations Active in Disasters (NVAOD) and Minnesota Voluntary Organizations Active in Disasters (MNVAOD) will be used for labor prior to individual labor donations. **MNWalk #83** Monetary donations will be handled by county auditor, being mindful of the safety of employees who may potentially be handling large sums of cash. **MNWalk #94** In-kind donations will be requested only in addition to monetary donations because of the

## EMERGENCY OPERATIONS PLAN

### ANNEX B: DIRECTION AND CONTROL

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additional complication of storing and handling in-kind donations. **MNWalk #95** Only specific donations will be requested when a need is identified and when a warehousing, collection and distribution space is identified. If equipment loans or donations are needed, the department requesting that equipment will make direct requests to owners. A list of equipment is available in the Resource Manual. Despite making the request from the department level, it must be approved by administration and the appropriate information regarding the equipment must be submitted to administration for purposes of insuring it and documenting use and potential damage.

As previously mentioned, ideally a well known NVOAD will provide donation management and volunteer coordination because the county is inexperienced and ill-equipped to do so. Many donations may have to be rejected. If a donation has not been requested or safe and appropriate procedures for handling that particular type of donation are not established, then it must be rejected. In-kind and labor donations will be the most difficult to manage and will likely always be rejected. **MNWalk # 97**

#### IV. RESPONSIBILITIES

- A. Incident Commander  
The Incident Commander (IC) sets the incident objectives, strategies and priorities and has overall responsibility for the incident.
- B. Safety Officer.  
The Safety Officer (SO) monitors incident operations and advises the Incident Commander/Unified Command on all matters relating to operational safety, including the health and safety of emergency response personnel.
- C. Public Information Officer  
The Public Information Officer (PIO) is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
- D. Liaison Officer  
The Liaison Officer (LNO) is the point for representatives of other governmental agencies, nongovernmental organizations and the private sector.
- E. Operations Section Chief  
The Operations Section Chief conducts operations to reach the incident objectives. Establishes the tactics and directs all operational resources. This position will be filled by >>>>>. The Operations Section Chief may change due to the type of incident. This position would then be filled by the most qualified responder.
- F. Logistics Section Chief  
The Logistics Section Chief provides resources and needed services to support the achievement of the incident objectives.

## EMERGENCY OPERATIONS PLAN

### ANNEX B: DIRECTION AND CONTROL

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G. Planning Section Chief

The Planning Section Chief supports the incident action planning process by tracking resources, collecting/analyzing information and maintaining documentation.

H. Finance and Administration Section Chief

The Finance and Administration Section Chief monitors costs related to the incident and provides purchasing and accounting support.

I. County Board of Commissioners

The Morrison County Board of Commissioners has the ability to declare a local emergency ("declared natural or unnatural disaster", as referred to in Resolution 2004-044).

- Authority to declare a disaster will be first granted to the Chairman and Vice-Chairman of the county board.
- Should the Chairman and Vice-Chairman not be available any two board members may declare a disaster.
- Should all board members be unavailable the County Administrator has the authority to declare a disaster.

Should the County Administrator or their designee not be available, power goes to a group comprised of the County Treasurer, Public Health Director, Public Works Director, Sheriff, Social Services Director and County Auditor or as many as can be reasonably assembled.

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- Should the Chairman and Vice-Chairman not be available any two board members may declare a disaster.
- Should all board members be unavailable the County Administrator has the authority to declare a disaster.
- Should the County Administrator or their designee not be available, power goes to a group comprised of the County Treasurer, Public Health Director, Public Works Director, Sheriff, Social Services Director and County Auditor or as many as can be reasonably assembled.

Local disaster declaration (or local state of emergency) can last only three days, by statute of the State of Minnesota. A majority vote from the board may continue that declaration beyond three days.

The line of succession for key leadership positions are as follows: ***MnWalk Item #99***

- Chair, County Board of Commissioners
- Vice-Chair, County Board of Commissioners
- Emergency Management Director

J. Emergency Management Director

The Emergency Management Director may/has delegate(d) their authority to an Emergency Manager who will serve in a staff capacity to the County Board of

## EMERGENCY OPERATIONS PLAN

### ANNEX B: DIRECTION AND CONTROL

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Commissioners, by overseeing the implementation of this plan, and will coordinate emergency operations within the framework of this plan. They have the responsibility of opening the EOC in the appropriate situation as described in the Basic Plan Direction and Control section.

The Emergency Management Director or his designee will serve as the Liaison Officer in the emergency operation center. They may also serve as several of the other responsible roles in the incident command system.

#### K. Municipalities

The Mayor and city councils are responsible for their respective municipality's direction and control. They or their appointee are also responsible for coordination with county emergency operations.

The line of succession and most importantly responsible authority, within the city in regards to coordinating with the county is as follows unless otherwise notified by cities:

- Mayor
- City Council
- City Council Designee
- City Emergency Management Director
- County Emergency Management Director

It is important that each city take the time to review this and notify the county who they intend to be the main point of coordination with the county, to ask for aid or to help coordinate county-wide efforts. Without being notified otherwise the county will assume this written line of succession and authority. During an emergency situation a responsible person may be designated within or outside of this succession.

## V. TRAINING

County personnel that could potentially be involved in the ICS of a response effort should be educated in ICS and NIMS. Basic training is available online at [www.FEMA.gov](http://www.FEMA.gov). Responding agencies should maintain records of personnel training in ICS and NIMS. The Emergency Manager should ensure that county personnel potentially involved in response have completed ICS and NIMS training.

## VI. ADDITIONAL REFERENCES AND SUPPORT MATERIAL

**Chart One**, Organizations' Responsibilities by Roles  
**Chart Two**, Incident Command Structure

## EMERGENCY OPERATIONS PLAN

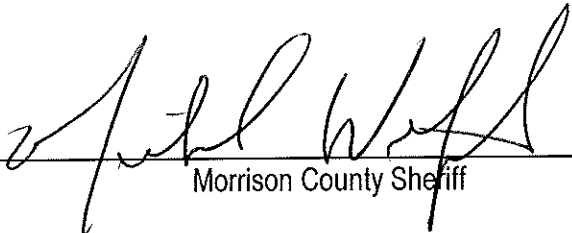
### ANNEX B: DIRECTION AND CONTROL

- A. Citations to the Resource Manual  
County departments are listed in the Resource Manual. Personnel from these departments will populate the EOC.

ICS forms are available on line at:  
<http://training.fema.gov/EMIWeb/IS/ICSResource/Forms.htm>

- B. Citation to SOG  
For more information see the Direction and Control SOG.

### VII. APPROVAL

  
\_\_\_\_\_  
Morrison County Sheriff

4-16-13  
\_\_\_\_\_  
Date



## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

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#### I. INTRODUCTION

The Morrison County Board of Commissioners has established, through resolution, the ability to delegate authority to the Morrison County Emergency Manager through the Emergency Management Director.

During a state of disaster declared by the Morrison County Board of Commissioners and/or Commissioner Chairperson, the county government operates with more authority to abbreviate bureaucratic processes and to ensure appropriate decision making time frames.

The EOC serves as a centralized management center for emergency operations. Here, decisions are made by the Command Staff based upon information provided by the IC and other personnel.

#### II. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The Minnesota Division of Homeland Security and Emergency Management support the concept and use of a National Incident Management System (NIMS) for coordinating local, state and national resources and responses.

The Incident Command System (ICS) and an On-scene Incident Command will be used within Morrison County to coordinate the response to an emergency or disaster situation. When the demands of the event escalate beyond the organizational capability of an On-scene Incident Command, the Emergency Operations Center (EOC) will be activated. This can be expected when the incident covers a large geographic area, multiple locations and/or when multiple responding agencies are involved.

#### III. EMERGENCY OPERATING CENTER (Facilities and Capabilities)

##### A. Location

The EOC is located at the Morrison County Government Center, 213 Southeast First Avenue, Little Falls.

If for some reason the Government Center is not usable the Morrison County Public Works Building at 1208 West River Road, Little Falls, will serve as the alternate EOC.

If the decision is made to move from the primary EOC to the alternate EOC, the PSAP will coordinate communications for the alternate EOC.

##### B. Emergency Power *MNWalk #41*

Emergency power for the EOC will be supplied by a 250 KW diesel generator located under the government center. The generator has an attached 4,000 gallon below ground fuel tank. In the event of a power failure, the generator is automatically activated. A

## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

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portable generator will supply power for the alternate EOC. If needed, additional fuel will be purchased from local distributors.

C. **Communication and Technology *MNWalk #28***

Primary methods of communication between the Incident Command and EOC as well as among emergency response organizations and critical facilities (e.g., utilities, water treatment plants, hospitals, etc.) will be telephone, cell phone, mobile or portable radios. Secondary or backup communications will be ham radio operators.

Every work station has telephone, high speed internet and power outlets available. Pre-assemble boxes with phones, the necessary cables and cords, and power outlets are available and will be brought to the EOC following activation by government building facilities management.

D. **Environmental and Vital Services *MNWalk #s 41 & 42***

The primary and alternate EOC have an air exchange ventilation system.

Water and sanitation for the EOC and alternate EOC are supplied by the city. If city services fail portable water supplies and sanitation port-a-potties will be used.

Food for the EOC and alternate EOC will be obtained through local grocery stores, restaurants, fast food suppliers, etc. Food suppliers are listed in the Morrison County Resource Manual.

Medical supplies are available for the EOC and alternate EOC. However, staff should bring any required special medications and a change of clothing to the EOC.

EOC and alternate EOC security will be provided by law enforcement.

The jail sally port will be used for decontamination of staff.

E. **Equipment, Furniture and Supplies**

Office equipment to be used in the EOC is that which is used during daily routine operations. Each agency represented is required to provide any supplemental equipment or supplies pertinent to their operational responsibilities. If it becomes necessary to abandon the primary EOC and move to the alternate EOC, all staff will assist in coordinating the move. Transportation will be provided by the public works department.

## IV. **EOC ACTIVATION AND STAFFING**

A. **Activating the EOC**

Activation of the EOC is loosely defined as bringing the staff together that is necessary to assist in supporting and coordinating response efforts. This may happen from the physical location of the EOC or other location where EOC staff chooses to meet. It may

## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

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be impractical to fully activate the physical location of the primary EOC if the only staff required is the Emergency Manager and they can effectively fulfill support needs from their regular office.

Full or Partial Activation - The full activation of the EOC is required if a state of disaster is declared by the Morrison County Board of Commissioners or Board Chairperson. Full activation may also be called for by the Emergency Manager or at the request of Incident Command or other support or response agency. Full activation will be assumed during a major disaster.

Partial activation will be at the discretion of the Emergency Manager and by request of Incident Command or other agency.

#### B. Reporting to the EOC

Full activation will require the response of all necessary EOC staff to report to the EOC. In the event of a major disaster all required EOC staff will report to the EOC with, or without, notification. This implies that each staff member must interpret what a major disaster is. To aid in consistent interpretation, a major disaster is an event that is expected to tax the county response resources, requires substantial support staff to coordinate efforts and will likely require the coordination with other jurisdictions.

Notification of staff to report will be done by the Public Safety Answering Point. The list of required staff members is available in the Resource Manual. They may use telephone, pager or radio.

#### C. Preparation

Preparation of the EOC, following activation, will be completed by Morrison County government building facilities management. This is to include any necessary furniture. Office supplies will be stocked, as needed, by the EOC staff.

#### D. Support Staff **MNWalk #42**

Initial EOC staff is responsible for the activation of support staff to carry out their agency's emergency response role for a period of 24 hours or longer.

When the decision is made to activate the EOC, the sheriff will immediately assign personnel to provide security.

## V. ALL-AGENCY RESPONSIBILITIES

#### A. Status Board

Every agency maintaining a work space at the EOC is responsible to update a status board for their agency. Status boards are used to maintain communication between agencies and used to inform a "Significant Events Log" that is to be maintained by an individual assigned by the Incident Command.

## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

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#### EOC LOCATIONS

Attachment #8

#### EMERGENCY OPERATING CENTER (EOC) LOCATIONS

	Location	Address	Telephone
EOC	Government Center	213 SE 1 <sup>st</sup> Avenue Little Falls, MN 5634	632-2941
Alternate EOC	Public Works	1008 West River Road	632-2941
1 mile north of State Hwy #27 on Paul Larson Drive		Little Falls, MN 56345	632-0121

Support EOC's Support EOC's are located in each of the 16 municipalities

## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

#### PERSONAL DIRECTORY – KEY STAFF

Attachment #9

POSITION	NAME	ADDRESS	TELEPHONE
Emergency Management	Scott Mackissock	Sheriff's Office Little Falls, MN	632-9233 (W) 360-2478 (C)
Emergency Management	Michel Wetzel	Sheriff's Office Little Falls, MN	632-9233 (W) 632-8336 (H)
Law Enforcement	Michel Wetzel Little Falls, MN	Sheriff's Office	632-9233 (W) 632-8336 (H)
Alternate	Chief Deputy		
Warning/Notification 24-hour	Sheriff's Dispatch Little Falls, MN	Sheriff's Office	632-9233 (W)
Administration/Fiscal	Russ Nygren	Government Center Little Falls, MN	632-0132 (W) 746-3373 (H)
Alternate	Risk Manager		
Public Works Utilities/Transportation	Steve Backowski	Government Center Little Falls, MN	632-0121 (W) 632-5581 (H)
Alternate	Public Works Forman		
Damage Assessment	Glen Erickson	Government Center Little Falls, MN	632-0101 (W) 632-2276 (H)
Alternate	Assessor Assistant		
Human Services	Brad Vold	Government Center Little Falls, MN	632-2951 (W) 320-630-8703 (H)
Alternate	Administration Assistant		

## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

#### PERSONNEL DIRECTORY - KEY STAFF

Attachment #9

<u>POSITION</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Public Health	Bonnie Paulson	Government Center Little Falls, MN	632-6664 (W) 6468-2694(H)
Alternate	Public Health Coordinator		
Legal	Brian Miedendorf	Government Center Little Falls, MN	632-0190 (W) 616-2859 (H)
Alternate	Assistant County Attorney		
Fire/Rescue/Hazardous Materials/RADEF	Annual Change Sheriff's Office	Little Falls, MN	632-9233 (W)
Alternate	Vice-Chairperson		
Resource Management Food/Fuel/ General Supplies			632-9233 (W)
Economic Stabilization	USDA Board	16543 Haven Road Little Falls, MN	632-5477 (W)
Public Information		Government Center Little Falls, MN	632-2941 (W) 632-9233 (W)
Military Support	Duty Officer		800-422-0798

**ANNEX B: DIRECTION AND CONTROL****Standard Operating Guidelines****EMERGENCY MANAGEMENT COORDINATORS -- CITIES**

Attachment #10

<u>CITY</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
BOWLUS	George Trettel	203 2 <sup>nd</sup> Av S Bowlus, MN 56314	584-8258 (H)
BUCKMAN	Robert Lochner	PO Box 664 Buckman, MN 56317	468-6442 (W)
ELMDALE	Ray Kurowski	8269 Highway #238 Bowlus, MN 56314	573-2685 (H)
FLENSBURG	Brad Piekarski	28 1 <sup>st</sup> St N Flensburg, MN 56328	632-3914 (H) 630-9652 (C)
GENOLA	Chuck Storkamp	25815 Meadowlark Road Pierz, MN 56364	468-2346 (W) 468-2611 (H)
HARDING	Ron Gross	24648 Quest Road Pierz, MN 56364	277-3848 (H)
HILLMAN	Norman Iverson	37126 173 <sup>rd</sup> ST Hillman, MN 56338	277-3578 (H)
LASTRUP	Andy Smude	28667 Highway #27 E Pierz, MN 56364	468-6151 (H)
LITTLE FALLS	Mike Nieman	314 NE 1 <sup>st</sup> Street Little Falls, MN 56345	616-5591 (W) 360-3994 (C)
MOTLEY	Nancy Nieken	Motley, MN 56466	218-352-6380 (H)
PIERZ	Toby Egan	Pierz, MN 56364	468-2421 (H) 630-2491 (C)
	Brian Boser	16123 Hwy 25 Pierz, MN 56364	468-6487 (H) 630-2982 (C)

## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

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#### EMERGENCY MANAGEMENT COORDINATORS -- CITIES

Attachment #10

<u>CITY</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
RANDALL	Chuck Strack	Little Falls, MN 56345	616-5570 (W) 630-4555 (C)
ROYALTON	Adam Gunderson	Royalton, MN 56373	632-9233 (W) 320-412-6458 (C)
SOBIESKI	Ronald Kruzel	9647 Cable Road Little Falls, MN 56345	632-9405 (H)
SWANVILLE	Sandy Peterson	109 4 <sup>th</sup> St Swanville, MN 56382	547-2489 (W) 547-2424 (H)
UPSALA	Frank Koopmeiners	2750 Aardvark Burtrum, MN 56318	573-4950 (W) 373-2728 (H)



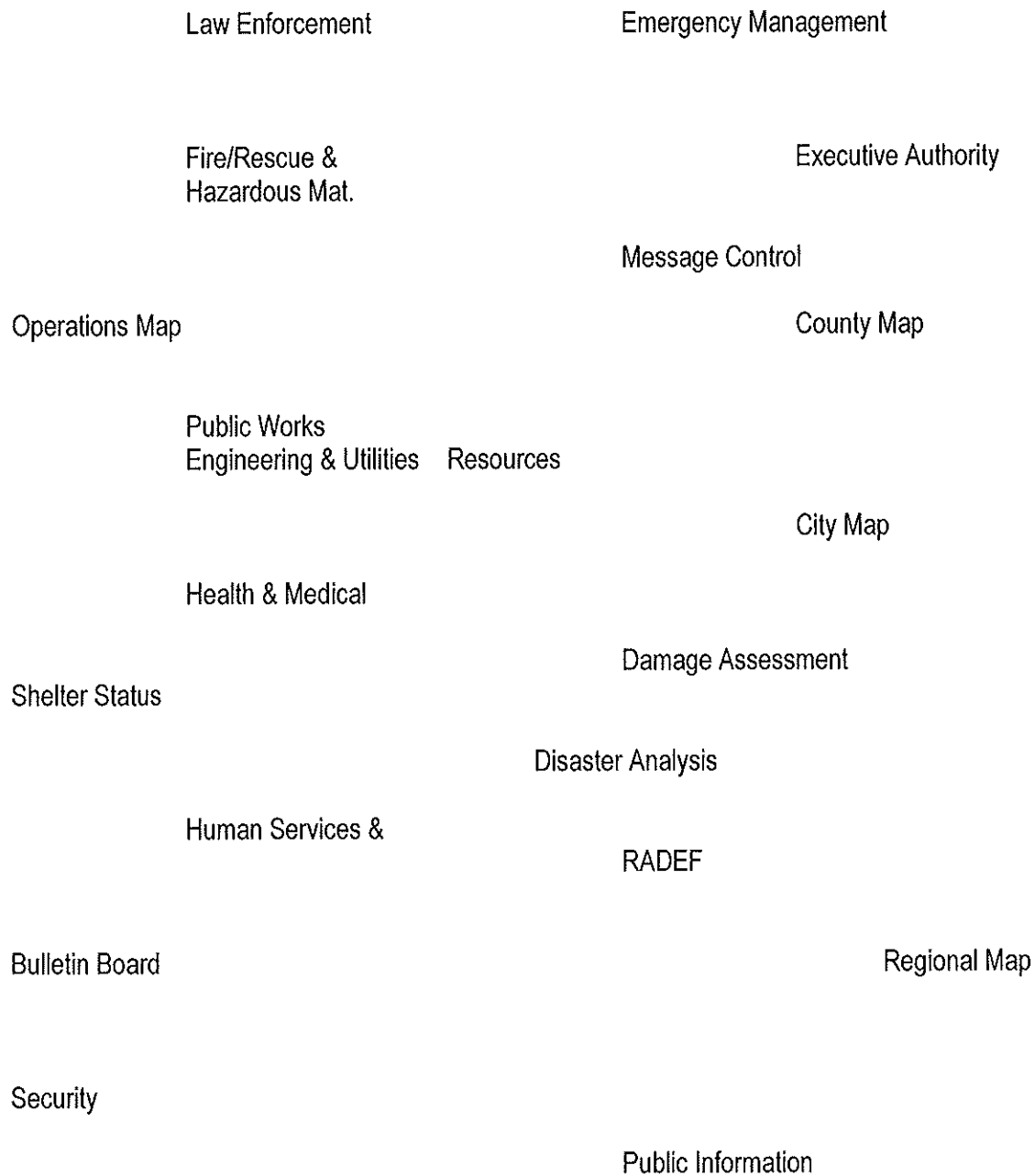
## ANNEX B: DIRECTION AND CONTROL

### Standard Operating Guidelines

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#### EMERGENCY OPERATING CENTER FLOOR PLAN

Attachment #11



# EMERGENCY OPERATIONS PLAN

## ANNEX C: PUBLIC INFORMATION

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### I. PURPOSE

The purpose of this annex is to provide information with regard to how a county or emergency agency official or the general public will become aware of an emergency. It also outlines what information is disseminated, by who, who to, and by what means.

### II. SITUATION AND ASSUMPTION

#### A. Situation

An emergency event, from as minor as a severe weather watch to a terrorist attack, will require that information be controlled and disseminated. It must be disseminated to those involved in the emergency response, but also the general public, to ensure that the appropriate response and activities take place.

#### B. Assumption

There will be a high demand and need for public information. There will also be false information disseminated to the public originating from emergency officials or the public itself. Along with false information being released there is also a potential that certain information should be kept from the public for their benefit and to ensure smoothly run operations.

Before, during and after an emergency key agency and county personnel and officials will need to be notified of the status of the emergency and of operations.

#### C. Concept of Operations

##### 1. Warnings and Notifications

The public safety answering point (PSAP) located at the dispatch center is the main notifications and warning agency. As such they are supervised by the Communications Supervisor who is ultimately responsible for PSAP actions. The primary means of notification and warning is through the warning siren system which can be activated at the dispatch center.

Notification of an emergency and dispatch of a response group will come from the PSAP once they have been made aware of it. Government officials and EOC staff will be notified first by warning sirens and second by telephone tree in the event that the EOC needs to be staffed and personnel are not already present. **MNWalk #31**

##### 2. Public Information Officer

The county Administrator will serve as the Public Information Officer (PIO) as a delegated authority of the IC. If the IC sees fit or the Administrator cannot be contacted, the IC may appoint someone else to the position. The PIO manages

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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information at, during and about the incident/emergency/disaster. Managing information requires having complete access to available information. Information may come from the On-scene Incident Commander, the support staff at the EOC, the county Commissioners or any other agency. Managing information also includes controlling the information that is released to the public and in what way it is delivered to the public. Managing information also includes fact checking with the original source of that information and with third parties to dispel rumors and misinformation. *MNWalk #s 29 and 34*

#### 3. Equipment

There are multiple communication methods available to ensure that communications are constant throughout an emergency, between agencies or between On-scene Incident Command and the EOC. Hard wired telephones are available at work stations in the EOC and cell phones are available with most agencies and individual personnel. Radio equipment in Morrison County is programmed to be interoperable with other response agencies, employing common radio frequencies and using compatible equipment. Morrison County use's the ARMER system that is deployed throughout Minnesota. *MNWalk #30*

#### D. Responsibilities

##### 1. Incident Command

Generally, most warnings will occur following previously established guidelines, specifically those involving weather related emergencies. The IC may decide on the necessity for other warnings to the public. The IC is responsible to initiate the notification of EOC staff through the PSAP if staff has not already been notified.

##### 2. Public Information Officer

The PIO is responsible for developing the messages delivered to the public other than those delivered by the Emergency Alert System (EAS). Pre-scripted messages pertaining to the needs of various emergency situations should be written by the PIO and stored in the Resource Manual. Annual review of those messages, to ensure they are current, should be performed.

Messages will most likely be delivered through news media information releases, local radio and television channels (see SOG). The PIO is responsible for rumor control in the event that an existing rumor comes to their attention or to preempt likely rumor formation. In the event of a protracted emergency or disaster, news releases will be issued on a regular basis. *MNWalk #36*

##### 3. Communications Supervisor

The Communications Supervisor is responsible for overseeing the communication operations of Morrison County and those agencies using Morrison County communications facilities. The Public Safety Answering Point (PSAP) (and dispatch) is the main communication facility of Morrison County. The PSAP is

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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responsible for the receipt and proper dissemination of warnings and emergency notifications received. The proper route to activate the EAS is through the PSAP. The PSAP is responsible for activating the warning sirens in the event they are instructed to do so. The Communications Supervisor is responsible for the training of people using communication facilities. **MNWalk #33**

#### E. Additional Internal and External Support

##### 1. Public Health

Public Health prepares and distributes materials that describe the health risks associated with certain types of emergencies or disasters. They should also publish information on the appropriate self-help, first aid instructions or other relevant survival measures.

##### 2. Warning Sirens

Instructions to activate the warning sirens can come from police, fire, the Emergency Management Director and the Sheriff or designee.

##### 3. University of Minnesota Extension Service

Published educational material on the risks associated with disasters is available through the Extension Service

#### F. Training

Any training involving communications, warnings and notifications is the responsibility of the Communications Supervisor. They must ensure that the appropriate use of communications facilitated by the county takes place.

#### G. Additional Reference and Support Material

In the event that a news briefing room is needed the jury room will be used for this purpose. News media personnel would be asked to report here. **MNWalk #35**

##### 1. Citations to Resource Manual

A listing of potential EOC staff, department contacts and key government officials is available in the Resource Manual.

A telephone tree to notify areas and facilities not covered by sirens is available in the Resource Manual.

Media sources, such as television and radio, will be used to disseminate information to the public and are listed by name and call number in the resource manual. All of their relevant contact information is also listed. The procedures for issuing an emergency alert through these stations are in the SOG with pre-scripted warnings and instructions in the Resource Manual.

##### 2. Citation to SOG

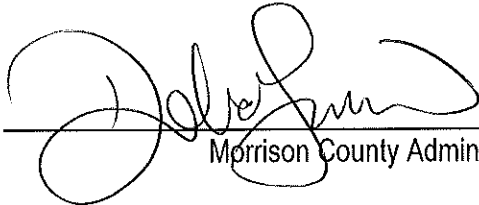
## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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Specific methods for disseminating emergency information to facilities are covered in the Warnings and Notifications SOG. This includes which facilities and areas are covered by warning sirens, which facilities are not and how to contact them through phone trees. **MNWalk #32**

### III. APPROVAL

  
\_\_\_\_\_  
Morrison County Administrator

  
\_\_\_\_\_  
Date

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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#### PRE-SCRIPTED MESSAGES

##### Message #1

##### Be Prepared

The following message has been released from the Morrison County Emergency Management Office.

\_\_\_\_\_ has announced that a **Potential Emergency Condition** presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to:

1. Discuss emergency procedures and hold practice drills with your family.
2. Post and memorize emergency telephone numbers (including poison control).
3. Assemble and store a survival kit. Learn emergency food and water procedures.
4. Learn first aid.
5. Establish a location where the family should reunite if separated.
6. Choose a communication contact for the extended family.
7. Learn the emergency plans of the family's schools, day-care centers, clubs, and workplaces.
8. Tune in to daily weather forecasts.
9. The Emergency Alert System (EAS) on radio and TV stations will announce a **WATCH** if an emergency situation is expected and a **WARNING** if it is imminent or in progress.
10. Determine an evacuation route and alternate route.
11. Know where main utility switches are located and learn how to turn them off if lines are ruptured.

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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#### Message #2

#### Food and Water

The following message has been released from the Morrison County Emergency Management Office.

\_\_\_\_\_ has announced that a **Potential Emergency Condition** presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to:

1. Be prepared to take care of yourself and your family for up to \_\_\_\_\_ days.
2. Take emergency drinking water from ice cubes, water heater or canned fruits and vegetables.
3. Don't drink unbottled water (including municipal tap water) until it has been strained with a clean cloth and treated. To treat water add ten drops of chlorine bleach to each gallon of water, mix well, and let stand about 30 minutes.
4. Freezer foods will last from 48 to 72 hours if the freezer is full and the door stays closed.
5. Eat perishable foods first.
6. Discard all open food and beverages that may have been contaminated.
7. Cook on portable grills, but only outdoors.

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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#### Message #3

#### Survival Kit

The following message has been released from the Morrison County Emergency Management Office.

\_\_\_\_\_ has announced that a **Potential Emergency Condition** presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to:

1. Pack water (one gallon per person per day) and chlorine bleach to purify it. Store in sealed, unbreakable containers. Mark the storage date and replace every six months.
2. Pack an emergency food and beverage supply (nonperishable food and juices).
3. Pack a hand can opener, cooking equipment, fuel for alternate cooking and heating devices.
4. Pack one change of clothing for each person in the family, rain gear, sturdy shoes, etc.
5. Pack blankets or sleeping bags.
6. Pack a first-aid kit, prescription medicine, an extra pair of eyeglasses.
7. Pack credit cards, cash an extra set of car keys.
8. Make a list of important family information including style and serial numbers of medical devices such as pacemakers.
9. Develop a list of special needs for infants, the elderly, and the disabled.
10. Pack sanitation supplies (plastic trash bags, soap, toothbrush and paste, toilet paper, newspaper, etc.).



## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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#### Message #4

##### Take Shelter Announcement

The following message has been released from the Morrison County Emergency Management Office.

\_\_\_\_\_ has announced that a **Potential Emergency Condition** presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to take shelter.

According to local, state and federal officials, there is no need for residents to leave.

Persons traveling to home or work should proceed to their destination in an orderly fashion, obeying all traffic laws. Nonresidents traveling by motor vehicle should clear the area.

All persons traveling by motor vehicle should roll up windows, close air vents, and turn off air conditioners. Improvised respiratory protection measures should be taken. Place a handkerchief, towel, or similar item snugly over the nose and mouth until in doors.

Persons who have taken shelter should observe the following procedures:

1. Close all doors and windows.
2. Shut off air intake openings, such as air conditioners, furnace vents and fireplace flues.
3. Lower the thermostat setting of heaters to minimize the intake of external air.
4. Keep pets inside and place farm animals under cover.

You are requested not to telephone or go to the school your children are attending. They are in a covered and protected environment and will be bused home when it is safe.

Do not use the telephone except for medical emergencies. Do not telephone local, state or federal officials directly involved. Local authorities will keep you informed of the situation through this station.

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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#### Message #5

#### Evacuation Announcement

The following message has been released from the Morrison County Emergency Management Office.

\_\_\_\_\_ has announced that a **Full Emergency Condition** exists at \_\_\_\_\_ and all persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to evacuate.

If you are living, working or traveling near this location, you are requested to evacuate immediately.

Please follow the main evacuations routes. If you need a place to stay, report to the Reception Center located at \_\_\_\_\_.

Please cooperate by checking on persons who live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them.

If you have homebound persons or invalids in your home and you require assistance in moving them, contact your Emergency Management representative at \_\_\_\_\_.

Persons affected by this evacuation advisory should bring personal clothing, sleeping bags, blankets, personal care items and prescription drugs. Persons evacuating to Reception Centers will be provided food and sanitary facilities.

Pets may accompany their owners, but will not be allowed inside the Reception Center. The care and feeding of pets is the responsibility of the owner.

Farmers affected by this evacuation should shelter their livestock.

Persons who are evacuating are reminded to take the following steps upon leaving their resident:

1. Prepare your home as if you were leaving on vacation.
2. Close and lock all doors and windows.
3. Shut off air intake openings, such as air conditioners, furnace vents and fireplace flues.
4. Lower the thermostat setting of heaters to minimize the intake of external air.
5. Close all blinds and draperies.
6. Check your house for security.

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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7. Tie a piece of white cloth or similar object to your front door or mail box. This will show authorities you have evacuated.
8. Follow radio instructions to evacuate to a specific Reception Center. Obey all traffic laws.

Local authorities will keep you informed of the situation through this station.

## EMERGENCY OPERATIONS PLAN

### ANNEX C: PUBLIC INFORMATION

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#### Message #6

##### School Evacuation Announcement

The following message has been released from the Morrison County Emergency Management Office.

This message supplements instructions given to the public relative to the evacuation announcement.

Parents with children attending \_\_\_\_\_ school within a  
\_\_\_\_\_ mile radius of \_\_\_\_\_ are advised that  
their children are subject to a separate evacuation plan.

Children will be bused to \_\_\_\_\_ which is outside of the risk area.  
Parents are to meet their children at this designate shelter.

Parents are urged not to telephone or go to the school that their children are attending. This only creates confusion.

# EMERGENCY OPERATIONS PLAN

## ANNEX D: FIRE PROTECTION

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### I. PURPOSE

This annex is to provide an overview of how fire protection is provided within Morrison County with the intent of efficiently using resources to protect life and property from fire.

### II. RESPONSIBILITIES

#### A. Primary

Fire departments will frequently be one of the first responding agencies to any event including fires. They will be dispatched for anything from hazardous material spills to traffic accidents. They will, in this case, maintain on-scene Incident Command (IC) until a more appropriate response agency is available. In the case of a fire scene, the most senior official from the responding fire department with jurisdictional authority will function as IC.

Fire protection in Morrison County is the responsibility of the ten municipal fire departments and the Department of Natural Resources, Division of Forestry. Fire protection for Rosing Township and part of Scandia Valley Township along County Road #1 is provided by the (Cass County) Pillager fire department. Fire protection for Lakin and Morrill townships is provided by the (Benton County) Foley fire department. **MNWalk #44**

All municipal departments are volunteer fire departments, except for the City of Little Falls which has one full time paid employee. Morrison County has a Fire Chief's Association with an elected chairperson and vice-chairperson annually.

All ten fire departments within Morrison County have mutual aid agreements with each other. Mutual aid agreements are on file with each department.

#### B. Supporting

In addition to their primary responsibility of providing fire protection, the fire departments have other responsibilities. This varies from department to department, but generally includes:

1. Coordinating or assisting in the dissemination of warnings.
2. Coordinating or assisting with an evacuation.
3. Coordinating or assisting with a search and rescue effort.
4. Coordinating or assisting as EMS first responders.
5. Informing local government officials of the risks associated with a terrorist incident, natural or man made disaster, and hazardous materials incident or accident.
6. Coordinating or assisting with respiratory protection, detecting potential biological, chemical, and radioactive agents, and the decontamination of emergency workers and disaster victims at the scene to the level compatible with their training.
7. Reporting important disaster status information (casualties, damage, evacuation status, chemical releases/exposures, radiation levels, etc.) to the EOC.

## EMERGENCY OPERATIONS PLAN

### ANNEX D: FIRE PROTECTION

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8. Responding to hazardous materials incidents or accidents, within the limits of their hazardous materials training capabilities.
9. Coordinating and providing public safety education, building inspections, service announcements and training.
10. Critical Incident Stress Debriefings, grief or crisis counseling, mental health treatment for fire department personnel will be provided by local government, mental health organizations, and local church clergy.

The DNR, Division of Forestry maintains a mutual aid cooperative agreement or contract with each fire department.

Fire Department personnel will frequently be involved in operations other than protecting life and property from threat of fire. They may be involved in hazardous material spill response, medical first response, disseminating warnings, informing county officials of natural and other hazards, and generally serving as knowledgeable personnel in emergency response.

### III. TRAINING AND PLAN MAINTENANCE

Training is the responsibility of each individual fire department. They must maintain their own certifications and their SOGs. Standard Operating Guidelines should be updated regularly through their use in actual emergencies and simulations. Discussion of the SOGs should be a regular occurrence and amending and updating the SOGs should be done to keep the SOG current with what is discussed as ideal and with what is actually being done in the field.

### IV. APPROVAL

  
Morrison County Fire Chief's Association Chair

4-16-13  
Date

## EMERGENCY OPERATIONS PLAN

### ANNEX E: SEARCH AND RESCUE

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#### I. PURPOSE

The purpose of the Search and Rescue Annex is to achieve a timely and appropriate search and rescue response and efficient operation.

#### II. RESPONSIBILITIES

The Sheriff will have direction over search and rescue events within the county and outside of city boundaries. The Sheriff will also be the primary coordinator with other jurisdictions, should county resources be requested. The Sheriff will also be the primary coordinator to request additional resources from outside jurisdictions. **MNWalk #45**

It is possible that the Sheriff will deem information or a warning be disseminated to the public. In that event, the operations outlined in the Warnings and Notifications, Annex should be used.

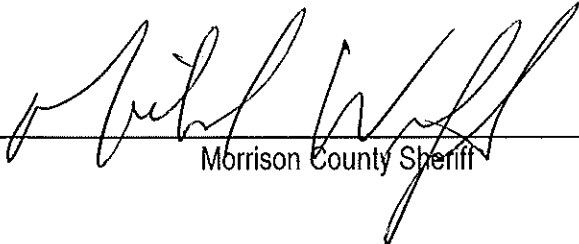
The Minnesota Department of Natural resources may be able to assist with providing: more officers, K9 units or aerial support. Requests should be made through the Region Three, Central MN Regional Director.

The following volunteer organizations may be available to assist in the search and rescue: snowmobile clubs, boy or girl scouts, etc. Agencies and others may volunteer their time and effort to support operations. Those volunteer efforts should be handled as outlined in the Donations Management Annex.

The Civil Air Patrol may be available to assist in the search for missing persons. Also, the National Guard may be available when local resources have been exhausted.

Law enforcement, fire departments, ambulance services and other agencies responsible for conducting or participating in search and rescue will develop and maintain whatever standard operating guidelines they may need. These SOGs may include guidance and instructions for performing search and rescue following an accident or incident involving hazardous materials depending on the level of training received. All SOGs are on file with there respective agencies.

#### III. APPROVAL

  
\_\_\_\_\_  
Morrison County Sheriff

4-16-13  
\_\_\_\_\_  
Date

# EMERGENCY OPERATIONS PLAN

## ANNEX F: ENVIRONMENTAL HAZARDS

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### I. PURPOSE

The purpose of this annex is to describe how the county will respond to a hazardous materials incident.

### II. SITUATION AND ASSUMPTION

#### A. Situation

It is recognized that emergency situations could develop in which Morrison County residents could be exposed to an accidental release of hazardous materials. Planning is needed to ensure a coordinated response to all types of hazardous materials incidents, whether they occur at a fixed facility, are the result of a transportation accident or terrorist attack.

Chemical threats involve incidents, accidents or intentional releases of chemical hazards in the environment. This may be due to transportation accidents, facility accidental release or intentional releases.

Biological hazards include accidental or intentional releases of biologically hazardous materials that may or may not contain infectious bacteria or viruses. Biological hazards also include the vectors that carry and transmit those bacteria or viruses.

There are potentially five causes of radiological releases that could impact Morrison County. They are releases caused by transportation accidents, radiological dispersal devices, radiological exposure devices, nuclear explosions (weapons and improvised nuclear devices) and nuclear reactor accidents (no nuclear reactors exist within Morrison County or near enough to cause direct radiation exposure. The primary impact of a nuclear reactor accident would be an influx of people needing emergency sheltering. This is addressed in the congregate care annex).

#### B. Assumption

Responses to contain hazardous material releases are primarily the responsibility of facility owners or transportation providers. Resources for response will be sought by those responsible parties and the county must be able to direct them to the appropriate resources.

Occasionally, county personnel and emergency responders (specifically fire personnel) will happen on or be called to a scene with hazardous materials during daily operations or response functions. They must be able to respond appropriately to protect people and property.

Most response efforts to hazardous materials incidents will require the involvement from agencies outside of Morrison County.



## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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It is assumed that Morrison County is not a significant target for attacks involving radiological release. There still exists a potential for an attack involving a radiological release, other intentional releases and other accidental releases.

Whether the release occurs within Morrison County or Morrison County is experiencing an influx of refugees, several specifically oriented response functions will be necessary. These functions include, but are not limited to, providing medical care oriented towards radiological exposure and contamination, decontamination activities, fallout sheltering, specific evacuation functions related to radiological exposure and contamination, communication functions and food and water protection functions.

### III. CONCEPT OF OPERATIONS

#### A. Direction and Control

The direction and control of hazardous materials varies by the nature of the situation. The party responsible for the accident or incident is the facility at which it occurred or the agency transporting the material. Any response to hazardous materials accidents/incidents will be under the direction or control of the local fire department with jurisdiction. Agencies with expertise and training, such as a Chemical Assessment Team (CAT), Morrison County Public Health (MCPH), Minnesota Pollution Control Agency (MPCA), US Department of Agriculture (USDA), Food and Drug Administration (FDA) and the Center for Disease Control (CDC) should be consulted.

Should the Public Safety Answering Point (PSAP) be aware of a hazardous materials accident or incident that cannot be managed safely by the responsible party, they will dispatch the local fire department with jurisdiction to the scene. If the scene is truly out of control of the responsible party or public safety is at risk, the fire department will take over direction and control of the scene and all response efforts. Their primary objective will be to protect public safety. If they see the response needs are beyond the training of their department they will call for assistance, through the MN Duty Officer, from a Chemical Assessment Team who will provide expertise, not direction and control.

#### B. Hazard Awareness

Facilities within the county that possess extremely hazardous materials are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow during a hazardous materials incident. At a minimum, these facilities are required by law to immediately notify the following in the event of an accidental emergency release:

- Public Safety Answering Point 9-1-1
- State Duty Officer 800-422-0798
- National Response Center 800-424-8802

Notification procedures must include but are not limited to: **MNWalk Items #13 & 22**

- Name of substance released

## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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- Approximate amount of the substance release (if known)
- Known hazards associated with the substance released
- Community impact

A follow up Emergency Release form must be sent to the Minnesota Emergency Planning and Community Right-to-Know Act Program.

The following facilities and locations have been pre-identified and can be found in the resource manual:

- 302 Facilities (See SARA Title III, 302 Citations).
- Other facilities that may contribute to additional risk due to their proximity to facilities included in 302.
- Facilities (schools, day cares, hospitals, nursing homes, etc.) at risk due to their close proximity to facilities with hazardous materials.
- Transportation routes (highway, railroad lines, rivers, etc.).
- Pipelines (as defined in Minnesota Statutes, Section 299J).

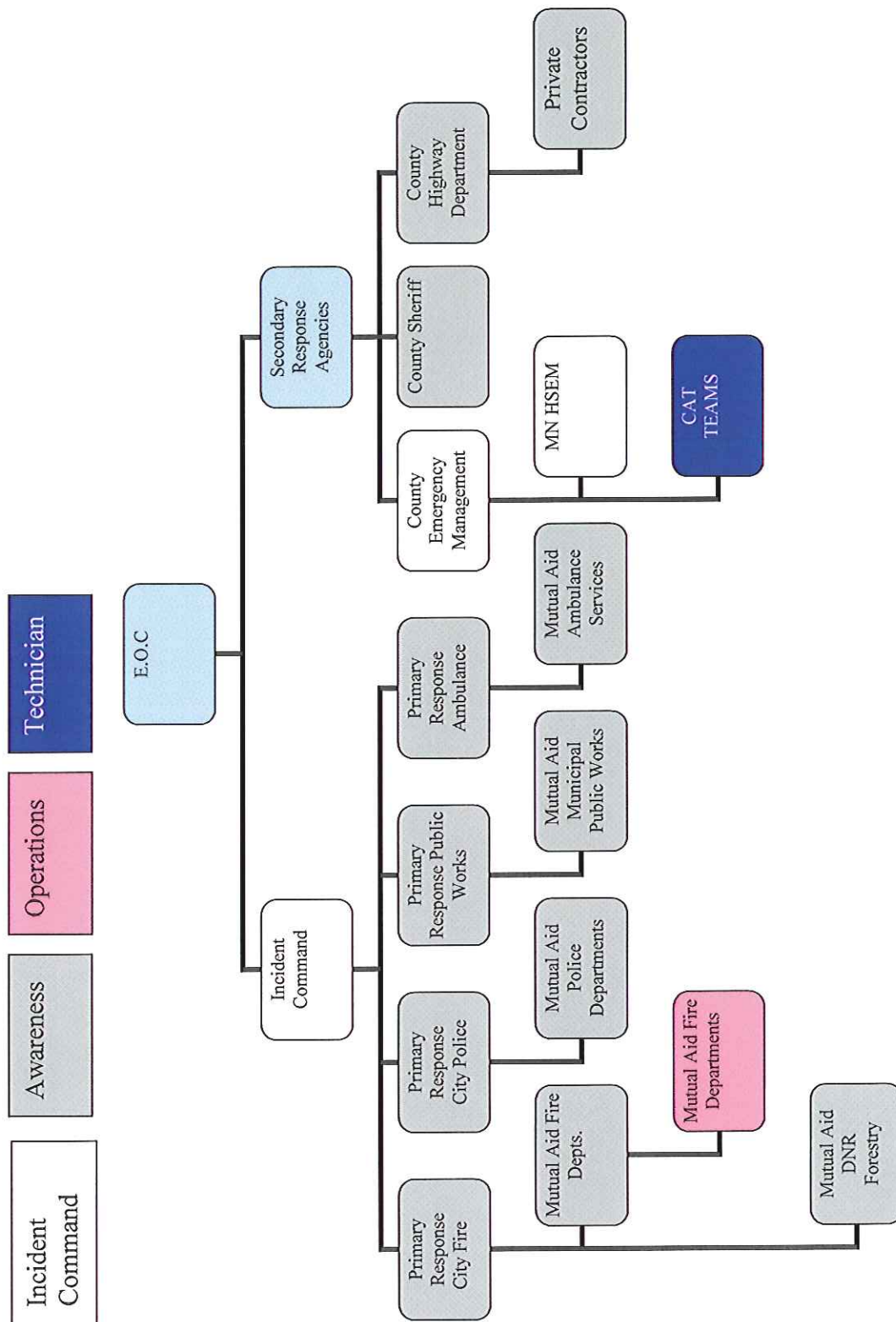
Facilities located within Morrison County that use, store, manufacture or transport hazardous materials are responsible for developing emergency plans and training their employees. Employees are trained to promptly determine, identify through sight and smell, report and respond to a hazardous materials incident within their facility. ***MN Walk #24***

Responders (i.e. fire personnel) who respond to hazardous materials incidents have received training designed to help them promptly determine, identify through sight and smell, report and respond to such incidents. At a minimum, responders are trained at the Awareness level, as defined in 29 CFR 1910.120.

#### C. Response to a Hazardous Materials Incident

Methods and procedures followed by the Morrison County emergency and medical personnel when responding to a hazardous materials incident are listed below:

- When responding to a hazardous materials incident in Morrison County, the intent is to respond in a safe and organized method. The Incident Command System, as described in the National Incident Management System (NIMS) will be used as the overall general response plan. The chief officers of the designated response agencies have been trained in NIMS-ICS operations, and maintain copies of their agency's operating procedures at their main offices.
- Fire departments often times will be one of the first responding agencies to an event. Refer to Annex D, Fire Protection.
- Emergency response and medical personnel follow methods and procedures identified in their departmental suggested operating guidelines (SOGs). These SOGs are kept at the individual department's base location. ***MN Walk Item #23***
- The general organization response plan is shown on the following chart. ***MN Walk Item #23***



## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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- Response to any incident will be under the direction and control of the local fire department. All response efforts should be made with responder safety as the highest priority, allowing for reasonable levels of risk to protect life, property and the environment.
- All response agencies that may potentially be involved in an incident (i.e. fire, ambulance, chemical assessment team) must have safety guidelines for operating.
- Ultimately, Incident Command, or the appointed Safety Officer, has the responsibility to monitor for the safety of responders. *MN Walk Item #23*
- A crucial component of the response is determining the level of hazard to the public from an incident. This hazard analysis will be completed by the local fire department initially. If they find their analysis to be incomplete or inadequate they may request the expertise of other agencies, previously mentioned. *MN Walk #25*
- When a hazard analysis is completed the incident command (typically local fire or the emergency manager) will determine the most appropriate measures for protecting the public. Incident command will need to consult with the local fire department, public health, local and county law enforcement and EMS to make this determination. Protecting the public may require notifying the public, evacuating or sheltering in place. When the most appropriate action is determined the appropriate annexes and SOGs of this plan will be activated. *MN Walk #s 13, 14, 15 & 23*

#### IV. RESPONSIBILITIES BY ORGANIZATION

##### A. Fire Department with Jurisdiction

Responding fire department(s) have the primary responsibility for responding to hazardous materials incidents. Morrison County fire departments are trained and equipped to the First Responder Awareness level. They will survey the area affected by the hazardous materials incident, then identify and verify the material(s) involved. They will then rely on facility input, the hazard analysis and the US DOT Emergency Response Guidebook to determine areas or population to be affected and the potential need for evacuation. They are responsible to determine if an incident exceeds their level of expertise and therefore require the activation of a Chemical Assessment Team. *MN Walk #25*

Fire department personnel may serve in many additional functions, specifically during radiological response and are positioned uniquely to perform as a catch-all for miscellaneous response activities. Fire Department personnel will be asked to assist with decontamination of infrastructure, monitoring of hazard exposure (chemical, and radiological) and assist with decontamination of other response personnel and citizens.

##### B. Public Health

Public Health is responsible for coordinating the medical response. This includes assuring that local medical responders have the proper SOGs in place to deal with radiological

## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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emergencies, taking the appropriate safety precautions. If resources should become taxed beyond the county (most likely) the use of additional resources outlined in the Health and Medical Annex will be necessary under the coordination of Public Health. Coordinating the monitoring of radiological contamination and exposure of food, water, structures, livestock and soil will be the responsibility of Public Health. This will be especially important in the long-term recovery and re-entry of previously evacuated sites for radiological reasons.

- C. **Emergency Medical Services (EMS)**  
Emergency Medical Services will be responsible for providing medical care to injured citizens and response personnel while maintaining their personal safety. They will also be the front line for triaging patients, in areas affected by hazards and areas outside of these effects. Local emergency medical entities follow methods and procedures identified in their departmental Suggest Operating Guidelines (SOGs). *MNWalk #23*
- D. **Public Works**  
Public Works will coordinate the prioritization and execution of transportation infrastructure within the county. Much of this will involve the Minnesota Department of Transportation and private contractors. They will also be responsible for prioritizing with county agencies and coordinating the decontamination of county infrastructure.
- E. **Public Information Officer**  
The POI must be on hand to deliver messages to the public. If the emergency is related to a nuclear attack or other improvised nuclear device, communication with the public could be very difficult. The Public Information Officer is responsible for identifying the best means for delivering messages to the public. Messages related to the nature of the incident, evacuation, self-evacuation, sheltering, protecting food and water from contamination, protecting oneself and animals from exposure and contamination, and others should be pre-scripted. Messages about recovery, re-entry and dealing with food and water sources will also be delivered.

## V. ADDITIONAL INTERNAL AND EXTERNAL SUPPORT

- A. **Minnesota Duty Officer**  
If the hazardous materials incident is beyond the capabilities of local government, assistance from state agencies can be requested. Requests should be submitted to the Minnesota State Duty Officer at 800-422-0798.

The Duty Officer is available 24 hours a day to assist with getting resources for radiological emergencies. They can also assist by reaching other relevant departments such as the Department of Agriculture, Department of Transportation, Homeland Security and Emergency Management, Department of Natural Resources, etc. A St. Cloud based Chemical Assessment Team is to provide technical assistance to incident command. They may be contacted and activated via the Sheriff or Sheriff's proxy (in this case PSAP).

## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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In addition, the sheriff, local police departments or Public Works may participate in the response. These departments have developed emergency response plans as appropriate for their level of hazardous materials response capability.

B. Minnesota Department of Health

The Minnesota Department of Health serves in a support role to response functions. They will analyze samples taken at the Department of Health Laboratory. They will also review those samples and provide recommendations for response. The Department of Health maintains response plans for the public health aspects of radiological emergencies. The department of health can be reached during the day at 800-422-1790 or during an emergency through the Minnesota Duty Officer.

C. Federal Support

In the event of a hazardous materials incident that is beyond the capabilities of county and state government, the National Regional Response Team (RRT) can be requested through the Minnesota Pollution Control Agency (MPCA). Requests for such assistance should be submitted to the State Duty Officer.

Reimbursement of costs for hazardous materials response and cleanup may be available. To be eligible for reimbursement, contact the National Response Center (800-424-8802) or Minnesota Pollution Control (MPCA) within 24 hours of the incident and subsequently submit an application for reimbursement.

## VI. TRAINING

Fire department training in response to hazardous material incidents is the responsibility of fire departments. Yearly, fire departments should inform the emergency manager of their training level and capacities in response to hazardous material incidents.

Facilities with hazardous materials in Morrison County are required to maintain their staffs' training at a level appropriate for an accident/incident that may happen at that facility.

## VII. REFERENCES AND SUPPORT MATERIAL

The National Response Team's North American Emergency Response Guide, and Technical Guidance for Hazard Analysis

U.S. DOT's Emergency Response Guidebook

U.S. DOT/FEMA/U.S. EPA's Automated Resource for Chemical Hazard Incident Analysis (ARCHIE)



## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

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Armed Forces Radiobiology Research Institute at <http://www.afri.usuhs.mil/>

Department of Health and Human Services, Food and Drug Administration, Center for Devices and Radiological Health. 1998. Accidental Radioactive Contamination of Human Food and Animal Feeds: Recommendations for state and local agencies

Department of Health and Human Services. Available online at <http://www.fda.gov/MedicalDevices/default.htm>

Department of Homeland Security. 2008. Planning Guidance for Protection and Recovery Following Radiological Dispersal Device and Improvised Nuclear Device Incidents. Federal Emergency Management Agency. Federal Register Vol. 73, No. 149

Department of Homeland Security, Policy Coordination Subcommittee for Preparedness and Response to Radiological and Nuclear Threats. 2009. Planning Guidance for Response to a Nuclear Detonation. Department of Homeland Security

Radiological Emergency Medical Management at <http://remm.nlm.gov/>

#### A. Citation to the Resource Manual

A listing of equipment that may be of use in response owned by government agencies (fire departments), private contractors, etc., can be found in the Resource Manual with contact information for the organization decision maker. **MNWalk #26**

A list of SARA Title III, Section 302 Facilities can be found in the resource manual. A second list identifies: emergency contact names, who shall make the necessary determination to implement their emergency response plan and 24 hour telephone numbers for each facility. **MNWalk #s 17, 18 & 27**

A listing of equipment at each 302 facility and persons responsible for such equipment and facilities can be found in the resource manual. **MNWalk #27**

Facilities contributing to risk due to their proximity to 302 facilities are included in the resource manual. **MNWalk #20**

Primary and secondary trucking routes typically used to transport hazardous materials to and from facilities listed in SARA Title III, Section 302 can be found in the resource manual. Pipelines and rail lines transporting hazardous materials are also identified. **MNWalk #s 19 & 46**

Additional sites and facilities in the community subject to additional risk due to their close proximity to SARA Title III, Section 302 facilities or related transportation routes can be found in the resource manual. These places include: daycares, fire stations, hospitals, nursing homes, schools. **MNWalk #21**



## EMERGENCY OPERATIONS PLAN

### ANNEX F: ENVIRONMENTAL HAZARDS

#### B. Citation to SOG

- For biological accidents/incidents refer to Annex D: Health and Medical
- For radiological events refer to the Radiological Response SOG
- For nuclear readiness and reporting see the Nuclear Readiness and Reporting SOG
- Evacuation may become a major component of ensuring public safety during a hazardous materials accident/incident. For information in regards to evacuation refer to Annex K: Evacuation, Traffic Control, and Security.
- For more detailed response guidelines for hazardous materials releases refer to the Hazardous Materials Protection SOG

#### VIII. APPROVAL

  
Morrison County Fire Chief's Association Chair

4-16-13  
Date

## **ANNEX F: HAZARDOUS MATERIALS**

### **Standard Operating Guidelines**

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#### **I. PURPOSE**

The purpose of this standard operating guideline (SOG) is to describe how Morrison county officials will respond to a hazardous materials incident or accident.

#### **II. AREAS OF CONCERN**

- A. The manufacturing, transportation, storage and disposal of hazardous materials create a substantial risk.
- B. The first person on the scene of a hazardous materials incident or accident, are often times unfamiliar with appropriate precautionary measures.
- C. Hazardous materials entering the sewage system may necessitate the shutdown of sewage processing plants. This may result in the release of untreated sewage.
- D. State, federal and private resources may be needed by local government to mitigate the effects of a hazardous materials incident or accident. Timely and effective response by these agencies requires a standardized reporting procedure.

#### **III. HAZARDOUS MATERIALS INCIDENT CLASSIFICATION**

- A. There are three hazardous materials incident classification levels. The bases used for determining the classification level of a hazardous materials incident are as follows:
  - Level of technical expertise required to mitigate the incident
  - Extent of municipal, county, state and federal government involvement
  - Extent of required civilian evacuation
  - Extent of injuries or death
  - Extent and complexity of decontamination procedures
- 1. Level I Incident
  - a. Spills, leaks, ruptures or fires involving hazardous materials that can be contained, extinguished or abated by using equipment, supplies and resources immediately available to Operations Level trained responder
  - b. Hazardous materials incidents or accidents that do not require evacuation
- 2. Level II Incident
  - a. Hazardous materials incident that can be identified, tested, sampled, contained, extinguished or mitigated using the only resources available to a Technician Level trained response team. Incident level requires the use of chemical protective clothing and equipment
  - b. Incident Level II requires evacuation within the immediate area

## **ANNEX F: HAZARDOUS MATERIALS**

### **Standard Operating Guidelines**

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- c. Fires involving hazardous materials that allow for controlled burning or are allowed to burn until the fuel load is exhausted
  - d. Any trained county "first responder" on an initial response has the authority to upgrade a Level I incident to a Level II incident
- 3. Level III Incident
  - a. A hazardous material incident that can become a multi-agency and/or multi-jurisdictional incident
  - b. A hazardous materials incident that can be contained or mitigated by using highly specialized equipment and a specially trained response team
  - c. Fires involving hazardous materials that are allowed to burn due to the ineffectiveness or dangers associated with the use of extinguishing agents, or the unavailability of an extinguishing agent and/or there is a real threat of an explosion, BLEVE or container failure
  - d. A hazardous materials incident that requires evacuation beyond the immediate area, sometimes crossing jurisdictional boundaries. Serious injuries or casualties could occur with a Level III incident
  - e. Decontamination of personnel is required at the scene

#### **IV. SCENE MANAGEMENT**

The first arriving senior official will serve as the incident commander, until he or she is properly relieved. If the incident escalates beyond the capability of the field command, the EOC will be activated.

All agencies responding to a hazardous materials incident/accident will report to the staging area.

#### **V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

- A. Public Safety Answering Point (PSAP) - Communications

Hazardous materials incidents/accidents should be reported to the PSAP. The PSAP will then notify all appropriate local and state officials, including those responsible for responding to the incident.

  - 1. The PSAP receives information and disseminates alerts and notifications to:
    - State Duty Officer
    - Law Enforcement
    - Fire Departments
    - EMS 1st Response Teams
    - Ambulance
    - Hospital
    - Public Works
    - Emergency Management

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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- EOC Staff
  - Other Agencies
  - 2. Maintains communications with field operations (Command Post).
  - 3. Maintains communications with key government officials and federal or state technical assistance agencies
  - 4. Maintains liaison with National Response Center (NRC)
- B. Incident Commander
1. The Incident Commander (IC) shall be responsible for supervising the response and the mitigation of a hazardous materials incident/accident. He or she shall remain in control of the scene until properly relieved.
  2. Responsibilities of the IC may be carried out from a remote location, such as the emergency operating center (EOC) during a large scale, complex or multi-jurisdictional incident.
  3. The IC will notify appropriate county, state and federal agencies. One call to the State Duty Officer at 800-422-0798 will ensure that all appropriate state agencies are notified.
  4. The IC will work with the fire departments designated safety officer to identify and establish restricted zones and ensure that non-essential personnel are removed from the scene.
- C. Fire Departments
- The first arriving senior fire official will (at least initially) serve as the incident commander. He or she will be in charge of all emergency operations; including assignment of responsibilities to other responding agencies. The senior fire official will:
1. Assesses the hazardous materials incident/accident.
  2. Prevents handling of all unknown or suspected hazardous materials until positively identified by qualified personnel.
  3. Determines strategic goals, tactical objectives and prevents the spread of contamination.
  4. Assesses resource needs. Orders, deploys and releases needed resources from the staging area.
  5. Coordinates overall emergency operations and operation of outside agencies.
  6. Notifies the PSAP when conditions are such that evacuation may be necessary or when conditions have improved to the point that evacuees may return home.
  7. Provides support staff to the Emergency Operating Center (EOC).
  8. Authorizes release of information to the media.
- D. Fire Departments
- Upon arriving at the scene, responding agencies will determine the incident level and provide security. Law enforcement will:
1. Provide operations support to the IC and Command Post.
  2. Establish on-scene perimeter and access control points.
  3. Control ingress/egress of ambulance and EMS 1st responders.
  4. Coordinate the evacuation of residents.

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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5. Provide staff support and security to the EOC.
- E. Emergency Medical Services (EMS) – Public Health  
EMS acts as a data collection point for public health and environmental personnel in the assessment of health effects. They also act as a liaison to public works, solid waste officer and other agencies for the safe disposal of hazardous materials.
1. Provides medical support (medical advisor) to the command post.
  2. Coordinates EMS 1st responders and ambulance.
  3. Provides water testing services.
  4. Provides vaccinations against diseases.
  5. Provides staff support to the EOC.
- F. Emergency Management  
The IC will brief the Morrison County Emergency Manager as to the actions already taken and the plan to stabilize and/or mitigate the incident. Emergency management may elect at that time to serve as the overall resource coordinator for the incident.
1. Maintains liaison with EOC and key staff.
  2. Advises county officials on course of action to be taken.
  3. Coordinates EOC staff activities and resources from other agencies or organizations.
  4. Coordinates funding from state or federal agencies during recovery operations.
- G. Public Works – Solid Waste
1. Public Works and Solid Waste maintain liaison for hazardous waste disposal with other agencies.
  2. Provides operational support to the command post.
  3. Provides staff support to the EOC.
  4. Assists fire department with containment and cleanup.
    - a. Provides special equipment, dump trucks, front end loaders, excavating equipment, etc.
    - b. Provides for transportation and treatment of contaminated soil.
  5. Determines whether or not the sewer system has been contaminated.
- H. State Agency Jurisdiction  
In the case of a major hazardous materials incident or accident, the state agencies having jurisdiction over the regulated commodity/product involved, cleanup and site restoration may send representatives to the scene. The IC should brief them as to the status of the incident, actions taken and name of responsible party, etc. The IC should work closely with the state agency representative from that point on, with regard to further response actions to be taken.
- I. State Patrol  
For all hazardous materials incidents/accidents that occur on interstate or state highways, the IC shall work with the senior officer present from the Minnesota State Patrol.

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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J. Regional Response Team – EPA Region V

If the hazardous materials incident or accident exceeds the capability of state and local resources, assistance from the (federal) Regional Response Team (RRT) may be requested, by the MPCA, from EPA Region V. Requests for assistance will be submitted through the state duty officer. Upon their arrival, RRT representatives will assume on-scene coordinator duties. The IC will work closely with the RRT in the use of local resources.

K. Safety Officer

A safety officer shall be designated at the scene of all hazardous materials incidents/accidents.

The safety officer is responsible for the safety of all personnel at the scene; this includes first responders, mutual aid responders and the public. The safety officer shall work directly with the IC and hazardous materials team. The safety officer shall inform the incident commander of any unsafe actions and may make recommendations to alter or terminate actions being taken.

L. Public Information Officer

The official authorized to serve as the Public Information Officer will be given all the information necessary to carry out their role.

1. Acts as a central clearing point for the dissemination of information to the public.
2. Coordinates with affected agencies and establishes approval process for press releases.
3. Prepares press releases.
4. Provides updates to other media personnel at the designated press area.

## VI. ISOLATION CONTROL ZONE

A. HOT Zone

1. The HOT Zone is the primary area of the hazardous materials incident/accident. Entry requires approval of the Incident Commander (IC) and Safety Officer. Protective clothing and equipment will be utilized.

Backup rescue teams and decontamination area should be in-place. Only those persons with a specific job assignment and appropriate training may enter the HOT Zone.

2. Identification of a HOT Zone shall be the responsibility of the IC. The HOT Zone may be modified by the safety officer.

B. WARM Zone

1. The WARM Zone is the area located between the HOT Zone and the COLD Zone. It is considered a buffer where less personal protection is required. The WARM

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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Zone shall be utilized for entry team decontamination. The WARM Zone is restricted to operational and support personnel essential to HOT Zone operations.

2. Identification of a WARM Zone shall be the responsibility of the IC. The WARM Zone may be modified by the safety officer.

#### C. COLD Zone

1. The COLD Zone is an area of relative safety for those agencies directly involved in the operation. This may include the IC, command post personnel, representatives from local, state or federal agencies and the media.
2. Identification of the COLD Zone shall be the decision of the IC, in consultation with hazardous materials specialists and the safety officer. The COLD Zone may be modified by the safety officer.

## VII. OPERATIONAL CONTROL

The responsibility for on-scene command lies with the local jurisdiction as in any incident or accident. However, it is imperative that training and the experience of responding state agencies be recognized by the local authority and utilized effectively in controlling the situation.

Situations will also exist in which state response personnel will be on the scene prior to local authorities and qualified response personnel. In such incidents/accidents, state personnel should not hesitate to assume temporary command of the scene for the protection of the public and the environment.

#### A. Assistance Request

1. To initiate a request for on scene assistance or to reach a state regulatory agency for emergency information, contact the State Duty Officer at 800-422-0798.
  - a. For general information only – Contact the appropriate state agency(ies).
  - b. For direct assistance – Complete on-scene evaluation and alert the appropriate agency(ies) of the request and the level of response.
2. To help assure a timely and adequate response, provide the State Duty Officer with as much of the following information as possible:
  - Name, location and telephone number of caller
  - On-scene contact (name and telephone number)
  - Incident/accident location, date, time, etc.
  - Incident source (truck, train, facility, etc.)
  - Name of manufacturer or shipper
  - Type and amount of material involved (generic name if possible)
  - Current conditions (leak, spill, fume, fire, etc.)
  - Weather conditions and forecast
  - Terrain (adjacent streams, lake, rivers, sewers, etc.)

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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- Population in area
  - Actions anticipated and/or in progress
  - Type of assistance required
3. Accurate information (spelling of the generic name) may be critical. This information may be determined or obtained from placards or shipping papers (bills of lading, waybill or consist/wheel report). Normally, the shipping papers will be maintained in a standard location.
- Trucks – In the cab, within reach of the driver
  - Trains – From the conductor or the engineer

#### B. Response Functions

1. Scene Management - All agencies responding to a hazardous materials incident/accident should be prepared to function within the National Incident Management System (NIMS). When NIMS is implemented, the first arriving senior official will serve as the Incident Commander (IC), until he/she is properly relieved. If organizational control of the incident/accident escalates beyond the capability of the field command, the emergency operation center (EOC) will be activated.
2. Ingestion Pathway Advisory - Principal exposure is through the ingestion of contaminated foods, such as milk, fresh fruits and vegetables. You could inhale the vapors from a toxic material or your skin could contact toxic contaminants if you walk through the substance. Another pathway might be through drinking water. When rain falls and passes through polluted soil, it carries chemicals deeper into the earth as well as horizontally across the surface of the soil. Depending on the geology of the area, ground water could become contaminated. Notify the public with an ingestion pathway advisory.
3. Sheltering-in-place - Should be considered when:
  - a. The incident will be of short duration and is a low human health risk.
  - b. Authority to déclassé a disaster will be first granted to the Chairman and Vice-Chairman of the county board.
  - Should the Chairman and Vice-Chairman not be available any two board members may declare a disaster.
  - Should all board members be unavailable the County Administrator has the authority to declare a disaster.

Should the County Administrator or their designee not be available, power goes to a group comprised of the County Treasurer, Public Health Director, Public Works Director, Sheriff, Social Services Director and County Auditor or as many as can be reasonably assembled. Vapors or gases released have vapor specific gravity of less than 1.0.

  - c. If there is not sufficient time to evacuate, or the path of a toxic cloud will not allow for evacuation.



## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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4. Evacuation - A major hazardous materials incident/accident could require an evacuation of a large area. Local radio and TV stations will be used to give precise directions, updates on the situation, evacuation routes and alternate routes for traffic. Arrange transportation for the mobility-impaired, handicapped, institutionalized or people requiring special assistance. Move them to a pre-designated congregate care facility. Coordinate pet evacuation and sheltering. Instruct the populace to close windows and shut all vents to minimize contamination before leaving home.
5. Rescue - If the victims are still alive, every attempt will be made to rescue them safely. Proper protection gear will be utilized at all times.
  - a. Self-contained breathing apparatus
  - b. Chemical-resistant suits
  - c. Chemical-resistant gloves
  - d. Chemical-resistant boots, steel toe and shank
6. Sewage - A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environmental problems.
7. Containment - The IC is responsible for selecting and implementing appropriate countermeasures to minimize the spread of a hazardous materials incident/accident.
  - a. The exact method(s) of containment will be affected by such variables as the type and quantity of the material involved, the rate of release and its location, and the availability of containment materials. The major considerations are:
    - 1) Preventing the material from entering a body of water (lake, stream, river, etc.)
    - 2) Preventing contamination of the soil and streets
    - 3) Preventing entry into storm, drainage or sewage systems
    - 4) Preventing the material from becoming airborne
  - b. The IC is responsible for monitoring the emergency response personnel to ensure that appropriate containment methods are being utilized. Containment methods may include:
    - 1) Dikes and berms
    - 2) Ditches or trenches
    - 3) Portable check basins
    - 4) Stream diversions
8. Cleanup - The spiller is by law responsible for cleanup; however, it is expected that there will be times when the spiller is not known or refuses to accept responsibility.
  - a. The following guidelines should be utilized for these various situations.

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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- 1) Spiller accepts responsibility – Monitor cleanup operations to ensure environmental standards are met
  - 2) Spiller refuses to accept responsibility – EPA will coordinate Federal funding, equipment, personnel and expertise during major ground or toxic air incidents and inland water spills. EPA will coordinate cleanup and disposal of the hazardous material(s)
  - 3) Spiller unknown – Report the incident immediately to the appropriate state regulatory agency
- b. The IC will coordinate displacement operations with the public works department or private contractors. Some methods utilized may include:
- 1) Hydraulic and mechanical dredging
  - 2) Excavating
  - 3) Skimming or vacuuming
  - 4) Pumping
9. Decontamination - Ensure that a decontamination station is established and ready to receive victims. Notify the medical receiving facility of type and length of exposure. Once exposed to a toxic substance, clothing must be decontaminated or discarded.
- a. Wash down outer clothing \*
  - b. Remove clothing, working from top to bottom \*
  - c. Wash down your entire body \*
  - d. Dress in clean clothing
  - e. Discard contaminated clothing in a well-secured plastic bag
- \* NOTE: Do not use water if the chemical is water-reactive
10. Administration - Documentation of all conversations, actions and resources utilized, including manpower and funds expended in all situations should be maintained. Particular attention to detail and accuracy should be given, since it may be the basis for litigation on recovery of damages.
- a. Reports - All local, state, federal and private agencies responding to or assisting in a hazardous materials incident/accident will complete a written report. These reports should include names of personnel responding, equipment utilized, actions taken and costs incurred.

## VIII. PROCEDURES FOR HANDLING A HAZARDOUS MATERIALS INCIDENT

- A. The following general guidelines apply to all personnel responding to a hazardous materials incident/accident within Morrison County.

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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1. Initial Response Action
  - a. Stop a safe distance UPWIND and UPHILL from the hazardous materials incident/accident
  - b. Observe scene conditions: smoke, fire leakage, color, vapors, etc.
  - c. Identify topographic influences: hills, curbs, waterways, culverts, etc.
  - d. Identify and locate any schools, day cares, nursing homes, hospitals, etc., within the area
  - e. Identify the hazardous material involved
2. Initial Response Action Inside a Structure
  - a. Keep all response vehicles a safe distance from the structure and UPWIND
  - b. Obtain information or assistance from a qualified company representative
  - c. Identify the hazardous material involved
  - d. Only responders with PROPER PERSONAL PROTECTION CLOTHING AND EQUIPMENT should enter the structure to assess the situation
  - e. Establish a decontamination area
3. Identify the Hazardous Material Involved
  - a. From the 4-digit ID Number on the placard
  - b. From the 4-digit ID Number (after UN/NA) on a shipping paper
  - c. From the container label
  - d. From the company representative
  - e. From the truck driver
  - f. From the engineer/conductor
4. Secure the Area and Ensure Personnel Safety
  - a. Do not allow access to the immediate area
  - b. Do not walk into or touch spilled material
  - c. Do not remove any material from the scene
  - d. Avoid inhalation of fumes, smoke and vapors, even if no hazardous materials are known to be involved
  - e. Do not assume that gases or vapors are harmless because of lack of smell – odorless gases or vapors may be harmful
  - f. Allow only qualified personnel to enter the hazardous material incident/accident area wearing PROPER PERSONAL PROTECTION CLOTHING AND EQUIPMENT
5. Identify Potential Hazard Through Reference Material
  - a. DOT Emergency Response Guidebook
  - b. Firefighter's hazardous Materials Reference Book
  - c. Pre-planning
  - d. Other (computer programs, etc.)
6. Establish a Command Post
  - a. Set up the command post a safe distance from the scene

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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- b. Arrange for a staging area
    - c. Arrange for an Emergency Medical Services (EMS) area
    - d. Arrange for a decontamination area
    - e. Arrange for communications capability with the Public Safety Answering Point (PSAP)
  - B. Determine a Course of Action  
Determining the course of action is the responsibility of the IC.
  - C. Initial the Course of Action
    - 1. Notification
      - a. Determine need for mutual aid, additional personnel or equipment
      - b. Determine the need for a higher level HAZMAT response team. Authority for requesting the higher level HAZMAT response team is the IC
      - c. Notify appropriate county, state, federal or other agencies
      - d. Request cleanup contractor
    - 2. Evacuation
      - a. Secure the perimeter
      - b. Notify residents of the potential hazards and to prepare for evacuation
      - c. Arrange transportation for evacuees
      - d. Coordinate pet evacuation and sheltering
      - e. Move evacuees to a pre-designated site
- NOTE: A large scale evacuation should be considered when:**
- a. The potential exists for a toxic release, but the release has not taken place
  - b. Discharge has taken place but people are sufficiently downwind to allow evacuation
  - c. Residents are threatened by a wind shift
  - d. Benefits of evacuation out-weigh the safety hazards of evacuation
  - e. Sheltering-in-place will not sufficiently protect the public
- 3. Sheltering-in-place
    - a. Advise people to stay indoors and observe the following procedures:
      - 1) Close all doors and windows
      - 2) Shut off air intake openings, such as air conditioners, furnace vents and fireplace flues
      - 3) Lower the thermostat setting of any heater to minimize the intake of external air
      - 4) Keep pets inside and to the extent possible bring farm animals under cover
  - 4. Rescue
    - a. If the victims are still alive, every attempt will be made to rescue them safely
    - b. Proper Personal protective clothing and equipment will be utilized

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

- c. If HOT Zone entry is to be made, victim removal will take priority over all other HOT Zone missions
  - d. Ensure that the decontamination station is established and ready to receive victims prior to making entry
  - e. Notify receiving medical facility of type and length of exposure
- 5. Containment and Cleanup
  - a. Initiate control measures according to Site Safety Plan
  - b. Begin containment procedures
  - c. Extinguish (if possible and recommend)
  - d. Cleanup, disposal, and site restoration (generally the responsibility of the responsible party)
    - 1) The IC will attempt to identify the responsible party. The responsible party or their representative must arrange for cleanup and disposal through a reputable and licensed hazardous waste handler. The hazardous material incident/accident must be cleaned up according to appropriate local, state or federal laws, statutes or regulations.
    - 2) If the responsible party refuses to cooperate or cannot be found, the IC will contact the state agency having jurisdiction to arrange for cleanup and removal of the hazardous materials incident/accident.
- D. Media Relations

The IC shall be responsible for ensuring that the public information officer receives current status reports on the hazardous materials incident/ accident.
- E. Evaluation Progress
  - 1. Safety
    - a. Continuously check to ensure that all personnel are operating in appropriate PPE
    - b. Ensure personnel are using safe procedures and operating in a safe area
  - 2. Evaluation of Tactical Procedures
    - a. Verify that all persons have been rescued
    - b. Verify that evacuation is complete
    - c. Verify that all evacuees have been sheltered
    - d. Verify that the command post is functional and that support agencies have been contacted and received updated reports
    - e. Ensure that hazardous material is the same as originally identified
    - f. Determine if chemical properties have changed, or if it has mixed with another substance
    - g. Verify that current weather data has been obtained
    - h. Verify if the hazardous material is isolated, contained and the scene secure
    - i. Verify that vapor is suppressed and diluted and that periodic application is scheduled

## ANNEX F: HAZARDOUS MATERIALS

### Standard Operating Guidelines

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- j. Verify status of expended supplies and that additional equipment meets the needs of the incident
- k. Verify that the decontamination station is functioning properly and that it is being used
- l. Verify that cleanup arrangements have been made and determine if fire department support will be required
- m. Ensure that a roster is kept of all personnel involved at the scene for subsequent medical evaluation if needed

## IX. TRAINING AND EXERCISES

Hazardous materials response agencies are responsible for scheduling, designing, conducting and evaluating internal training and exercises.

# EMERGENCY OPERATIONS PLAN

## ANNEX G: HEALTH AND MEDICAL

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### I. PURPOSE

To provide an overview of how the health and medical needs of Morrison County residents would be met in case of a small or large-scale public health emergency, terrorist incident, natural or man-made disaster

### II. RESPONSIBILITIES

- A. If a serious disaster resulting in multiple casualties occurs, overall coordination of Morrison County's health and medical needs will take place at the Emergency Operating Center (EOC)
- B. Morrison County Public Health and Emergency Management will be the initial notification points for Morrison County when there is an emergency with potential health implications. This notification will likely come from the Minnesota Department of Health as they are responsible for tracking a case list of "reportable diseases" that is informed by local health care providers. Public Health may also be informed directly by a local health care provider. The US Department of Agriculture, Minnesota Department of Agriculture, Minnesota Pollution Control Agency or Food and Drug Administration all monitor certain aspects of public health threats and may release information regarding current threats. This would most likely be distributed via Minnesota Department of Health. More detail is available in the Morrison County Public Health Plan. *MN Walk #50*
- C. Public Health inspects potential sources of public health hazards in Morrison County including restaurants and private water wells. The USDA inspects other potential local sources including grocery stores. Contaminated food stuffs disposal is the responsibility of the responsible party. In extreme cases the MPCA may be consulted. *MN Walk #s 47 & 48*
- D. The Public Health Director and staff, Morrison County Emergency Manager and Minnesota Department of Health will comprise the response and support staff, the Public Health Emergency Response Team (PHERT). The Public Health Director will be responsible for notifying the other public health response team members in order to initiate the first meeting of the response team. Activation of the Health Alert Network (HAN) is at the discretion of public health. At the first meeting the following issues will be discussed:
  - Characterization of the public health emergency (e.g. disease outbreak.
  - Assessment of the number of persons involved and extent of area affected.
  - Identification of populations at risk

Due to the multi-jurisdictional nature of public health emergencies and the multi-agency nature, a unified command may be implemented with Morrison County Public Health and Minnesota Department of Health playing large roles. PHERT will meet in the Emergency Operations Center (EOC) to hold the first and ongoing meetings in response to the event.

## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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Ongoing meetings of PHERT will be coordinated by the emergency manager, in collaboration with Morrison County Public Health.

The degree to which the EOC is activated is at the discretion of the Emergency Manager in consultation with MCPH and MDH.

### III. COORDINATION

- A. When confronted with a small-scale public health emergency, Morrison County Public Health (MCPH or simply Public Health), with the support of the Minnesota Department of Health (MDH), will respond independently of other state and local agencies. In the event of a large-scale emergency/disaster, the actions of MCPH will be coordinated with the Morrison County Emergency Management Office in order to respond efficiently and effectively. This agency coordination extends to other local, state, federal and non-governmental agencies, as necessary.
- B. The local hospitals, medical centers or clinics and public health officials will notify the Minnesota Department of Health (MDH) and CDC when they observe a pattern of unusual symptoms and/or lab results consistent with the list of reportable communicable diseases, or a pattern of symptoms not explained by diagnosis. These symptoms may be a disease or the result of a terrorist incident, chemical or biological weapons exposure.

### IV. SUPPORTING PLANS/PROCEDURES AND PERSONNEL

- A. Radiation – Public health will work with MDH and emergency management regarding detection and disposal of contaminated materials and will follow the guidelines in Annex 12: Hazmat Response. *MNWalk Items #69, 70 & 72*

Prevent, Reduce, or Eliminate Exposure - Public health will assemble a team of appropriate staff to work with Emergency Management, MDH and other agencies, to reduce or eliminate exposure to chemical, radioactive or infectious biological agents. *MNWalk #50*

Public Health Clinics - The planning of these clinics will be done in coordination with other area medical providers, law enforcement and other community resources. This is coordinated with private health care providers, MDH, the Strategic National Stockpile (SNS), the Centers for Disease Control and Prevention (CDC), and other agencies as needed. Memorandums of Understanding (MOU) are in place with the Morrison County Agricultural Society and the following school districts: Royalton, Pierz, Staples/Motley, Upsala, Swanville and Little Falls. Coordination of site security and traffic control will be the responsibility of local law enforcement. *MNWalk #49*



## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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Spill and Hazardous Substance Exposure Plan - Refer to Morrison County's Emergency Operations Plan Annex F Hazmat Response. St. Gabriel's Hospital emergency department, St. Cloud Hospital emergency department, Emergency Medical Services (EMS) and fire/rescue decontamination procedures will be followed for health and medical patients exposed to hazardous substances.

#### ***MNWalk Item #57***

Multi-Agency Cooperation Plan – The command liaison will identify public health needs such as equipment, supplies or personnel to support staff at the Emergency Operations Center or Onsite Incident Commander. The Incident Commander will coordinate additional resources by contacting the Minnesota State Duty Officer. ***MNWalk #s 49 & 65***

3. Safety of Individuals Participating in the Response

Based on protocols developed from federal and state agencies and the CDC, the county will ensure emergency responders have adequate training and safety equipment to respond to a public health emergency in a safe way. Their mental and emotional health will be supported by critical incident stress debriefings when possible and arranged by their department or response agency leader. The county Chaplaincy Program, coordinated by the county chaplain will ensure that any worker seeking council receives help from either the County Chaplain or a trusted colleague. ***MNWalk #51***

H. Congregate Care/Shelter and Mass Clinics

Congregate care shelters will be coordinated by Social Services in conjunction with Public Health, MDH, the Red Cross and the Salvation Army. Refer to Annex I: Congregate Care.

Note that MDH has specific responsibilities during Congregate Care, including:

- inspection of mass feeding facilities and other food service operations,
- inspect emergency shelters,
- inspect waste disposal and sewage facilities and mass feeding and emergency shelter sites,
- ensure the safety of potable water supplies,
- monitor potential outbreaks of infectious disease and other health problems and
- implement appropriate disease prevention measures

Medical care provisions at congregate care sites will be coordinated by Public Health. Necessary will be EMS providers, in smaller congregate care emergencies and potentially hospital and clinic staff, in larger congregate care emergencies. Patient care will be provided in the same means as it is during normal conditions, either at clinics established on site or through transport to hospitals. Patients during these events will be tracked using the same processes the health care network uses during normal conditions. However, special consideration will need to be taken by the party delegated to provide referral service, so they may direct requests to the appropriate hospital. ***MNWalk #55***

## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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#### I. Cleanup

The emergency manager and the local incident commander will coordinate with the Minnesota Duty Officer, a Chemical Assessment Team (CAT), MDH, MDA, MPCA and federal agencies to determine the appropriate course of action dependent upon the type of contamination. The contact for all of these resources is through the MN Duty Officer.

##### 1. Limiting Site Accessibility

Public Health will advise local agencies on how to prevent the spread of the infectious agent to the community. Refer to Annex 11: Hazmat Response.

##### 2. Site Assessment

Emergency management and public health will consult with the CAT team to determine the best course of action to pursue containment and clean-up. Public health will provide information on how to prevent exposure to team members and the community. Refer to Annex 11: Hazmat Response.

##### 3. Contaminant Disposal

Public Health, Emergency Management and Public Works will work with the appropriate state and federal agencies (MPCA) for disposal of contaminants to insure disposal does not cause the spread of the hazardous material to the community.

##### 4. Human Remains

Public Health will coordinate with MDH, the Ramsey County Coroner and emergency operations on the removal and care of human remains. Human remains will be transported to morgue facilities by emergency personnel at the direction of the Coroner or their designee. The use of a temporary morgue may be necessary to facilitate on-site examination (autopsy) or to provide temporary surge storage capabilities. A mobile morgue is available through the MN Duty Officer (stored at Camp Ripley) to meet surge and on-site needs. The use of other facilities may be necessary and an appropriate facility may be found in the Resource Manual.

The care of human remains not only includes operating temporary morgues, but also coordinating with mortuary services and coordinating with those performing next-of-kin notification. Notification of next-of-kin should be coordinated with the Social Services or whomever they have delegated to perform referral and notification services. Personal property will be transferred with the remains to the appropriate mortuary service, at the discretion of the next-of-kin. MNWalk #s 60 & 64

##### 5. Removal of Waste

Public Health, Public Works and Emergency Management will coordinate the removal and disposal of hazardous wastes and biologic waste. City officials and



## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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public waste water system operators will be included when sewage/treatment is involved. Refer to Annex 9: Debris Management and Annex 11: Hazardous Materials Response.

#### 6. Animal Waste Removal

Public health will work with the Minnesota Board of Animal Health and the MPCA to ensure animal waste is removed safely. This will be done in consultation with MDH (for animal disease concerns) and coordinated with the District Veterinarian from the Minnesota Board of Animal Health.

#### 7. Site Monitoring and Assessment after Cleanup

Public health will assist with continued monitoring and assessment before allowing entry into the site.

#### J. Re-entry

The Emergency Manager coordinates with the local Incident Commander to establish a re-entry team that will outline the responsibilities for authorizing the re-entry into previously vacated areas or systems. Public Health will monitor and assess the site before allowing re-entry of the contaminated site. Federal and State guidelines will be followed.

#### K. Emergency Response Evaluation

PHERT will be responsible for organizing and summarizing the evaluation process. While evaluation will be ongoing during the emergency, the final evaluation after the crisis will review the situation and effectiveness of the plan. Following the emergency, a debriefing (Hotwash) will be held at the EOC or other designated areas, as soon as feasible after the event but no longer than two weeks later. The evaluation may include:

- review of each of the components of the response plan,
- identified needs or gaps,
- implications for recovery,
- recommended plan changes if needed,
- development of long-term prevention plans,
- written summary of activities and
- lessons learned

#### L. Recovery

The Emergency Manager, in coordination with the Incident Commander, will be responsible for the recovery plan. Public Health will provide direction in the discussion of public health priorities for both the short and long term recovery of the community. A recovery plan team may be identified to address the development of the short-term and long-term recovery plan. Items will be reviewed for their impact on the community. Agencies affected by the public health disaster will be encouraged to address the following items within their own agencies.

##### 1. Short Term Recovery

## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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How will these services be reintroduced, reactivated or normalized within the next 6 months?

- Communication
- Childcare
- Transportation
- Food supplies
- Housing
- Medical services
- Mental health
- Social Services
- Safety
- Damage, assessment and recovery
- Decontamination and mitigation
- Schools
- State and federal disaster aid
- Infrastructure/ governmental services (e.g., roads, bridges, electricity, communications, sewer, drinking water, natural gas, gasoline and oil, financial heat

#### 2. Long Term Recovery

##### a. Community

How will these community-based services be reintroduced, reactivated or normalized within the next 6 months to 5 years?

- Communication
- Childcare
- Training/staffing
- Medical services
- Mental health
- New job skills
- Safety
- Damage recovery
- State and federal disaster aid
- Infrastructure

##### b. Agency

- Communication
- Safety
- Staffing
- Personnel issues
- Mental health
- Infrastructure
- Resumption of program

## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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#### V. RESPONSIBILITIES

##### A. Morrison County Public Health (MPCH)

1. Incident Command  
The Emergency Manager will determine the flow of decision-making and communication in the response. Public Health may need to be the incident commander or serve in the unified command if the situation involves a disease outbreak or bio terrorism event. The Public Health Director or the Associate Director will fill this role.
2. Safety Officer  
The Environmental Health Sanitarian will serve as the Safety Officer.
3. Liaison  
The County Public Information Officer or Public Health Preparedness Coordinator will serve in this capacity.
4. Public Information Officer  
The County Administrator will serve in this capacity.
5. Operations  
If mass clinics need to be implemented, the Associate Director will be assigned to the incident command to inform them of issues related to the public health emergency and to request needed assistance from other groups using channels established for incident command.
6. Planning  
The Public Health Preparedness Coordinator will assess and investigate the ever-evolving situation as it relates to public health and add information and suggestions to the planning process.
7. Logistics  
The Logistics Coordinator will be responsible for identifying mass clinic sites, recruiting additional health staff and identifying supplies and resources needed to operate the public health response.
8. Finance/Administration  
The Public Health Accountant will track all public health related incident costs, such as the costs of vaccine and additional staff. These costs will be included as the Emergency Manager evaluates the overall costs of the public health emergency.

## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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#### VI. ADDITIONAL INTERNAL AND EXTERNAL SUPPORT

- A. University of Minnesota (U of M) Extension Services  
The U of M Extension Services office located in Little Falls, MN is available to assist with creating educational material and outreach for local agricultural producers, businesses and rural residents. This includes material on drinking well disinfection procedures.
- B. Minnesota Department of Health (MDH)  
The Minnesota Department of Health supports the operations of Morrison County Public Health when they are overwhelmed or need specialists not locally available. This includes the MDH Division of Infectious Disease, Epidemiology, Prevention and Control (IDEPC), which is responsible for coordinating epidemiological investigations.
- C. Center for Disease Control (CDC)  
The Center for Disease Control facilitates monitoring of potential public health threats. They may be useful in determining the cause and recommending policies for slowing spread of disease. They may also be consulted when disposing of potentially threatening material.
- D. Minnesota Pollution Control Agency (MPCA)  
The Minnesota Pollution Control Agency should be contacted in regard to disposition of all potentially hazardous material including, livestock, pet animals, service animals and debris.
- E. Food and Drug Administration (FDA)  
The Food and Drug Administration may be useful in determining the cause of disease if related to food and drugs and stopping the distribution of those products.
- F. US Department of Agriculture (USDA)  
The US Department of Agriculture should be involved when agricultural products are potentially the source of the public health emergency or to protect products from becoming affected. They hold an office in Little Falls, MN.
- G. Minnesota Department of Agriculture (MDA)  
The Minnesota Department of Agriculture will fulfill similar roles as the USDA.

#### VII. TRAINING

All agencies mentioned in this annex are responsible for maintaining their staffs' training and certifications. They are also responsible for creating and exercising SOGs necessary for the completion of their duties.

## EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

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Training may include exercising this annex as part of an exercise of the entire EOP in coordination with Morrison County Emergency Management or exercising this annex in coordination with other agencies, such as MDH.

The Emergency Response Evaluation (Section C, subsection 11) will serve as a useful component of training staff and evaluating the need for changes.

#### VIII. ADDITIONAL REFERENCES AND SUPPORT MATERIAL

- A. Citations to Resource Manual  
Certain information in the Resource Manual may be useful when executing this plan. Available is the contact information, spatial and facility resources of schools and churches which may be useful for impromptu public health clinics.
- B. Citation to SOG  
A health and medical SOG is included to further detail the items listed in this annex. It too is the responsibility of Public Health.

#### IX. APPROVAL

Bonnie Paulsen

Morrison County Director of Public Health

4/17/13

Date

## EMERGENCY OPERATIONS PLAN

### ANNEX H: UTILITIES AND ESSENTIAL SERVICES RESTORATION

#### I. PURPOSE

To provide an overview of how utility and essential services will be restored after an emergency or disaster situation that renders them non-functional. These services include sewage disposal/treatment, potable water delivery, storm water removal, trash collection, electricity delivery, heating gas delivery and telephone service.

#### II. PRIMARY RESPONSIBILITIES

Morrison County is ultimately responsible for utility restoration in non-municipal areas. Utility delivery to residents within municipal jurisdictions is the responsibility of their respective municipality. Restoration of those services that rural homeowners provide privately (e.g. septic systems and well water) is their responsibility.

Priorities for utility restoration will depend on the nature and location of the incident. Facilities essential for public safety, special needs populations or vulnerable populations will be considered first. Prioritization of utility restoration beyond delivery to essential services is done by utility providers. *MNWalk #54*

#### IV. RESPONSIBILITIES BY ORGANIZATION

##### A. Morrison County Administration

Administration oversees, at the county level, utility restoration. They are the primary coordinator with utility service providers.

##### B. Public Safety Answering Point

In the event of a major disaster or utility outage the PSAP will contact the local utilities for restoration of services.

##### C. Municipalities

All municipally provided utilities (sanitation service, gas, potable water, sanitary sewage systems, etc.) are the responsibility of each municipality along with standard operating guidelines for prioritizing and restoration of services.

##### D. Homeowners not Covered by Municipal Service

All individual home owners not covered by municipal services are responsible for the restoration of sanitation service, potable water and sanitary sewage systems, etc. from the effects of potential hazards. Homeowners that provide their own services should have a



## EMERGENCY OPERATIONS PLAN

### ANNEX H: UTILITIES AND ESSENTIAL SERVICES RESTORATION


restoration plan in the event that their septic or well water systems are incapacitated.  
*MNWalk #53*

Utilities service providers, service area maps and contact information is available in the Resource Manual. *MNWalk #52*

#### V. TRAINING

Any training necessary to complete utility restoration is the responsibility of responding agencies. Training records for the employees of these agencies are maintained by and at the respective agency. Coordinator with Morrison County Emergency Management, utility providers and municipalities should be considered when exercising this plan. *MN Walk #11*

#### VI. APPROVAL

  
\_\_\_\_\_  
Morrison County Administrator

4/16/13  
\_\_\_\_\_  
Date

# EMERGENCY OPERATIONS PLAN

## ANNEX I: CONGREGATE CARE

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### I. PURPOSE

To describe how the congregate or mass care needs (emergency housing, feeding, clothing, counseling, etc.) of Morrison county residents or incoming evacuees will be met.

### II. RESPONSIBILITIES

- A. Morrison County Social Services will be responsible for providing overall coordination of congregate care functions. To facilitate this coordination, at least one representative will be assigned to the Morrison County EOC and work under the Incident Command. Many organizations will be involved in congregate care and it will most likely occur in conjunction with other functions, such as evacuation. The primary resource for Social Services to meet immediate needs of congregate care will be the Red Cross and/or the Salvation Army. They will be able to provide nearly all necessary functions of congregate care.  
***MNWalk #s 61 & 62***

Social Services operational functions include family services (e.g. inquiry and referral, mental health services, emergency clothing, emergency feeding, etc.) and working on the front line at congregate care sites. Their logistics functions include finding and getting the needed supplies and resources to the care sites. Their planning functions include evaluating the needs during congregate care and predicting future needs (e.g. growing, decreasing). ***MNWalk #s 51, 62, 63 & 68***

- B. Public Health will serve in a support role to Social Services by providing expertise in monitoring the health of congregate care facilities. This includes, but is not limited to, monitoring the safety of food, water and sanitation. During an emergency, Minnesota Department of Health is responsible for:
- inspecting mass feeding facilities and other food service operations,
  - inspecting emergency shelters,
  - inspecting waste disposal and sewage facilities and mass feeding and emergency shelter sites,
  - ensuring the safety of potable water supplies,
  - monitoring potential outbreaks of infectious disease and other health problems and implementing appropriate disease prevention measures.
- C. Staffing of reception facilities (fallout shelters or mass care facilities) and registration centers is the responsibility of the lowest level of government having jurisdiction.
- D. Local fire departments may serve a support role during mass care events. They should be used to screen and evaluate the need for decontamination of people due to biological, chemical, radiological or other disaster related hazards prior to entering mass care facilities. They may also be useful generally in assisting with mass care activities.  
***MNWalk #66***

## EMERGENCY OPERATIONS PLAN

### ANNEX I: CONGREGATE CARE

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- E. The Sheriff or Designee is responsible for law enforcement, security and safety.

### III. SUPPORT PLANS/PROCEDURES AND PERSONNEL

- A. A number of sites may be used for congregate care. Potential sites for congregate care are listed in the Resource Manual. They include school and church gyms, cafeterias and other large spaces. *MNWalk #58*
- B. Agreements with the local school districts for use of their facilities as congregate care sites (or emergency clinic sites) are on file with Public Health. No written agreement for sheltering Morrison County Residents in neighboring communities exists. These agreements have not been deemed necessary as Morrison County has a low population density, much open land, many available sites and is at minimal risk for nuclear fallout or attack of any kind. *MNWalk #67*
- C. The following congregate or mass care needs of disaster victims or incoming evacuees from other communities will need to be met: reception, registration, tracking, feeding, sheltering, waste management, clothing, security and counseling. Inquiry and referral services will need to be facilitated for the use of those being sheltered and for the use of those inquiring about sheltered individuals. Certain situations may have increased needs, such as hazardous material decontamination.
- D. Many of the necessary resources for providing congregate care (e.g. food, shelter, medical care) are available in Morrison County, however, the capacity and experience to manage congregate care is not. Minnesota and National Voluntary Organizations Active in Disasters have the necessary training, manpower and experience to manage congregate care resources and services. They are also equipped with the technology to provide inquiry services for disaster victims and their loved ones.
- E. Requests for additional resources from outside of the jurisdiction for the purposes of congregate care should go through a representative from Social Services. Contracts with private firms for any essential services, such as portable sanitation facilities, trash collection and food and beverage delivery, should be arranged by Social Services. Medical care for those at congregate care facilities will be provided by emergency medical services and the hospital system. Establishing on site medical care, if needed, will be coordinated with the Public Health. Any needed contracting for surge medical resources or supplies will be under the charge of Public Health. *MNWalk #s 55 & 59*
- F. Under the general terms of "mass care", the Red Cross or Salvation Army may provide the following temporary services:
  - 1. Shelter support in partnership with other agencies to include, but not limited to, the provision of blankets, cots/sleeping mats and other services.
  - 2. Mass (fixed site) and mobile feeding (food and liquids).

## EMERGENCY OPERATIONS PLAN

### ANNEX I: CONGREGATE CARE

3. Shelter management, if necessary.
4. Clergy or pastoral care.
5. Critical Incident Stress Management for workers and victims.
6. Emergency social services for immediate emergency needs, when necessary.
7. Health and welfare inquiry services.

#### IV. APPROVAL

  
Morrison County Director of Social Services

  
Date

## **EMERGENCY OPERATIONS PLAN**

### **ANNEX J: AGRICULTURE AND ANIMALS**

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#### **I. PURPOSE**

The purpose of this plan is to outline our concept of operations in coordinating the effective use of public and private partnerships for the care and proper disposition of companion animals, livestock and wildlife following a natural or technological disaster. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision of transportation and security, destroying sick or diseased animals, as well as facilitating a system for companion animal/owner reunification.

#### **II. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

In the event of a major disaster in our area, it is likely that the number of animals coming to the Morrison County Humane Society (and other facilities) will increase. That increase may come from:

1. Abandoned animals – families fleeing without their pets
2. Lost animals – displaced by storms, fires, etc.
3. Rescue animals – whose families are unable to take them in after rescue
4. Family pets whose families cannot keep them for a short time due to the events.
5. Pets who are being permanently surrendered
6. Emergency sheltering related to other animal care site evacuations and/or overflow of shelter care facilities

In a major disaster, livestock and wildlife are likely to be injured or dead, or need special attention. These conditions may exist because:

1. An accidental release of radiation or a hazardous material/chemical incident
2. Several highly contagious diseases may attack livestock or wildlife
3. Natural disasters
4. Power failures impacting confined animals such as poultry and swine

##### **B. ASSUMPTIONS**

Recent national disasters have reflected the human-animal bond that affects large segments of the human populations and their behaviors in disasters. In 2006, nearly half of pet owners, or 49.7%, considered their pets to be family members. There are more than 72 million pet dogs in the U.S. and nearly 82 million pet cats.

1. People with companion animals frequently will choose not to evacuate rather than leave animals behind
2. People will try to re-enter an area to retrieve animals left behind, putting themselves as well as emergency personnel at risk
3. People will live in their cars or stay on the streets rather than abandon animals in order to stay in an evacuation shelters

## EMERGENCY OPERATIONS PLAN

### ANNEX J: AGRICULTURE AND ANIMALS

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4. Animal Population Estimates – U.S. Pet Ownership and Demographics Sourcebook:  
Companion Animals: 44% of households own companion pets  
Dogs: 37.2% of households own dogs  
Cats: 32.4% of households own cats  
Birds: 3.9% households own birds

Therefore it is essential that Morrison County/City of Little Falls and Morrison County Human Society, as lead agency for companion animal care, develop policies and procedures for responding to and managing small and mid-sized events that could become disasters.

According to the United States Department of Agriculture during the 2007 Census of Agriculture, Morrison County had 1,867 farms, with an average size of 231 acres. The United States Department of Agriculture also reports in the 2007 census the following numbers for Morrison County: Sheep – 2,004, Cattle – 128,204 and Hogs and Pigs – 57,205 and for poultry production 17.8 million layers and broilers.

When livestock is diseased or dead as a result of a disaster, there may be a massive response from multiple levels of government that require close coordination. Some assumptions are:

1. Livestock will need to be sheltered and fed in place during a release of radiological materials
2. Livestock will need to be quarantined during a release of radiological materials or a highly contagious disease outbreak
3. In the event of an evacuation, livestock may temporarily be sheltered at the Morrison County Fairgrounds, or possibly at abandoned feedlots
4. The State of Minnesota will provide identification of highly contagious diseases
5. Bio-security will need to be established to prevent the movement of animals and cross-contamination from personnel and equipment
6. Depopulation of livestock and wildlife may need to occur in order to eliminate the diseased or injured animals
7. Minnesota Pollution Control Agency, Department of Agriculture and the Board of Animal Health will determine the best manner of depopulating and disposing of livestock and wildlife

Potential methods for disposing may include: composting, air curtain incinerations, uncontrolled open burning, rendering, on-site burial and permitted lined landfill

8. Morrison County has a high water table that hinders the burial of animals
9. Destroying and disposing of animals present a concern over contamination of soils and waters
10. Loss of domestic animals may have major financial impacts on Morrison County producers

## EMERGENCY OPERATIONS PLAN

### ANNEX J: AGRICULTURE AND ANIMALS

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#### III. CONCEPT OF OPERATIONS

Morrison County and the City of Little Falls utilize the National Incident Management System (NIMS) when managing all disasters. The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Public Information Officer, Liaison Officer and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center. In addition to the Command and General Staff positions there are Branch Directors and Unit Leaders that represent 12 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flowchart below:

#### IV. APPROVAL



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Morrison County Planning and Zoning Director

4-16-13

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Date

# EMERGENCY OPERATIONS PLAN

## ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY

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### I. PURPOSE

To outline how evacuation, traffic control and security will be carried out, if required, in a small or large-scale emergency situation or a disaster. If hazardous conditions or potential hazardous conditions, whether for a small or large-scale emergency, can best be mitigated by moving the affected population to an area of lesser risk, evacuation may be recommended. Prior to recommending evacuation due to an actual or potential hazardous materials incident, county officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate action, information and instructions will be provided to the affected population. These instructions may include, closing doors (internal or external, windows, fireplace dampers, sealing/closing all vents or other openings to the outside, turning off furnaces, air conditioners or covering and staying away from windows, and (in buildings) minimizing the use of elevators.

### II. RESPONSIBILITIES

- A. In Morrison County, the Incident Commander is responsible for making the decision to evacuate or shelter-in-place in response to an emergency. They should seek the appropriate council from response and support agencies to make this decision. It may be appropriate to consult with local law enforcement to determine feasibility and logistics of evacuation. It would also be important to consult with EMS, Fire and Public Health (Public Health has access to USDA, PCA, MDH) to determine the potential risk. **MNWalk #15**

The Public Information Officer in conjunction with the sheriff or designee will have primary responsibility for developing message for evacuations or sheltering in place. This includes special needs populations, limited mobility populations and populations without cars.

- B. If sheltering is determined to be the most appropriate action, information and instructions will be provided to the affected population in consultation with the Public Information Officer (PIO). **MN Walk #15**
- C. If evacuation is determined to be the best course of action, the Morrison County Sheriff maintains direction of evacuation, traffic control and security efforts outside of the city jurisdiction. However, many support agencies may be needed to compliment the Sheriff and his/her staff. Primary and secondary evacuation plans and routes of the county are the responsibility of the Sheriff. These efforts must be coordinated with the efforts of city law enforcement to maximize the efficiency of evacuation. **MNWalk #s 16, 77 & 79**
- D. The determination to re-enter and repopulate the effected area will be made by the incident commander in consultation with the previously mentioned organizations. **MN Walk #15**
- E. The logistics and execution of evacuation, traffic control and security are the responsibility of the Sheriff or their designee. This includes special considerations for vulnerable populations and people with pets or service animals. **MN Walk #15**



## EMERGENCY OPERATIONS PLAN

### ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY

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- F. Outside of city jurisdiction the Sheriff will serve as Incident Commander when evacuation, traffic control and security responses are the primary responses. When the response grows beyond these functions it may be appropriate to transfer IC to another person, such as the Emergency Manager. The IC will also identify staging areas for picking up and dropping off of effected people during an evacuation. They will identify the best possible destinations for effected populations. Evacuation routes will be selected by the IC in consultation with operational units, such as Public Works and traffic control. **MN Walk #15**

Municipal evacuations, traffic control and security will remain under this direction and control of municipal law enforcement or fire departments. **MN Walk #15**

The Sheriff will be responsible for coordinating and conducting direction and control of any small or large-scale evacuation of rural county residents. In the event of a large-scale and long term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary. **MN Walk #7**

Traffic control during emergency and non-emergency services is the responsibility of the Sheriff. They must establish and staff any necessary traffic control points. **MN Walk #74**

Security of property for areas affected by disaster or evacuation is the responsibility of the Sheriff or designee. This includes securing public and private property. However, private property owners are the responsible party for securing their property. **MN Walk #75**

The Sheriff or designee will be responsible for coordinating transportation resources as an operational unit. This includes coordinating public and private transportation resources to meet the needs of population evacuated. The use of school busses, charter busses, ambulances, medical transporters, fire department resources, etc. may be at the disposal of the Sheriff. Some potential resources may be found in the Resource Manual.

Special needs populations will require more attention and more specialized means for transportation. Care for those with special needs may require the use of ambulance or other medical transport. At the very least transporting those with special needs may require transporting care providers with them. Special needs populations' care providers should be able to identify the level of help and medical care their charge will need to be successfully transported. Coordination with the logistics section will identify possible transportation for special needs populations. **MN Walk #s 56, 76, 78 & 80**

Sheriff's Designee will be responsible for coordinating pet and service animal evacuation and sheltering with the Morrison County Animal Humane Society. Potential sheltering sites for pet and service animals are listed in the Resource Manual.

Livestock animals are the responsibility of their owners. The USDA is a valuable source in managing emergencies related to livestock.

## EMERGENCY OPERATIONS PLAN

### ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY

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The Animal Humane Society with help from the Sheriff's Office is to coordinate animal care related to disasters. Many resources, including kennels and veterinarians, are included in the Resource Manual. In addition, the American Veterinary Medical Foundation provides disaster related services and grants for veterinarian services through Veterinarian Medical Assistance Teams (VMATs, which can be requested by state authorities) and grants for preparedness and reimbursement of supplies used by veterinarians in an emergency. *MNWalk #s 71 & 73*

#### G. Morrison County Public Works

In cooperation with the **Sheriff or designee** the Morrison County Public Works will be responsible for overseeing the removal of obstructions (including stalled vehicles), or any other roadway impediments, to maintain evacuation routes. See the debris management annex.

### III. ADDITIONAL SUPPORT

- A. Private specialty transportation service companies may be available to evacuate non-ambulatory individuals. See Resource manual.
- B. Local bus companies may provide busses to assist in the evacuation process. These vehicles may also serve as a means of transportation for essential workers to and from the risk area. See Morrison County Resource Manual.
- C. Assistance for traffic control and security may be available from:
  - Minnesota State Patrol
  - City Police Departments
  - Fire Departments
  - Contract Security Agencies

### IV. TRAINING

Maintenance of evacuation, security and traffic control SOGs are the responsibility of the Office of the Sheriff. Maintaining levels of training needed to accomplish those SOGs is also the responsibility of the Sheriff. SOGs should be reviewed before, during and after operations and mock exercises to ensure that they are effective and representative of actual guidelines used in the field.

### V. APPROVAL

## EMERGENCY OPERATIONS PLAN

### ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY



Morrison County Sheriff

4-16-13

Date

## **ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY**

### **Standard Operating Guidelines**

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#### **I. PURPOSE**

These standard operating guidelines are intended to provide specific guidance for both a potential evacuation of county residents and an evacuation from another jurisdiction into Morrison County.

**The Morrison County Sheriff's Office is responsible for the maintenance of these guidelines.**

#### **II. GENERAL**

- A. Depending on the situation, when the decision is made to carry out an evacuation, the sheriff, police, or fire chief will have primary responsibility for ensuring that the affected residents and facilities (hospital, nursing homes, schools, day cares, businesses/industries, etc.) are notified. Notification will be accomplished by personal contact, door-to-door, radio, television, etc. See Warnings and Notifications Annex.
- B. The selection of specific evacuation routes will be based on the location, weather, road conditions or other factors. See pre-identified evacuation routes in the Resource Manual.
- C. The sheriff's designee will arrange public or private transportation for the mobility-impaired, handicapped, institutionalized or people requiring special assistance.
- D. The Sheriff's designee will coordinate pet evacuation and sheltering with the Morrison County Humane Society. See the Agriculture, Livestock, Pet Animals, and Service Animals Annex.
- E. A listing of congregate care facilities and fallout shelters that could be used to shelter evacuees is included in the county resource manual.
- F. Security and protection of public and private property in the affected area would be provided by law enforcement.

#### **III. EVACUATION – HAZARDOUS MATERIALS INCIDENTS OR ACCIDENTS**

- A. Release from a (SARA Title III) Section 302 Facility ***MN Walk #16***
  - 1. The potential "population at risk" that might require evacuation in the event of an accidental release from a Section 302 facility have been pre-determined. See Hazardous Materials Protection SOG.
  - 2. Pre-identified primary and secondary evacuation routes are included in the Resource Manual.

## ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY

### Standard Operating Guidelines

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#### B. Other Hazardous Materials Incidents or Accidents

Evacuation may be required due to a hazardous materials incident or accident not involving a (SARA Title III) facility. Such a determination will be made following the initial response and assessment of the potential threat to public safety.

#### IV. EVACUATION REQUIRED DUE TO A TERRORIST INCIDENT

Evacuation may be required due to a terrorist incident. Such a determination will be made following the initial response and assessment of the potential threat to public safety.

#### V. EVACUTION – WIDE-SPREAD NUCLEAR INCIDENT

- A. For pre-identified evacuation routes for the "population at risk" during a nuclear incident. See the Resource Manual.
- B. Traffic control points will be established at all major intersections. Traffic control will be provided by law enforcement, reserve officers, state patrol, or private security agencies. Two-way traffic will be maintained on all highways and streets.
- C. Rest areas will be established for aid and convenience of people evacuating the county. Evacuees will be able to obtain fuel, vehicle maintenance, water, medical supplies, information and comfort facilities at these rest areas.
- D. Law enforcement and the state patrol will coordinate assistance to vehicles having mechanical problems during evacuation.
- E. People requiring transportation should report to one of the centrally-located staging areas. Public and private transportation to congregate care sites will only be provided from these points.
- F. Upon evacuation to a designated congregate care facility, evacuees will be registered. This information will include routes, shelter location, parking, eating assignments and medical information.
- G. Evacuees who have self-contained recreational vehicles or travel trailers will be assigned to area resorts, camp grounds, fair grounds or other suitable location (see Resource Manual).

## ANNEX K: EVACUATION, TRAFFIC CONTROL AND SECURITY

### Standard Operating Guidelines

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#### **VI. EVACUATION – IMPENDING/ACTUAL DAM OR EMERGENCY LEVEE FAILURE**

Morrison County has pre-established the evacuation routes that will be used in the event of an impending/actual dam or emergency levee failure. These routes are available in the Resource Manual.

# EMERGENCY OPERATIONS PLAN

## ANNEX L: DEBRIS MANAGEMENT

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### I. PURPOSE

To describe how debris management would be accomplished in Morrison County.

### II. RESPONSIBILITIES

The Morrison County Public Works Director will have the responsibility to coordinate all debris management operations within Morrison County. *MnWalk #84*

Outside of incorporated areas, debris removal from roadways and right-of-ways is the responsibility of the government body with jurisdiction (state, county and/or township). Debris removal in municipalities is the responsibility of those municipalities and their Public Works departments. The county public works department may be available to assist townships with debris management. Debris will be collected by the county or city public works department and local or hired licensed contractors. *MnWalk #84*

The County Public Works Director will establish emergency routes and coordinate the tasks of sorting, collecting and disposal of debris including debris from private property. The county will develop and maintain a list of approved contractors who have the capacity to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. Contracting procedures will be determined by the county public works, city public works, township, or other jurisdictions' procedures. Debris management should be performed up to the standards of FEMA guidelines due to the potential involvement of FEMA throughout response and recovery. *MnWalk #85*

When necessary, the County Public Works Environmental Specialist with assistance from the Minnesota Pollution Agency (MPCA) will assist with the disposal of debris containing hazardous materials or waste. These agencies with assistance from the Board of Animal Health, Minnesota Department of Agriculture and local animal rendering companies will advise or assist in the disposal of animal carcasses. *MnWalk # 85*

Temporary storage sites will depend on the nature and location of the debris and the generating incident or disaster. Final disposition of debris will be the Morrison County landfill or other designated disposal site. *MnWalk #86*

Unless directed otherwise or under extremely unusual circumstances, removal of debris from private property is the responsibility of the property owner. Public Works may be dispatched to clear the entrance to a private property to allow for emergency access. Should the county or other agency choose to provide removal services residents would need to follow instructions provided to them about preparation for removal (this includes sorting). Residents will be instructed to sort debris by:

- Trees and brush
- White goods (appliances)
- Household hazardous waste

## EMERGENCY OPERATIONS PLAN

### ANNEX L: DEBRIS MANAGEMENT

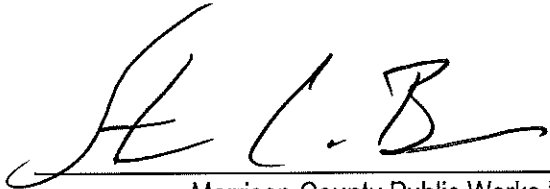
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- Construction/demolition materials
- Regular garbage

The County Public Works Director will coordinate with Public Health and the Minnesota Pollution Control Agency to resolve potential health issues related to the debris removal process.  
***MnWalk #87***

The cleanup and disposal of (spilled or leaked) hazardous materials is the responsibility of the responsible party.

### III. APPROVAL

  
\_\_\_\_\_

Morrison County Public Works Director

4/16/13  
\_\_\_\_\_  
Date



# EMERGENCY OPERATIONS PLAN

## ANNEX M: DAMAGE ASSESSMENT

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### I. PURPOSE

To provide an overview of how damage assessment will be accomplished following an emergency, small scale or large scale disaster and to ensure that it is done timely and efficiently. This will protect the health and safety of residents and workers in the county and speed property recovery processes.

### II. RESPONSIBILITIES

During an emergency the Morrison County Assessor's office will be responsible for conducting damage assessment within the county. The Assessor must maintain an up-to-date listing of damage assessment personnel and the procedures to be followed for damage assessment. The Assessor, or designee, is also responsible for coordinating the damage assessment process (following an emergency situation, small scale disaster, or large scale disaster) and has the authority to declare private and public structures unsafe for entry or occupation. **MNWalk #89**

The assessor and their assessment team are responsible to complete a Rapid Damage Assessment within the first 12 hours following an emergency and a complete damage assessment within 36 hours. The assessments should be made available to other operations centers within the mentioned timeframe. **MNWalk #91**

When necessary, the Morrison County Emergency Management Office will request state or federal disaster assistance coordinated through the Minnesota Division of Homeland Security and Emergency Manager (HSEM). **MnWalk #92**

When it becomes necessary to conduct damage assessment on public property, the local realtors and contractors with assistance from the Red Cross will be responsible to coordinate and conduct this assessment. **MnWalk #90**

County and other government officials who, depending upon the nature of the incident or disaster will participate in a damage assessment effort are listed below:

- Emergency Management Director
- Assessor – building values
- Public Works – roads, bridges, etc.
- US Department of Agriculture (USDA) Emergency Board members – agricultural losses, soil erosion, tree lose, etc.
- Auditor – record keeping, bills, etc.
- Treasurer – money
- Human Services (temporary assistance) – housing, clothes, food, mental health, etc.
- Sheriff – security

It may also be necessary for municipal government officials to assist in a disaster assessment effort. Those offices that may assist are listed below:

- Administrator – record keeping, bills, etc.

## EMERGENCY OPERATIONS PLAN

### ANNEX M: DAMAGE ASSESSMENT

- Building Official – building safety, demolition, etc.
- Public Works – utilities, roads, bridges, etc.
- Fire Departments – fire protection
- Auditor – record keeping, bills, etc.
- Police Department – security

### III. TRAINING

The assessor is responsible for creating and updating the damage assessment procedures. Training should be completed when possible and when practical and under direction of the assessor.

### IV. APPROVAL

  
Morrison County Assessor

4/14/13  
Date

## EMERGENCY OPERATIONS PLAN

### ANNEX N: DONATION MANAGEMENT

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#### I. PURPOSE

During emergencies, unplanned deliveries of donated goods and services to a disaster site can interfere with disaster operations and cause a secondary disaster. The annex should assist with the handling of donations.

#### II. RESPONSIBILITIES

During an emergency the Morrison County Administrator's office is responsible for the

The Public Information Officer (PIO) would be utilized to notify the public with regard to the items needed during a disaster e.g. as food, clothing, labor, cash, etc. The PIO would also notify the public as to locations of drop-off sites for those donations as well as receiving times. **MnWalk #96**

#### III. APPROVAL

  
\_\_\_\_\_  
Morrison County Administrator

4/16/13  
\_\_\_\_\_  
Date

**EMERGENCY OPERATIONS PLAN**  
**ANNEX O: CONTINUITY OF OPERATIONS**

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**I. PURPOSE**

To identify the essential functions within your county and ensure that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities.

**II. RESPONSIBILITIES**

Each agency, department or service of county government will provide for the maintenance of records during an emergency. These records should include laws and regulations, tax records, birth and death certificates, vital statistics, etc. as well as work hours, equipment hours, supplies and materials consumed, injuries to personnel and damage to public facilities and equipment during an emergency.

Each Morrison County department head shall be responsible for record preservation and having a plan in place in case of an emergency.

During an emergency the Morrison County Administrator's Office would be responsible for providing essential government functions. ***MnWalk #100***

**III. APPROVAL**

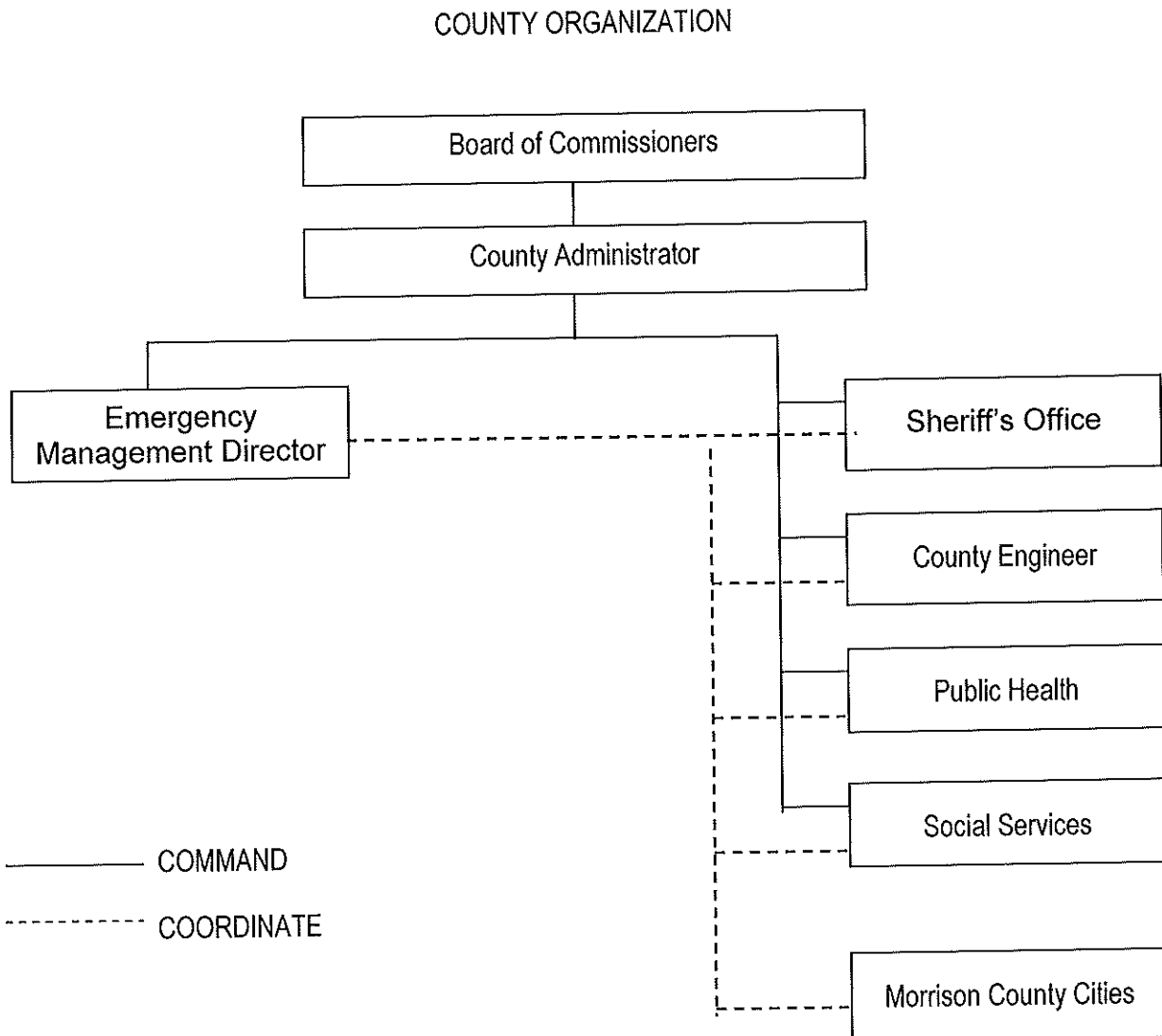
  
\_\_\_\_\_  
Morrison County Administrator

4/16/13  
Date

**EMERGENCY OPERATIONS PLAN**  
**ANNEX O: CONTINUITY OF OPERATIONS**

**Chart A**

*MnWalk #99*



# EMERGENCY OPERATIONS PLAN

## APPENDIX A

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## APPENDIX A

**MORRISON COUNTY  
GOVERNMENT CENTER EMERGENCY PLAN**

**TORNADO PROCEDURES**

**WINTER STORM PROCEDURES**

**FIRE PROCEDURES & EVACUATION**

**BOMB THREAT PROCEDURES & EVACUATION**

**BOMB THREAT INSTRUCTIONS-SWITCHBOARD PERSONNEL**

**BOMB THREAT CHECKLIST**

**INTRUDER PROCEDURES**

**Revised: April 2009**

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

### TORNADO PROCEDURES

A. The National Weather Service issues watches and warnings for severe weather. Know what these are:

1. **TORNADO WATCH -- BE ALERT** – A tornado watch means current weather conditions could produce a tornado. Stay tuned to a local radio station for weather related updates. No special procedures are required at this time.

2. **TORNADO WARNING – Sirens – Steady Tone – Five Minutes**

**ACT NOW** – A TORNADO WARNING means a tornado or funnel cloud has been sighted. Move quickly to the designated shelter area, avoiding glass windows and doors as much as possible.

3. **SEVERE THUNDERSTORM WARNING -- BE READY** – A severe thunderstorm warning means expect thunderstorms with frequent lighting, large hail, damaging winds in excess of 57 miles per hour. Be prepared to take cover immediately.

B. UPON IN-HOUSE NOTIFICATION OF A TORNADO WARNING, HEARING THE LITTLE FALLS WARNING SIREN OR RECEIVING A TELEPHONE CALL FROM THE WARNING POINT (Little Falls Fire Department). PROCEED ACCORDING TO THE FOLLOWING INSTRUCTIONS:

REMAIN CALM, DESCEND STAIRS IN A SAFE AND ORDERLY MANNER. DO NOT USE ELEVATORS.

1. Community Corrections, County Attorney, Court Services (courtrooms, judge's chambers, etc.), Administration, Motor Vehicle, Social Services, Employees Break Room, and Extension will proceed to the Meeting Rooms in the Garden Level of the Government Center.

2. Meeting Rooms I, II, and III should stay put.



# EMERGENCY OPERATIONS PLAN

## APPENDIX A

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3. Public Health, County Board Room, Auditor, Veterans Affairs, Technology Services, Recorder, Planning & Zoning, Treasurer, and Assessor will proceed to the tunnel under the Public Health Offices. These departments will keep a key to the locked area of the basement vault area in a clearly specified location within their respective departments to make that area available to them as a tornado shelter in the case of threatening weather.
4. Historic Courthouse personnel will proceed to the basement of that building.
5. Public Works/Highway Department personnel will take shelter within their building.
6. Sheriff's Office
  - a. Correctional Officers and inmates will follow the Morrison County Jail Policy and Procedures Manual.
  - b. Jail Office personnel, visitors, and cooks will proceed to the Meeting Rooms in the Garden Level of the Government Center.
  - c. Sheriff's Office personnel will take shelter in the north-south hallway in the Sheriff's Office by the rest rooms.
  - d. Dispatch personnel will remain in the dispatch area.
- C. Management/employees should ensure that the public accompanies them to their designated shelter area.
- D. Each department will be responsible for accountability of their employees.
- E. All county employees and the public will remain in designated shelter until an ALL CLEAR is given by law enforcement.

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

### WINTER STORM PROCEDURES

A. The National Weather Service issues watches and warnings for hazardous winter weather. Know what these are:

1. **WINTER STORM WATCH** – means current weather conditions could produce wind, freezing rain, sleet, or snow.
2. **WINTER STORM WARNING** – means current weather conditions are producing wind, rain, sleet or snow.
3. **BLIZZARD WARNING** – means considerable falling and/or blowing snow, winds 35 to 45 miles per hour, and temperatures 10 F or lower are expected.

B. THE FOLLOWING PROCEDURES SHALL PREVAIL IN ADVISING EMPLOYEES OF SEVERE WINTER WEATHER OR DECISIONS TO CLOSE THE COURTHOUSE.

1. Employees living outside the Little Falls city limits will be advised of severe weather when:\*\*
  - a. The National Weather Service issues a **winter storm warning** which includes Morrison County.
  - b. County snowplows are called off the roads.
  - c. The sheriff's office advises that travel is becoming difficult due to poor visibility, blowing or drifting snow (high winds) or a heavy amount of snow.

**\*\*NOTE:** Employees who go home while county offices remain open shall account for time lost. (See Morrison County Personnel Policies & Procedures; Article 41, Severe Weather Days)

2. All county offices will attempt to retain a skeletal crew during severe winter weather. Department Heads are responsible for arranging emergency personnel.
3. The courthouse and all county offices may be closed when:

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

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- a. The National weather Service issues a **blizzard warning**, which includes Morrison County.
  - b. School closings are announced.
  - c. County snowplows are called off the roads.
  - d. The sheriff's office advises that there be no travel.
- C. The closing of the courthouse is accomplished by the County Board under winter weather conditions through consultation of the Public Works Director, Sheriff, and County Administrator.
- D. Other conditions may necessitate the emergency closing of the courthouse. Such decisions shall be made after consultation with appropriate authorities.
- E. When a decision is made to close the courthouse, the local radio stations will be requested to make public service announcements. Employees are urged to listen for these announcements or call the sheriff's office if winter weather conditions appear hazardous.

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

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### FIRE PROCEDURES AND EVACUATION

- A. If an alarm has sounded within any building within the Government Center that you hear, evacuate the building.
- B. WHEN A FIRE IS DISCOVERED, REMAIN CALM, PROCEED ACCORDING TO THE FOLLOWING:
  - 1. Notify the Little Falls fire department: Telephone 911
  - 2. **ACTIVATE FIRE ALARM** – all employees should be aware of where fire alarm activation bars are located.
  - 3. **EVACUATE BUILDING** – Descend stairs in a safe and orderly manner. Do not use elevators. Follow inner office policy on removal and security of vital documents, money etc. Follow evacuation signs posted in each office.
- C. EVACUATION – Minimum suggested distance 500 feet
  - 1. Management's first consideration must be towards the safety of their employee's and the public.
  - 2. Each department will be responsible for accountability of their employees.
  - 3. Last person leaving building will check bathrooms, break rooms, etc. to insure everyone has evacuated the building.
  - 4. In the event of inclement weather, county employees may go to the St. Mary's Church, located at 305 4<sup>th</sup> Street S.E.

NOTE: All personnel should be familiar with the location of fire extinguishers. Periodic fire drills will be conducted.

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

### BOMB THREAT PROCEDURES AND EVACUATION

#### A. PERSON RECEIVING BOMB THREAT SHOULD:\*\*

1. Notify the Sheriff's Office: Telephone 911

**\*\*NOTE:** See attachments – Bomb Threat Instructions to Switchboard Personnel and Bomb Threat Checklist

- a. The sheriff's office shall notify the appropriate law enforcement agency/fire department to assist them or to standby during the search.
- b. The Sheriff will determine whether to evacuate the Government Center, after considering a number of factors including:
  - Specific information provided by the caller about the location of the reported bomb and time till detonation,
  - The absence of specific information,
  - Potential for a secondary bomb in an evacuation zone,
  - Potential of a sniper targeting evacuees,
  - An assessment of the credibility of the threat based on prior cases.

#### B. SEARCH PROCEDURES-- If evacuation not ordered

1. The Sheriff will ensure that each Department head is notified of the threat and given instruction on how to proceed.
2. Each department shall have employees available to assist in the search of their department if requested.
3. All employees shall be alert to suspicious looking or acting people.
4. All personnel should be alert for foreign objects, items or parcels, which do not appear to belong in their area, or are out of the norm.
5. If a strange or suspicious object is located, it will not be touched and the location and description shall be reported to the person in charge.

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

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6. During the search, particular attention should be given to areas inside and outside the Government Center, which are accessible to the general public.
7. Do not use two-way radios, as they may detonate electrically operated blasting caps.
8. Do not turn lights on or off. Leave them in their current position.

### C. EVACUATION – **If ordered** (Minimum suggested distance 500 feet)

1. Management's first consideration must be towards the safety of their employee's and the public.
2. Each department will be responsible for accountability of their employees.
3. Department Head or their designee will check bathrooms, break rooms, etc. to insure everyone has evacuated the building.
4. Once outside, do not congregate in large groups.
5. Be alert for and record details of, suspicious persons or vehicles observing the evacuation
6. In the event of inclement weather, county employees may go to the St. Mary's Church, located at 305 4<sup>th</sup> Street S.E.

### **BOMB THREAT INSTRUCTIONS--SWITCHBOARD PERSONNEL**

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Try to record every word spoken by the caller.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information. Stay calm.
3. Pay particular attention to any strange or peculiar background noise, such as, motors running, music, or any other noises, which might give a clue as to where the call is coming from.
4. Listen closely to the voice (male-female), voice quality, and accent or speech impediments.
5. Before hanging up, immediately record caller ID info from your phone screen.
6. Immediately after the caller hangs up, notify the Sheriff's Office.

# EMERGENCY OPERATIONS PLAN

## APPENDIX A

### BOMB THREAT CHECKLIST

#### QUESTIONS TO ASK

#### EXACT WORDING

1. Record caller ID number \_\_\_\_\_
2. When is the bomb going to explode? \_\_\_\_\_
3. Where is the bomb located? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What kind of bomb is it? \_\_\_\_\_
6. What will cause it to explode? \_\_\_\_\_
7. Did you place the bomb? \_\_\_\_\_  
Why? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. What is your address? \_\_\_\_\_

Sex of call \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

#### Caller's Voice

_____ Normal	_____ Laughing	_____ Raspy	_____ Disguised
_____ Calm	_____ Crying	_____ Deep	_____ Accent
_____ Angry	_____ Slurred	_____ Nasal	_____ Familiar
_____ Loud	_____ Soft		

#### Back Ground Sounds

_____ Street Noises	_____ House Noises	_____ Factory Machinery
_____ Voices	_____ Motor	_____ Office Machinery
_____ Music	_____ PA System	_____ Animal Noises

#### Threat Language

_____ Well Spoken	_____ Foul	_____ Incoherent
_____ Educated	_____ Irrational	_____ Taped

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



### UNWANTED PERSON – INTRUDER PROCEDURES

#### A. Person in restricted areas – non combative:

1. Approach the person, ask if you can help them.
2. Politely tell them they are in restricted area and walk them to lobby or public area.
3. If person refuses to comply, or becomes combative, call the Sheriff's Office immediately.
4. Maintain contact with person, if possible, until deputies arrive. Advise deputies of the situation.

#### B. Armed or combative intruder:

1. Immediately call 911, or if not possible, activate the panic alarm in your department.
2. Try to provide detailed information to the Sheriff's Office about the intruder's description, behavior, and the presence of weapons.
3. Do not confront the intruder if at all possible. If you must speak with him/her, don't argue with them. Speak in a quiet, calm voice.
4. Avoid placing yourself in risk, be a source of information and a good witness.

**ACRONYMS**