

# **Ramsey County Emergency Operations Plan**

**Approved for Public Release**

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**MAY 2017**

## Acknowledgements

The Ramsey County Emergency Operations Plan is a countywide planning document.

In any emergency situation, the mission of this plan is to:

- Protect life and safety
- Minimize impact to property and the environment
- Secure our critical infrastructure and facilities
- Resume the regular provision of services to our citizens

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

## Supersession

This approved countywide Emergency Operations Plan (EOP) is the EOP for Ramsey County and the suburban communities of the county. It supersedes all previous versions of the county EOP and any suburban EOP.

**Note About This Public Release Version** – Non-public data such as personal phone numbers and emails, as well as a very limited set of security information such as radio frequencies and exact details of security measures have been redacted from this public version. All other material is exactly as approved by the Ramsey County Board of Commissioners.

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# Ramsey County Emergency Operations Plan

## I. INTRODUCTION

The Ramsey County Emergency Management & Homeland Security (RCEMHS) department is responsible for coordinating the development and maintenance of this Ramsey County Emergency Operations Plan (RCEOP). Each municipality has appointed an individual who serves as the director of that jurisdiction's emergency management agency (EMA) function as required by law. The local EMA director reviews and coordinates aspects of this plan specific to their jurisdiction and is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.

This plan contains language designed to correspond with the National Response Framework (NRF). In some cases, the language in this plan is taken directly from the NRF and associated documents and modified as necessary to fit the needs of Ramsey County.

### A. Common Abbreviations and Acronyms

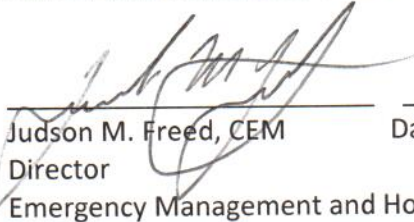
The following abbreviations are used consistently throughout this plan:

- **EMA** - *Emergency Management Agency* (refers to municipal agencies and those outside of Ramsey County)
- **EMHS/RCEMHS** - Ramsey County Emergency Management and Homeland Security
- **EOC/RCEOC** - Emergency Operations Center / Ramsey County Emergency Operations Center
- **ESF** - *Emergency Support Function* (a grouping of related agencies and departments tasked to perform specific emergency activities)
- **FEMA** - Federal Emergency Management Agency
- **HSEM** - *Homeland Security and Emergency Management* (a division of the Minnesota Department of Public Safety)
- **ICS** - Incident Command System
- **NIMS** - National Incident Management System
- **PIO** - Public Information Officer
- **RCEOP** - Ramsey County Emergency Operations Plan (this plan)




## B. Approvals

The Ramsey County Board of Commissioners formally adopted the countywide Emergency Operations Plan on July 12, 2005 (Resolution 2005-255). Pursuant to MN Stat. Chapter 12 this plan is reviewed annually and updated as necessary. As Director of Emergency Management and Homeland Security for Ramsey County, Minnesota, I hereby certify that this document has been reviewed and updated and meets the standards required by statute. I hereby recommend that the Ramsey County Manager and the Chair of the Ramsey County Board of Commissioners approve this Emergency Operations Plan as revised.

  
\_\_\_\_\_  
Judson M. Freed, CEM      Date 4/30/2017  
Director  
Emergency Management and Homeland Security

The undersigned have reviewed and accept the Ramsey County Emergency Operations Plan as required by MN. Stat. Chapter 12.

  
\_\_\_\_\_  
Julie Kleinschmidt      Date 5/3/17  
Ramsey County Manager

  
\_\_\_\_\_  
Victoria Reinhardt      Date 5/9/17  
Chair, Ramsey County  
Board of Commissioners

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## **C. Purpose**

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

**Maximize the protection of life and property throughout all of Ramsey County**

**Ensure the continuity of government**

**Ensure the safety of the government workforce, those in the government's care, and in government facilities**

This Ramsey County Emergency Operations Plan (RCEOP) provides the framework by which Ramsey County and our communities manage major emergencies that threaten health, safety, property and resources. The plan provides information on how the county will manage major emergencies that threaten county functions, services and operations and on the strategic efforts that are undertaken by each of the municipalities. It is a countywide document that provides cohesive, coordinated, and cooperative interoperability among and between the municipal governments and the county. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large scale catastrophic disasters, whether they be natural, technological, or human caused; accidental or intentional.

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

This plan is built upon scalable, flexible, and adaptable coordinating structures already in place across the county and state. A guiding principle of this plan is that, aside from specific processes detailed herein, all processes, procedures, and protocols of the various municipalities and County agencies governing incident management and emergency response contained in current plans and doctrine remain in effect. This RCEOP explains the common doctrine and structures used to coordinate activity across the various levels of government.

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

## D. Mission

In any emergency situation, the mission of this plan is to:

**Protect life and safety**

**Minimize impact to property and the environment**

**Secure our critical infrastructure and facilities**

**Resume the regular provision of services to our citizens**

General emergency response priorities follow from these goals.

## E. Scope and Applicability

This plan provides structures for implementing response policy, the setting of priorities, and operational coordination in any municipality and countywide for all hazards.

The RCEOP applies to the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The RCEOP also provides the basis to initiate long-term community recovery and mitigation activities. The RCEOP:

- Establishes fundamental policies, program strategies, and assumptions for the countywide comprehensive emergency management program
- Establishes a method of operations that spans the direction and control of an emergency from prevention activities to initial monitoring through post-disaster recovery
- Defines the mechanisms to facilitate delivery of immediate assistance; including direction and control of municipal, county, intrastate, interstate and federal response and recovery assistance
- Assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations
- Applies to the various types of emergencies that might to occur, from local emergencies, to minor, major or catastrophic national disasters
- Identifies the actions that the municipalities will initiate in coordination with Ramsey County counterparts as appropriate regardless of the magnitude of the disaster
- Identifies the actions that the county will initiate, in coordination with other counties, the state and federal counterparts as appropriate, regardless of the magnitude of the disaster

## F. Documents Comprising the Overall Emergency Plan

In addition to this Basic Plan, the following documents provide more detailed information to assist practitioners in implementing the plan:

Figure 1: Emergency Planning Documents



### 1. Threat & Hazard Identification and Risk Assessment (THIRA)

THIRA is an analysis of threats and hazards with comparison to capabilities in place to meet the worst case, most plausible situations – and the capacity of agencies to provide those capabilities. The gap between existing and needed capabilities informs planning, training, and procurement. While details of the THIRA are not public data, a summary of the overall threats are made available each year.

### 2. Hazard Identification and Risk Assessment (HIRA)

HIRA is formally conducted once every five years, but updated more frequently when necessary. HIRA is an overall assessment of a wide range of known hazards with analysis of the risk posed to Ramsey County by each. The detailed HIRA is included in the Ramsey County Hazard Mitigation Plan, which is also updated every five years and subject to approval by the Federal Emergency Management Agency (FEMA).

### 3. Basic Plan

The Basic Plan is the document that outlines responsibilities, authorities, doctrine, and concepts that frame all emergency response in Ramsey County. In general, it lays out *who* is responsible for doing *what* under *which* circumstances. Together with the ESFs, Support Annexes, and Incident Annexes, it makes up the Emergency Operations Plan document required by law.

**4. Emergency Support Functions (ESFs)**

ESFs group resources and capabilities into functional areas that are most frequently needed in a multi-jurisdictional response (e.g., Transportation, Firefighting, and Law Enforcement).

**5. Support Annexes**

These are documents that describe essential supporting aspects that are common to all incidents (e.g., Financial Management, Volunteer and Donations Management, and Private-Sector Coordination).

**6. Incident Annexes**

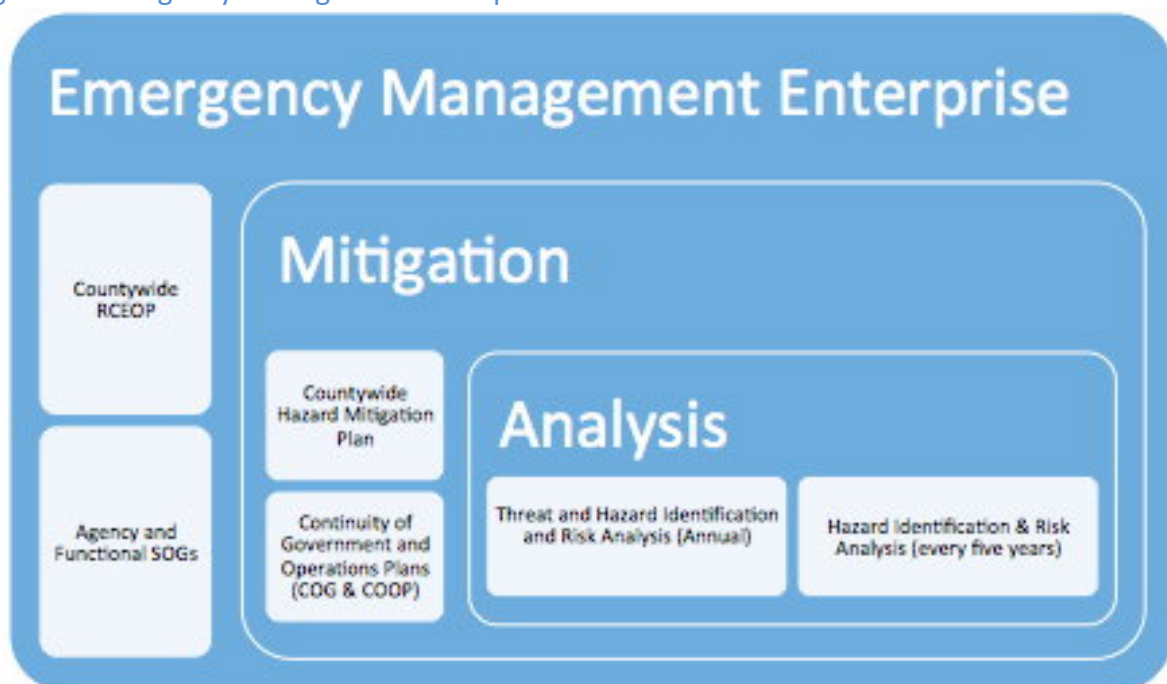
The Incident Annexes address the unique aspects of how we respond to seven broad incident categories (e.g. Nuclear/Radiological, Mass Fatalities, High-Hazard Flammable Trains, etc.).

**7. Partner Agency Standard Operating Guidelines (SOGs)**

SOG's are the already-existing processes in use by participating organizations describing key roles and actions. SOGs are not reproduced in this Plan. SOG is a general term and the actual documents may be known by various other names.

The RCEOP is therefore part of an overall framework that also includes specific business plans to ensure the continuity of individual agencies' operations and the overall continuity of government.

Figure 2: Emergency Management Enterprise



Policies in support of the RCEOP must comply with the Americans with Disabilities Act, which requires that emergency policies incorporate concerns of those with access and functional needs, and enable all people to evacuate, use emergency transportation, stay in shelters, and participate in all emergency and disaster-related programs together with their service animals.

## G. Initiating Conditions/Plan Activation

**This plan is always in effect.**

This plan is used for all complex incidents or events in which multiple jurisdictions and/or multiple agencies are, or are likely to be, required to act for the protection of the public, the environment, and/or essential functions of the community.

Operations under this plan are based on the doctrine of "*Leaning Forward*" to ensure situational awareness. The Plan establishes both a Common Response Doctrine (aligned with the National Response Framework), and common understanding of specific roles countywide. This helps to ensure integration of activity and understanding of for all involved in prevention, planning, response, recovery, and mitigation activities.

Formal activation of *any specific function* of this plan is initiated by request of the Incident Commander, County Manager, County Sheriff, Director of EMHS, Director of Public Health, EMHS Duty Officer, municipal EMA director, or chief elected or appointed official of any municipality. In all cases, duly appointed authorized representatives of these officials may request activation. This request may be verbal, written, or in electronic format.

## H. Plan Training and Exercise

EMHS maintains a Training and Exercise Plan that is updated annually. Copies of this plan may be requested from the Director at 90 W. Plato Blvd, Saint Paul, MN 55107. This RCEOP will be exercised at least annually. Following are general exercise guidelines. All exercises will be scheduled and conducted in accordance with the Homeland Security Exercise Evaluation Program (HSEEP):

- **Orientation and table top:** Once each year - typically in the early winter
- **Full Scale:** Once each year - typically in the fall
- **Functional** - Notification & warning: Monthly, first Wednesday at 1300
- **Functional** - Notification of key personnel: Each Monday at 0900.

**NOTE:** Individual municipalities may choose to exercise all or part of the plan at their own discretion. Schedules of municipal exercises are available from the municipal emergency management directors.

## I. Core Capabilities

Emergency Management and overall community resilience are based on five major “Mission Areas.” These areas are:

### **Prevention (terrorism specific mission)**

**Protection**

**Response**

**Recovery**

**Mitigation**

This Ramsey County Emergency Operations Plan (RCEOP) deals primarily with the Response mission, but integrates the other four mission areas:

- **Prevention:** Response organizations coordinate with those responsible for preventing acts of terrorism to understand the potential and specific threats and to prepare accordingly. All Prevention activities are based on and enhance the preparedness activities of law enforcement and other response partners for all other hazards, leveraging County resources to deal with common threats while preparing for crisis situations. All of the Response Mission Area capabilities are available in the event efforts to prevent a terrorist attack fail. When the Response activities identified in this plan are occurring, whether due to an act of terrorism or some other type of incident, terrorism prevention activities continue.
- **Protection:** Efforts to protect people, communities, critical infrastructure, and key resources are inextricably linked to response activities. Responders, government agencies, etc. support the Protection Mission Area and rely on protective activities before, during, and after an incident. This Plan enhances Ramsey County’s resilience by coordinating and preparing for all hazards.
- **Recovery:** While resilience is the overall goal of all emergency planning, Recovery is the goal of response. The Response and Recovery Mission Areas overlap and include some of the same people and agencies. Emergency Support Function (ESF) #14 specifically addresses the Recovery Mission Area.
- **Mitigation:** Reducing risk through the hazard mitigation lessens the impact of incidents and the requirements for response capabilities.



## **1. Integrating Core Capabilities in this Emergency Operations Plan**

Depending on the size, scope, and magnitude of an incident, communities, county agencies, and even the state or federal partners may be called into action. The National Response Goal promulgated by the President of the United States identifies 14 Core Capabilities to enable coordinated action to deal with emergencies. Eleven (11) Core Capabilities support lifesaving and sustaining activities, stabilizing the incident, and meeting basic human needs. The other 3 Core Capabilities are common to not only these Response missions, but also span the Planning, Prevention, Recovery, and Mitigation missions. The scope and capacity of agencies in Ramsey County that contribute to Core Capabilities is based on the ongoing assessment of risk to Ramsey County.

## **2. Integrating Core Capabilities in the Whole Community**

Achieving each Core Capability's objectives requires a variety of functions and resource providers in both the public and private sector. No single core capability is the responsibility of any one agency or level of government. Each requires an integrated approach that maximizes the abilities of various elements in the whole community, from the individual to the county government – and, in many cases – the state and federal government as well

Ramsey County must be prepared to deal not only with the normal incidents that first responders handle every day, but also with events that increase in scope and complexity, and even incidents with truly catastrophic properties.

**Table 1: Core Capabilities Overview**

Prevention		Protection	Mitigation	Response	Recovery
Planning					
Public Information and Warning					
Operational Coordination					
Intelligence and Information Sharing		Community Resilience Long-term Vulnerability Reduction  Risk and Disaster Resilience Assessment  Threats and Hazards Identification	Infrastructure Systems		
Interdiction and Disruption			Critical Transportation	Economic Recovery	
Screening, Search and Detection			Environmental Response/Health and Safety	Health and Social Services	
Forensics and Attribution	Access Control and Identity Verification		Fatality Management Services	Housing	
	Cybersecurity	Fire Management and Suppression	Natural and Cultural Resources		
	Physical Protective Measures	Logistics and Supply Chain Management			
	Risk Management for Protection Programs and Activities	Mass Care Services			
	Supply Chain Integrity and Security	Mass Search and Rescue Operations			
		On-scene Security, Protection, and Law Enforcement			
		Operational Communications			
		Public Health, Healthcare, and Emergency Medical Services			
		Situational Assessment			

### 3. Integration of the Private Sector in the Core Capabilities

The Private Sector includes businesses (both for profit and nonprofit), associations, academia, and industry. Private sector organizations may be involved in incidents in several capacities (see Table 2). They contribute to the Prevention Mission Area by working closely with law enforcement and regulatory agencies. They are a critical component of the Protection, Response, and Recovery Mission Areas through their contributions to the maintenance of this Emergency Operations Plan, and their activities in assistance to traditional responders in the event of crisis.

**Table 2: Private Sector Integration**

Category	Role in This Category
Affected Persons and Survivors of Emergency Incidents	Many aspects of the RCEOP deal with meeting the needs of individuals and community groups during and after disasters occur. However, critical work also occurs that boosts the resilience of these individuals and groups prior to disaster and provides the tools and knowledge to render some level of self-care. Much of this activity is not specifically addressed in this RCEOP.
Affected Organization or Infrastructure	Private sector organizations may be affected by direct or indirect consequences of an incident. Such organizations include privately owned critical infrastructure, key resources, and other entities that are significant to local, regional, and national economic recovery from an incident. Examples of privately owned infrastructure include transportation and transit, telecommunications, utilities, financial institutions, and hospitals. Details on critical infrastructure sectors are covered in the Protection Framework.
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may be legally responsible for preparing for and preventing incidents and responding when an incident occurs. For example, Federal regulations require owners/operators of nuclear power plants to maintain emergency plans and to perform assessments, notifications, and training for incident response.
Response Resource	Private sector entities provide response resources (donated or compensated) during an incident—including specialized teams, essential services, equipment, and advanced technologies—through local public/private emergency plans or mutual aid and assistance agreements or in response to requests from government and nongovernmental-volunteer initiatives.
Partner with State/Local Emergency Organizations	Private sector entities may serve as partners in local and state emergency preparedness and response organizations and activities.
Components of the Nation’s Economy	As key elements of the national economy, private sector resilience and continuity of operations planning, as well as recovery and restoration from incidents, represent essential homeland security activities

## II. HAZARDS SUMMARY

Ramsey County is vulnerable to effects of natural disasters such as severe summer storms, floods, tornadoes, winter storms, and fires. Ramsey County is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, major transportation accidents, nuclear power plant incidents, civil disorders, terrorism, nuclear attack, acts of war, dam failures, research and development incidents, etc.

The population density of Ramsey County is so great, and the geographic area small enough, that small-scale events might pose significant risk to persons and property. The potential scope and impact of these emergencies may vary from a minor local emergency requiring minimum response to a major national catastrophe that requires maximum response. Time of day, weather conditions, time of year, warning time, location and/or the type of emergency or disaster will further influence the risk posed by any hazard.

### A. Overview of Threats and Hazards

Ramsey County Emergency Management & Homeland Security (RCEMHS) conducts two significant and ongoing assessments of the risks that face the county.

#### 1. Threat Identification and Risk Assessment (THIRA)

THIRA is a process by which a jurisdiction researches and identifies the highest impact/most probable realistic threats (from intentional action such as terrorism) and hazards (of all types). These are then assessed against existing capabilities (like equipment or agencies) used to deal with the impact each hazard or threat. Input from many agencies, jurisdictions, utilities, NGO groups, and the private sector are gathered and used to identify and quantify the risk. The detailed THIRA document includes law enforcement sensitive data and is not available to the public in its entirety (see below for a summary).

Each year, EMHS conducts a formal THIRA process in three tiers:

- Ramsey County-specific THIRA - an ongoing assessment of risk applied specifically to Ramsey County.
- Urban Area Security Initiative (UASI) THIRA - UASI is a program of the federal government under which large urban areas that are of highest *potential risk* of terrorism or terrorism support compile their data to form an assessment of that urban area as a whole.

- State of Minnesota THIRA - Data from the county-specific THIRA are submitted to the State of Minnesota for analysis and inclusion in the overall statewide assessment.

The THIRA is formally updated each year and sent to the Federal Emergency Management Agency (FEMA) and to MN Homeland Security and Emergency Management (HSEM). However, EMHS assesses risk and hazard on an almost daily basis, and adjusts actions, staffing, procedures, and policy based on the actual threats to Ramsey County. As the THIRA contains sensitive information impacting on the security and public safety plans of the county, it is not available to the public. However, a summary document can be requested from the EMHS. Basic results of the THIRA process are included in Table 3 of the "Analysis Summary" below.

## **2. Hazard Identification and Risk Assessment (HIRA)**

A major goal of all emergency planning is to identify methods by which the likelihood or impact of risks can be reduced. This is called Hazard Mitigation. Federal law requires that EMHS submit a Hazard Mitigation Plan to FEMA every five years. This plan must be validated and accepted by FEMA and the approved plan must also be filed with HSEM. The process for this plan requires not only the input of agencies such as those in the THIRA process, but also of residents of the county gathered in public meetings. A part of the Hazard Mitigation Plan includes a HIRA - which is similar to the THIRA but includes a wider range of hazard analysis to ensure that the county consider even the least likely hazards.

That document is available to the public from the EMHS website at:

<https://www.ramseycounty.us/your-government/departments/safety-and-justice/emergency-management-homeland-security>

### **a. Analysis Summary**

Combined, the basic findings of the THIRA and HIRA process result in a matrix of hazards and their impact.

**Table 3: THIRA/HIRA Analysis Summary**

Hazard Profile Summary for Ramsey County Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Tornadoes/High Winds	4	3	4	1	3.4	High
Critical Infrastructure/Utility Failure	4	3	4	1	3.4	High
Cyber Attack	4	3	4	1	3.4	High
Ice Storm with Prolonged Power Failure	3	4	1	3	3	High
Train Derailment - Oil/HazMat	2	4	4	3	3	High
Inability to Access Information Technology Applications	3	3	4	1	2.95	Moderate
Lightning	4	2	2	2	2.9	Moderate
Pandemic Event	3	3	1	4	2.8	Moderate
Non-Availability of Personnel	2	3	4	3	2.7	Moderate
Active Shooter	2	3	4	2	2.6	Moderate
Terrorism - Improvised Explosive Device (IED)	2	3	4	2	2.6	Moderate
Inability to Access Place of Work/Facility	2	3	4	1	2.5	Moderate
Fire	2	3	4	1	2.5	Moderate
Flood	3	2	1	4	2.5	Moderate
Hostage Situations	2	3	4	1	2.5	Moderate
Winter Storm	3	2	1	3	2.4	Moderate
Civil Unrest/Rioting/Demonstrations	2	2	4	3	2.4	Moderate
Severe Thunderstorms	3	2	2	1	2.35	Moderate
Hail	2	2	4	1	2.2	Moderate
Bomb Threats	2	2	4	1	2.2	Moderate
Data Theft	2	2	4	1	2.2	Moderate
Kidnapping of Executives	1	2	4	2	1.85	Low
Vandalism	1	1	4	2	1.55	Low

## **B. Basic Situation and Planning Assumptions**

### **1. Demographics and Social Vulnerability**

The 2010 census population of Ramsey County is 508,640 (with an estimated 2013 population of 526,714). The population density of nearly 3,342 persons/sq. mile makes Ramsey County the most densely populated county in the state, and among the 30 most densely populated in the entire nation. The county is considered to be fully urban. Combined with the high density, this means that the impact of an emergency is highly likely to affect many persons, homes, and businesses than would be the case in other Minnesota counties or most counties in the U.S.

The following statistical data from the U. S. Census Bureau represents the demographics of Ramsey County, Minnesota.

**Table 4: Demographics**

<b>People Quick Facts</b>	<b>Ramsey County</b>	<b>Minnesota</b>
Population, 2010	508,640	5,303,925
Population, percent change, 2000 to 2010	-0.5%	7.8%
Population, 2000	511,035	4,919,479
Persons under 5 years, percent, 2010	6.9%	6.7%
Persons under 18 years, percent, 2010	23.3%	24.2%
Persons 65 years and over, percent, 2010	12.0%	12.9%
Female persons, percent, 2010	51.5%	50.4%
White persons, percent, 2010 (a)	70.1%	85.3%
Black persons, percent, 2010 (a)	11.0%	5.2%
American Indian and Alaska Native persons, percent, 2010 (a)	0.8%	1.1%
Asian persons, percent, 2010 (a)	11.7%	4.0%
Native Hawaiian and Other Pacific Islander, percent, 2010 (a)	0.0%	0.0%
Persons reporting two or more races, percent, 2010	3.5%	2.4%
Persons of Hispanic or Latino origin, percent, 2010 (b)	7.2%	4.7%
White persons not Hispanic, percent, 2010	66.9%	83.1%

People Quick Facts	Ramsey County	Minnesota
Foreign born persons, percent, 2005-2009	11.7%	6.5%
Language other than English spoken at home, pct age 5+, 2005-2009	17.5%	9.6%
High school graduates, percent of persons age 25+, 2005-2009	90.1%	91.1%
Bachelor's degree or higher, pct of persons age 25+, 2005-2009	38.9%	31.2%
Veterans, 2005-2009	34,108	400,974
Housing units, 2010	217,197	2,347,201
Median value of owner-occupied housing units, 2005-2009	\$223,200	\$207,000
Households, 2005-2009	201,224	2,061,882
Persons per household, 2005-2009	2.4	2.45
Median household income, 2009	\$48,008	\$55,621
Persons below poverty level, percent, 2009	16.4%	10.9%

## 1. Municipalities in Ramsey County

This RCEOP is the common plan for all of the Municipalities in Ramsey County

(Descriptions taken from official local sources)

### a. Arden Hills

Arden Hills is located in the northwest corner of Ramsey County and has a total area of 9.6 square miles. The population at the time of the 2010 census was 9,552. There are several college campuses located in the city, including Bethel University and Seminary, and a portion of the University of Northwestern-Saint Paul campus.

### b. Blaine

A small portion of the City of Blaine is within Ramsey County. Blaine maintains its own EOP in coordination with Anoka County. Anoka and Ramsey counties cooperate on response and other activity.



**c. Falcon Heights**

The 2010 census states the population is approximately 5,321, with only 2.2 square miles of land. It is home to the Minnesota State Fairgrounds and is also home to the University of Minnesota Saint Paul Campus. This is fitting as Falcon Heights is the 65th best educated city in the United States and best educated in Minnesota. Approximately 70 percent of residents have a bachelor's degree or higher and 38 percent have a graduate or professional degree.

**d. Gem Lake**

The City of Gem Lake is the smallest city in Ramsey County with a population of 393 people and a total area of 1.1 square miles.

**e. Lauderdale**

The City of Lauderdale is surrounded by Minneapolis, Saint Paul, Roseville, and Falcon Heights. The total area of the city is only 0.4 square miles but it has a population of 2,364 people. Lauderdale stands out as one of the top 25 retirement suburbs in the country and is also one of two suburbs in the Twin Cities that is adjacent to both Saint Paul and Minneapolis.

**f. Little Canada**

The Village of Little Canada was established in 1953 and later, in 1974, became a city. There are 9,773 people as of the 2010 census in a total land area of 4.5 miles

**g. Maplewood**

Maplewood was incorporated in 1957 and is the second largest city in Ramsey County with a population of 38,018. It is the home to the corporate headquarters of the 3M Corporation, which employs over 10,000.

**h. Mounds View**

Mounds View was originally part of the Mounds View Township that also included parts of present-day Shoreview, Arden Hills, and Spring Lake Park. The City of Mounds View was officially incorporated in 1958 following a large population growth spurred by their proximity to the Twin Cities Arsenal. As of the 2010 census, the population of Mounds View was 12,155 people and a total area of 4.1 square miles. This land is primarily residential with several business parks and other businesses located in the City of Mounds View.

**i. New Brighton**

The City of New Brighton was incorporated January 20, 1891. 120 years later, the City of New Brighton has grown to over 21,000 people and has a large amount of land with a total area of 7.1 square miles.

**j. North Oaks**

North Oaks is located 10 miles north of Saint Paul. The area began as a water source for the Saint Paul municipal water system, which maintains water access rights today. It was then bought and turned into the North Oaks Farm by the Hill family, but after the death of Louis Hill in 1950, the land was developed as a residential community. Their vision was to respect the natural environment and in response, they created the North Oaks Home Owners' Association whose responsibility was to maintain the roads and recreation. North Oaks maintains a trespassing ordinance that makes it an exclusive community for its 4,469 residents.

**k. North Saint Paul**

North Saint Paul is a distinct city on the far eastern side of the County. It was founded in 1870. There are currently 11,460 people in the 3.0 square miles of total area.

**l. Roseville**

The City of Roseville is one of two suburbs that are adjacent to both Saint Paul and Minneapolis. The City of Roseville is home to several major shopping centers and these are just some of the businesses that make up the extensive commercially zoned land. It is one of the larger cities with a total area of 13.8 square miles and a population of 33,660 as of 2010.

**m. Shoreview**

Shoreview is located in the northern part of Ramsey County and has a total population of 25,043 as of 2010. There are 12.75 square miles of total area in the City of Shoreview, of which 1.5 square miles are water. There are seven lakes in the City, with the largest being Turtle Lake, Snail Lake, Lake Owasso, and Island Lake. Rice Creek also flows through the northwestern portion of the City of Shoreview.

**n. Saint Anthony**

A small portion of the City of Saint Anthony is within Ramsey County (a small portion is also in Anoka County). Saint Anthony maintains its own EOP in coordination with Hennepin County. Anoka, Hennepin and Ramsey counties cooperate on response and other activity.

**o. Saint Paul**

Saint Paul was named the Minnesota Territory capital in 1849. It is still the state capital of Minnesota and the second most populous city in the state. Saint Paul is on the east bank of the Mississippi River and is adjacent to the state's largest city, Minneapolis. The city's population at the 2010 census was 285,068 people, part of the 3.3 million residents that make up the Twin Cities area. It is Ramsey County's largest city by population and by area (56.2 square miles). In addition to being the state capital, it is also the county seat of Ramsey County. Saint Paul maintains its

own fulltime EMA and Emergency Operations Plan, however the city is a close partner in planning and response.

**p. Spring Lake Park**

A small portion of the City of Spring Lake Park is within Ramsey County. Spring Lake Park maintains its own EOP in coordination with Anoka County. Anoka and Ramsey counties cooperate on response and other activity.

**q. Vadnais Heights**

Vadnais Heights has a total area of 8.3 square miles and a population of 12,302. The City of Vadnais Heights has grown from a small, agricultural area to a thriving suburban community of the Twin Cities since its incorporation in 1957. Vadnais Lake is located in the City of Vadnais Heights and is an important scenic and natural area that has remained undeveloped.

**r. White Bear Lake**

The City of White Bear Lake started out as a small agricultural community, but experienced substantial growth between 1950 and 1970, when the population increased 252.4 percent. There are currently 23,797 people that live in the City, and it has a total area of 8.7 square miles. White Bear Lake maintains its own Public Safety Answering Point/Dispatch Center distinct from the Ramsey County ECC.

**s. White Bear Township**

White Bear Township is the only Township in Ramsey County. It was established in 1858 and is now only 9.3 square miles and has a population of 10,949 people.

## **2. Social Vulnerability Data**

Up-to-date data on Ramsey County is available at:

<http://www.countyhealthrankings.org/app/minnesota/2015/rankings/ramsey/county/factors/overall/snapshot>.

There is a highly sophisticated transportation system in place including nearby Minneapolis – Saint Paul International Airport and the Saint Paul Downtown Airport (Holman Field), Amtrak passenger rail service, various railroad freight services, Interstates 94, 694, 494 and 35W and 35E, various U.S. Highways, and numerous State Highway Routes. A fully developed bus-centric urban mass transportation system serves all communities. Light Rail passenger service between Minneapolis and Saint Paul began in 2014. There is also considerable boat and barge traffic on the Mississippi River and the lakes located within our borders.

### **3. Educational Facilities**

#### **a. School Districts in Ramsey County**

ISD 621- Mounds View (Arden Hills, Mounds view, new Brighton, Roseville, Shoreview and Vadnais Heights)

ISD 622- North St. Paul, Maplewood, Oakdale

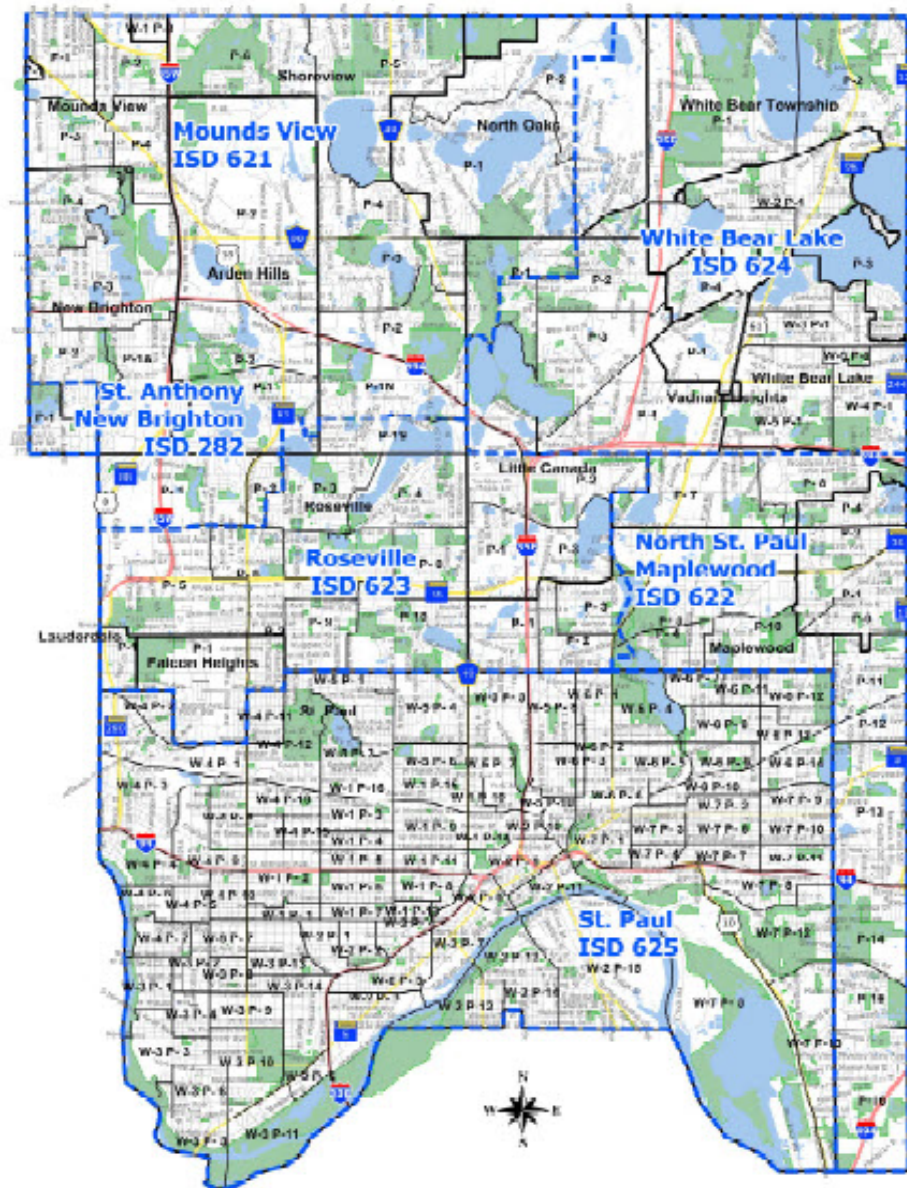
ISD 623- Roseville (RV, Little Canada, Arden Hills, Falcon Heights, Lauderdale)

ISD 624- White Bear Lake (WBL, Vadnais Heights, Hugo)

ISD 625- St. Paul

ISD 282- St. Anthony/New Brighton

# Ramsey County School Districts



Ramsey County Elections  
May 2012



**b. Colleges and Universities**

Century College

3300 Century Avenue North, White Bear Lake MN 55110

Phone: 651-779-3200 or 800-228-1978

Saint Paul College

235 Marshall Avenue, Saint Paul MN 55102

Phone: 651-846-1600 or 800-227-6029

Metropolitan State University

700 East 7th Street, Saint Paul MN 55106

Phone: 651-793-1302

University of Minnesota/Twin Cities - St. Paul Campus  
(located in Falcon Heights)

15 Church Street Southeast, Minneapolis MN 55455

Phone: 612-626-1666

Bethel University

3900 Bethel Drive, Saint Paul MN 55112

Phone: 651-638-6400

College of Saint Catherine/Saint Paul

2004 Randolph Avenue, Saint Paul MN 55105

Phone: 651-690-6000 or 800-945-4599

Concordia/Saint Paul University

275 North Syndicate, Saint Paul MN 55104

Phone: 651-641-8230 or 800-333-4705

Hamline University

1536 Hewitt Avenue, Saint Paul MN 55104

Phone: 651-523-2800

Macalester College

1600 Grand Avenue, Saint Paul MN 55105

Phone: 651-696-6000

McNally Smith College of Music

19 E Exchange St, St Paul, MN 55101

Phone: 651-291-0177



University of Northwestern/St. Paul  
3003 Snelling Avenue North, Saint Paul MN 55113  
Phone: 651-631-5100

University of St. Thomas  
2115 Summit Ave, St Paul, MN 55105  
(651) 962-5000

William Mitchell College of Law  
875 Summit Ave, St Paul, MN 55104  
(651) 227-9171

#### 4. General Plan Assumptions

The purpose of this Ramsey County Emergency Operations Plan (RCEOP) is to identify responsibilities so as to ensure that specific issues are addressed in times of emergency or disaster. In order for these activities to occur, we assume:

- It is not always obvious at the outset whether a seemingly minor event might be the initial phase of a larger, rapidly growing threat.
- Our high population density and urbanized land use mean that emergencies have a significant likelihood of escalating rapidly, necessitating a forward leaning policy.
- Each community maintains their own Standard Operating Procedures (SOPs) that are disseminated to staff and others required to respond to emergency situations.
- Some level of governmental activity can be carried out. We understand that there is a possibility of an event that is so catastrophic as to render local and county governments unable to act. In such a situation, the State of Minnesota Emergency Operations Plan will be used to deal with the situation until local government is reconstituted.
- Governmental and Non-Governmental Organizations and agencies tasked in this document will respond to fulfill their responsibilities in providing for public safety during an emergency response and/or recovery operation.
- In some situations, operations under this plan will continue for hours or days resulting in the need for many positions to be filled in shifts. Also, it is possible that persons specified in this plan will be unavailable at any given time. Therefore, in all cases, whenever a person or functional role is specified in this plan, we assume that the specific person *or their designee* will fill the position noted.
- The location and extent of some emergencies can be predetermined while other emergencies may occur with little or no warning at unknown locations.
- Agencies and departments can effectively anticipate and manage risk through proper training and planning.

### **III. RESPONSE AND RECOVERY PRIORITIES**

The preservation of life is always the first priority.

#### **A. Infrastructure That Supports Emergency Response**

All effective response and recovery revolves around the assumption that such activity can occur. In order to assure the basic ability to respond and recover, certain public and private sector infrastructure must be maintained or, if compromised, be the first systems recovered. Examples include:

- Power infrastructure
- Government computer, Internet, data and voice telecommunications systems, transportation systems, etc.
- Systems for communicating with the populace

#### **B. Infrastructure That Serves Dependent Populations**

There are some populations within the county who are completely dependent upon governmental or private sector facilities for their basic life needs and are unable to relocate or temporarily do without these facilities. Examples include:

- Areas used by dependent populations in the custody of the affected jurisdiction or the County
- Nursing homes, childcare facilities, schools, routes of egress and ingress, animal resources, shelter, and relocation venues.

#### **C. Infrastructure Critical to Health and Safety**

Certain systems sustain the basic needs of all residents' health and safety. Once the initial response is protected, and adequate services for those persons fully dependent on specific facilities are assured, these basic needs must be addressed for all remaining persons and properties. Examples include:

- Housing, medical facilities, energy systems, sites containing potential hazards, utilities, food supplies, etc.



#### **D. Government Administrative Buildings and Other Facilities**

Governmental functions are a critical part of our communities. The restoration of these functions is the next priority. Examples include:

- Governmental and private sector facilities necessary to protect the economic viability of the county, municipalities, and our citizens.
- Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.

## IV. CONCEPT OF OPERATIONS (CONOPS)

### A. CONOPS Terminology

**Incident** – An “incident” is any occurrence that requires public safety response actions to minimize impacts to life, property, economy, and/or the environment. Incidents may last for hours or days (e.g. major fire, ice storm, power failure). Impacts may last for a very long time (bridge collapse, terror attack, train derailment). There may be several incidents at any given time. While all events, emergencies, and disasters are incidents, all incidents are not necessarily “emergencies” or “disasters” as defined in this plan.

**Event** – For the purposes of Emergency Management, “events” are a class of incident that includes pre-planned or otherwise-anticipated activities. Events often span more than one day. Although most events are not “emergencies” or “disasters” as defined in this plan, the full resources and processes of this Emergency Operations Plan are often required to manage such occurrences. For example, the Super Bowl® game is not an “emergency” but would likely require significant resources from multiple agencies from the local, state, government, and private sector.

**Emergency** – Any “incident” that has (or is likely to) rapidly overwhelm the usual and standard resources of the impacted municipalities. Alternatively, an “emergency” is also any “incident” occurring suddenly or of a duration or level of complexity that requires the jurisdiction to seek outside assistance for life safety, incident stabilization; and or recovery.

**Disaster** – A disaster is any emergency that overwhelms or threatens to overwhelm the jurisdiction's governance model in such a way as to pose a realistic threat to the ability to provide for the public safety or services without outside assistance. Most commonly in Minnesota, disasters are emergencies that overwhelm the economic capacity of the jurisdiction to function or recover due to damage to critical infrastructure, community lifelines, housing, etc. A catastrophic incident is a disaster that occurs so rapidly that the jurisdiction's governance and response are immediately and completely overwhelmed.

## **B. CONOPS Levels of Concern and Activation**

EMHS monitors the countywide situation 24/7. This plan is operationalized in one of four levels of concern:

**LEVEL 4:** "Routine Operations" - No Additional Specific Response or Notification Activities Anticipated (routine day-to-day operations).

**LEVEL 3:** "Limited Activation" – Incidents or potential incidents are occurring that require close monitoring by EMHS and/or other agencies.

**LEVEL 2:** "Partial Activation" – Incidents are occurring or anticipated that are complex or of a nature that will require coordination between multiple agencies and jurisdictions. Outside assistance may be needed.

**LEVEL 1:** "Full Activation" – Incidents or events are occurring or anticipated that pose a significant threat to overwhelm the capabilities of Ramsey County or one or more municipalities. Outside assistance will be needed.

Additional Details on the Levels of Concern are included in Emergency Support Function #5 – Emergency Management.

## **B. Coordinating Instructions**

The Director of Ramsey County Ramsey County Emergency Management & Homeland Security (RCEMHS) is responsible for coordinating overall plan development and maintenance. Situational awareness within Ramsey County is maintained via a common Computer Aided Dispatch (CAD) system and through the Common Operating Picture (COP) software system (Knowledge Center®). Ramsey County operates on the Minnesota interoperable radio system called "ARMER". RCEMHS maintains specific EOC to EOC talk groups on the ARMER system for radio communications among the municipal EMA.

All agencies and organizations involved in the execution of this plan are organized, equipped and trained to perform all designated responsibilities contained in this plan and its implementing instructions for both response and recovery operations in compliance with the National Incident Management System (NIMS). Each of the above municipalities formally adopted the NIMS and assigned formal responsibility for sending assets under mutual aid in 2005.

Each organization is responsible for filling any important vacancies, recalling personnel from leave (if appropriate), and alerting those who are absent due to other duties or assignments.

## 1. Interjurisdictional Coordination

### **Ramsey County Municipalities**

The municipal Emergency Managers maintain and update sections of this plan specific to their community. Each municipal agency is responsible for developing and maintaining internal operating and notification procedures, resource lists, operating guides and checklists needed to support their operations. All operations are designed around this Emergency Operations Plan.

Directors and Chiefs of municipal departments, business units, and organizations also maintain jurisdiction-specific training programs and schedules of training, and assignments for department personnel to enable 24/7 operations. All training and continuing education records are maintained at the administrative offices of the agency.

Each municipality maintains and operates a facility that is designated as the municipal Emergency Operations Center (EOC) and response agencies routinely establish Unified Command at a command post site identified for each incident.

EMHS provides a Mobile Incident Command Center (Type I) available for use at any one location as the command post. EMHS also operates an Incident Support Vehicle that can serve as a command post at second location.

#### **Ramsey County Agencies and Departments**

EMHS maintains and updates this plan with input and comment from each agency and department cited in this plan. The Ramsey County Duty Officer is the central coordination point between and among each county agency and department.

The Ramsey County Emergency Communications Center is the common warning point and key communication coordination entity for all agencies and departments during incidents, and is the primary point for communication coordination between county agencies/departments and municipal responders.

Each Ramsey County agency and department is responsible for developing and maintaining internal operating and notification procedures, resource lists, operating guides and checklists needed to support their operations. All emergency operations are designed around this Emergency Operations Plan.

In most cases, the functions of the RCEOC are conducted virtually or at the EMHS DOC facility and EMHS is responsible for coordination of Ramsey County activity. The full RCEOC may be opened at any time for support of longer-term and/or complex incidents.

#### **Minnesota Region 6**

Minnesota emergency management region 6 includes Ramsey County and Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Scott, Sherburne, and Washington Counties, and the cities of Minneapolis and Saint Paul. The state Homeland Security and

Emergency Management division (HSEM) assigns a Regional Program Coordinator to region 6.

The 12 jurisdictions are signatory to a Joint Powers Agreement for coordinated long-term capability enhancement and meet monthly. The core jurisdictions of Minnesota, Saint Paul, Ramsey County, Hennepin County, and Dakota County also make up the Twin Cities Urban Area Security Initiative (UASI) to address capability issues for homeland security.

Minnesota Statutes Chapter 12 provides the required legislative framework for in-state mutual aid and assistance. Ramsey County Board Resolution 2005-349 authorizes the County Manager to approve sending any Ramsey County asset (other than Sheriff's Office assets) to assist any other jurisdiction in the United States. The Ramsey County Sheriff may send any Sheriff's Office asset to assist any other jurisdiction.

#### **Blaine, Saint Anthony, Saint Paul, Spring Lake Park, Minnesota State Fair, and U of M**

Cities of Blaine and Spring Lake Park – Anoka County EMA is notified of emergencies that are outside of the normal, day-to-day response operations of the public safety agencies of these cities, including those situations that fall completely within the Ramsey County portion of these municipalities.

**City of Saint Anthony Village** - Hennepin County EMA is notified of emergencies that are outside of the normal, day-to-day response operations of the public safety agencies of these cities, including those situations that fall completely within the Ramsey County portion of the municipality. Ramsey County EMHS provides on-scene support for SWAT, hostage rescue, and hazardous materials response to the city. Hennepin County EMA is fully apprised of this role. Such responses are routine and do not automatically result in formal notifications.

**City of Saint Paul** – Although Saint Paul is the County Seat and wholly within Ramsey County, as a City of the First Class, Saint Paul maintains a separate EOP and full EMA department. RCEMHS is a part of the Incident Management Structure for major events in the city, and is part of the Saint Paul EOC staff. RCEMHS routinely responds to incidents that directly impact Ramsey County offices and agencies in Saint Paul, providing notification to Saint Paul EMA of all such responses. This includes the City-County Courthouse and the Union Depot. Saint Paul and Ramsey County also share a Common Operations Picture software system. Saint Paul Ramsey County Public Health; Ramsey County Community Human Services; Ramsey County Elections; and the Ramsey County Medical Examiner all provide their services for the City of Saint Paul. As such, regular communication and cross-planning occur between RCEMHS and Saint Paul EMA.

**Minnesota State Fair** – The Minnesota State Fair is a constitutionally separate political entity located entirely within Ramsey County. The State Fair Emergency Operations Plan

is a full Annex of this RCEOP. The State Fair integrates all public safety with the City of Saint Paul and RCEMHS.

**University of Minnesota Twin Cities – Saint Paul Campus** – The University of Minnesota (U of M) is also a separate political entity. The Saint Paul campus is located entirely within Ramsey County (Falcon Heights and Lauderdale). The U of M has its own Police Department and EMA, and receives fire and emergency medical services through a contract with the City of Saint Paul. The U of M participates regularly in joint exercises and training with Ramsey County, but maintains its own EOP.

Through this common countywide Emergency Operations Plan and the Planning Framework, Ramsey County is committed to public safety not only through shared assets and coordinated training, but also through common doctrine, common structure, and common incident management methods.

### **C. Common Response Doctrine**

A common response doctrine defines basic roles, responsibilities, and operational concepts for response between all jurisdictions and across all levels of government and with NGOs and the private sector. The overarching objective of response activities centers upon saving lives and protecting property and the environment.

The primary foundational doctrine for our countywide process are the concepts of “Leaning Forward” to anticipate and identify needs, coordinate effort, and share and obtain necessary resources swiftly; and the need to involve and consider the “Whole Community.”

#### **1. Leaning Forward**

***Mutual aid and assistance is the normal mode of operation in Ramsey County.***

It is not always obvious at the outset whether a seemingly minor event might be the initial phase of a larger, rapidly growing threat. Ramsey County's geography and population density require that the best practicable coordination efforts begin as quickly as is reasonable. To that end, Ramsey County Emergency Management & Homeland Security (RCEMHS) personnel (as lead agency in Emergency Support Function (ESF) #5 - Emergency Management) monitors incidents and staffs a 24-hour Duty Officer who is able to make all necessary notifications and begin large-scale coordinated response.

In practice, many incidents require virtually reflexive activation of inter-agency coordination protocols to forestall the incident from becoming worse or to surge more aggressively to contain it. Local agencies (law enforcement, fire, EMS, Emergency Management, etc.) typically act on independent authority as the initial and the primary responder. Incidents that require more systematic response efforts are actively coordinated through the appropriate mechanisms described in this document and in its

supporting annexes. MN Statutes Chapter 12 lays out requirements and protections for inter-jurisdictional emergency assistance and mutual aid.

Should an event or incident threaten to exhaust local resources or pose unusual levels of risk, notification to EMHS via the Ramsey County Duty Officer begins the process of initial coordination of incident assessment and response efforts. To help this to occur seamlessly, without the need for any formal trigger mechanism, EMHS routinely monitors emergency responses throughout the County and the region and will often contact local jurisdictions early in the response.

Ramsey County provides specific services for all jurisdictions including Public and Environmental Health, Community Human Services, adult and juvenile detention and corrections facilities, Community Corrections, court services (in cooperation with the state court system), Sheriff's Office (jurisdiction over all bodies of water, specialized emergency services, intelligence gathering and analysis, court security, and contract law enforcement services for many municipalities), emergency dispatch and 9-1-1 public safety answering point services (as well as overall radio systems services), Public Works support, and emergency management support.

Incident command will be established at the scene by the local responders and primary operations will occur there. As part of the doctrine of "Leaning Forward", ESF #5 is always activated. During any incident that might rise to the point of impacting the routine function of any municipality, ESF#5 personnel will actively monitor the situation in real time, and/or physically respond to the incident scene in order to gather detailed situational awareness. For larger or more complex incidents, ESF #5 will stand-up operations at the Emergency Management and Homeland Security Department Operations Center (EMHS DOC) to coordinate activities with other municipalities, county agencies, and/or ESFs.

## 2. Whole Community

***To the extent practicable, all members of our community are considered in planning, response, and recovery.***

Ramsey County Emergency Management & Homeland Security (RCEMHS) and all local Emergency Management Agencies (EMA) provide information to the public to aid in their personal preparations. Community meetings, classes, World Wide Web presence, and social networking are among the many methods used to help people to help themselves.

RCEMHS meets monthly with the municipal EMA directors and with county, state and federal law enforcement and homeland security partners. RCEMHS holds quarterly meetings with representatives of various groups representing a large cross section of our community, including private sector, utilities, NGO's, county departments, and the

access and functional needs community. These meetings include providing briefings on the overall status of the county and receiving information on the concerns and needs of the population.

In all plans, the functional needs of the community are considered, and adaptations are made for shelters, relocations centers, family assistance, etc. to cope with those needs, the needs of children, and to be cognizant of service and companion animals. While we realize that catastrophe or unforeseen circumstances will pose difficulties even with these considerations, we believe that by keeping such concepts at the forefront of our planning, our response will be improved.

Emergency Support Function (ESF) #6 (Mass Care), ESF #13 (Law Enforcement), and ESF#17 (Animal Services) specifically support these needs.

### **3. General Guiding Principles**

Five elemental principles of operation support our planning and response doctrine:

- Engaged partnerships
- Tiered response
- Scalable, flexible and adaptable operational capabilities
- Unity of effort through unified command
- Readiness to act

#### **a. Engaged Partnerships**

Effective response activities begin with a host of preparedness activities conducted well in advance of an incident. Preparedness involves a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and



developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

In addition to the Standard Operating Procedures of each agency in all Ramsey County jurisdictions, specific sectors have specific plans that support the response and recovery efforts:

- Each school and higher education institution has site-specific emergency plans and procedures.
- Each hospital has emergency plans, including plans that describe how the health care institution will handle mass casualties, hazardous materials decontamination, etc.
- Utility providers have site-and-sector-specific emergency plans. While no nuclear power plants are located within Ramsey County, the county actively participates with them and the state in ingestion pathway preparedness.

**b. Tiered Response**

Incidents must be managed at the lowest possible jurisdictional level, and supported by additional capabilities when needed.

Under the *Leaning Forward* doctrine, we do not wait until agencies are overwhelmed before requesting resources from another level of government. Incidents begin and end locally, and most are wholly managed at the local level. In Ramsey County incidents routinely require unified response from nearby local and county agencies.

When, in the opinion of those in command of the incident the usual response assets may not be enough, or when incidents threaten to become large or very complex, the on-scene commander will request additional assistance as needed.

**c. Scalable, Flexible, and Adaptable Operational Capabilities**

As incidents change in size, scope, and complexity, response and recovery activities must adapt to meet requirements.

The number, type, and sources of resources must be able to expand rapidly to meet needs associated with a given incident. Similarly, as incidents stabilize, resources must be released to their normal service in a timely fashion. Agencies consider this principle in all aspects of training, exercising, and equipment acquisition.

- d. Adherence to the principles of the National Incident Management System increases the likelihood of coordination across all levels of government.**

Once response activities have begun, on-scene actions are based on ICS principles. To save lives and protect property and the environment, decisive action on scene is often required of responders. Command, single or unified, is responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander should ensure that each incident has a designated safety officer who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans.

**e. Clear, focused communications processes are necessary for effective action.**

An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to the public, responders, and others. Well-developed public information, education strategies and communication plans help to ensure that lifesaving measures, evacuation routes, threat and alert systems, and other public safety information are coordinated and communicated to numerous diverse audiences in a consistent, accessible, and timely manner.

**f. Unity of Effort Through Unified Command**

Effective Unified Command is indispensable to response and recovery activities and requires a clear understanding of the roles and responsibilities of each participating organization. Success requires unity of effort, which respects the chain of command of each participating organization while harnessing seamless coordination across jurisdictions in support of common objectives. The NIMS, in general, and the Incident Command System (ICS) is the basis for all critical incident planning, response, and recovery. Unified command allows all agencies with jurisdictional authority and/or functional responsibility for the incident to provide joint support through mutually developed incident objectives and strategies established at the command level. Each participating agency maintains its own authority, responsibility, and accountability.

#### **g. Readiness to Act**

For individuals, households, and communities to county, state, and federal governments, all response depends on the instinct and ability to act. Effective assistance from the county to our jurisdictions requires a forward-leaning posture for incidents that have the potential to expand rapidly in size, scope, or complexity, and for no-notice incidents. All members of the community must be willing and ready to react.

### **E. Common Operational Structure**

All Emergency Management activities in Ramsey County – at either the county or municipal level – are based upon a common structure. All of these activities apply specifically to RCEMHS and in general to all agencies involved in the overall emergency management enterprise.

#### **1. Pre-Incident: Prevention activities**

- Compliance with national standards and federal, state, and local laws
- Legislative Awareness
- Continuing education and training
- THIRA and HIRA
- Preparedness Report and Gap Analysis
- Training and Exercise Plans
- Continuity of Operations Plan development and maintenance
- Continuity of Government Plan development and maintenance
- Hazard Mitigation Plan development and maintenance
- Emergency Operations Plan development and maintenance

#### **2. Preparedness: Conducting Training and Exercises**

- Analysis
- Situational Awareness and monitoring
- General public information
- Alerts and warnings
- Communications
- Operational readiness/maintenance of technology and equipment

#### **3. Response: Information/Situational awareness to leadership**

- Public Information
- On-scene assistance
- Municipal coordination
- Countywide coordination
- Statewide coordination

- National coordination
- Shelter in place/evacuation decision
- Relocation
- Shelter, Reunification, and Family Assistance Centers

#### 4. Recovery

- Re-entry
- Restoration of services/utilities
- Reunification centers
- Debris Management
- Short-term recovery
- Temporary housing
- Long-term recovery
- After-Action Report and analysis

#### 5. Mitigation

- Flood management
- Critical Infrastructure and Key Resources assessment
- National Flood Insurance Program
- Training and education (public)
- Codes

**Figure 4: The Emergency Management Enterprise Cycle**



## **F. Common Incident Management System**

All incidents in Ramsey County are managed using the tenets of the National Incident Management System (NIMS) that establish a common management doctrine nationwide. Addressing incident management from planning to communications to in the field, one critical component is the Incident Command System (ICS) that sets up a structure for management at the scene of an emergency, and situational awareness away from the scene. NIMS and ICS details may be obtained from: <https://www.fema.gov/national-incident-management-system>.

Incidents are often managed from multiple physical locations. The responsibilities of Incident Management at these locations differ. In general, the most direct management takes place at or near the scene of the incident and is managed from a “Command Post”.

If the incident is complex or occurs across multiple jurisdictions or locations, each of these locations may have its own Command Post. The interactions between the Command Post and those who set policies and priorities for the overall jurisdiction are managed at the jurisdiction’s Emergency Operations Center (EOC). Additionally, specific agencies often have many tasks to perform. In this case, agency staff may gather and coordinate their own work at their Departmental Operations Center (DOC).

NIMS and ICS provide a common structure and doctrine for ensuring that the activities at all of these potential locations are coordinated and mutually supportive.

### **1. Initial Notification, Alert, and Warning**

#### **a. Preplanned/Anticipated Events:**

- If a large event is scheduled in any jurisdiction, notice should be provided to the Municipal Emergency Manager and to the EMHS Duty Officer.
- The scheduling entity must provide this notification early in the planning process.
- The EMHS Duty Officer will provide informational notification to Ramsey County departments and leadership, and will coordinate with the Municipal Emergency Manager.

#### **b. Incidents or events that are likely to be in “the public eye” or that might inconvenience the public (planned or unplanned)**

- The Municipal Emergency Manager will coordinate with the scheduling agency’s Public Information Officer (PIO) to ensure:

- Early and accurate information about the event and potential impacts is disseminated to the public
- Concerns before, during and after the event are addressed accurately in a timely manner.

## 2. Initial (Tactical) Incident Command

- a. The first agency arriving at the scene assumes the initial role of Incident Commander.**
- b. Each agency uses their specific standard operating procedures for:**
  - the transfer of command at the scene to higher levels of authority
  - the establishment of unified command when multiple disciplines are involved at the scene

## 3. General scene operations

- a. The on-scene Incident Commander is responsible for:**
  - providing tactical command and control of the incident scene,
  - developing and carrying out plans to stabilize the incident
  - bring the incident to successful closure and return to normal
- b. In some cases, (e.g. disease management) there may be no single or specific location. In other cases, agencies need to provide structure for their own activities in support of the response. In these cases, command occurs at their own Department Operations Center (DOC).**
- c. On-scene incident commanders and operations occurring at DOC locations may need policy, priority and resource support/coordination for the larger jurisdiction.**
  - Or they may need to coordinate between multiple Command Posts and DOCs.
  - In these cases, the jurisdiction will open an Emergency Operations Center (EOC). If the incident is very large or very complex, the county will open the Ramsey County Emergency Operations Center (RCEOC) for strategic Incident Management.

## 4. Strategic Management, Coordination and Planning

- a. Municipality Activity Coordination:**
  - The Municipal EOC provides a location for the leadership of an affected jurisdiction to:
    - Coordinate between multiple scenes
    - Gather, process, and analyze data to create good situational awareness
    - Settle priority disputes, set policy, process resource requests, etc.

- Coordinate - Municipality-Wide Coordination occurs at the Municipal EOC

**b. Municipal Policy Group:**

- Lead by the City Manager/Administrator and Mayor, the Policy Group includes such senior appointed officials as needed who recommend municipal response and recovery policies and priorities to the City Council (or Town Board).
- These elected officials enact emergency governmental activities such as ordinances for the municipality and Declarations of Local Emergency.
- The Policy Group establishes and acts on legal authorities.

**c. Municipal Incident Manager (MIM):**

- The MIM is the person assigned by the City Manager/Administrator to manage all aspects of the incident at the EOC for coordination and strategic planning
- The MIM is NOT an “Incident Commander” but rather manages activities of the entire jurisdiction in support of the Incident Commander and to cope with other impacts of the incident
- Reports to the Policy Group.

**d. EOC Operations:**

- Is responsible for developing intelligence, situational awareness and a common operating picture at the EOC.
- Establishes regular contact with RCEMHS and the on-scene Incident Commander.
- Is also responsible for the physical functions of the EOC itself.

**e. EOC Planning:**

- Is responsible for anticipating upcoming needs and ensuring that currently needed resources get where they need to be.
- Will develop a written EOC Incident Action Plan for the MIM.

**f. Logistics/Resource Management:**

- Will be handled by the municipal agencies responsible for identifying resources on hand as needed by the Incident Commander and/or obtaining/contracting for needed resources not on hand.

**g. Finance:**

- The municipal agency responsible for tracking all costs related to the incident and for ensuring that all financial matters related to the incident are handled in accordance with applicable state and federal law.
- The full process of EOC incident management and operations is contained in ESF-#5: Emergency Management.

**5. Countywide Activity Coordination**

**a. On-Scene coordination**

- RCEMHS staff typically respond to incident scenes to gather situational awareness and intelligence
- In the case of multiple locations or multiple EOC activations, EMHS staff will go to the various venues in rotation
- Report directly to the EMHS DOC and/or the RCEOC if activated
- If no DOC or RCEOC activation, alternate the Director of EMHS

**b. RCEOC**

- The RCEOC provides a location for county agencies and other support agencies to support affected jurisdictions and to coordinate the response to impacts to Ramsey County functions:
  - Coordinate between multiple jurisdictions
  - Gather, process, and analyze data to create good situational awareness countywide
  - Settle priority disputes, set policy, process resource requests, etc.
  - Coordinate public information
  - Coordinate with the private sector, NGO's, and state and federal agencies

**c. Ramsey County Policy Group:**

- Is led by the County Manager and includes the Deputy County Managers and the County Strategic Team.
- Establishes and acts on legal authorities.
- Recommends overall response and recovery policies and priorities to the Ramsey County Board of Commissioners.
- The Board of Commissioners officially act to establish emergency ordinances and policies as needed, coordinate with leadership of impacted municipalities, approve emergency contracts and purchases in accordance



with county, state, and federal rules, and enact emergency governmental activities such as Declarations of County Emergency

**d. County Incident Manager (CIM):**

- The person assigned by the County Manager to manage all aspects of the incident at the EOC for coordination and strategic planning
- NOT an “Incident Commander”
- Reports to the Policy Group
- In most cases, the Director of Emergency Management and Homeland Security serves as the CIM.

**e. RCEOC Operations:**

- Responsible for developing intelligence, situational awareness and a common operating picture at the RCEOC.
- Establishes regular contact with Municipal EOC’s and the on-scene Incident Commander. Also responsible for the physical functions of the RCEOC itself.

**f. RCEOC Planning:**

- Responsible for anticipating upcoming needs and ensuring that currently needed resources get where they need to be.
- Develops a written EOC Incident Action Plan for the CIM.

**g. Logistics/Resource Management:**

- Assisted by the RCEMHS, Ramsey County Procurement is responsible for identifying resources on hand as needed by the Incident Commander and/or obtaining/contracting for needed resources not on hand.

**h. Finance:**

- The Ramsey County Finance Department is responsible for tracking all costs related to the incident and for ensuring that all financial matters related to the incident are handled in accordance with applicable county fiscal policies and state and federal law.

**6. Typical Decisions for the Policy Groups at either the municipal or county level:**

- Set and communicate jurisdiction wide priorities
- Close municipal/county offices or facilities?
- Close schools?
- Authorize overtime for government employees?
- Ensure compliance with employment rules and laws
- Cancel public events?
- Enact curfews?

- Ensure that a joint information system is established between impacted jurisdictions
- Close roads?
- Approve contracts
- Establish spending authorities and approve emergency purchases
- Authorize temporary emergency reassignment of employees to other departments?
- Establish long-term recovery planning committee

## **7. Typical Decisions for the Municipal and County Incident Managers (MIM/CIM)**

- Ensure transit needs and advise Policy Group regarding transit impacts
- Address short-term housing needs
- Identify and open shelters
- Identify and open Family Assistance Centers
- Work with Policy Group on Long-term recovery
- Review, approve, and promulgate Incident Action Plans
- Approve messaging
- Recommend contracts
- Assure the Debris Management plan is activated
- Conduct Initial Damage Assessment
- Conduct Initial Impact Assessment

## **G. Joint Information System (JIS) for Public Information**

Providing timely, accurate and consistent information to the public and government staff is critical to managing any incident. Ramsey County and each municipality has persons assigned as Public Information Officers (PIO). Most agencies involved in emergency management in any capacity also have PIOs. Coordinated messaging and active rumor control is achieved through a common Joint Information System (JIS).

### **1. Joint Information System (JIS)**

The Joint Information System will be established for any incident involving multiple jurisdictions/agencies and or that are deemed to be extremely complex.

#### **Municipal JIS**

The JIS for a municipality will be under the direction of a lead PIO designated by the City Manager or Mayor. The PIO for all municipal agencies/departments will coordinate their messages through the JIS. If a countywide JIS is established, all messaging will be coordinated through that entity.

### **Countywide JIS**

When multiple Ramsey County agencies/departments are involved in a single incident, or if the incident is complex, a countywide JIS will be established under the direction of the Ramsey County Director of Communications. The Director of Communications will serve as the lead PIO for the countywide JIS. Each agency/department PIO will coordinate messaging through the countywide JIS.

## **2. Joint Information Center (JIC)**

When necessary, a formal location will be identified and made available to the JIS and representatives of the media at which common, coordinated, and accurate information can be exchanged. This facility is called a Joint Information Center. Depending on the location, size and complexity of the incident, a JIC will be established in a location that is convenient to all parties. The primary pre-identified locations for the JIC are the Plato Conference Center (90 W. Plato Blvd, Saint Paul, MN) and the Marsden Room at Ramsey County Public Works (1425 Paul Kirkwald Dr., Arden Hills, MN). However, other sites may be used as required.

## **3. Role of the PIO**

- Identify and provide accurate information to spokespersons
- Gather/receive information from experts
- Coordinate with other PIOs involved to ensure consistency
- Monitor traditional and social media to identify rumors and unclear statements
- Develop public information/media statements

## **4. Role of Spokespersons**

- Provide a calm, credible source of information
- Work with PIO to develop and deliver messages
- When practicable, the spokesperson should be a subject matter expert or senior official

## **H. Declarations of Emergency**

### **1. Municipal Declaration of Local Emergency**

Any affected municipality may enact a Declaration of Local Emergency (Declaration) when the leadership of that municipality determine that the municipality's existing capabilities are (or will become) insufficient to cope with the impacts of the incident. The municipality will use this EOP during the incident. EMHS will lend subject matter expertise to the affected jurisdiction.

Such declarations may be made without a formal meeting of the City Council. In these cases, the declaration is valid for up to three days, during which time the City Council will need to meet and reauthorize the declaration in a public meeting. Declarations made in public meeting may have a stated end date; stated ending conditions; or may be open-ended pending additional action by the Council.

## **2. Countywide Declaration of Local Emergency**

The Ramsey County Board of Commissioners may declare a State of County Emergency for any incident, *even if no individual municipality has declared an emergency*. The Chair of the Board of Commissioners may enact a Declaration of Local Emergency (Declaration) for the entire county when the county leadership determines that existing capabilities available to Ramsey County are (or will become) insufficient to cope with the impacts of the incident. In most cases, the Chair of the Board will enact the declaration by signing a letter to that effect and instructing delivery of that declaration to the State of Minnesota.

The Director of EMHS will advise the Ramsey County Manager as to the need for a declaration and will provide the County Manager with the necessary documentation (Request for Board Action; Draft Resolution; declaration document). The County Manager will make the final recommendation to the Chair.

The Chair of the Board may sign the Declaration of Emergency without a formal meeting of the Board. In these cases, the declaration is valid for up to three days, during which time the County Board will need to meet and reauthorize the declaration in a public meeting. Declarations made in public meeting may have a stated end date; stated ending conditions; or may be open-ended pending additional action by the County Board. In most cases, the County Declaration will continue until such time as the County Incident Manager advises the County Manager that the declaration is no longer needed.

## **3. State Declaration of Emergency**

When an act of nature, an industrial accident, a hazardous materials accident, a major health threat or a civil disturbance endangers life and property and local government resources are inadequate to handle the situation, the Governor may declare a peacetime emergency. Such a declaration cannot be continued for more than 5 days, unless extended (for up to 30 days) by the state Executive Council. A declaration of emergency shall invoke necessary portions of this plan and authorize aid and assistance

thereunder. The Governor may also declare a state of emergency if a threat of armed violence, sabotage or act of terrorism is imminent.

## **I. Miscellaneous**

### **1. Situational Awareness and Common Operating Picture**

Situational awareness is maintained thorough shared access to the COP in use by the jurisdictions (Ramsey and Dakota use the Knowledge Center® system) and a dedicated ARMER talk group specific to the Region. Responses in these areas always are accompanied by email and voice notification to the EMA for Anoka, Dakota, and Hennepin counties as appropriate. After-action reports are shared with these counties as well.

### **2. Time Keeping**

The “military” time system (24-hour clock) is the standard for all activities involved with the execution of this plan with the exception of communications with the public or media, which will employ the civilian time system.

### **3. Release of Information**

Unless directed otherwise, the release of information to the public or media by Ramsey County personnel will be handled through the county's Communications Director, and the release of information to the public or media by municipal personnel will be handled through the municipal Public Information Officer (PIO) or the PIO of the response agency in command of the incident.

## **J. Notifications and Activation of the RCEOP**

### **1. General Process for Notifying Responders and Leadership**

The primary method of notification to response, planning, and regulatory agencies is via email, voice, and text messages. Ramsey County maintains an automated notification system that provides rapid messaging and that can be activated from multiple points. Predesignated message templates are in place for anticipated notices, and the system also allows for easy creation of text and voice messages.

The event or incident details are documented using the regional computerized Common Operating Picture Tool (KnowledgeCenter). All EMHS staff and County Duty Officers have a written Field Operations Guide documenting the escalation process. The Guide is maintained monthly, and reissued quarterly. All EMHS staff have a hard copy and

electronic copy. The Duty Officer has the authority to escalate any incident if analysis determines a need.

**a. Municipalities**

The EMA Director of the municipality will notify the senior elected and appointed officials, the Chiefs of the municipal Fire and Law Enforcement agencies; and the Municipal Director of Public Works. Municipalities have access to the same automated messaging system.

**b. Ramsey County Departments and Agencies**

The EMHS Duty Officer will notify the County Manager, Sheriff, and the Ramsey County directors of Public Health, Public Works, and Communications, as well as the EMA Director of the affected municipality.

**2. Initial Activation Steps**

**a. Notification of Incidents to the Warning Point**

*Routine Monitoring*

- EMHS staff routinely monitor the KnowledgeCenter system and public safety and amateur radio communications.
- Municipal EMA monitors the Knowledge Center system and public safety radio, as well as weather and media.
- Municipal EMA and RCEMHS gathers situational intelligence from various open sources and receives informational updates from law enforcement, health, and other entities.
- Municipal EMA and RCEMHS staff may be the first to identify a potential situation of greater than normal concern.
- Municipal EMA and RCEMHS staff are empowered to escalate the situation as determined by analysis

*Contact the Public Safety Answering Point (PSAP):*

- Emergencies of all types will be reported by the affected party to the local Public Safety Answering Point (PSAP). Typically, this notification will be performed by calling 9-1-1 or via the activation of automated alarm systems.
- In some cases, emergency response personnel may be the first persons to identify that an incident is occurring. In those cases, the response personnel will notify the PSAP via radio, computer, or phone. In other cases, the municipal emergency manager, or the emergency management agency of another county (or the state) may become aware that the plan must be notified. In such cases, the emergency manager notifies the PSAP or the EMHS Duty Officer directly.

- The Ramsey County Emergency Communications Center, and the White Bear Lake PSAP have technology and procedures for notifying the County Duty Officer 24/7.

**b. Notification to appointed and elected leaders**

*Municipalities*

- The incident commander will notify the elected and appointed leadership as necessary.
- The incident commander will notify the Minnesota Duty Officer as necessary

*County*

- The EMHS Duty officer will notify Ramsey County elected and appointed leadership as necessary.
- Incidents that do not require direct action by elected or appointed leadership – via email
- Incidents that pose significant likelihood of significant impacts or interruption to the county as a whole or the business functions of the county – via direct phone call
- The EMHS Duty officer will notify the State of Minnesota Regional Program Coordinator if necessary.
- The EMHS Duty officer will coordinate with the Minnesota Duty Officer as necessary.

**K. Common Response Strategy: General Cooperation**

Effective, unified response requires layered, mutually supporting planning and capabilities. The response agencies in all jurisdictions under this plan have implemented training programs to ensure that responders understand their respective roles and responsibilities and complement each other in achieving shared goals. Each governmental level plays a prominent role in developing capabilities needed to respond to incidents. This includes development and upkeep of this countywide plan, integration of local procedures into the plan framework, shared exercises and training, use of the National Incident Management System, coordinating acquisition of needed resources, and learning from past activity and best practices.

Each level of government adopts, adapts, and applies the general roles outlined in this plan. To do this, each jurisdiction has formally adopted this plan, and defined key leadership and staff functions, and work together with the county to base planning on capabilities and risks, and work together to share resources in order to build necessary capabilities.

Based on real-time assessment of the situation, the On-Scene Incident Commander (IC) may utilize multiple resources to obtain needed resources. When the IC is unable to obtain resources in a timely and effective manner, the municipality activates their Emergency Operations Center (EOC) in order to prioritize and coordinate needs. When large or extremely complex incidents occur, the Ramsey County Emergency Operations Center (RCEOC) will provide multi-jurisdictional coordination.

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

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

### **1. Response Strategy - Municipality/Local Jurisdiction Resilience**

Resilient communities begin with prepared individuals and depend on the leadership and engagement of local government, county government, NGO's, and the private sector.

Local police, fire, emergency medical services, medical providers, emergency management, public works, environmental response professionals, and others in the community are usually the first to detect a threat or hazard, or respond to an incident. They also are often the last to leave an incident site or otherwise to cope with the effects of an incident. The local senior elected or appointed official (the mayor, city manager) is responsible for ensuring the public safety and welfare of residents.

When an emergency has occurred, the local government of the jurisdiction in which it occurs has the primary responsibility to respond to save lives and property and to recover from the event. If at any point during the response or recovery the affected jurisdiction requires assistance the county is prepared to assist the effort through coordination of assets, mutual aid, personnel, and subject matter expertise.



## **2. Response Strategy - Ramsey County Resilience**

**County resiliency is based on the cooperative doctrine.**

Ramsey County is prepared to render assistance to any jurisdiction in the county or elsewhere upon request. Ramsey County is able to supplement its own emergency resources with those provided by other counties, private organizations, and volunteers. If at any point a municipality concludes that its resources are (or are likely to become) overwhelmed, the jurisdiction would declare a local emergency and request Ramsey County resources. Those resources, along with those of other jurisdictions - would then be made immediately available. The common response strategies and doctrine described in this plan and as regularly exercised, reduce the likelihood of misunderstandings and delays.

In disasters and catastrophes, the County Government will work with affected jurisdictions to set priorities and goals. RCEMHS will serve as the liaison between local and state officials, and between local and federal officials (see Emergency Support Function #5-Emergency Management).

While public health and welfare are the responsibility of all jurisdictions, the agencies tasked with assuring these are Ramsey County agencies.

Saint Paul Ramsey County Public Health and the Ramsey County Human Services Department have countywide responsibility and jurisdiction. Even in disasters of national impact, local government is closest to those impacted by incidents and so these local organizations have the lead.

County agencies may lead emergency support functions as Subject Matter Experts. When multiple jurisdictions are involved in a large or complex incident and county assistance is requested, most of the Emergency Support Functions (ESFs) lead roles transition to Ramsey County personnel. This does NOT remove responsibility OR authority from any governmental agency. The county personnel serve the leadership roles in these circumstances because they routinely function throughout the county and have the additional objectivity that comes from being less directly impacted.

## **3. Response Strategy - State and Federal**

If the capabilities within Ramsey County are exceeded, Ramsey County Emergency Management & Homeland Security (RCEMHS) will request assistance from the State. In most cases, EMHS will forward a request to the Ramsey County Board of Commissioners for a declaration of local emergency when incidents reach this scale. The Ramsey County Emergency Operations Center (RCEOC) may submit requests to adjacent or nearby county jurisdictions such as the Metropolitan Airports Commission, the Cities of St. Paul and Minneapolis, or other counties in accordance with MN Statutes Chapter 12, existing mutual aid agreements, and/or Memorandum of Understanding (MOU). Requests for

state and federal support will be requested by EMHS through the MN Homeland Security and Emergency Management (HSEM).

When the need for specialized assistance and appropriate missions are identified, the Ramsey County Sheriff may request assistance from the Minnesota National Guard. Only the Sheriff (or the Mayor of Saint Paul) may make this request. EMHS will assist the Sheriff in identifying missions that might benefit from National Guard personnel, equipment, and or expertise. The decision to activate the National Guard rests with the Governor. If activated, National Guard personnel will contact the Sheriff, EMHS, and/or the Incident Commander to discuss details and arrange logistical needs. The Adjutant General of Minnesota will make the decision as to which assets are sent to meet any particular mission.

#### **4. Response Strategy - Private Sector and NGO's**

The private sector and NGO's contribute to response and recovery through engaged partnerships with the local jurisdictions, the county, the state, and the federal governments. Private sector organizations and NGO's are encouraged to coordinate their contingency planning with the county and their local jurisdiction.

### **L. Multiple Agency Coordination System**

Planning and operations for incidents and events will follow the National Incident Management System (NIMS) and the Incident Command System (ICS).

For any event requiring coordination between multiple agencies and/or multiple jurisdictions, a formal Incident Action Plan (IAP) should be prepared by the Incident Commander and distributed as necessary (to include the municipal EOC and RCEOC).

#### **1. On-Scene Incident Management**

**Incidents will be handled at the least complex level of coordination practicable.**

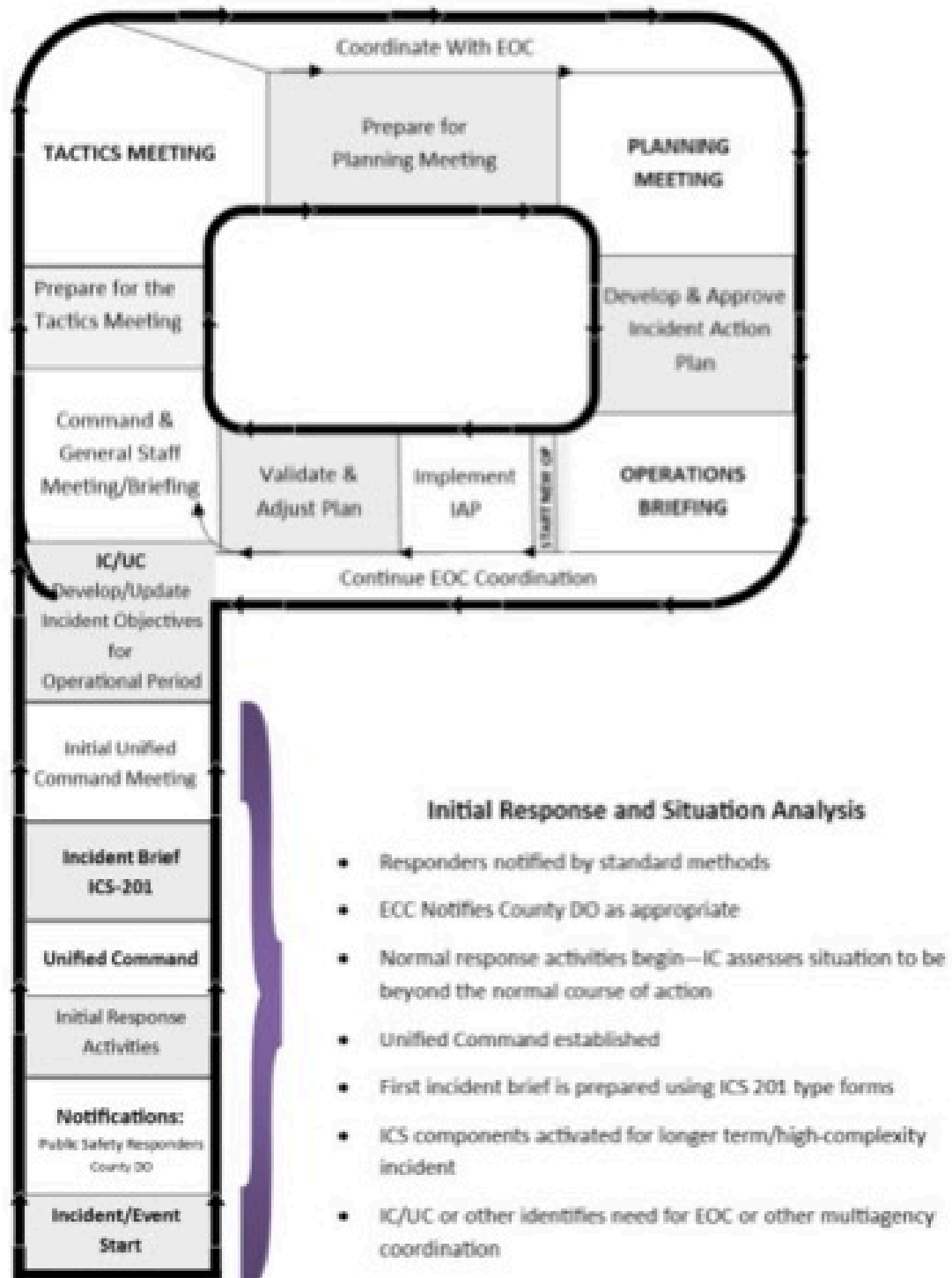
In most cases, a local On-Scene Incident Command Post (ICP) will be established. Representatives of agencies with operational and planning responsibility at the scene will gather at this location to coordinate their activities using the tenets of the ICS (either single command or Unified Command).

EMHS owns and operates a Type 1 Mobile Incident Command Center (MICC). The MICC is available to any municipality by contacting the Ramsey County Duty Officer. EMHS also operates a Type 3 MICC which may operate in support of the Type 1 asset or at a second location.

When either MICC is requested, or at the request of any municipality, or at the discretion of the County Duty Officer, EMHS personnel will respond to the scene of incidents that are or threaten to expand in size and complexity. In essence, this elevates the Emergency Level to Operational Level 3, and engages ESF #5 Emergency Management from the County and the municipality.

In such events, the Incident Commander (IC) or Unified Command (UC) will ensure the development of an Incident Action Plan (IAP) following the formalized planning process. As part of this process, the situation is continually analyzed. At any point, the IC or UC may determine the need to open the Emergency Operations Center of the affected Municipality(s) – escalating the Emergency Level to 2.

Figure 5: Incident Planning "P"



If one or more EOCs are open in support of an event or incident, the Incident Manager will prepare and disseminate a support IAP. Emergency operations and the ongoing planning for incidents and events follows a common structure that reflects the On-Scene planning cycle.

In rare circumstances, the incident may be so large as to necessitate countywide planning and/or coordination between multiple EOCs. In this case the EMHS DOC will be open, and the Ramsey County EOC (RCEOC) may be opened physically or virtually.

## 2. EOC/RCEOC Incident Management

Support for complex and expanding incidents occurs in either the municipal Emergency Operations Centers (EOC), the Ramsey County EOC (RCEOC), or both.

We recognize that not all situations rise to a level that requires the use of all aspects of this plan, and that "*emergency*" can be a broadly defined term. The doctrine of "*Leaning Forward*" anticipates that certain special events that are not emergencies will also require careful attention.

**LEVEL 4: "Routine Operations"** - No additional ESFs anticipated (routine day-to-day operations)

- ***Recommended Municipal EMA Activities:*** Engage in routine activity. When an event occurs or has the potential to occur that is outside of the normal activity, actions might include special planning, alert, notification, and situation reporting.
- ***RCEMHS Activities:*** Maintain Common Operating Picture. Monitor local, state, and national situation. Engage in routine activity. When an event occurs or has the potential to occur that is outside of the normal activity, actions might include alert, notification, and situation reporting in coordination with Ramsey County senior management, the local EMA and other appropriate municipal, County, State, private-sector, or nongovernmental partners.

**LEVEL 3: "Limited Activation"**

- ***Initiating Conditions:*** Emergency Incidents/Potential Incidents requiring close monitoring of the situation by elements of one or more ESF. Typically, ESF #5 staff leaves regular duties and directly monitors this situation.
- ***Recommended Municipal EMA Activities:*** Notification to municipal senior leadership via email or other "low key" methods. On-scene Incident Command Post (ICP) established and ICS in place. ESF#5 physically reports to ICP or in regular contact. Notification to and coordination with RCEMHS Duty Officer.
- ***Key Activation Indicators for RCEMHS and unaffected municipalities:*** Automatic notification by ECC for specific events (e.g. NTAS Alerts; HazMat; major fire; SWAT;

hostage; bomb; explosion; major infrastructure issue; continuity of government issues). Significant weather watches or winter storm warnings; Planned or spontaneous community special events; act of terrorism in the United States; specific request; “Alert” at Prairie Island or Monticello nuclear power plant.

- **RCEMHS Activities:** Maintain Common Operating Picture data. Coordinate with municipalities. Provide information to County Senior Management Team via email. Assist with EEI maintenance and dissemination. One or more staff physically reports to ICP).

#### **LEVEL 2: “Partial Activation”**

- **Initiating Conditions:** Emergency or complex potential events that require input from leadership of multiple agencies or jurisdictions to effectively manage the demands of the situation; incidents within Ramsey County that may overwhelm the capabilities of the area.
- **Recommended Municipal EMA Activities:** Notification to all municipal senior leadership. Consider physical set-up of municipal EOC (MEOC) as well as On-Scene Incident Command Post(s) as indicated, and ICS in place. Municipal ESF #5 and other agencies related to the type of incident report to MEOC physically or virtually. Gather, maintain, and disseminate Essential Elements of Information (EEI). Notification to and coordination with RCEMHS.
- **Key Activation Indicators for RCEMHS and unaffected municipalities:** One or more Municipal EOC at level 2; Tornado Warning; Metro Skywarn Network Control; significant state or national emergency; Act of terrorism within Minnesota; National Special Security Event support; any event that may require assets from other municipalities, counties, state or federal agencies; Site Area Emergency at Prairie Island or Monticello nuclear power plant.
- **RCEMHS Activities:** Typically, the RCEMHS DOC is physically activated. Maintain Common Operating Picture data. Provide information to County Senior Management Team. Assist with EEI maintenance and dissemination. One or more staff physically reports to affected municipality (if incident allows, RCEMHS staff remains at MEOC and/or scene). IAP preparation; coordination among Ramsey County agencies and between municipalities and the county. Communication and coordination as needed with the State of Minnesota.

#### **LEVEL 1: “Full Activation”**

- **Initiating Conditions:** Incidents, special events, and/or disasters involving one or more municipalities within the county, and/or multiple counties in the state including Ramsey County. Complex events involving the need for multiple ESFs; any situation that will likely exhaust the ability of the county to provide services or that will result in the need for coordination of multiple agencies and activities.

- **Recommended Municipal EMA Activities:** Notification to all municipal senior leadership. Physical set-up of Municipal EOC (MEOC); ICP with ICS as necessary. Municipal ESF #5 and other agencies related to the type of incident report to MEOC physically. Gather, maintain, and disseminate Essential Elements of Information (EEI). Notification to and coordination with RCEMHS.
- **Key Activation Indicators for RCEMHS and unaffected municipalities:** One or more Municipal EOC at level 1 or multiple MEOC at Level 2. Major continuity of government/operations for any situation that may require assets from other municipalities, counties, state or federal agencies; act of terrorism within the Twin Cities Urban Area; General Emergency at the Prairie Island or Monticello nuclear power plant.
- **RCEMHS Activities:** Typically, the RCEMHS DOC is physically activated. Maintain Common Operating Picture data. Provide information to County Senior Management Team and all municipalities. Assist with EEI maintenance and dissemination. One or more staff physically reports to affected municipality (if incident allows, RCEMHS staff remains at MEOC or scene). Activate and staff RCEMHS DOC. Consider physical activation of RCEOC. Ongoing coordination with State of Minnesota Homeland Security and Emergency Management; FEMA, and other agencies as required.

**NOTE:** Level 1 Activation indicates events that threaten to compromise the continuity of governmental functions. Normal governmental operations may be suspended. The effects of this emergency are wide-ranging and complex. A timely resolution of disaster conditions requires countywide cooperation and extensive coordination with external agencies and jurisdictions.

**Table 5: Emergency Levels and Activations**

Operational Level	EMHS DOC Activated?	Municipal EOC Activated?	RCEOC Activated?
<b>4 - Routine Operations</b>	Virtual	No	No
<b>3 - Limited Activation</b>	Virtual/Potential Physical	No	No
<b>2 - Partial Activation</b>	Yes	Potential	No
<b>1 - Full Activation</b>	Yes	Yes	Yes/Potential

### **3. Activation for Weather Watches, Warnings, and Planned Events**

In situations where advanced warning is given (e.g. during severe weather watch periods), EMHS will work with other agencies (e.g. Metro Skywarn) to position observers or spotters in advance of the potential situation. These personnel will report to the EMHS Departmental Operations Center (DOC) or EOC, which will in turn provide information to the PSAP and government authorities.

The frequency of severe weather watches and warnings in Minnesota is great enough that the operational level will remain at 3 although the EOP activity level will be categorized as partial, and the EMHS DOC will be activated.

The planning process in the EOC follows a format that reflects the incident Planning P format (see Figure 6).

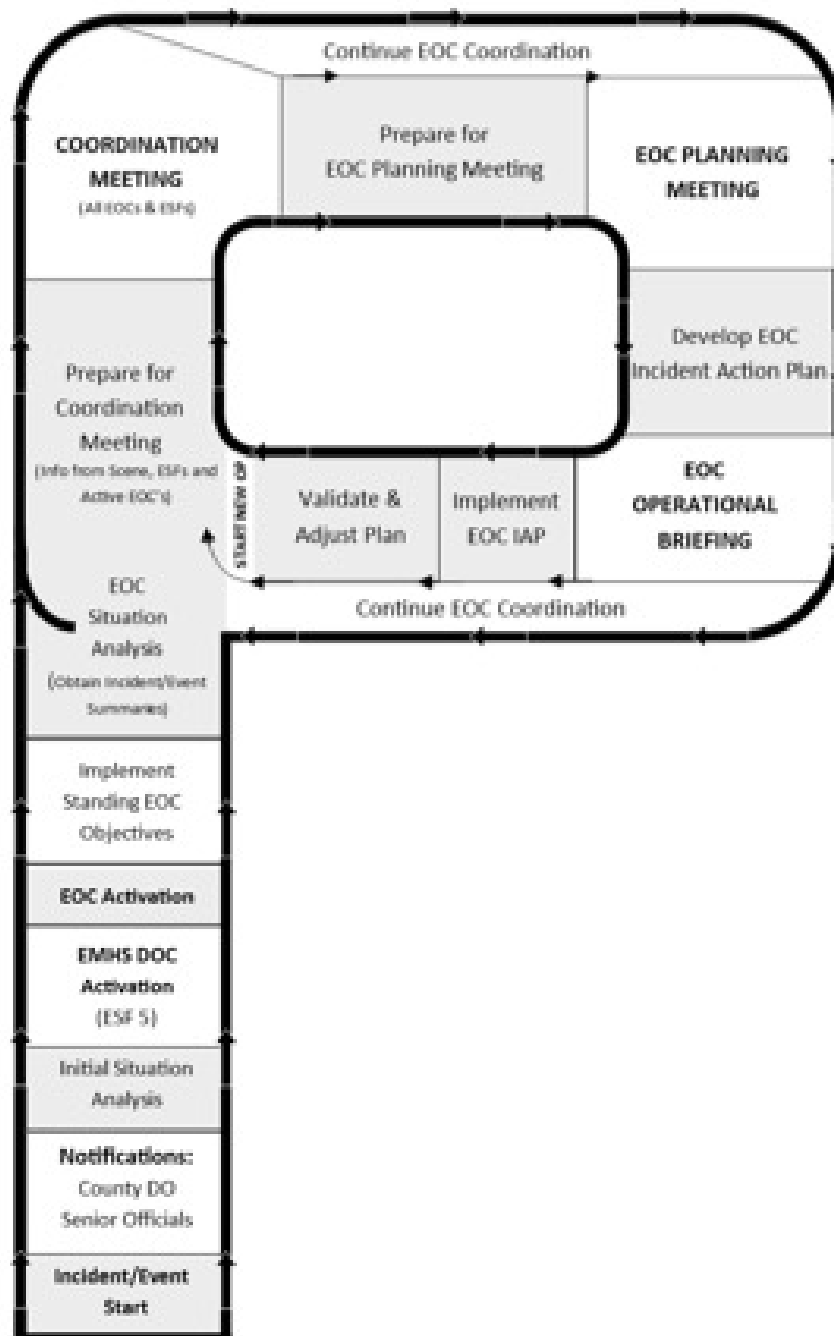
### **4. Municipal Agents Authorized to Activate the Plan**

The RCEOP is always active. At the local level, the mayor; chief administrative officer; chief law enforcement officer; fire chief; or the municipal Emergency Management Agency (EMA) director may activate additional municipal ESFs and/or request assistance from EMHS. A listing of the EMA directors of each municipality is contained in this plan. Up-to-date information is also available on the Internet at <http://www.co.ramsey.mn.us/em>.

All municipalities retain their full autonomy under the law. These municipal agents may activate any local ESF, agency, department, personnel or resources without the need to notify any other agency.



Figure 6: EOC Planning "P"



When any municipal ESF agency in any jurisdiction identifies that the emergency has or may overwhelm the jurisdiction's usual response assets, the jurisdiction's Emergency Management Agency (EMA) director will work with the mayor or chief appointed official to formally declare a state of local emergency. The municipal EMA director will notify the director of EMHS of the situation.

#### County Agents Authorized to Activate the Plan

The Ramsey County Manager, Sheriff, EMHS director, or Director of Public Health are authorized to activate additional ESF/Annex's on behalf of Ramsey County.

Additional details about planning within the EOC are found in ESF #5 Emergency Management.

### M. Emergency Support Functions (ESF)

The county disaster response resources are organized into Emergency Support Functions (ESFs). Each ESF is comprised of numerous agencies and organizations that manage and coordinate specific categories of assistance common to all disaster and emergency events. A primary agency or organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

The ESF's provide the structure for coordinating interagency support for both man-made and naturally occurring disaster and emergencies.

### N. Whole Community Operational Coordination

Community resilience and recovery are key to our CONOPS and doctrine. However, not all parts of the community are affected by a given emergency. In order to coordinate with those aspects that are affected (and to avoid burdening those not affected), we divide the "Private Sector" into twelve (12) operational sectors. These are:

1. Academic Institutions
2. Entertainment, Media, Arts, Sports and Recreation
3. Banking, Finance, Insurance, and Legal
4. Manufacturing, Industry, Chemicals, Oil & Gas
5. Construction, Development, Facility Management, Real Estate
6. Faith Based Community
7. Hospitality, Food & Beverage, Lodging, Tourism
8. Communications, Information Technology
9. Non-Governmental Organizations (NGO), Community-Based Organizations (CBO), Private Non-Profit Organizations (PNP)
10. Transportation, Automotive, Postal/Shipping, Supply Chain, Warehousing
11. Associations, Professional Services, Consulting
12. Retail, Wholesale, Grocery, Consumer Goods and Services

EMHS reaches out for input from these sectors during all-hazard and mitigation planning through the Emergency Management Council (EMC), and evaluates all twelve sectors as part of the THIRA and HIRA processes.

During a large/complex incident, representatives of these sectors are afforded space in the RCEOC, and/or are consulted virtually.

## O. Incident Management

The Emergency Operations Center (EOC) will organize using NIMS principles in support of field operations. Reflecting the Incident Command System (ICS), there are four functional branches at the county and municipal EOC level. These are: Operations, Planning, Logistics, and Finance & Administration. Standard ICS structure is followed at the scenes of incidents, while the structure is modified within Emergency Operations Centers (EOCs) to best use whichever ESFs are activated for an event. (NOTE: In most situations, few ESFs will be needed at any time, but the ESFs involved may change over time). Only those functions required for a given incident are activated to the EOC.

Illustration 1: ICS at the RCEOC

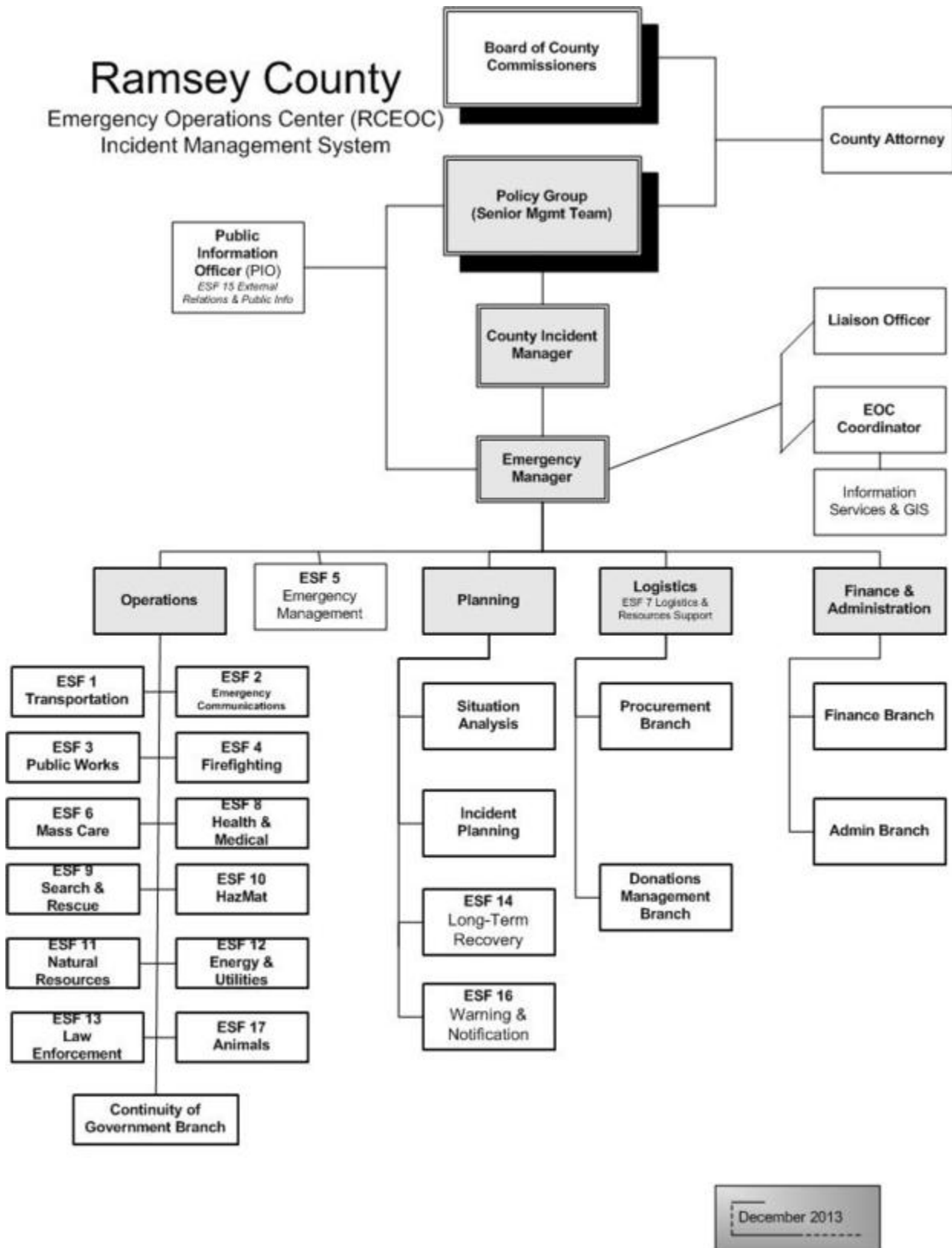
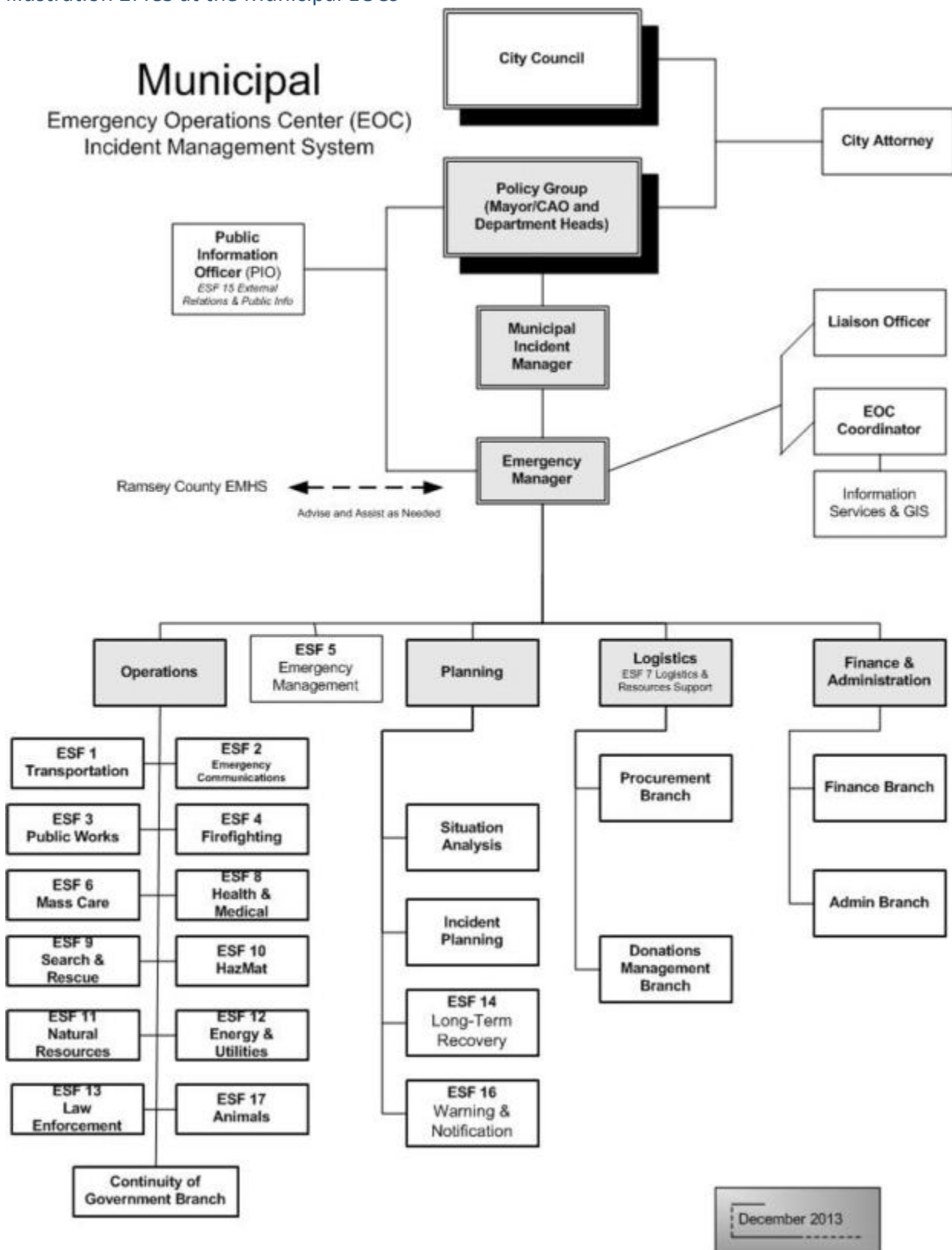


Illustration 2: ICS at the Municipal EOCs



## 1. Essential Elements of Information (EEI):

Within the Emergency Operations Center and at the Incident Command Post, there are particularly Essential Elements of Information (EEI) needed in order to plan, respond, and recover from an incident. The On-Scene Incident Commander or the Incident Manager at the EOC (or both) may be required to develop the EEI. In either case, the EEI must be shared and form the basis for developing any incident action plans. The EEI needs to be re-evaluated regularly. Development of the required EEI may be the re

**Table 6: Essential Elements of Information for Planning**

(P = Primary Responsibility to Develop; S=Secondary Responsibility to Develop)	IC Developed	EOC Developed
<b>Affected Area EEI</b>		
a. Boundaries of the Affected Area	P	S
b. Access and Egress Points for the Affected Area	P	S
c. Jurisdictional Boundaries	S	P
d. Social, Economic, and Political Impacts		P
e. Hazard Specific Information	P	S
f. Seismic and/or Other Geophysical Information		P
g. Weather Conditions/Forecasts	P	P
h. Historical and Demographic Information		P
<b>Assessment EEI</b>		
a. Predictive Modeling	S	P
b. Access and Egress Points for the Affected Area	P	S
c. Jurisdictional Boundaries	S	P
d. Social, Economic, and Political Impacts		P
e. Hazard Specific Information	P	S
f. Seismic and/or Other Geophysical Information		P
g. Weather Conditions/Forecasts	P	P
h. Historical and Demographic Information		P
<b>On-Scene Support of ICS EEI</b>		
a. On-Scene ICS Chain of Command	P	
b. Communications Table (ICS form 205)	P	P
c. IC Goals/Priorities for the Current Operational Period (OP)	P	
d. IC Objectives for Each Goal/Priority	P	S
e. On-Scene Anticipated Needs	P	S

(P = Primary Responsibility to Develop; S=Secondary Responsibility to Develop)	IC Developed	EOC Developed
<b>Response and Recovery EEI</b>		
a. Current OP EOC Chain of Command		P
b. Status of Emergency and/or Disaster Declarations (Municipal, County, State, Federal)		P
c. ESF Activations (Municipal and County)		P
d. Major Issues and Activities of Command Branches	P	
e. Major Issues and Activities of ESFs and Other Functional Areas		P
f. Key Municipal, County, State, Federal, and NGO Personnel and Organization		P
g. State Coordinating Official/Federal Coordinating Official Priorities		P
h. Donations		P
i. Status of Upcoming Activities/Events		P
j. Status of Related Efforts Under Other Emergency Authorities and/or Plans		P

## 2. Policy Group

The Policy Group is responsible for executive decision-making and focuses on the overall community strategy for the response (the On-Scene IC/UC sets tactics and strategy at the scene of the incident), the overall response priorities, and policy setting. The Policy Group meets to develop emergency policies as needed and then, as required by the particular situation, discuss the economic, political, legal, and social implications of both the threat and the response to determine the best general approach to the overall situation. The Policy Group will also begin to consider the needs of long-term community recovery.

This is a separate and distinct function from the rest of the EOC organization, which coordinates support to the IC/UC by anticipating and sourcing resources and support needs. The Policy Group does NOT direct tactical resources or activity at the scene.

At either the county or municipal EOC, the Policy Group:

- Supports the Chief Elected Official in the exercise of emergency responsibilities;
- Maintains awareness of overall departmental priorities and the impact the incident, response or recovery has on departmental operations;
- Resolves interdepartmental conflicts related to the incident (authority, jurisdiction, resources, etc.);
- Assures that authority is delegated if necessary to accomplish response and recovery objectives;

- Validates objectives, sets cost and expenditure parameters and ensures that the overall response is progressing;
- Makes agreements or commits resources or funding as may be requested by the EOC Director and/or IC/UC;
- Provides policy-level guidance, direction and decisions related to issues raised by the EOC;
- Conducts a periodic review of incident status via ICS-209, MACS/EOC Situation Report, KnowledgeCenter™ or other status tool;
- Maintains communication within departments with respect to incident status and progress;
- Communicates to the employees of the jurisdiction
- Assesses political, community and major stakeholder interests and issues; and
- With the PIO and the Joint Information System, coordinates and supports city-wide communications and messaging related to the incident.
- Facilitation and Meetings

The Policy Group for each municipality is chaired by the Chief Elected Official and facilitated by the City Manager. The Policy Group consists of the Mayor, the City Manager, City Council Members as dictated by incident needs, Department Heads, the Local Emergency Manager, and such others as designated by the Chief Elected Official. Elected Official participation must take into account Open Meeting Law issues related to quorum, notice and other legal requirements.

For Ramsey County issues, the Policy Group for each municipality is chaired by the County Manager and facilitated by the Deputy County Manager for Safety and Justice. The Policy Group consists of the County Manager, Deputy County Manager for Safety and Justice, the County Manager Executive Team, the Director of Emergency Management and Homeland Security, and such other Deputy County Managers, members of the Ramsey County Senior Management Team as dictated by incident needs, and such others as designated by the County Manager. Except as allowed under the Emergency Powers identified in the Ramsey County Charter and Ramsey County Administrative Code, financial decisions of the Policy Group may need approval of the Ramsey County Board of Commissioners.

The Policy Groups do not meet continuously. Normal county and municipal operations must be continued to the maximum extent possible consistent with achieving incident objectives. The Policy Group will meet in person or virtually on a schedule to be set by the Policy Group.



### 3. Policy Group Interface

The Policy Groups are staffed by the EMA Director.

### 4. Operations Branch:

#### a. Goals:

- Goals are outlined in each ESF section.
- Assure the continuity of government

#### b. Units/Functions:

- ESF 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, and 17
- Continuity of Government activities
- Perform assessments of risk, impact and needs
- Support the On-Scene IC
- Interface and coordinate with other EOC's
- Ensure situational awareness (including for the Policy Group)

### 5. Planning Branch:

#### a. Goals

- Monitor progress of plan during current operational period
- Lead development of IAP for upcoming OP
- Project future needs
- Write IAP for each OP – CIM Approves

#### b. Units/Functions:

- Situation Analysis
  - Gather EEI information
  - Process and disseminate
  - Develop forecasts for projection of future needs
  - Maintain Knowledge Center
- Incident Planning
  - Gather/Receive ICS Forms
  - Enter ICS Structure to Knowledge Center
  - Physically write IAP for upcoming OP
  - Obtain IAP approval from Incident Manager
  - Conduct EOC Briefings
  - Disseminate IAP
  - Develop short-term recovery strategies and plans (clean up days, etc.)

- ESF 14
  - Monitor impact to Critical Infrastructure, Key Resources, community lifelines, housing infrastructure
  - Project needs for recovery
  - Work with Ramsey County HRA to develop Long-Term Recovery Plans
- ESF 16
  - Based on projections and EEO coordinate Warning and Notification
  - Anticipate weather and other impact issues
  - Weather Monitoring
  - National Situation Monitoring
  - State Situation Monitoring

## 6. Logistics:

### a. Goals:

- Support the on-scene incident commanders' needs for material and personnel support
- Support the functioning of the Emergency Operations Center
- Stage, disseminate, track, and recover assets in support of the response and/or survivors.

### b. Units/Functions

- Procurement Branch
  - Receive requests for contracts, purchasing, leasing, etc.
  - Validate and prioritize requests
  - Forward to Finance for contracting and purchasing
  - Facilitate/Coordinate delivery and recovery of assets
  - Scene Response Support
    - *Anticipate, suggest, source on-scene feeding, toilet facilities, hydration, and fuel needs*
    - *Receive other requests*
    - *Validate and prioritize requests*
    - *Source*
    - *Stage, deliver, recover*
    - *Track assets in Knowledge Center*
- EOC Support
  - *Anticipate, suggest, and source feeding, hydration, and rest/recreation needs of EOC personnel*
  - *Receive requests*
  - *Validate and prioritize requests*
  - *Source*
  - *Deliver and recover*

- Community Support
  - *Anticipate and suggest mass feeding, hydration, and sanitation needs*
  - *Receive requests*
  - *Validate requests – some requests may not be provided via government sources*
  - *Coordinate with NGO/VOAD agencies in support of affected persons*
- Donations Management Branch
  - ANTICIPATE UNWANTED DONATIONS and arrange for storage
  - Coordinate requests for donations of any kind
  - Stage and disseminate donations
  - Financial donations are processed by the FINANCE AND OPERATIONS section

## **7. Finance/Administration:**

### **a. Goals:**

- Adequately account for all costs associated with the incident response and recovery
- Protect the financial status and holdings of the jurisdiction
- Purchase and pay for necessary items/services in a timely fashion and in accordance with applicable law
- Maximize return from potential sources such as federal or state grants, insurance, etc.

### **b. Branches/Units/Functions**

- Finance Branch
  - Establish and promulgate purchasing codes for use during this event
  - Receive validated requests from all sources
  - Research and source contracts in place/needed
  - Ensure that contracting is done in accordance with federal “Super Circular” regulations
  - Order
  - Process payments
  - Receive, deposit, track financial donations
- Admin Branch
  - Maintain all records – fiscal and other
  - Cross check personnel costs to ICS-214 and similar

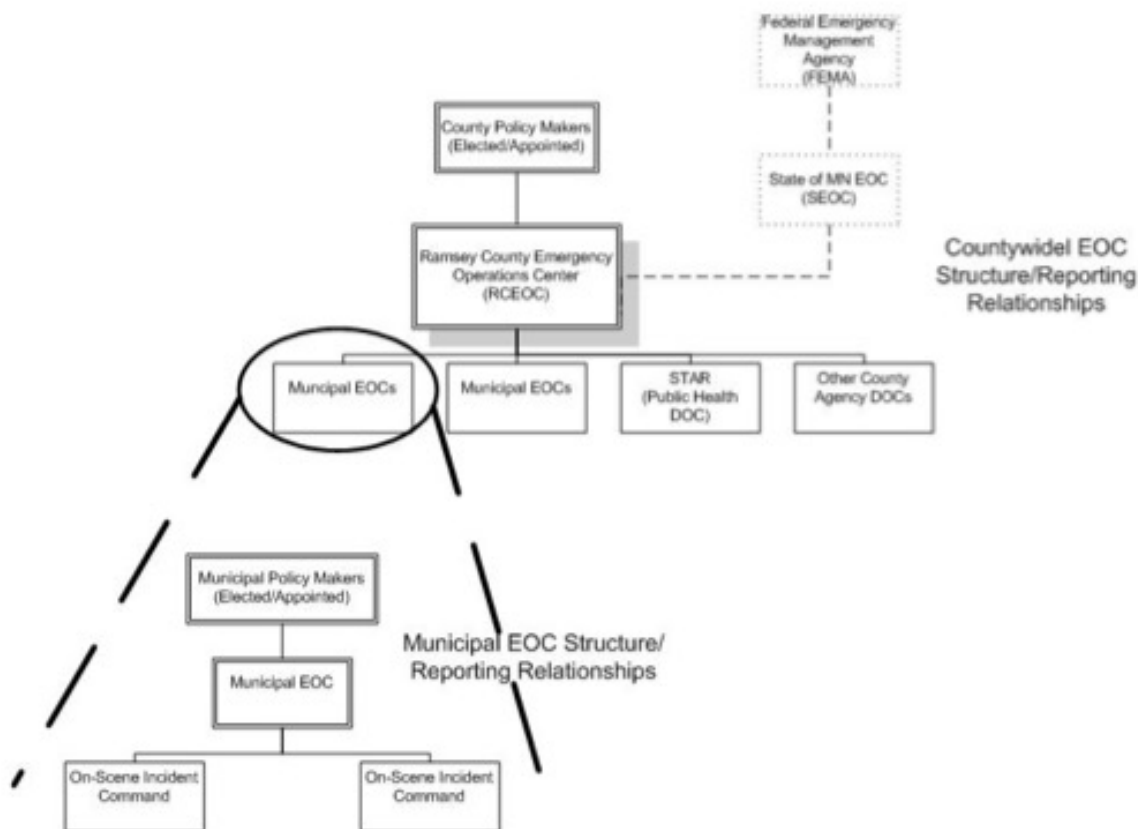
## 8. Use of the RCEOP and Emergency Operations Centers (EOC)

### a. Emergency Operations Center Structure/Reporting Relationships

Under this plan, the Emergency Operations Center (EOC) for the County and any municipality can be considered as both facility and function. First, the EOC is a *function* by which we carry out multiple agency coordination. Such coordination is most often conducted virtually through a combination of communications, Common Operating Picture software systems, and on-site/in-person presence at incident command posts. Thus, in most cases Ramsey County uses a “virtual EOC” without the need to open a formal EOC facility.

In expanding, wide area, and/or complex situations an EOC *facility* is used. Municipal EOCs provide face to face coordination and access to needed resources away from the scene for the affected jurisdiction. Elected and appointed leadership, other decision makers, staff, resource prioritization and procurement, and record keeping activities are then coordinated directly from these facilities. Each municipality maintains its own municipal EOC facility, and the county maintains both a primary and back-up EOC facility.

Figure 7: EOC Structure



The county EOC provides overall coordination between and among any municipal EOCs, overall coordination of county agency efforts in support of incidents, recovery planning and coordination, and serve as the contact point for state and federal agencies brought in for the incident.

**b. Ramsey County Emergency Operations Center (RCEOC) – Primary EOC**

For large, expanding, complex incidents, the RCEOC is the primary EOC facility. It also serves as a backup facility for the municipal EOCs.

Ramsey County Emergency Management & Homeland Security Department  
Operations Center (EMHS DOC) – Back-Up EOC

The EMHS DOC is located at 90 Plato Blvd W, Saint Paul, MN 55107. Layout and capabilities are included in ESF #5 Emergency Management and are protected non-public security information under Minnesota Law.

Most EMHS activity is coordinated from the EMHS DOC. The nature of the type of events that typically occur in Ramsey County is such that the EMHS DOC is typically the focal point for County EOC functions.

Saint Paul Ramsey County Public Health Situation Training and Response Room  
(STAR) – Public Health DOC

The STAR is located at 90 Plato Blvd W, Saint Paul, MN 55107. Layout and capabilities are included in ESF #8 Public Health and Medical and are protected non-public security information under Minnesota Law.

STAR is the primary coordination center for Public Health departmental activity and issues in the county. SPRCPH will also provide staff to the RCEOC as necessary.

**9. Standing EOC Objectives**

When any EOC is activated (physically or virtually) the overarching goal is the coordination and prioritization of support to incidents and the rapid stabilization and recovery of the affected communities. The EOC works to achieve this by various means that include:

- Ensure an information gathering process is initiated for situational awareness
- Ensure information gathering for situational awareness is ongoing and effective

- Determine and gather the Essential Elements of Information needed by County and Municipal Leaders
- Establish and maintain a Common Operating Picture for the duration of the incident
- Establish set operational periods for updates and planning
- Prepare and distribute IAP for each operational period that stresses current needs for the OP, activities and progress during the past OP, and identifies intended activity for the current OP.
- DAILY prepare a 72 hour projections of essential actions and anticipated needs

## **P. General Role of Municipal Government**

This section is a very brief overview of the general role of municipal government under this RCEOP. It is not an exhaustive description of all aspects of this role. The responsibility for responding to and recovering from incidents, both natural and man-made, begins at the local level with individuals and public officials in the jurisdiction affected by the incident. Local leaders and emergency managers prepare their communities to manage incidents locally. This plan's response doctrine plays a key role in helping community leaders to coordinate resources within jurisdictions, among adjacent jurisdictions, and with the private sector and NGOs such as the American Red Cross. This section describes the roles and responsibilities of key leadership elements within communities.

### **1. Chief Elected and/or Appointed Official**

The Mayor or city manager is responsible for ensuring the public safety and welfare of the people in that jurisdiction. This official provides strategic guidance and resources during preparedness, response, and recovery efforts. This person will serve as (or appoint) the Municipal Incident Manager (MIM) to coordinate all strategic support, response, and recovery efforts for the municipality.

Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and response. At times, these roles may require providing direction and guidance to constituents during an incident, but their day-to-day activities do not focus on emergency management and response. On an ongoing basis, elected and appointed officials may be called upon to help shape or modify laws, policies, and budgets to aid preparedness efforts and to improve emergency management and response capabilities.

Any incident can have a mix of public health, economic, social, environmental, criminal, and political implications with potentially serious long-term effects.

## 2. City Council

Significant incidents require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole. Elected and appointed officials help their communities prepare for, respond to, and recover from potential incidents. Key responsibilities include:

- Establishing strong working relationships with local city councils and with their county commissioner
- Establishing strong working relationships with core private-sector organizations, voluntary agencies, and community partners. The objective is to get to know, coordinate with, and train with local partners in advance of an incident and to develop mutual aid or assistance agreements for support in response to an incident.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
  - The jurisdiction, including persons, property, and structures.
  - Individuals with special needs, including those with service animals.
  - Individuals with household pets.
  - Encouraging residents to participate in volunteer organizations and training courses.

Local leaders also work closely with their state and federal elected delegations during incidents and on an ongoing basis regarding local preparedness capabilities and needs. These state and federal elected delegations play an important, ongoing role in supporting their constituents for effective local response and emergency planning. Members often help local leaders understand the federal resources that are available to prepare for incidents. Especially during high-consequence events, many citizens traditionally contact elected officials for assistance or information on response policies.

## 3. Municipal Incident Manager (MIM)

The Municipal Incident Manager (MIM) is NOT the same as the Incident Commander (IC). The IC provides direct strategic and tactical leadership at the scene of incidents, and establish response organizations to address the needs of the incident scene under the Incident Command System (ICS).

The MIM role is to establish the necessary local organization to coordinate and prioritize requests for assistance from the on-scene Incident Commanders (IC), sets strategic goals for municipal governmental agencies, authorizes purchases and contracts, and authorizes the

sending of municipal assets to assist outside of the municipality. The MIM and municipal emergency organization typically functions at the municipal EOC.

#### **4. Municipal Emergency Management Agency (EMA) Director**

The municipal emergency manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities.

He or she works with chief elected and appointed officials and with Ramsey County Emergency Management & Homeland Security (RCMHHS) to ensure that there are unified objectives with regard to the jurisdiction's emergency plans and activities. This role entails coordinating all aspects of a jurisdiction's capabilities.

The municipal emergency manager coordinates all components of the local emergency management program, to include assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

Other duties of the municipal emergency manager might include the following:

- Coordinating the planning process and working cooperatively with other local agencies and private-sector organizations.
- Developing mutual aid and assistance agreements.
- Coordinating damage assessments during an incident.
- Advising and informing local officials about emergency management activities during an incident.
- Developing and executing public awareness and education programs.
- Conducting exercises to test plans and systems and obtain lessons learned.
- Involving the private sector and NGOs in planning, training, and exercises.

The Ramsey County Emergency Management & Homeland Security (RCMHHS) assists local emergency management programs with these efforts.



**Table 7: Municipal EMA Directors**

**Arden Hills**

Vacant EMA Director

Phone:

*City of Arden Hills*

*1245 West Highway 96*

*Arden Hills, MN 55112-5743*

*651-792-7800*

**Gem Lake**

Bob Upzen, Mayor

Phone: 651-747-2790

Email: [City@gemlakeMN.org](mailto:City@gemlakeMN.org)

*City of Gem Lake*

*4200 Otter Lake Road*

*Gem Lake, MN 55110*

*Phone: 651-747-2790*

**Little Canada**

Donald Smiley, Fire Chief / Emergency  
Management Director

Phone: 651-766-4029

E-mail: [lcfchief1@comcast.net](mailto:lcfchief1@comcast.net)

*City of Little Canada*

*515 E. Little Canada Road*

*Little Canada, MN 55117*

*Fax: 651-766-4048*

**Blaine**

Chris Olson – Police Chief

10801 Town Square Drive NE

Blaine, MN 55449

Phone: 763-784-6700

*City of Blaine*

*10801 Town Square Drive NE*

*Blaine, MN 55449*

**Falcon Heights**

Sack Thongvanh, City Administrator

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E-mail: [sack.thongvanh@falconheights.org](mailto:sack.thongvanh@falconheights.org)

*City of Falcon Heights*

*2077 W. Larpenteur Avenue*

*Falcon Heights, MN 55113*

*Fax: 651-792-7610*

**Lauderdale**

Heather Butkowski, City Administrator

Phone: 651-792-7650

E-mail: [james.bownik@ci.lauderdale.mn.us](mailto:james.bownik@ci.lauderdale.mn.us)

*City of Lauderdale*

*1891 Walnut Street*

*Lauderdale, MN 55113*

*Fax: 651-631-2066*

**Mounds View**

Nate Harder, Police Chief/EM Director  
Phone: 763-717-4070

*Mounds View Police Department  
24012 County Road 10  
Mounds View, MN 55112  
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**Maplewood**

Steve Lukin, Chief  
Phone: 651-249-2000  
E-mail: [steve.lukin@ci.maplewood.mn.us](mailto:steve.lukin@ci.maplewood.mn.us)

*Maplewood Fire Department Fire Station 2  
1955 Clarence Street  
Maplewood, MN 55109*

**North Oaks**

James Daly, Emergency Management Director

*City of North Oaks  
100 Village Center Drive  
North Oaks, MN 55127  
651-792-7750*

**New Brighton**

Trevor Hamdorf, Deputy Director/Emergency Management Director  
Phone: 651-767-0640  
E-mail: [trevor.hamdorf@newbrightonmn.gov](mailto:trevor.hamdorf@newbrightonmn.gov)

*New Brighton Department of Public Safety  
785 Old Hwy 8 NW  
New Brighton, MN 55112  
Fax: 651-288-4110*

**Roseville**

Tim O'Neill, Fire Chief Roseville Fire Department  
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*City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113*

**North Saint Paul**

Scott Duddeck, Fire Chief  
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E-mail: [sduddeck@ci.north-saint-paul.mn.us](mailto:sduddeck@ci.north-saint-paul.mn.us)

*City of North Saint Paul  
2400 Margaret Street  
North Saint Paul, MN 55109  
Fax: 651-747-2435*

**Saint Anthony Village**

Mark Sitarz, Fire Chief/Emergency Management Director  
Phone: 612-782-3301  
E-mail: [msitarz@ci.saint-anthony.mn.us](mailto:msitarz@ci.saint-anthony.mn.us)

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3505 Silver Lake Rd.  
St. Anthony, MN 55418  
Fax: 612-781-0594*

**Spring Lake Park**

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Spring Lake Park, MN 55432  
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**Shoreview**

Dan Curley, Public Works Superintendent  
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*City of Shoreview  
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**Saint Paul**

Rick Larkin, Director  
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*St. Paul Emergency Management  
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**Vadnais Heights**

Edward Leier, Fire Chief/Emergency  
Management Director  
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*City of Vadnais Heights  
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Vadnais Heights, MN 55127  
Fax: 651-204-6133*

**White Bear Lake**

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White Bear Lake, MN 55110*

**University of Minnesota**

Lisa Dressler, Director  
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E-mail: [dem@umn.edu](mailto:dem@umn.edu)

*University of Minnesota Emergency  
Management  
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Minneapolis, MN 55455*

**White Bear Township**

William Short, Clerk/Treasurer  
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E-mail: [bill.short@ci.white-bear-township.mn.us](mailto:bill.short@ci.white-bear-township.mn.us)

*White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
Fax: 651-426-2258*

## 5. Municipal Department and Agency Leaders

The municipal emergency manager is assisted by, and coordinates the efforts of, employees in departments and agencies that perform emergency management functions. Department and agency heads collaborate with the emergency manager during development of local policies and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, environmental and natural resources agencies) are integrated into a workable plan to safeguard the community. These department and agency leaders and their staffs develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They should also participate in interagency training and exercises to develop and maintain the

necessary capabilities. In many cases, these people serve as lead agencies for the municipality's role in Emergency Support Functions (ESFs).

These officials provide strategic guidance and prioritization of resources during prevention, preparedness, response, recovery, and mitigation efforts. Overall management of emergencies, and the appointment of a local emergency manager is a key obligation of local leaders.

## **6. County Assistance to Local Jurisdiction**

The responsibility for responding to incidents begins at the local jurisdiction, and extends to the county when requested. Significant incidents require a coordinated response across agencies and jurisdictions, political boundaries, sectors of society, organizations, etc. These incidents will require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole.

The county is prepared to assist affected jurisdictions with their response and recovery efforts through coordination of assets, mutual aid, personnel, and subject matter expertise. The county is prepared to supplement its emergency resources with those provided by private organizations and volunteers.

## **7. Municipal Standard Operating Guidelines (SOG)**

All emergency response organizations in Ramsey County maintain current SOGs, resource lists, and checklists required to support those organization's operations.

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

## **8. Delegation of Emergency Authority**

The chains of succession for the signatory municipalities are established and maintained by each jurisdiction.

## Q. General Role of County Government

This section is a very brief overview of the general role of county government under this RCEOP. It is not an exhaustive description of all aspects of this role. Ramsey County's role under this plan is twofold. First, Ramsey County is responsible for ensuring the continuity of its functions and provision of services to the people of the county. Critical services of the county have been identified and Continuity of Operations Plans (COOP) for all county agencies are in place and maintained at least annually by each agency. The COOP is not reproduced in this RCEOP.

The county's other role under this plan is the coordination of all municipal EMA efforts in responding to and recovering from incidents, both natural and man-made. County agencies such as Community Human Services, Corrections, and Saint Paul Ramsey County Public Health are the sole providers of their services countywide. Emergency Management and Homeland Security is the lead coordinating agency for all aspects of Emergency Management and Homeland Security countywide, and is the point of contact and coordination between the municipalities and State and Federal Emergency Management. The Ramsey County Sheriff's Office serves as the primary law enforcement agency for seven communities, as well as having countywide law enforcement roles.

Under this plan's response doctrine, Ramsey County plays a key role in helping community leaders to prioritize and coordinate resources among adjacent jurisdictions, and with the private sector and NGOs such as the American Red Cross.

However, a key outcome of the doctrine is to maximize community resilience while minimizing the impact of disasters and the time required for recovery. When practicable, county agencies will continue to offer regular county services throughout the county even during disasters in one or more municipalities. This section describes the roles and responsibilities of key leadership elements of Ramsey County government.

### **1. Ramsey County Manager**

The County Manager is the chief administrative official of the county, responsible among many other things for ensuring that public safety and welfare agencies and policies are in place. In most cases, the County Manager has delegated specific authorities to county department directors. The County Manager appoints or serves as the County Incident Manager for emergencies and disasters.

### **2. Ramsey County Board of Commissioners**

Significant incidents require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole. Elected and appointed officials help their communities prepare for, respond to, and recover from potential incidents. Key responsibilities include:

- Evaluating and enacting such emergency resolutions and/or ordinances as necessary
- Establishing strong working relationships with municipal leadership and residents
- Establishing strong working relationships with core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging county department heads to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts.
- Understanding and implementing laws and ordinances that support emergency management and response.
- Ensuring that the Ramsey County Emergency Operations Plan takes into account the needs of:
  - The whole county, including the municipalities, persons, property, economy, infrastructure, and the environment.
  - Individuals with functional and access needs, including those with service animals.
  - Individuals with household pets.
  - Encouraging residents to participate in volunteer organizations and training courses.
  - Interface with state and federal elected delegations during incidents and on an ongoing basis regarding county prevention, planning, response, recovery, and mitigation capabilities and needs.

### **3. County Incident Manager (CIM)**

The County Incident Manager (CIM) is NOT the same as the Incident Commander (IC). The IC provides direct strategic and tactical leadership at the scene of incidents, and establishes response organizations to address the needs of the incident scene under the Incident Command System (ICS).

The CIM role is to establish an organization for countywide planning and coordination of the strategic needs of all incidents in the county, long-term coordination and recovery, and prioritizing and attempting to procure needed resources in support of all scenes within the county. The CIM typically functions at the RCEOC and coordinates countywide efforts as well as the efforts of municipal EOCs, coordinates Ramsey County agency assistance to municipalities, coordinates Ramsey County assistance to other areas of the state/nation, and coordinates all planning with municipal, state, and federal governments.

### **4. Ramsey County Emergency Management and Homeland Security (EMHS) Director**

The EMHS director has the day-to-day authority and responsibility for overseeing emergency management programs and activities countywide – including this RCEOP, the Ramsey County Hazard Mitigation Plan; the Ramsey County Continuity of Government (COG) Plan, and all Ramsey County COOP efforts.

He or she develops and maintains the Emergency Management enterprise of Ramsey County including the municipalities serves as subject matter expert on Emergency Management efforts countywide and develops and directs the EMHS organization. The EMHS Director works with all elected and appointed officials in the county and municipalities including all EMA directors and coordinates with the EMA of other jurisdictions in the state as well as the state and federal agencies with Emergency Management responsibility. The EMHS Director disseminates information to the Municipal EMA regarding new and impending changes in law and procedures regarding Emergency Management.

Before and during emergency incidents, the EMHS Director works to ensure that there are unified objectives with regard to the emergency plans and activities. This role entails coordinating all aspects of Ramsey County's capabilities.

The EMHS Director coordinates all components of the countywide emergency management program, which includes assessing the availability and readiness of local resources most likely required during an incident, identifying and correcting any shortfalls, ongoing hazards and threat analysis, and ensuring that the Ramsey County Duty Officer role is staffed 24/7

In most cases, the County Manager delegates CIM responsibility to the EMHS Director.

## **5. Ramsey County Department and Agency Leaders**

The countywide Emergency Management effort requires the efforts of leaders and employees in departments and agencies that perform emergency management-related functions. Department and agency heads collaborate with the EMHS Director during development of policies and procedures, and provide key response resources.

Ramsey County departments are the coordinating agencies for most of this plan's Emergency Support Functions. The coordinating agency provides oversight and guidance in the development and maintenance of the documents outlining the ESF roles.

Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, environmental and natural resources agencies) are integrated into a workable plan to safeguard the community.

County departments are also the primary agency for the provision of county services of some ESF's. In other cases, the county department serves as the primary agency, not because that department *provides* the service (e.g. transportation), but because the department "speaks the language" of service providers included in the ESF.

The department heads provide strategic guidance and prioritization of resources during prevention, preparedness, response, recovery, and mitigation efforts.

## 6. County Assistance to Local Jurisdiction

The responsibility for responding to incidents begins at the local jurisdiction and extends to the county when requested. Significant incidents require a coordinated response across agencies and jurisdictions, political boundaries, sectors of society, organizations, etc. These incidents will require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole.

The county is prepared to assist affected jurisdictions with their response and recovery efforts through coordination of assets, mutual aid, personnel, and subject matter expertise. The county is prepared to supplement its emergency resources with those provided by private organizations and volunteers.

## 7. County Standard Operating Guidelines (SOG)

All emergency response organizations in Ramsey County maintain current SOGs, resource lists, and checklists required to support those organization's operations.

## 8. Delegation of Emergency Authority

The chains of succession for the county are established and maintained by each department and agency.

## R. State Government Role

As the state's chief executive, the governor is responsible for the public safety and welfare of the people of Minnesota. The Governor:

- Is responsible for coordinating state resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards to include terrorism, natural disasters, accidents, and other contingencies. Under a governor's declaration has powers to make, amend, and rescind orders and regulations.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within state jurisdiction.
- Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource sharing.
- Is the Minnesota Commander-in-Chief of state military forces (National Guard when in state active duty or Title 32 status and the authorized state militias).
- Requests federal assistance when it becomes clear that state or tribal capabilities will be insufficient, have been exceeded, or exhausted.



The State Director of homeland security and emergency management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies.

## S. Federal Government Role

The federal government is responsible for:

- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), and other federal emergency plans.
- Identifying and coordinating provisions of assistance under other federal statutory authorities.
- Providing assistance to state and local governments for response to, and recovery from, a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP).
- Manage and resolve issues pertaining to a mass influx of illegal aliens.
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.

## T. Intergovernmental Mutual Aid

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

### **1. General Mutual Aid**

Municipal agencies are part of several mutual aid agreements authorizing inter-jurisdictional assistance (mutual aid) in the event of emergency request for such aid. Minnesota Statutes Chapter 12.27 authorizes such mutual aid for Emergency Management and emergency response.

Ramsey County has formally authorized the County Manager to send any county-owned asset (other than Sheriff's assets) out of the county to assist another jurisdiction, and the Ramsey County Sheriff to send Sheriff's Office assets out of the county (Resolution 2005-349).

At the state level, Director of the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) as the Governor's Authorized Representative (GAR) performs policy-making authority and commitment of state resources at the State Emergency Operations Center (SEOC).

Coordination of regional and multi-regional protective actions will occur between all impacted risk counties, other states, and the SEOC under the direction and control of the GAR. In addition, counties that are not impacted by an emergency/disaster situation may be requested by the GAR to activate their emergency operating centers to provide emergency assistance.

In the event federal assistance is required the SCO will interface directly with representatives of the federal government. If the SCO determines that the span-of-control needs to be broadened, they may designate one or more Deputy SCO's to ensure coordination between federal and state agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

## **2. Emergency Management Assistance Compact (EMAC)**

EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable.

Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation.

## **3. Federal Level**

Through the National Response Framework (NRF), the federal government provides assistance using 15 federal Emergency Support Functions (ESF's). These ESF's will establish liaison with Minnesota representatives in the SEOC.

If the disaster is major or catastrophic, HSEM will contact FEMA and request a federal liaison or alert them that the governor may submit a formal request for federal assistance.

If the president authorizes federal assistance, a Federal Coordinating Officer (FCO) is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

## **U. Intelligence and Legal Advice**

The Ramsey County Attorney's Office will provide legal advice in order to assist the proper delivery of emergency management services in accordance with applicable federal, state and

local laws, rules and ordinances, shall be provided with appropriate directory information to Ramsey County Attorney's Office staff in order to obtain legal advice.

### **1. County Attorney Advice During Emergency Situations**

The Ramsey County Attorney shall designate an attorney in the civil division who shall be the prime attorney with the responsibility of advising Ramsey County Emergency Management & Homeland Security (RCEMHS) staff in the event of an emergency or disaster. In addition, the Ramsey County Attorney shall appoint a designee to serve as a backup or an alternative source of advice under such circumstances. Further, the Ramsey County Attorney shall appoint an attorney from the prosecution division for the purpose of specifically providing advice to law enforcement and other related agencies related to the prosecution of individuals (for adult felony and juvenile crimes) taking illegal advantage of the emergency or disaster or otherwise advising county staff and EMHS on the proper prosecution of individuals during the course of such an event.

Individuals appointed by the county attorney shall be provided with adequate training on the special circumstances that may develop during an emergency or disaster situation. Special instructions shall be provided concerning those federal, state, and local laws ordinances and rules and regulations that particularly deal with the obligations and rights of various parties in such a circumstance and particularly as they may relate to the carrying out of emergency management activities by any county departments, more specifically those who are providing services pursuant to the basic plan set forth by emergency management staff and approved by the Board of Ramsey County Commissioners as more particularly described in ESF's 1-17. Emergency management services may assist in providing for the cost of such training.

### **2. Legal Guidance**

The Ramsey County Attorney's Office staff shall be aware of the various legal implications of the following statutes and how they relate to disaster and emergency situations. These statutes and regulations shall include, but are not limited to: Health Insurance Portability and Accountability Act (HIPAA); Superfund Amendments and Reauthorization Act (SARA) Title III; Comprehensive Environmental Response Compensation and Liability Act (CERCLA); Foreign Intelligence and Surveillance Act (FISA); the Minnesota Government Data Practices Act (MGDPA); Minnesota Statutes Chapter 12; and Minnesota Statutes Chapter 299K.

### **3. Legal Approval for Sharing Intelligence**

The county attorney's office will be requested to review opportunities for sharing information and procedures during emergencies and disasters and shall also focus on the following emergency management issues: donation management; continuity of operations; continuity of government; debris management; damage assessment; transportation and security; evacuation; resource management; agricultural and animal;

mass care casualty and sheltering; public works critical infrastructure utilities restoration; fire protection; search and rescue; environmental hazard response; public health; public information; incident management; communications; notification warning; and general issues.

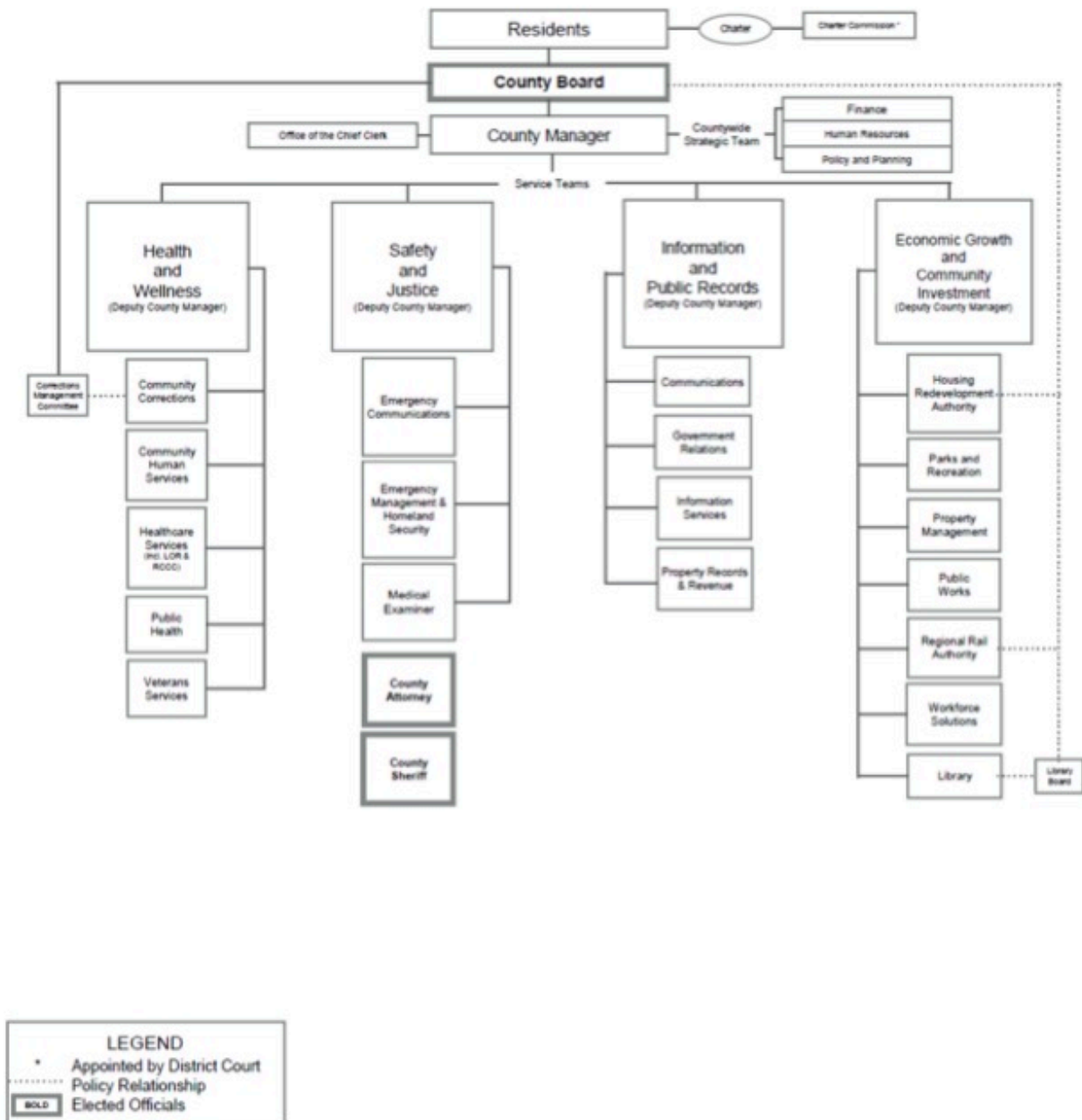
The county attorney's office shall also provide legal advice related to child welfare disaster preparedness plans as set forth in the Minnesota State Department Human Services Bulletin No. 09-68-16, in addition to such other human services plans applicable to emergencies and disasters.

## V. CONTINUITY OF GOVERNMENT

Formal Continuity of Operations Plans (COOP) are not reproduced here. The Continuity of Government Plan (COG) is a separate document, also not reproduced here. COG is activated any time any county COOP plan is activated.

### A. Delegation of Emergency Authority

Table 8: Ramsey County Table of Organization



**1. The chain of succession for the Ramsey County Manager is:**

- Deputy County Manager (DCM) Economic Growth and Community Investment
- DCM Information and Public Records
- DCM Health and Wellness
- DCM Safety and Justice
- Director of Finance

**2. The chain of succession for the Ramsey County Board of Commissioners is:**

- Chair
- Vice Chair

**3. The chain of succession for the Director of the Ramsey County Emergency Management & Homeland Security (RCEMHS) is:**

- Deputy Director
- Coordinator – Mitigation and Operations
- Coordinator - East Side & Urban Area
- Coordinator - West Side; Weather and Outreach

## **B. Data Retention and Recovery**

Ramsey County maintains a comprehensive data retention policy. The policy is administered by the Ramsey County Manager's office.

Critical data is backed up at a secure, off site, location at regular intervals. Individual agencies maintain specific policies and procedures for back-up of other critical records. These processes are maintained in the Continuity of Operations Plans (COOP) for every county department, and are considered to be protected security information.

Protected Critical Infrastructure Information (PCII) data is maintained according to the standards set by the United States Department of Homeland Security. It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency Standard Operating Procedures (SOP) and county records management policies.

## **VI. ADMINISTRATION SUPPORT**

### **A. Support for State and Federal Assistance**

In accordance with Minnesota Statutes, Chapter 12, all requests for state assistance with emergency management operations are to be made through Ramsey County Emergency Management & Homeland Security (RCEMHS). The requesting jurisdiction must certify that they have, or will have, exhausted their local capabilities to cope with the situation.

Requests for the Minnesota National Guard may only be made through the Ramsey County Sheriff.

### **B. Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency may modify selected rules and regulations that impede emergency response and recovery operations.

### **C. Reports and Records**

Upon determination of need, the director of emergency management will request and authorize additional emergency recording and reporting requirements. This is detailed further in ESF #7.

#### **1. Expenditures and Record Keeping**

Deliberate financial tracking is required to help ensure insurance reimbursement or state and federal reimbursement in the event of a presidential disaster declaration.

During emergency operations, all agencies will:

- Maintain records of expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- Develop procedures to ensure financial records clear and unambiguously identify disaster related expenditures.
- Use available resources and personnel as reasonable to cope with the emergency situation.
- Maintain sight of the mission identified in this Ramsey County Emergency Operations Plan (RCEOP) when taking actions and incurring costs.

## **2. After Action Review**

In consultation with appropriate support agencies, the agency having primary lead responsibility will develop a written critique report following the conclusion of a significant emergency event, incident, or exercise, which will be provided to the emergency management director.

The critique conducted will entail both written and verbal input from the appropriate participants, including field personnel.

## **3. Plan Development, Maintenance, and Execution**

This Ramsey County Emergency Operations Plan (RCEOP) is maintained on an interactive planning software system, hosted and backed up remotely in a secure facility. Persons with the appropriate security assignments will routinely (sometimes daily) edit the plan for issues such as misspellings; typographical errors; changes in title, name, date, phone numbers, email or physical address, etc. At least annually the plan will be converted to a printable format such as *.pdf* and posted so as to be available to the public from any library. This public version of the plan will have redacted from it all security and data-privacy related information but will otherwise be full and accurate.

The official electronic version of the plan will be formally reviewed at least annually by the MN Homeland Security and Emergency Management (HSEM) and by the emergency management council. At least annually, each municipal signatory to this plan will review the plan focusing on their municipality. At least once every four years, the plan will be reviewed by a peer county emergency management agency, written comments received, if any, will be considered by the emergency management council at a regularly scheduled meeting.

At least once every four years, this plan will be reviewed by the Region 6 Regional Review Committee (or its successor agency). All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance. After the fourth year, the plan will be substantially evaluated and rewritten as necessary, and in compliance with the policy of the MN Homeland Security and Emergency Management (HSEM). Any municipality choosing not to adopt this plan as their community Emergency Operations Plan (EOP) is responsible to prepare an individual community EOP on the same schedule as the county EOP. The county emergency management director is responsible for coordinating an annual review of the EOP with all agencies involved. Tasked agencies will notify the Ramsey County Emergency Management & Homeland Security (RCEMHS) of necessary changes.



## VII. MUNICIPAL SUCCESSION AND EOC SUPPLEMENT - FOUO

### A. Municipal EOCs and Planning Partners

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

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

EOC activation time will average less than 120 minutes.

All municipal signatories are listed below as Planning Partners for Ramsey County, MN. Copies of said agreements and adoption can be found in the File Archive.

#### Arden Hills

Planning Partner Agreements for: Arden Hills
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  Arden Hills, MN 55112 USA
<b>Primary Contact:</b> Lance Ross — Emergency Management Director
<b>Authorized Signatory:</b> William Joynes, Sr — City Administrator
Line of Succession The political succession in Arden Hills is as follows: <ul style="list-style-type: none"><li>• Mayor</li><li>• Acting Mayor</li><li>• Council Members (by order of seniority)</li></ul> The succession of management for the City of Arden Hills is: <ul style="list-style-type: none"><li>• City Administrator</li><li>• City Administrator Designee</li><li>• City Accountant</li><li>• Public Works Director</li></ul>

### Command and Control

Emergency responders will institute incident command. The Arden Hills Emergency Operations Center (EOC) will be partially activated due to potential threat to life or property from severe weather, civil disturbances, hazardous materials incidents, or terrorist activity. The EOC will be fully activated in response to emergencies engendered by any of the above or incidents involving response to the area by state or federal agencies. The EOC may be activated in response to incidents in surrounding areas. The Arden Hills Emergency Management Director is responsible for ensuring that the EOC is activated. Arden Hills EOC Staff are expected to respond to the EOC when events such as those above occur.

EOC staffing lists are on file with the Arden Hills Emergency Management Director and it includes:

- Mayor
- City Administrator or Assistant
- Planner
- City Accountant
- City Attorney
- City Engineer
- Public Works Director
- Parks and Recreation Director
- Sheriff's Representative
- Fire Chief

### Communications

The Arden Hills EOC has communications links between the city and:

- Arden Hills governmental departments (radio)
- Ramsey County public safety agencies (radio)
- Other areas and agencies (telephone)

## Falcon Heights

Planning Partner Agreements for: Falcon Heights

**Partner Type:** Municipality

**Emergency Operations Center Location:**

Falcon Heights, MN 55113  
USA

**Primary Contact:** Sack Thongvanh — City Administrator (EM Director)

**Authorized Signatory:** Sack Thongvanh — City Administrator (EM Director)

Line of Succession

Political Succession in Falcon Heights is as follows:

- Mayor
- Acting Mayor

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

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

Command and Control:

Emergency responders will institute incident command.

EOC Activation

EOC Location:

Falcon Heights

The Falcon Heights EOC will be partially activated due to potential threat to life or property from severe weather, civil disturbance, hazardous materials incident and/or terrorist activity. The EOC will be fully activated in response to actual emergencies engendered by any of the above and/or incidents involving response to the area by state or federal agencies. The EOC may be activated in response to incidents in surrounding areas.

The Falcon Heights Emergency Management Director is responsible for ensuring that the EOC is activated. All Falcon Heights EOC Staff are expected to respond to the EOC when events such as those above occur. EOC Staffing lists are on file with the Falcon Heights Emergency Management Director and includes:

- Mayor
- City Administrator
- Emergency Management Coordinator
- City Planner
- City Attorney
- City Engineer
- Public Works Director
- Parks and Recreation Director
- St, Anthony Police Representative
- Fire Chief

Communications

The Falcon Heights EOC has communications links between the City and:

- Falcon Heights governmental departments (radio)
- Ramsey County & Hennepin County public safety agencies (radio)
- Other areas and agencies (telephone)

## Gem Lake

Planning Partner Agreements for: Gem Lake
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  ,
<b>Primary Contact:</b> Robert Upzen — Mayor
<b>Authorized Signatory:</b> Robert Upzen — Mayor
<p>Line of Succession</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Acting Mayor (selected by City Council persons each year)</li> <li>• Most Senior Council person</li> <li>• Other City Council Persons in order of seniority</li> <li>• City Clerk</li> </ul> <p>Command and Control issues</p> <p>Law enforcement is by contract with the Ramsey County Sheriff (one of the Contract Cities)</p> <p>Fire and Paramedic Services by yearly contract currently with the City of White Bear Lake The Mayor is the designated Emergency Services Director.</p> <p><u>EOC Location:</u></p> <p>The City of Gem Lake owns no public buildings and does not maintain a location to use as an EOC.</p> <p>Communications</p> <p>All public safety services are provided by outside agencies. The PSAP should directly contact the EMHS Duty Officer in a major emergency in the City of Gem Lake. Gem Lake has indicated that they will need immediate help from the County and their contracted law enforcement and Fire/Paramedic providers. The City of Gem Lake will be totally dependent on Ramsey County EMHS and directly adjacent Emergency Services if an emergency happens in the City of Gem Lake.</p>

## Lauderdale

Planning Partner Agreements for: Lauderdale
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  Lauderdale, MN 55113 USA
<b>Primary Contact:</b> Heather Butkowski — City Administrator
<b>Authorized Signatory:</b> Heather Butkowski — City Administrator
<p>Line of Succession:</p> <p>In the City of Lauderdale, the mayor is responsible for providing overall direction and control of city government resource. The city emergency management director will serve in a staff capacity to the mayor, and will coordinated emergency operations. The city emergency management director will also serve as a liaison with the Ramsey County EMHS director.</p> <p>Direction and control for the city’s response will take place from the Lauderdale EOC</p> <p>Mayor</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Acting Mayor</li> <li>• Council member (based on seniority)</li> </ul> <p>Emergency Management Director</p> <ul style="list-style-type: none"> <li>• City Administrator</li> <li>• Assistant to the City Administrator</li> </ul> <p>Public Works Director:</p> <ul style="list-style-type: none"> <li>• Public Works Coordinator</li> <li>• Maintenance</li> </ul> <p>Command and Control issues</p> <p><u>Mayor and/or City Administrator</u> – overall supervision of operations; communications with various state and federal agencies; communications with media; assist with all formal public information releases.</p> <p><u>EM Director</u> – Overall emergency and resource management; EOC management; crisis relocation and evacuation.</p> <p><u>Attorney</u> – legal counsel; intelligence and general public information; documentation, records and reports.</p>

Assistant to the City Administrator – financial services; assembly of maps and other data for presentation.

Public Works – field surveys and damage assessment; emergency engineering services; emergency repairs and cost estimating.

Maintenance – emergency water, sewer, and electrical services; emergency personnel and equipment; equipment management; roadway clearing and debris removal; emergency repairs

Lead PIO - Mayor and/or City Administrator

Other areas and agencies:

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

EOC Phone:

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

Communications

The Lauderdale EOC has communications links between the City and:

- Lauderdale governmental departments (radio)
- Ramsey County Sheriff Dispatch (radio)
- St. Anthony Police Department (radio)
- MINSEF (radio)

EOC SET-UP:

GROSS SQUARE FEET:

GENERATOR:

INTERNET CONNECTED:

KITCHEN:  
SLEEPING AREA:

### Little Canada

Planning Partner Agreements for: Little Canada
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  Little Canada, MN USA
<b>Primary Contact:</b> Donald Smiley — Fire Chief/Emergency Manager
<b>Authorized Signatory:</b> Joel Hanson — City Administrator
<p>Line of Succession</p> <p>The Mayor of Little Canada is responsible for providing overall direction and control of city government and resources. The line of succession is:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Acting Mayor</li> <li>• City Council</li> </ul> <p>The Emergency Management director will serve in a staff capacity to the mayor and will carry out processes and directives, and coordinate emergency operations. The line of succession is:</p> <p>LEAD PIO: Mayor, and or City Administrator</p> <p>LINE OF SUCCESSION:</p> <p>MAYOR: Mayor Mayor Pro-Tempore</p> <p>EMERGENCY MANAGER: Emergency Management Director Ramsey County EMHS Coordinator An emergency management director from a neighboring community</p> <p>PUBLIC WORKS: Public works Director Lead worker</p>

## EOC Activation

### EOC LOCATION/ADDRESS:

Little Canada, MN  
Conference Room

### **EOC PHONE LIST** (Phone Number and agency or person assigned):

main number then rolls over to several other lines.

No specific lines assigned.

### EOC SET-UP:

GROSS SQUARE FEET:

GENERATOR:

INTERNET CONNECTED:

KITCHEN:

SLEEPING AREA:

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

- Mayor
- City Administrator
- Director of Emergency Management
- City Planner
- Public Works Director
- Parks and Recreation Director
- Ramsey County Sheriff's Representative
- Fire Chief

### Communications

The Little Canada EOC has communications links between the City and:

- Little Canada governmental departments (radio)
- Ramsey County Sheriff Dispatch (radio)
- MINSEF (radio)

Other areas and agencies (telephone)



## Maplewood

<b>Planning Partner Agreements for: Maplewood</b>
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  Maplewood, MN 55109 USA
<b>Primary Contact:</b> Fire Chief/EM Director
<b>Authorized Signatory:</b> City Manager
<b>Line of Succession</b> Mayor - ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. Acting Mayor Next Council person in the door City Manager Acting City Manager
<b>Command and Control Issues</b>  <u>For Emergencies/Limited Scope Disasters:</u>  An incident command system (ICS) may be established to direct the initial response by city forces to the event. (If ICS is implemented, the first arriving senior official will serve as the incident commander until he/she is properly relieved). If organizational control of the incident escalates beyond the capability of field command, the City Emergency Operating Center (EOC) may be activated to provide overall command of the incident.  <u>For Emergencies of Larger Scope:</u>  The City EOC will likely be activated when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved. Activation may be requested by the Incident Commander, the Emergency Management Director, the Mayor, or City Council.

### **Designated Incident Commanders**

- Public Safety Director
- Fire Chief
- Deputy Police Chief and Deputy Fire Chief
- Police Captain
- Fire Paid-Per-Call Chief
- Fire Captain
- Police Sergeants

**LEAD PIO:** Mayor

### **EOC Activation**

Direction and control of Maplewood's response to disaster will be carried out at the EOC. If for some reason the EOC is not usable at the time of a disaster, the Ramsey County EOC will serve as the alternate EOC.

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

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

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

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

1. The EOC may be partially activated due to a potential threat to life or property from severe weather (e.g. tornado, blizzard); hazardous materials incident/accident that is beyond the capabilities of field operations, pipeline leaks and by us going to a level red.
2. The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown or pipeline leak which causes damage to the public or private sector and

requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies (including county, federal, or state as well as surrounding municipalities) or enemy attack.

### **EOC Staffing**

EOC Staffing lists are on file with the Maplewood Emergency Management Director and include:

- Mayor
- City Manager
- Emergency Management Director
- Public Safety Director
- City Planner
- Finances Director
- City Attorney
- City Engineer
- Public Works Director
- Parks and Recreation Director
- Fire Department Representative
- EMS Representative

Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC. Each department/agency shall develop a checklist of responsibilities to be carried out by its EOC representative. This checklist will indicate when additional EOC staff will be required and when they should be released from the EOC.

Ramsey County EMHS may be requested to provide a representative to the EOC to coordinate the county's response. Space will be provided in the EOC for county, state, and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. City officials, however, will remain responsible for providing direction and control of the city's response to a disaster.

Family members of EOC staff or essential workers may be relocated to the Maplewood Community Center for their safety and security if they wish.

**EOC LOCATION/ADDRESS:**

Maplewood, MN 55109

**EOC PHONE LIST**

The EOC Phone list is maintained by the Emergency Manager

Primary EOC Phone:

EOC SET-UP:

GROSS SQUARE FEET:

GENERATOR:

INTERNET CONNECTED:

KITCHEN:

SLEEPING AREA:

FLOOR PLAN:

**Mounds View**

Planning Partner Agreements for: Mounds View

**Partner Type:** Municipality

**Emergency Operations Center Location:**

Mounds View, MN  
USA

**Primary Contact:** Steve Menard — Deputy Police Chief

**Authorized Signatory:** Jim Ericson — City Administrator

Line of Succession

The Mayor of Mounds View is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

1. Mayor

2. Acting Mayor
3. City Administrator
4. Finance Director
5. Community Development Director

The Mounds View Emergency Management Director will serve in a staff capacity to the Mayor, will implement this plan, and will coordinate emergency operations. Line of succession to the Mounds View Emergency Management Director is as follows:

1. Deputy Police Chief
2. Fire Chief
3. Police Sergeant

#### Command and Control issues

The Mayor will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The City Emergency Management Director will serve in a staff capacity to the Mayor, will implement this plan, and will coordinate emergency operations. Direction and control of the City of Mounds View response to a major disaster will be carried out at the Emergency Operating Center (EOC). The city EOC is located at .

#### For Emergencies/Limited Scope Disasters

An incident command system (ICS) will be established to direct the initial response by city forces to the event. (If ICS is implemented, the first arriving senior official will serve as the incident commander, until he/she is properly relieved). If organizational control of the incident escalates beyond the capability of field command, the City Emergency Operating Center (EOC) may be activated to provide overall command of the incident. This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved. Activation may be requested by the Incident Commander, the E.M. Director or Deputy, Mayor or City Administrator

#### DESIGNATED INCIDENT COMMANDERS

- Police Chief Nate Harder
- Fire Chief Charlie Smith
- Deputy Fire Chief
- Mounds View Police Sergeants

#### City of Mounds View

#### Emergency Staff Organization

#### EOC Activation

The EOC may be activated in response to a major disaster/ emergency resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touch down or pipeline leak which causes damage to the public or private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several

agencies (including county, federal; or state as well as surrounding municipalities) or enemy attack; or an incident beyond the capabilities of typical field operations.

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

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

If for some reason the EOC is not usable at the time of disaster, the

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

#### Responsibilities for EOC Activation

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, Mounds View's emergency management director is responsible for ensuring that the EOC is activated according to the criteria described above. EOC Staffing lists are on file with the Mounds View Emergency Management Director and includes:

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

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

#### Communications

The Mounds View EOC has the capability of communicating with: county, other municipalities within the county, local hospitals, state and regional EOC's, city (field) units, RACES, the county communications van etc.

The Mounds View EOC communications equipment is not protected from the effects of electromagnetic pulse (EMP). If determined necessary, Ramsey County will activate its communications van to serve as a communications link between field forces and the EOC. This van can be accessed by calling ( , or ( .

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

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

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

Ramsey County EMHS may be requested to provide a representative to the EOC to coordinate the county's response. Space will be provided in the EOC for county, state, and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. City officials, however, will remain responsible for providing direction and control of the city's response to a disaster.

## New Brighton

Planning Partner Agreements for: New Brighton
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  New Brighton, MN 55112
<b>Primary Contact:</b> Trevor Hamdorf — Deputy Director/Emergency Manager
<b>Authorized Signatory:</b> Dean Lotter — City Manager
<p>Line of Succession</p> <p>The Mayor of New Brighton is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:</p> <ol style="list-style-type: none"> <li>1. Mayor</li> <li>2. Acting Mayor</li> <li>3. City Manager</li> <li>4. Assistant City Manager</li> </ol> <p>Command and Control issues</p> <p>For Emergencies/Limited Scope Disasters</p> <p>An incident command system (ICS) may be established to direct the initial response by <b>city</b> forces to the event. (If ICS is implemented, the first arriving senior official will serve at the incident commander until he/she is properly relieved). If organizational control of the incident escalates beyond the capability of field command, the City Emergency Operations Center (EOC) may be activated to provide overall command of the incident. This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved. Activation may be requested by the Incident Commander, the Emergency Management Director or deputy, the Mayor, or City Council.</p> <p><b>DESIGNATED INCIDENT COMMANDERS</b></p> <ul style="list-style-type: none"> <li>• Director Tony Paetznick</li> <li>• Deputy Director Dan Olson</li> <li>• Deputy Fire Chiefs Schute and Kresbach</li> <li>• Sgts Moore, Nelson, Sypniewski, Emerson, Singer</li> </ul> <p><b>LEAD PIO:</b> Mayor</p>



### EOC Activation

Direction and control of New Brighton's response to disaster will be carried out at the EOC, located in the Fire Station. If for some reason the EOC is not usable at the time of a disaster, the Family Service Center will serve as the alternate EOC. The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve:

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

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

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

### Responsibilities for EOC Activation

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

### EOC Staffing

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

- Mayor
- City Administrator
- Emergency Management Director/Director of Public Safety
- City Planner
- City Attorney

- City Engineer
- Public Works Director
- Parks and Recreation Director
- Police Representative
- Assistant Fire Chief

Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC (Each department/agency shall develop a check list of responsibilities to be carried out by its EOC representative.) This checklist will indicate when additional EOC staff will be required and when they should be released from the EOC.

Ramsey County EMHS may be requested to provide a representative to the EOC to coordinate the county's response. Space will be provided in the EOC for county, state, and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. City officials, however, will remain responsible for providing direction and control of the city's response to a disaster.

Family members of EOC staff or essential workers may be relocated to the Family Service Center for their safety and security if they wish.

**EOC LOCATION/ADDRESS:**

New Brighton, MN 55112

**EOC PHONE LIST** (Phone Number and agency or person assigned):

The EOC Command Phone number is

EOC is responsibility of  
Trevor Hamdorf –  
Dan Olson –

**NOTE:** The New Brighton EOC also serves as the State of Minnesota's Regional Operations Center for major events. Minnesota HSEM and the City of New Brighton have in place written agreements for the functioning of these co-located facilities.

**EOC SET-UP:**

GROSS SQUARE FEET:

GENERATOR:

INTERNET CONNECTED

KITCHEN:

SLEEPING AREA:

FLOOR PLAN:

## North Oaks

Planning Partner Agreements for: North Oaks
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  , USA
<b>Primary Contact:</b> Jim Daly — EM Director
<b>Authorized Signatory:</b> Mike Robertson — City Administrator
<p>Line of Succession</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Deputy Mayor</li> </ul> <p>Command and Control issue:</p> <p>The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County Division of Emergency Management and Homeland Security.</p> <p>EOC Activation:</p> <p>The City of North Oaks does not maintain a full EOC capability. In the event of major emergency, the city will request the assistance of Ramsey County EMHS and neighboring communities for EOC operations. The city will use existing city structures as necessary for EOC meeting space.</p>

## North St. Paul

Planning Partner Agreements for: North St. Paul
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  North St. Paul, MN USA
<b>Primary Contact:</b> Scott Duddeck — Fire Chief/Emergency Manager
<b>Authorized Signatory:</b> Jason Ziemer — City Manager
<p>Line of Succession</p> <ul style="list-style-type: none"> <li>• Mayor</li> </ul>

- City Manager

Command and Control issues:

The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County Division of Emergency Management and Homeland Security.

EOC Activation

Location:

North St. Paul.

EOC Staffing lists are on file with the North St. Paul Emergency Management Director and includes:

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

## Roseville

Planning Partner Agreements for: Roseville
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  Roseville, MN USA
<b>Primary Contact:</b> Tim O'Neil — Chief/EM Director
<b>Authorized Signatory:</b> Patrick Trudgeon — City Manager
Line of Succession

Administrative command for emergency operations:

- Mayor
- Emergency Management Director
- City Manager
- Police Chief
- City Engineer

Command and Control issues

EOC Activation

Location:

Roseville, MN

Phone:

EOC Set Up

The EOC has alternate power capabilities (generator)

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

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

## Shoreview

Planning Partner Agreements for: Shoreview

**Partner Type:** Municipality

**Emergency Operations Center Location:**

Shoreview, MN 55126  
USA

**Primary Contact:** Dan Curley — Superintendent/EM Director

**Authorized Signatory:** Terry Schwerm — City Manager

#### LINE OF SUCCESSION / SUCCESSION OF AUTHORITY

- Mayor
- Acting Mayor
- City Council members (by seniority)

#### SUCCESSION OF MANAGEMENT

- City Manager
- Assistant city Manager
- Most senior of Finance Director or Public Works Director
- Parks and Recreation Director

The Emergency Management Director serves in a staff capacity to the Mayor and coordinates planning for the City.

#### COMMAND AND CONTROL ISSUES

The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County and to the State of Minnesota Divisions of Emergency Management and Homeland Security.

#### EOC ACTIVATION

Location:

The City of Shoreview Emergency Operations Center (EOC) is located in the lower (downstairs) level Conference Room of the City Hall. EOC staff will be expected to automatically report to the EOC. However, the Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria established in this plan.

The Lake Johanna Fire Chief and/or the Ramsey County Sheriff's office will establish an on-scene command post. Major decisions involving issues that go beyond immediate on-scene activities will be coordinated by the City Manager or the EOC Operations chief.

The EOC is equipped with emergency power. Room size: 24½ ft. x 14ft. Toilet, shower and kitchen facilities are located nearby in the building.

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

- Mayor
- City Manager
- Emergency Management Director

- City Planner
- City Attorney
- City Engineer
- Public Works Director
- Parks and Recreation Director
- Police Representative
- Fire Department Representative

#### COMMUNICATIONS:

The EOC phone is . A “pass-through” phone number is . There are 10 additional phone patches. The EOC is equipped with cable TV; Some County Emergency Radio channels; City Public Works Radio ( . ) and all necessary equipment, paperwork, etc.

Communications with city forces are via radio, land-line, and cellular phone. Communications with adjacent cities, and other governmental agencies including Ramsey County are via landline and radio. Internet is also available.

### St. Anthony

Planning Partner Agreements for: Saint Anthony

**Partner Type:** Municipality

**Emergency Operations Center Location:**

St. Anthony, MN  
USA

**Primary Contact:** Mark Sitarz — Chief/EM Director

**Authorized Signatory:** Mark Casey — City Manager

The City of Saint Anthony lies primarily in Hennepin County.  
Parts of Saint Anthony also extend into Ramsey County.

- Line of Succession
- Mayor
- City Manager

Command and Control issues

The direction and control of government operations from a central protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. St. Anthony utilizes the Minnesota approved Incident Command System.

The City Manager is responsible for providing overall direction and control of City government resources involved in the response to a disaster. The Emergency Management Director will serve in a staff capacity to the City Manager and will coordinate all aspects of this plan in relation to the City of St. Anthony. The Emergency Management Director will also serve as a liaison with the Ramsey County Division of Emergency Management and Homeland Security.

#### EOC Activation

Location:

St. Anthony, MN

Direction and control of the City's response to a major disaster will take place from the City Hall Emergency Operating Center (EOC). EOC Staffing lists are on file with the St. Anthony Emergency Management Director and includes:

- Mayor
- City Manager
- Emergency Management Director
- City Planner
- City Attorney
- City Engineer
- Public Works Director
- Police Representative
- Fire Chief

#### Communications

St. Anthony communications are provided through Hennepin County.

### Vadnais Heights

Planning Partner Agreements for: Vadnais Heights
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>
USA
<b>Primary Contact:</b> Edward Leier — Chief/EM Director
<b>Authorized Signatory:</b> Kevin Watson — City Administrator
Line of Succession (none listed)



#### Command and Control issues:

The Mayor is responsible for providing overall direction and control of government resources involved in the response to a disaster. The city emergency management director will serve in a staff capacity to the mayor, and will coordinate emergency operations. The city emergency management director will also serve as a liaison to the Ramsey County Division of Emergency Management and Homeland Security.

#### EOC Activation

Location: Vadnais Heights, MN.

#### Staffing:

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

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

#### Communications:

Communications with city forces are via radio, land-line, and cellular phone

Communications with adjacent cities, and other governmental agencies including Ramsey County are via land-line and radio.

### White Bear Lake

Planning Partner Agreements for: White Bear Lake

**Partner Type:** Municipality

**Emergency Operations Center Location:**

White Bear Lake, MN 55110  
USA

**Primary Contact:** Dale Hager — Police Captain/EM Director

**Authorized Signatory:** Ellen Richter — City Manager

Line of Succession

- Mayor
- City Manager
- Police Chief
- Admin Captain

Or

- Mayor
- City Manager
- Fire Chief
- Station Chiefs

Command and Control issues:

MAYOR: Jo Emerson

EMERGENCY MANAGER: Police Captain Dale Hager

PUBLIC WORKS: City Engineer Mark Burch, Supervisor Gene Smith

DESIGNATED INCIDENT COMMANDERS - .

At time of writing: Admin Captain, Police and Fire Chief

LINE OF SUCCESSION:

POLICE:

Chief

Admin Captain

Operations Division Captain

FIRE:

Chief

Assistant Chief's

District Chiefs, Captains

Lieutenants

EOC SET-UP:

GROSS SQUARE FEET:

GENERATOR:

<p>INTERNET CONNECTED:</p> <p>KITCHEN:</p> <p>SLEEPING AREA:</p> <p>FLOOR PLAN:</p>
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### White Bear Twp

Planning Partner Agreements for: White Bear Township
<b>Partner Type:</b> Municipality
<b>Emergency Operations Center Location:</b>  
<b>Primary Contact:</b> Bill Short —Clerk/Treasurer
<b>Authorized Signatory:</b> Bill Short —Clerk/Treasurer
Townships fall under the County and are not required to maintain separate systems

## VIII. GLOSSARY OF TERMS

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

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

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

0-9

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

A

**ALOHA** – Aerial Locations of Hazardous Atmospheres

**ARC** – American Red Cross

B

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

## C

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

**CAP** – Civil Air Patrol

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

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

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

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

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

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

## D

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

**Decontamination** – The reduction or removal of contaminating radioactive or other hazardous material from a structure, area, object, or person. Decontamination may be accomplished by 1) treating the surface so as to remove or decrease the contamination;

1. letting the material stand so that the radioactivity is decreased as a result of natural decay; and 3) covering the contamination.

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

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

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

**DO** – Duty Officer

E

**EAS** – Emergency Alert System

**EMC** – Ramsey County Emergency Management Council

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

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

**EMS** – Emergency Medical Services

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

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

**EOT** – Ramsey County Emergency Operations Team

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

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

**ERP** – Emergency Response Plan

**ESF** – Emergency Support Function

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

F

**FBI** – Federal Bureau of Investigation

**FCO** – Federal Coordinating Officer

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

G

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

H

**HSEEP** – Homeland Security Exercise and Evaluation Program. This is a required process for exercise design, conduct, and follow-up specified by DHS.

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

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

Hazards Analysis

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

I

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

Incident Commander (IC)

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

J

**JPIC** – Joint Public Information Center

K

## L

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

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

## M

**MCI** – Mass Casualty Incident

**MIMS** – Minnesota Incident Management System

**MNDOT** – Minnesota Department of Transportation

**MnSCU** – Minnesota State Colleges and Universities

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

**MOA** – Memorandum of Agreement

**MOU** – Memorandum of Understanding

**MPCA** – Minnesota Pollution Control Agency

**MRCC** – Medical Resource Control Center

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

## N

**National Response Center (NRC)** – A communications center for activities related to response actions located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number.

**NGO** – Non-Governmental Organization (usually non-profit, charitable, and/or voluntary)

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



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

**NWS** – National Weather Service

O

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

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

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

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

P

**PIO** – Public Information Officer

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

R

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

**RCEOC** – Ramsey County Emergency Operations Center

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

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

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

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

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

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

S

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

**SCBA** – Self-Contained Breathing Apparatus

**SCO** – State Coordinating Officer

**SERC** – State Emergency Response Commission

**SEOC** – State Emergency Operations Center

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

**SPRCPH** – St. Paul/Ramsey County Public Health

**SPRWS** – Saint Paul Regional Water Services

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

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

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

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

## T

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

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

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

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

## U

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

## V

## W

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

## X

## Y

## Z

## IX. REFERENCES AND AUTHORITIES

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this RCEOP is not intended to incorporate them by reference.

### Relationship to Other Plans

In addition to the Ramsey County RCEOP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition, they have been incorporated in the RCEOP annexes:

- Hazardous Materials
- Hazard Mitigation Plan (HMP)
- Local Mitigation Strategy
- Vulnerable and Unmet Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Hospital EOPs or Private Sector Vendors/Partners Continuity Plans

### References:

- 9/11 Commission Report
- Comprehensive Preparedness Guidance (CPG) 101: November 2010
- Comprehensive Preparedness Guidance (CPG) 201: Threat and Hazard Identification Risk Analysis (THIRA) August 2013
- **Emergency Management Performance Grant (EMPG) Funding Opportunity Announcement** - Requirements for minimum standards of performance for US emergency management agencies
- Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- Federal Radiological Emergency Response Plan
- Homeland Security Policy Directive (HSPD) 5
- Integrated Public Alert and Warning System (IPAWS) Common Alerting Protocol (CAP)
- National Disaster Recovery Framework (NDRF)
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- Presidential Policy Directive (PPD) 8
- Minnesota Homeland Security & Emergency Management Director's Handbook (annual update)
- Minnesota Threat and Hazard Identification and Risk Analysis
- MN Walk - Minnesota Emergency Management Crosswalk
- State of Minnesota Emergency Operations Plan (MEOP)

- **Ramsey County Continuity of Government Plan(COG)** - Encompasses the Continuity of Operations Plans for all county agencies and departments
- Ramsey County Pre-Disaster Hazard Mitigation Plan
- Ramsey County Threat and Hazard Identification and Risk Analysis
- **Emergency Management Standard** - ANSI approved National Standard for emergency management programs in the United States - maintained by the Emergency Management Accreditation Program (EMAP)
- Twin Cities Urban Area Regional Threat and Hazard Identification and Risk Analysis

#### Authorities:

- **16 U.S.C. 3501** - Coastal Barrier Resources Act.
- 40 CFR Chapter I, Subchapter N - Effluent Guidelines and Guidelines pertaining to planning and response. - Clean Water Act: Response and Planning Guidelines 2014 update
- **42 U.S. Code § 9605: Environmental Contingency Planning Authorities** - National contingency plan; including but not limited to EPA authority to review environmental consequences and plans of action in COOPS, COGs and EOPs
- **44 CFR 350** - Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Part 350** - Ingestion Pathway Planning for nuclear power plant incidents
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **47 CFR** - Emergency Alert System (EAS) plan
- **50 CFR, Title 10** - Code of Federal Regulations.
- Americans with Disabilities Act (ADA) - Specialized Issue Plans
- **FEMA Disaster Assistance Policy 9523.19 Pets and Domestic Animals Policies** - Identifies eligible federal reimbursement expenses for actions related to PETS Act activities, and FEMA's definition of what kinds of animals fall qualify as a pet.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **NUREG 0654** - Ingestion Pathway Planning for nuclear power plant incidents
- Pets Evacuation and Transportation Standards (PETS) Act of 2006 - Specialized Issue Plans
- Post Katrina Emergency Management Reform Act (PKEMRA)
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.

- **Public Law 104-191: HIPAA: Health Insurance Portability and Accountability Act of 1996 (HIPAA)** - Regulates the dissemination of confidential health and personal information as defined by Federal statute and public law. Last updated January 2013.
- **Public Law 106-390, Disaster Mitigation Act 2000** - To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), Established The Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210** - Provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Public Law 91-671, Food Stamp Act of 1964 in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-Authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- Regal Community Development and Regulatory Improvement Act of 1994.
- Sandy Recovery Improvement Act (SRIA)
- **SARA Title III: Superfund Amendments and Reauthorization Act (SARA)** - Amendment to CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352 - Federal Emergency Management Food and Shelter Program.
- M.S. 115E.08, Subd. 3b. - Rail Preparedness
- **Minnesota 299A.48-55: Hazardous Materials, Incident Response and Safety** - Governs definitions, responses, liability, railroad, pipeline, oil and other hazardous materials.

- **Minnesota Statute 12A.08** - This statute charges the Commissioner of Health with evaluation and assessment of facilities including nursing homes and mass care facilities; food safety, lodging and shelter; public swimming pools; community and other drinking water systems; and private drinking water supply wells in times of natural disaster.
- **Minnesota Statutes 299A.0010-017 MS 2006** - Department of Public Safety, Creation and Organization; State Safety Oversight
- **Minnesota Statutes Chapter 12** - This statute provides a mechanism for mutual aid within Minnesota
  - MS 115E - Oil and Hazardous Substance Discharge Preparedness
  - **MS 115E.03** - Emergency Operations Plan – MNWalk requirements
  - MS 115E.042, Subd. 3 - Rail Preparedness
  - **MS 12.25, subd.2** - Emergency Management Program Development and Maintenance
  - **MS 12.27** - Standard Operating Guidelines/Procedures
    - Resource Manuals
    - Mutual Aid documents
  - **MS 12.331** - Standard Operating Guidelines/Procedures
    - Resource Manuals
    - Mutual Aid documents
  - **MS 121A.035** - School crisis planning
  - **MS 12B** - Initial Damage Assessment & Preliminary Damage Assessment and recovery grant programs
  - **MS 23.35, subd.2** - Emergency Operations Plan – MNWalk requirements
  - **MS 299J.10** - Emergency Operations Plan – MNWalk requirements
  - **MS 299K.05 (SARA Title III state implementation)** - Emergency Operations Plan – MNWalk requirements
- **Ramsey County Administrative Code** - The contains multiple references and authorities for emergency management activities:
  - 
  - 2.10.02 - Emergency Meetings authorized and emergencies defined
  - 2.10.03 - Notice of Public Meetings
  - 2.20.02 - Special allowances for emergency ordinances
  - 2.20.03 - Emergency ordinances authorized and procedure
  - 2.30.33 - Emergency purchasing allowed
  - 3.40.66 - Severe weather and emergency closing of county offices, facilities, services, departments
  - 5.10.18 - Declaration of emergency; allows for fund transfers and appropriations, issuing of bonds, notes, and emergency borrowing.
  - 5.40.81 - Severe Weather Policy for county operations
  - 6.10.21 - Disbursements
  - 7.50.07 - Emergency borrowing
- **Ramsey County Charter** - Ramsey County is a Home Rule government. The grants specific powers and assigns specific responsibilities. The following sections reference Emergency Management related activity:

- Sec. 2.04 - Procedure: Meetings, Rules and Records, Voting
- Sec. 5.01 - Ordinance: Definitions and Votes Required
- Sec. 5.02 - Ordinance procedures
- Sec. 5.04 - Resolutions
- Sec. 6.02 - County Plan (mandates and authorizes an emergency services system)
- Sec. 8.06 - Referendum
- Sec. 9.05 - Bonding
- Sec. 10.04 - Appropriations: Amendments after adoption. Includes emergency revenues.
- 
- 

### Memorandums of Understanding and Agreements:

#### State

- **EMAC** - The Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation.

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Ramsey County  
Emergency Operations Plan

## **Emergency Support Functions (ESF) and Appendixes**

Signatory Page:

## ESF 1 - Transportation



Approval on

1/9/17  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

  
Public Works Director and County Engineer

**Coordinating Agency:**

Ramsey County Public Works

**Primary Agency:**

MetroTransit (Metropolitan Council)  
Municipal Public Works  
Ramsey County Public Works  
Ramsey County Regional Rail Authority

**Support Agencies:**

Amtrak  
Burlington Northern Rail  
Canadian Pacific Rail  
First Student Bus  
Human Services, Inc (Bus)  
Lorenz Bus Company  
MetroTransit Police Dept.  
MN Department of Transportation (MnDOT)  
MV Corporation (Transit)  
Schmitt & Sons Transportation  
US Dept of Transportation (USDOT)

## **A. Introduction**

### **Purpose**

ESF #1 - Transportation provides support to Ramsey County and the jurisdictions therein by assisting federal, state, and local government entities, voluntary organizations, nongovernmental organizations, and the private sector in the support and recovery of transportation systems and infrastructure during domestic threats or in response to incidents. This ESF describes how normal transportation infrastructure will be restored after an event, emergency or disaster. It also assists municipal agencies, county agencies, and others requiring transportation to perform response missions in the event of an incident. ESF #1 also serves as a coordination point between response operations and restoration.

### **Scope**

ESF #1 embodies considerable intermodal expertise, public and private sector transportation stakeholders, and infrastructure. Ramsey County Public Works, in concert with all of the ESF #1 support agencies, provides support to the transportation system in domestic incident management, including but not limited to the following activities:

- Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident.
- Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.
- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.
- ESF #1 is not responsible for the movement of goods, equipment, animals, or people.

## Situation

The ability to sustain transportation services, mitigate adverse economic impacts, meet societal needs, and move emergency relief personnel, and commodities will hinge on effective transportation decisions at all levels. Unnecessary reductions or restrictions to transportation systems will directly impact the effectiveness of prevention, preparedness, response, recovery, and mitigation efforts. Several hazards may impact the roads, railways, and other transportation infrastructure.

Several hazards may impact the roads, rails, and other transportation infrastructure simultaneously or individually. Further, ESF #1 - Transportation assets are routinely used to support incidents of varying sizes (for example, the use of MetroTransit Busses for temporary shelter during large fires). Therefore, this plan takes into account that transit services may be critically needed as a result of a disaster and the transportation sector may be impacted by that disaster at the same time.

Emergencies requiring transit services may involve:

- The need for temporary shelter of displaced persons or emergency responders in a localized event.
- The movement of displaced persons to areas of mass care.
- The movement of persons involved in response or recovery operations.

In many emergencies, transportation of affected populations will be handled by the on-scene Incident Commanders (IC) via communication with their Emergency Communications Center (ECC).

- The mode of transportation will be via bus in most incidents, arranged through contact with Metro Transit.
- In large-scale events, movement of large numbers of affected civilians will be coordinated under this ESF.
- Neither Ramsey County nor the municipalities own or operate mass transportation systems.

## Assumptions

- The first priority will be to ensure the safety of the public. Thus, primary remediation of compromised transit will be directed at allowing responders to get to the affected area, and allow for evacuation from the affected area to a practical extent.
- MetroTransit will coordinate requests for busses/light rail at the request of the Incident Commander
- Adequate numbers of vehicles and operators will be available within a reasonable time.
- Roads and rail lines will be passable or can be remediated to the point where vehicle operation is possible.
- Some infrastructure (such as roads, rails, bridges) may require extended time to be repaired or replaced. Alternative traffic strategies may be required.
- Riverine traffic is routinely closed due to ice and post-thaw debris. This does not constitute an emergency situation. However, floods or damage to port facilities may occur as the result of emergency.

## **B. Concept of Operations**

ESF #1 provides a single point to obtain key transportation-related information, planning, and emergency management. This includes prevention, preparedness, response, recovery, and mitigation capabilities at the county and other local levels. The ESF #1 structure integrates capabilities and resources into the Emergency Operations Plan (EOP) and the National Incident Management System (NIMS).

### General Policies

#### Localized Incident Support

MetroTransit routinely supports local incidents by supplying busses and transit supervisors to provide temporary relocation sites for persons displaced due to emergency/disaster. MetroTransit also works to temporarily relocate stops, realign schedules and routes, etc. in order to mitigate the impact of localized emergencies on the Twin Cities' transit system.

#### Mass Evacuation Support

Specific roles for Mass Evacuation are addressed under Appendix D – Shelter in Place and Evacuation. However, ESF #1 – Transportation has a critical support role in that activity. Consistent with Appendix D, Ramsey County Emergency Management & Homeland Security (RCMHHS) will work with ESF #1 – Transportation and other ESFs to arrange for transport for persons, including those with vulnerable needs, and service and companion animals provided they meet the following criteria:

- Evacuees can be accommodated at an embarkation point and a destination point.
- Evacuees can travel on busses (commercial, mass transit, school busses), passenger trains, aircraft, or specialty busses (such as those operated by MetroMobility).

- Evacuees do not have medical needs indicating that they should be transported by ESF #8 – Public Health and Medical Services.

In major disasters and catastrophic incidents, the National Response Framework (NRF) tasks the Federal Emergency Management Agency (FEMA) with mass evacuation responsibility. In such incidents, ESF#1 – Transportation will coordinate as is practical.

### **Primary Coordination**

The public works department of the affected jurisdiction coordinates overall planning, damage assessment, remediation, and repair activities for ESF #1 – Transportation. For county-owned or operated infrastructure, Ramsey County Public Works will coordinate these activities. Ramsey County Public Works will also serve as the coordination point between multiple affected jurisdictions, both within Ramsey County and elsewhere. The public works departments will also be the contact or liaison for planning, damage assessment, remediation, and repair activities for transit systems.

### **Specific Transportation Coordination**

In all cases, the coordination point for the affected jurisdiction is the public works department. For multiple jurisdiction events, Ramsey County Public Works will be the coordination point for the situation.

#### Bus and Light Rail

MetroTransit will be responsible for coordinating the planning, damage assessment, remediation, and repair activities for bus and light rail transit systems. Ramsey County Regional Rail Authority will work in close cooperation. A copy of the MetroTransit Light Rail Emergency Plan is on file with RCEMHS in the RCEOP File Archive. That document is FOUO - For Official Use Only. Requests for this document must be made to the MetroTransit Police Department.

#### Union Depot

The Ramsey County Sheriff's Office (RCSO), The Ramsey County Regional Rail Authority (RCRRA), and the Ramsey County Emergency Management & Homeland Security (RCEMHS) are responsible for coordination of planning and response at the Union Depot facility. RCRRA is responsible for damage assessment, remediation, and repair activities at Union Depot.

#### Heavy Rail

The heavy railroads in the county are owned and operated by private companies. The owner of the line is responsible for coordinating planning, damage assessment, remediation, and repair activities. Specifically, for Amtrak service, Amtrak has those responsibilities.

#### Air

The St. Paul Downtown Airport and the Twin Cities International Airport will serve as transportation hubs, but are covered by the City of Saint Paul and the Metropolitan Airports Commission emergency plans.

## Organization

### **Ramsey County Organization**

**ESF Coordinator:** Ramsey County Public Works (RCPW) - RCPW is responsible for planning and coordination of activities affecting transportation modes and infrastructure throughout prevention, preparedness, response, recovery, and mitigation. These activities include planning and coordination, maintaining ongoing contact with ESF primary and support agencies, conducting periodic ESF meetings and conference calls, coordinating efforts with state, local and private sector organizations.

**Primary County Agency:** Ramsey County Public Works (RCPW)

*Response Phase:* When ESF #1 - Transportation is activated, RCPW provides trained personnel to staff ESF #1 positions at the RCEOC or any other EOC or temporary facility in the impacted region appropriate to the ESF #1 mission. Ramsey County Regional Rail Authority will coordinate with passenger rail services, including Amtrak and MetroTransit.

*Recovery Phase:* ESF #1 – Transportation provides long-term coordination of the restoration and recovery of the affected transportation systems and infrastructure in the affected municipalities.

**Support Agency:** Ramsey County Sheriff's Office (RCSO)

**Support Agency:** Ramsey County Emergency Management & Homeland Security (RCEMHS)

### **Municipal Organization**

**Primary Municipal Agency:** Municipal Public Works (PW)

*Response Phase:* When ESF #1 – Transportation is activated; PW provides trained personnel to staff ESF #1 positions at the jurisdiction's EOC or temporary facility appropriate to the ESF #1 mission.

*Recovery Phase:* ESF #1 - Transportation provides long-term coordination of the restoration and recovery of the affected transportation systems and infrastructure in the affected municipalities.

**Primary Municipal Agency:** On-Scene Incident Commanders (IC)

*Response Phase:* When ESF #1 - Transportation is activated, the IC reports the status of and damage to transportation systems and infrastructure as a result of the incident to the MIM.



**Support Agency:** Municipal Law Enforcement Agency

**Support Agency:** Municipal Public Works - In municipalities without a public works department, these activities are the responsibility of the municipal emergency manager. In addition to their role as the primary agency for the ESF, the municipal public works departments are responsible for local road infrastructure.

**Support Agency:** Municipal Emergency Manager

### Other Support Agency Responsibilities

**Minnesota Department of Transportation (MNDOT):** Provides technical assistance to local government entities in determining the most viable transportation networks to, from, and within the incident area. MNDOT is responsible for state owned infrastructure.

**MetroTransit:** Provides technical assistance to local governmental entities in determining the most viable transportation networks to, from, and within the incident area and on availability of accessible transportation

**School Districts' Transportation Divisions:** School districts in the county typically contract transportation services from private vendors. School district transportation managers will be consulted and involved in assessing transportation asset availability.

**US Department of Transportation (US DOT):** The US DOT is responsible for federal transportation infrastructure

*US DOT's Emergency Transportation Program* provides the staff and expertise required to support the federal ESF #1 in the field.

- The program consists of a headquarters element and 10 regions. The Regional Emergency Transportation Coordinators and Representatives (RETCO/RETREP) provide full-time, collateral duty, volunteer DOT, and contractor staff to augment regional and state incident command structures.
- Several DOT operating administrations have individual programs, funding sources, and technical experts (e.g., inspectors, engineers) that can be utilized to support restoration and recovery efforts. These include the Federal Aviation Administration (FAA), the Federal Highway Administration (FHA), the Federal Transit Administration (FTA), the Federal Railroad Administration (FRA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), the DOT Maritime Administration (MA), and the DOT Research and Innovative Technologies Administration (RITA).

#### **Mississippi River Transportation Assets:**

- US Army Corps of Engineers (USACE) for the shipping channel.
- US Coast Guard (USCG) for commercial river traffic.
- Ramsey County Sheriff (RCSO) for civilian river traffic.

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency or organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Coordinating: Ramsey County Public Works	
Response (During Event) Actions for ESF 1 - Transportation	
1	Provide planning, logistics, and operations section personnel.
2	Deploy staff to fill positions on emergency response teams, if necessary.
3	Works with primary and support agencies, the MN Department of Transportation (MNDOT), federal and industry partners to report, assess, and analyze the status of and damage to transportation infrastructure and transit system operations.
4	Provides or obtains technical assistance to affected jurisdictions in determining the most viable transportation networks to, from, and within the incident area.
5	Assists in restoring the transportation infrastructure through ESF/Annex-3 – Public Works.
6	Identifies temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed
7	Coordinates arrangements for alternate transportation services at the state and local levels.
8	Surveys roads for damage and usability.
9	Works to re-establish right of ways, traffic lighting, and signage on these roads.
10	Manages the financial aspects of the ESF/Annex #1 response, including management of Stafford Act mission assignments or reimbursable agreements for non-Stafford Act support.
11	Works with the Metropolitan Council's Metro Transit and local and private providers to ensure safe and efficient public transportation.
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Prioritizes restoration efforts is based on response needs as identified by the incident manager. The municipal incident manager will set priorities for affected interdependencies, state, regional, and national
2	Coordinates the re-opening and recovery efforts of roads within the county, working with municipalities and support agencies

Primary: MetroTransit (Metropolitan Council)	
Response (During Event) Actions for ESF 1 - Transportation	
1	Coordinates MetroTransit operated busses.
2	Coordinates all other mass transit provision issues for the incident.

Primary: Municipal Public Works	
Response (During Event) Actions for ESF 1 - Transportation	
1	Provide planning, logistics, and operations section personnel.
2	Deploy staff to fill positions on emergency response teams, if necessary.
3	Works with primary and support agencies, the MN Department of Transportation (MNDOT), federal and industry partners to report, assess, and analyze the status of and damage to transportation infrastructure and transit system operations.
4	Provides or obtains technical assistance to affected jurisdictions in determining the most viable transportation networks to, from, and within the incident area.
5	Assists in restoring the transportation infrastructure through ESF/Annex-3 – Public Works.
6	Identifies temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed
7	Coordinates arrangements for alternate transportation services with the system owner or operator.
8	Surveys roads for damage and usability.
9	Works to re-establish right of ways, traffic lighting, and signage on these roads.
10	Assists with traffic control and re-routing as necessary
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Prioritizes restoration efforts is based on response needs as identified by the incident manager. The municipal incident manager will set priorities for affected interdependencies, state, regional, and national

Primary: Ramsey County Public Works	
Response (During Event) Actions for ESF 1 - Transportation	
1	Provide planning, logistics, and operations section personnel.
2	Deploy staff to fill positions on emergency response teams, if necessary.
3	Works with primary and support agencies, the MN Department of Transportation (MNDOT), federal and industry partners to report, assess, and analyze the status of and damage to transportation infrastructure and transit system operations.
4	Provides or obtains technical assistance to affected jurisdictions in determining the most viable transportation networks to, from, and within the incident area.
5	Assists in restoring the transportation infrastructure through ESF/Annex-3 – Public Works.
6	Identifies temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed
7	Coordinates arrangements for alternate transportation services at the state and local levels.
8	Surveys roads for damage and usability.
9	Works to re-establish right of ways, traffic lighting, and signage on these roads.

10	Manages the financial aspects of the ESF/Annex #1 response, including management of Stafford Act mission assignments or reimbursable agreements for non-Stafford Act support.
11	Works with the Metropolitan Council's Metro Transit and local and private providers to ensure safe and efficient public transportation.
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Prioritizes restoration efforts is based on response needs as identified by the incident manager. The municipal incident manager will set priorities for affected interdependencies, state, regional, and national
2	Coordinates the re-opening and recovery efforts of roads within the county, working with municipalities and support agencies

Supporting: MN Department of Transportation (MnDOT)	
Response (During Event) Actions for ESF 1 - Transportation	
1	Surveys roads for damage and usability.
2	Works to re-establish right of ways, traffic lighting, and signage on these roads.
3	Identifies blocked roads and prioritize efforts to reopen.
4	Coordinates efforts of US DOT to provide service for federal highways and other federally regulated transportation infrastructure.

Supporting: US Dept of Transportation (USDOT)	
Response (During Event) Actions for ESF 1 - Transportation	
1	Provide staff and expertise required to support the federal ESF/Annex #1 in the field.

Municipal Emergency Management Agency (EMA)	
Preparedness (Pre-Event) Actions for ESF 1 - Transportation	
1	Coordinates and supports prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous activity that is conducted within the authorities and resource limitations of ESF/Annex-1 agencies. Activities include supporting state, county, and local planning efforts as they relate to transportation, including evacuation planning, contingency planning, etc.
2	Incorporates the needs of vulnerable populations into transportation related prevention, preparedness, and mitigation planning efforts.
3	Assists in developing and conducting ESF/Annex #1 components in exercises.
Response (During Event) Actions for ESF 1 - Transportation	
1	Provides timely activation of ESF/Annex-1 activities.
2	Provides advice to MIM.
Recovery (Post Event) Actions for ESF 1 - Transportation	

1	Coordinate with Ramsey County Emergency Management & Homeland Security (RCMHHS) for recovery operations utilizing the Stafford Act.
<b>Mitigation Actions for ESF 1 - Transportation</b>	
1	Coordinates and supports prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous activity that is conducted within the authorities and resource limitations of ESF/Annex-1 agencies. Activities include supporting state, county, and local planning efforts as they relate to transportation, including evacuation planning, contingency planning, etc.
2	Incorporates the needs of vulnerable populations into transportation related prevention, preparedness, and mitigation planning efforts.
<b>Vulnerable Needs Actions for ESF 1 - Transportation</b>	
1	Incorporates the needs of vulnerable populations into transportation related prevention, preparedness, and mitigation planning efforts.

<b>On-Scene Incident Commander (OSIC)</b>	
<b>Response (During Event) Actions for ESF 1 - Transportation</b>	
1	Reports include specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the impact.
2	Provides relevant situational awareness and threat information reports to ESF/Annex #1 in its lead role in reporting the status of transportation systems and infrastructure.
3	Notifies the Ramsey County Emergency Management & Homeland Security (RCMHHS) of their transportation systems and infrastructure status, including road conditions and traffic control.
4	Requests assistance from Metro Transit or other transportation agencies directly. However, if they do so, they will notify the Ramsey County Emergency Management & Homeland Security (RCMHHS) Duty Officer.
5	Coordinates mass transportation needs through Metro Transit.

<b>Ramsey County Emergency Management &amp; Homeland Security (RCMHHS)</b>	
<b>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</b>	
1	Identifies appropriate, planning, training, exercises, and other preparedness activities.
2	Provides expertise in developing and conducting ESF/Annex-1 – Transportation exercises.
3	Coordinates and supports prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous activity that is conducted within the authorities and resource limitations of ESF/Annex-1 agencies. Activities include supporting state, county, and local planning efforts as they relate to transportation, including evacuation planning, contingency planning, etc.
4	Incorporates the needs of vulnerable populations into transportation related prevention, preparedness, and mitigation planning efforts.
<b>Response (During Event) Actions for ESF 1 - Transportation</b>	

1	Provides timely activation of ESF/Annex-1 activities.
2	Provides advice to county incident manager and municipal incident managers.
<b>Recovery (Post Event) Actions for ESF 1 - Transportation</b>	
1	Provides technical expertise during recovery operations utilizing the Stafford Act.
<b>Mitigation Actions for ESF 1 - Transportation</b>	
1	Coordinates and supports prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous activity that is conducted within the authorities and resource limitations of ESF/Annex-1 agencies. Activities include supporting state, county, and local planning efforts as they relate to transportation, including evacuation planning, contingency planning, etc.
2	Incorporates the needs of vulnerable populations into transportation related prevention, preparedness, and mitigation planning efforts.
<b>Vulnerable Needs Actions for ESF 1 - Transportation</b>	
1	Incorporates the needs of vulnerable populations into transportation related prevention, preparedness, and mitigation planning efforts.

<b>Ramsey County Sheriff's Office (RCSO)</b>	
<b>Response (During Event) Actions for ESF 1 - Transportation</b>	
1	In cases of terrorist threats or attacks, recommends actions to protect transportation related critical infrastructure and key resources (CIKR).
2	Coordinates with appropriate state, tribal, and local entities, MNDOT, and transportation companies in decisions regarding issues such as movement restrictions, critical facility closures, and evacuations.
3	On a case-by-case basis, and within the limits of the scope of state law, RCSO assists in coordinating support to mass evacuations

## C. Resources

### Requests from Individuals for Emergency Transportation or Evacuation Assistance

The municipality or county Joint Information Center (JIC) will disseminate instructions to the public on evacuations and Points of Contact (POC). A hot-line will be set up to receive transportation assistance requests. United Way 211 would also be utilized. Requests from response agencies for transportation assistance related to the provisions of their services to the affected area or populace will be prioritized and assigned available resources through the EOC.

The EOC will:

- Establish a system for receiving and processing requests for transportation assistance from the public and response agencies.
- Ensure that the JIC, ECC, and hot-line system are available resources to provide information and receive incoming requests.

#### Vehicle Fuel and Maintenance

RCPW has a system for vehicle maintenance and fueling at the Arden Hills Public Works Facility. The municipal emergency manager acting through the EOC will insure that a system is in place and that effective and efficient transportation is provided for the above tasks. The planning section will develop appropriate policies for handling requests.

## D. Resources

### Transportation Infrastructure Security

The jurisdiction's law enforcement (LE) agency will coordinate general security and LE activities within their respective municipalities.

- The Minnesota State Patrol will coordinate general security and LE activities for interstates and state highways.
- The RCSO will coordinate general security and LE activities for county roads and waterways.
- Metro Transit Police will coordinate security for mass transit.

### Metrotransit

Metro Transit will serve as the primary source for requesting and coordinating mass transit services during emergencies.

The 24-hour emergency contact number for Metro Transit is: .

**Bus Route Coverage:** MetroTransit operates 127 routes providing 90% of scheduled services - 72 are local-service routes and 46 are express routes -- and 9 are contract service routes, using a fleet of 913 buses.

**Light Rail:** MetroTransit operates 23 miles of light rail lines connecting downtown Minneapolis to the Minneapolis/St. Paul International Airport and the Mall of America and downtown Minneapolis to downtown Saint Paul. This includes 37 stations. There are two major "park and ride lots" at Fort Snelling and 28th Avenue in Bloomington. They have approximately 1,080 and 1,550 spaces respectively. Each of the 31 light rail cars can hold 66 seated and 70 standing passengers.

**Communications:** Metro Transit vehicles and facilities are equipped with 800 MHz trunked digital voice radio system coordinated by the Metropolitan Radio Board.

**Busses:** The majority of the company's fleet (801 busses) are standard 40-foot buses while 140 are articulated (accordion) buses. All Metro Transit buses are equipped with wheelchair lifts or ramps.

**Facilities:** MetroTransit operates 12 facilities in the Twin Cities area. Five service garages are used to deliver bus service. Park and ride lots throughout the area have large parking facilities and can serve as staging areas.

**Law Enforcement:** Metro Transit Police are responsible for the security and law enforcement needs of the transportation system.

### Other Regional Transit Agencies

Several other transportation agencies support mass transit in the Twin Cities metropolitan area. While none of these are formally signatory to this plan, these agencies do have additional capability and capacity. These agencies will be contacted regarding their ability to assist when necessary. In general, MetroTransit will coordinate with these agencies as they see fit.

#### **Metro Mobility**

Metro Mobility is an Americans with Disabilities Act (ADA) paratransit services provider. ADA compliant services are delivered using contract operators.

**Vehicles:** Metro Mobility provides 150 vehicles to be used for on-demand response services. These vehicles are equipped with a digital voice radio system coordinated by the Metropolitan Radio Board. The operators of specific service contracts provide other Metro Mobility vehicles.

## **C. Administration and Support**

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.



## Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**IC** - Incident Commander

**ICS** - Incident Command System

**NIMS** - National Incident Management System

**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:

## ESF 2 - Communications



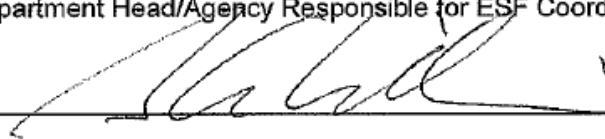
Approval on

4-10-17

Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



---

**Coordinating Agency:**

Ramsey County Emergency Communications Center

**Primary Agency:**

Maplewood Telecom

North St. Paul Telecom

Ramsey County Emergency Communications Center

Ramsey County Property Management

White Bear Lake PSAP

**Support Agencies:**

Cyberlink

Metropolitan Emergency Services Radio Board (EMSRB)

Municipal Information Services Dept.

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Information Services (Telecom)

St. Paul Police Communications Services

## **A. Introduction**

### **Purpose**

ESF 2 – Communications coordinates government communications support to response efforts during incidents and emergencies affecting Ramsey County. ESF 2 – Communications also supports the restoration of the communications infrastructure after an emergency, and facilitates the coordination of recovery operations.

ESF 2 – Communications also provides coordination between municipal, county, state, and federal agencies before, during, and after incidents.

### **Scope**

ESF 2 – Communications coordinates county actions to assist municipal governments and industry in restoring the public communications infrastructure and the public safety communications infrastructure.

ESF 2 - Provides communications support at incident scenes, at the Ramsey County Emergency Operations Center and municipal EOCs; at Departmental Operations Centers (DOCs); and at Joint Information Centers (JIC). ESF 2 coordinates during special situations such as major events, and will assist county and municipal Information Technology (IT) agencies in response to cyber incidents as directed.

ESF 2 - Does not address the needs of the Minnesota Department of Transportation (MNDOT) or the Minnesota State Patrol (MSP) Emergency Communications Center, except when the situation dictates its necessity.

### Situation

Disasters of significant scope will often impact telecommunications. The infrastructure is itself subject to failure from various causes. Loss of telecommunications infrastructure for whatever reason is itself an emergency that requires response by municipal and county resources. Ramsey County-based public safety is served by two Emergency Communications Centers (ECC). The county-operated ECC is located in St. Paul. The other is operated by and located in the City of White Bear Lake. MnDOT and the MSP operate another major ECC, located in Ramsey County. While Ramsey County does assist them as requested, these separate entities maintain their own emergency plans and are wholly responsible for their safety.

### Assumptions

- First priority will be to ensure the safety of the public. Thus, the maintenance and restoration of systems designed to provide communications to and between public safety entities will be the first priority.
- One of three primary forms of communications will remain functioning or be able to be restored (at least on a temporary basis) within 24-hours. These three systems are telephone (landline or cellular), two-way radio, or cyber (email or other).
- Major telecommunications companies will be able to bring emergency resources to the county.
- The National Communications System's (NCS) Government Emergency Telecommunications Service (GETS) system will remain functioning.

## **B. Concept of Operations**

ESF 2 – Communications is activated when a significant impact to the communications infrastructure is expected or has occurred. This might be the result of a large incident requiring significant communications resource support, or of a major incident impacting the infrastructure. When activated, ESF 2 provides communications support to the impacted area, as well as internally to the municipal and county government agencies on the scene and elsewhere. ESF 2 support is scalable to meet the specific needs of each incident response, and response resources are drawn from a matrix of personnel and equipment available from the ESF 2 primary and support agencies.

## General Policies and Organization

### Primary Coordination

#### **ESF Coordinator: Ramsey County Emergency Communications Centers (ECC)**

Ramsey County ECC is the overall ESF coordinator for ESF 2. However, communications involves multiple systems. The primary system is the public safety communications system (mostly two-way radio and data, but also involving landline and cellular telecommunications systems). The other major systems are the voice land and cellular telecommunications systems that support governmental operations and support the community. ECC is the primary agency for issues impacting the public safety communications system overall, supported by the White Bear Lake ECC, and Ramsey County Emergency Management & Homeland Security (RCEMHS).

For government and community voice telecommunications (telecom), the primary agencies are Ramsey County Information Services (for county governmental systems, and for coordination of large-area impact incidents affecting multiple jurisdictions); and the owned or contracted telecom provider for each affected municipality (for their local-impact issues). The county and each municipality maintain their own Information Technology (IT) departments, each responsible for their respective governmental cyber communications systems. In the event of large-scale, multi-jurisdictional incidents, Ramsey County Information Services will provide coordination.

#### **Notification and Activation**

The ECCs, telecommunications departments, or IT departments will be the first to learn of an impact to their systems. In other cases, the evolution and growing complexity of an incident may result in the on-scene incident commander notifying the ECC of impending failures, or of requests for additional resources. In cases of incoming severe weather, the Ramsey County Emergency Management & Homeland Security (RCEMHS) may be the first entity aware of possible communications failure. Additionally, ESF 2 may need to be activated in preparation and support of a large-scale event.

#### **Notification of Communications System Failures**

The affected ECC, government telecom, or IT agency will send notifications out to all public safety agencies, the county manager, and the RCEMHS duty officer in several ways:

- Use of unaffected radio channels or talk groups
- Email
- Landline or cellular communications
- Written communication transmitted in person

## **Notification of Need for ESF 2 - Support for Large or Complex Incidents**

The on-scene incident commander or the affected EOC will notify the Ramsey County ECC via radio or telephone.

## **Notification of Anticipated Need for ESF 2 - Support for Special Events**

The ECC has procedures in place that are known to the various public safety agencies and not reproduced here.

## **Public Safety Answering Points (PSAP)**

The Ramsey County ECC and backup center can communicate with all law enforcement, fire and emergency medical services agencies that serve Ramsey County.

### *Ramsey County Emergency Communications Center (ECC)*

Location: 388 13th Street, Saint Paul.

This center has the following base station or control station radio communications capabilities:

- Ramsey County 800 MHz radio subsystem of the state-wide ARMER radio system.
- Ramsey County siren control channel and the Saint Paul Siren Control Channel repeater.
- Ramsey County Fire Paging Channels .
- Minnesota State Emergency Frequency .
- State-Wide Fire Mutual Aid .
- ARMER / state-wide and regional radio system (800 MHz) which includes regional and state-wide interoperable talk groups.

### *Ramsey County ECC Back-Up Facility*

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This center has the following base station or control station radio communications capabilities:

- Ramsey County 800 MHz radio subsystem of the state-wide ARMER radio system.
- Ramsey County Fire Paging
- Minnesota State Emergency Frequency MNSEF .
- State-Wide Fire Mutual Aid .
- ARMER / state-wide and regional radio system (800 MHz) which includes regional and state-wide interoperable talk groups.

### *White Bear Lake Emergency Communications Center*

The White Bear Lake Emergency Communications Center provides police, fire, emergency medical services and public works communications / dispatching for the City of White Bear Lake and PSAP. It can also, for a limited time, act as a backup facility to the Ramsey County ECC.

This center has the following base station or control station radio communications capabilities:

- Ramsey County 800 MHz radio subsystem of the state-wide ARMER radio system.
- Ramsey County Fire Paging Channels .
- Minnesota State Emergency Frequency MNSEF .
- State-Wide Fire Mutual Aid .
- ARMER / state-wide and regional radio system (800 MHz) which includes regional and state-wide interoperable talk groups.

### **Other Ramsey County Communications Centers**

#### *RCEMHS Departmental Operations Center (DOC)*

Communications capabilities in the DOC are operable 24x7 at a moment's notice. The Ramsey County Emergency Management & Homeland Security (RCEMHS) has the same communications capabilities as the DOC, available 24x7, on approximately 2 hours' notice. EMHS also provides net control and dispatching services for SKYWARN (severe weather spotting, notification, and coordination) operations and metro-wide emergency management operations from the DOC.

The Ramsey County Departmental Operations Center (RC DOC) has or can have installed or programmed, the following communications capabilities:

- Ramsey County 800 MHz subsystem voice communications and ARMER / regional radio system (800 MHz) regional and state-wide interoperable talk groups.
- RCEMHS Channel 1.
- RCEMHS Channel 2 .
- RCEMHS Channel 3 .
- National Weather Service Weather Link .
- Amateur radio VHF / UHF (data and voice).
- Video teleconferencing capability with all state agencies and counties.



### *County Owned and Operated Mobile Communications Vehicles*

RCEMHS maintains and operates a Mobile Incident Command Center and a Mobile Command Post that are equipped with mobile and portable radio equipment, which operate on:

- Ramsey County 800 MHz subsystem voice communications and ARMER / regional radio system (800 MHz) regional and state-wide interoperable talk groups.
- RCEMHS Channel 1 .
- RCEMHS Channel 2 .
- RCEMHS Channel 3 .
- National Weather Service Weather Link .
- Amateur radio VHF / UHF (data and voice).

### *Radio Amateur Civil Emergency Services (RACES) and Amateur Radio Emergency Services (ARES) Communications*

- RCEMHS through their Emergency Services (RCES) volunteer organization provide RACES communications for Ramsey County.
- The Ramsey County Amateur Radio Association is the primary source for ARES communications support.
- Ramsey County operates a VHF Amateur Radio Voice Repeater on \_\_\_\_\_ MHz Hz input tone for RACES and ARES.
- Agreements to use other repeaters in Ramsey County are in place.
- RCES is a member the Association of Emergency Radio Organizations (AERO), which provides emergency communications training and coordination to Minnesota. AERO SOG / SOP information is kept in the DCC.
- RCES is a partner in and is one of the net control stations for Metro SKYWARN which provides amateur radio severe storm spotting services to the Twin Cities Metropolitan Area. SKYWARN procedures are kept in the DCC.

## **Telecommunications Services**

### *Landline Service for PSAPs*

911 Public Safety Answering Point (PSAP) phone service is provided via contracts and services from the Metropolitan Emergency Services Board. There are plans in place at each PSAP for the backup operation of 911 telephone services. They are coordinated through the EMSB.

### *County Voice Services*

Ramsey County governmental voice telecommunications (RCTelecom) is a division of the Information Services Department. RCTelecom operates several switches, manages and maintains all internal services, and manages the relationship with private industry telecom providers for connectivity to the community landline services and long distance.

#### *Municipal Voice Services*

Each municipal government operates or maintains contracts with voice service providers. These entities are responsible for coordinating emergency response to and recovery from situations that impact local municipal infrastructure.

City of Roseville – Provides VOIP telephone and data service for most of the cities in Ramsey County.

City of Maplewood – Provides their own telephone and data services.

City of North Saint Paul – Provides their own telephone and data services.

### **Federal Telecommunications Services**

#### *National Communications System (NCS)*

NCS is an office within the United States Department of Homeland Security and the coordinating agency for the federal ESF 2 Communications functions. NCS is charged with enabling national security and emergency preparedness communications (NS/EP telecommunications) using the national telecommunications system.

#### *Government Emergency Telecommunications Service (GETS)*

GETS provides emergency access and priority processing in the local and long distance segments of the public switched wireline network. Used in an emergency or crisis situation during which the probability of completing a call over normal or other alternate telecommunication means has significantly decreased.

#### *Wireless Priority Service (WPS)*

WPS provides priority cellular network access. The WPS was approved by the FCC for NS/EP requirements on a call-by-call priority basis. The NCS executes the program on behalf of the Executive Office of the President. Only individuals in NS/EP key leadership positions are authorized use of WPS.

#### *Telecommunications Service Priority (TSP)*

TSP Provides service vendors with a Federal Communications Commission (FCC) mandate for prioritizing service requests by identifying those services critical to NS/EP. A telecommunications service with a TSP assignment is assured of receiving full attention by the service vendor before a non-TSP service.

#### *Community Voice Services*

The private telecommunications systems providers are trained, equipped and willing to respond and offer assistance with repairing damages to their infrastructure and in providing expert information regarding the status of their infrastructure. Additionally, private telecommunications systems providers support and advice on their systems conditions and potential impacts their systems conditions may have on response and recovery efforts.

## Cyber Systems

### *County Services*

Ramsey County Information Services (IS) operates the county's internal data communications infrastructure and Ramsey County Information Services Telecommunications manages voice landline infrastructure for the City of Saint Paul and Ramsey County. They will coordinate emergency response to and recovery from situations that impact this infrastructure. IS is the lead coordinating agency for maintaining and recovering critical cyber connectivity within the county and between the county and other jurisdictions.

### *Municipal Services*

Each municipal government operates or maintains contracts with voice services providers. These entities are responsible for coordinating emergency response to and recovery from situations that impact local municipal infrastructure.

City of Roseville – Provides data service for most of the cities in Ramsey County.

City of Maplewood – Provides their own data services.

City of North Saint Paul – Provides their own data services.

### *State of Minnesota Services*

The Minnesota Office of Enterprise Technology (OET) provides fiber, VOIP, and video conferencing (VTC) connectivity and services.

## B. Resources

Below is the contact information for the private telecommunication services within Ramsey County.

Centurylink 24 hr	
Sprint	
McLeod USA	
MCI-WorldCom	
Comcast/Xfinity	
Communicator Corp	
District Energy, St. Paul	
Metromedia Fiber Network	
American Fiber Systems	
AT&T	

## **C. Administration and Support**

### **Mapping**

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS. Ramsey County GIS will maintain a master "map" of the entire incident.

Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### **Records and Finances**

#### **Ramsey County**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### **Municipality**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

#### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### **Agreements and Understanding**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

### **Status Reports**

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## **D. Glossary and Reference**

**CFR** - Code of Federal Regulations  
**DOC** - Departmental Operations Center  
**ECC** - Emergency Communications Center (9-1-1 dispatch)  
**EOC** - Emergency Operations Center  
**EOP** - Emergency Operations Plan  
**IC** - Incident Commander  
**ICS** - Incident Command System  
**NIMS** - National Incident Management System  
**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:

## ESF 3 - Public Works and Engineering



**RAMSEY  
COUNTY**

Approval on

1/9/17

Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

*Public Works Director and County Engineer*

**Coordinating Agency:**

Ramsey County Public Works

**Primary Agency:**

Municipal Public Works

Ramsey County Public Works

**Support Agencies:**

American Red Cross

MN Department of Natural Resources (DNR)

MN Pollution Control Agency (PCA)

Municipal Parks & Recreation

Non-Governmental Organizations (NGO)

Ramsey County Attorney

Ramsey County Community Human Service Agencies(CHS)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Environmental Health Division (SPRCPH)

Salvation Army

## **A. Introduction**

### **Purpose**

ESF #3 – Public Works, Engineering, and Damage Assessment coordinates and organizes the capabilities and resources of Ramsey County or any affected jurisdiction to facilitate the delivery of services, technical assistance, engineering expertise, and other support to prepare for, respond to, or recover from a disaster or major incident requiring a coordinated governmental response. ESF #3 coordinates actions to determine the extent and the scope of damage to and within Ramsey County or any affected jurisdiction. Damage can include economic loss, injury to persons or animals and fatalities in addition to the physical damage to property and buildings. ESF #3 also plans for and coordinates the handling of debris that results from events, incidents, emergencies and disaster in compliance with applicable state and federal laws and regulations.

## Scope

ESF #3 is structured to provide public works and related support for the changing requirements of incident management to include preparedness, response, and recovery. Activities within the scope of this function include conduction pre-incident and post-incident assessments of public works and infrastructure, executing emergency contract support for life-saving and life-support services and the preservation of property and the environment; providing or arranging for technical assistance and expertise, including engineering, construction management, etc. in the public sector; assisting in the identification of such needs for other sectors; providing for emergency repair of damaged public infrastructure.

## Situation

- Emergencies of various types are expected to result in damage to private and public property, including homes, businesses and critical infrastructure. The ability of either the county or the local municipalities to provide critical services depends upon the ability to recover the use of certain infrastructure such as buildings, roads and equipment.
- The public works departments of the county and the municipalities construct repairs and maintain roads, maintain and protects lake systems, and conducts land surveys.
- Assessing the level, scope and type of damage resulting from an emergency or disaster will be imperative for setting the priorities for the response and recovery efforts.
- A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster. Where possible and when appropriate, pictures or video will be taken of damaged area, and county maps will be used to show the location of damage sites.
- When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the county Director of Ramsey County Emergency Management & Homeland Security (RCMHS) will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

## Assumptions

- The first priority will be to ensure the safety of the public.
- Trained personnel will be available to begin these processes within a reasonable amount of time.
- Except for special or emergent circumstances debris will not be removed from private property by local government entities. A release or right of entry document from a property owner must be obtained if debris has to be removed from private property.
  - Private property that is maintained by local government is an exception to this rule.
  - Demolition and other debris will be disposed of in accordance with MN Pollution Control guidelines and regulations.



- The cleanup and disposal of (spilled or leaked) hazardous materials will be the responsibility of the responsible party.
  - Storage or disposal of contaminated soil must be handled under the guidelines set forth by the state and local environmental agencies.
  - Ramsey County Environmental Services will be the primary contact for handling and consultation on hazardous materials debris in Ramsey County.
  - Contracts would be utilized for proper handling and disposal of contaminated debris.
- Ramsey County has many open areas in which debris can be temporarily stored. Parks and recreation will assist in coordinating the use of county-owned open space.
- Contracts with private companies for debris removal will be in such a form that the payment is based on the quantity of debris removed and that the removal is verified by inspection or other means.

## **B. Concept of Operations**

When activated in response to an incident, ESF #3 primary agencies develop work priorities in cooperation with other municipal, county, or state agencies and in coordination with the incident manager.

### **Policies**

#### **General**

Local authorities are responsible for obtaining required permits, clearances, and waivers related to ESF #3 support. Priorities are determined jointly among the affected jurisdictions. State and federal ESF #3 support is integrated into the overall efforts. Support agency representatives collocate at the Ramsey County EOC or municipal EOC as necessary.

#### **Emergency Response**

- Directors and chiefs of any departments or organizations cited in this plan are aware and responsible for maintaining current Standard Operating Procedures (SOP), resource lists, training programs, and schedules of training for department personnel.

#### **Emergency Public Works and Safety Inspections**

- The department of public works is responsible for coordinating emergency construction, roadwork, flood control, and similar public works activities carried out during the course of the emergency.
- Public works GIS services will provide emergency mapping and spatial analysis at the scene and following an emergency. County public works GIS personnel will coordinate with local GIS personnel whenever possible.

- As needed the municipal department charged with building/construction inspections/permits will coordinate post-impact structural safety inspections as needed. If no entity exists to issue such permits, the municipality will coordinate these activities through its Public Works department. If there is no municipal Public Works entity, these activities will be coordinated through Ramsey County Public Works. For Ramsey County owned properties, inspections will be coordinated by Ramsey County Property Management. All results will be forwarded to the municipal EOC and the RCEOC.
- Ramsey County Parks and Recreation will make staff available to assist with various emergency operations including building temporary flood control measures. They assist in reducing the risk of natural hazards by designing construction projects with mitigation in mind.
- Private Sector/Volunteer Agencies/Organizations
  - Red Cross
  - Bay West Environmental Services Company
  - St. Paul Board of Realtors
  - Independent Appraisers

## Organization

### Private Sector

The private sector owns or operates a large proportion of the Nation's infrastructure and is a partner and/or lead for the rapid restoration of infrastructure-related services. Through ongoing planning and coordination, the private sector provides critical details for incident action planning and decision-making processes during an incident. Also, private-sector mutual aid and assistance networks facilitate the sharing of resources to support response and recovery. The Critical Infrastructure and Key Resources (CIKR) Support Annex provides details regarding the processes that help to ensure coordination and integration of private sector CIKR-related activities among a wide array of public and private incident managers.

Ramsey County activity within the ESF #3 function includes, but is not limited to:

- Participating in pre-incident activities, such as the identification of assessment teams, contractors, and other resources.
- Supporting risk and vulnerability assessments.
- Participating in post-incident assessments of public works and infrastructure to help determine critical needs.
- Implementing mitigation measures, including the deployment of protective measures, to minimize adverse effects or fully protect resources prior to an incident.
- Executing emergency contracts for life-saving and life-sustaining measures, and for the protection of property and the environment. Examples include arranging for potable water, ice, and emergency power.
- Coordinating the acquisition and arrangements for assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.

- Supporting urban search and rescue assets.
- Coordinating or providing emergency repair of damaged county infrastructure and critical county public facilities. Supporting the restoration of critical navigation, flood control, and other water infrastructure, including drinking water systems.
- Coordinating activities to identify and remove debris including obtaining necessary regulatory clearances for infrastructure restoration activities. ESF #3 will take all practical steps to ensure that accessibility standards are addressed during infrastructure restoration activities.
- Removal of debris from county right of way and county owned or maintained property.
- Provided assistance to municipalities as needed and as county assets are available.

Close coordination is maintained with the affected jurisdictions and other federal, state, and local officials to determine potential needs and sources for support and to track the status of response and recovery activities.

### **Ramsey County Public Works (RCPW)**

RCPW is the primary agency for providing and coordinating ESF #3 resources and support, technical assistance, and debris management resources, to include assistance under the Stafford Act. The program provides supplemental federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private nonprofit organizations.

### **Ramsey County Emergency Management and Homeland Security (RCEMHS)**

RCEMHS supports ESF #3 infrastructure protection and mitigation missions by providing infrastructure risk and vulnerability assessments in response to actionable intelligence and other information. Through the Critical Infrastructure and Key Resources (CIKR) planner, RCEMHS provides situational awareness and prioritized recommendations concerning the recovery and restoration of the associated CIKR sectors supported by this ESF. RCEMHS is the liaison between the county and the affected municipalities, and between the county and state and federal agencies.

### **County Attorney**

The role of the county attorney is described in the basic plan.

### **Finance**

Ramsey County Finance Department oversees the emergency contracting process to assure adherence to applicable laws and best practices.

### Community Human Services Agencies (CHS)

Ramsey County's Human Services agencies serve the entire county. CHS serves as the principle liaison for identifying the needs for emergency housing. CHS personnel do not provide the housing, but will work with government agencies and NGOs to identify the need and identify and communicate potential solutions.

### Department of Health Environmental Services

Environmental services works with RCPW to assess the impact of damage, identify appropriate remediation needs and steps, contracts, and oversees clean-up. It also provides technical assistance to ensure that debris is handled in a manner that is safe and environmentally appropriate.

### Parks and Recreation

Parks and recreation has personnel, vehicles, and land that will be of assistance to the debris removal mission. Initial debris staging can be done at many of the various parks locations.

### Municipal Responsibilities

Within the ESF #3 function, each municipality's activities include, but are not limited to:

- Participating in pre-incident activities, such as the identification of assessment teams, contractors, and other resources.
- Supporting risk and vulnerability assessments.
- Participating in post-incident assessments of public works and infrastructure to help determine critical needs.
- Implementing mitigation measures, including the deployment of protective measures, to minimize adverse effects or fully protect resources prior to an incident.
- Executing emergency contracts for life-saving and life-sustaining measures, and for the protection of property and the environment. Examples include arranging for potable water, ice, and emergency power.
- Coordinating the acquisition and arrangements for assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- Supporting urban search and rescue assets.
- Coordinating or providing emergency repair of damaged public infrastructure and critical municipal public facilities. Supporting the restoration of critical navigation, flood control, and other water infrastructure, including drinking water systems.

- Coordinating activities to identify and remove debris including obtaining necessary regulatory clearances for infrastructure restoration activities. ESF #3 will take all practicable steps to ensure that accessibility standards are addressed during infrastructure restoration activities.
- Debris removal from municipal owned and maintained property.
- Assist neighboring jurisdictions with debris removal as requested if assets are available.

Close coordination is maintained with the county and other federal, state, and local officials to determine potential needs and sources for support and to track the status of response and recovery activities.

### **Municipal Public Works Departments (PW)**

PW is the primary agency within each jurisdiction for providing and coordinating ESF #3 resources and support, technical assistance, and debris management resources, to include assistance under the Stafford Act. The program provides supplemental Federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private nonprofit organizations. The municipal PW will coordinate with other affected jurisdictions and Ramsey County Public Works.

### **Municipal Emergency Management Agencies (EMA)**

EMA supports ESF #3 infrastructure protection and mitigation missions by providing infrastructure risk and vulnerability assessments in response to actionable intelligence and other information. The Ramsey County Emergency Management & Homeland Security (RCEMHS) Critical Infrastructure and Key Resources (CIKR) planner provides the EMA with situational awareness and prioritized recommendations concerning the recovery and restoration of the associated CIKR sectors supported by this ESF. RCEMHS is the liaison between the county and the affected municipalities, and between the county and state and federal agencies.

### **City Attorneys**

The jurisdictions' attorneys will provide, for their respective jurisdiction, services similar to those of the county attorney. The scope of widespread disaster often requires cooperative legal efforts between the municipalities and between the county.

### **Municipal Finance and Accounting Departments**

Each jurisdiction's financial and accounting agency oversees the emergency contracting process for that jurisdiction to assure adherence to applicable laws and best practices. In most cases,

the affected jurisdiction can utilize contracts in place with Ramsey County and in some instances with other jurisdictions in Minnesota.

## **Parks and Recreation**

Parks and recreation departments have personnel, vehicles, and land that will be of assistance to the debris removal mission. Initial debris staging can be done at many of the various parks locations.

## **Federal Support**

When activated by DHS and FEMA, Federal ESF #3 personnel deploy to a Joint Field Office (JFO). Federal ESF #3 is responsible for preparing statements of work, providing estimates of cost and completion dates for mission assignments, tracking mission execution, determining resource requirements, setting priorities, disseminating information, and providing public information and external communications support. When activated, DHS and FEMA public assistance personnel deploy to initiate state or tribal-level support in coordination with Federal ESF #15 - External Affairs.

## **Operational Procedures**

### **Debris Management Overview**

ESF #3 may be responsible for managing, monitoring, or providing technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas. The scope of actions related to debris management may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal. For purposes of ESF #3, the term “debris” includes downed or damaged trees, large branches, and general construction debris that may contain inherent building material contaminants such as asbestos and lead. Debris may include livestock or poultry carcasses or other organic materials.

When ESF #3 is activated for a debris mission, ESF #3 may also collect, segregate, and transport to an appropriate staging or disposal site hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small motorized equipment; remove and dispose of Freon from appliances; and remove, recycle, and dispose of electronic goods. The removal of hazardous material containers that may have become intermingled with construction debris, such as drums, tanks, and cylinders containing oil and hazardous materials, is managed under ESF #10.

The management of contaminated debris (e.g. chemical, biological, radiological, or nuclear contamination) will be a joint effort with ESF #10, ESF #5, the state and, in some case, the

federal government. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. For the purposes of ESF #3, contaminated debris is intended to mean debris (e.g., general construction debris or rubble) that is being addressed within the debris zone and to support the overall objectives of ESF #3, such as clearing roads and public property.

ESF #3 may also be responsible for arranging, coordinating, monitoring, or providing technical advice on the demolition and subsequent removal and disposal of buildings and structures contaminated with chemical, biological, radiological, and nuclear (CBRN) elements in consultation with ESF #10. The scope of actions may include air monitoring and sampling, waste sampling, classification, packaging, transportation, treatment (on-site and off-site), demolition, and disposal (on-site and off-site).

Except where necessary to address structural stability or other imminent threats, such demolition actions are taken after incident decision-makers have had an opportunity to evaluate options for site cleanup and have selected demolition as the desired cleanup approach. ESF #10 leads the identification, analysis, selection, and implementation of cleanup actions for incidents where federal assistance is requested for hazardous materials environmental cleanup except for certain facilities and materials owned, operated, or regulated by federal entities.

## Damage Assessment Overview

Verified damage reports should be forwarded to HSEM.

1. \_ (Preferred)
- 2.

The damage reporting documents and tools can be found at the link below.

<https://dps.mn.gov/divisions/hsem/emergency-managers-resources/Pages/forms.aspx>

## Damage Assessment Methodology Overview

- RCEMHS will coordinate/arrange for training for damage assessment on an ongoing basis for municipalities, schools, hospitals, etc. including the use of appropriate documentation.
- Damage assessment data will be provided to ESF 3 and collated into a county-wide damage assessment picture. In most situations, damages will be limited to a finite number of municipalities (although damage to all municipalities is possible, the more likely scenario is that some municipalities will be damaged while others are relatively undamaged. ESF 3 personnel from undamaged areas will be used to assist elsewhere.

- The Municipal Incident Manager will designate staff to assist with gathering damage assessment information from individuals and businesses.
- The Deputy Director of RCEMHS will coordinate the overall formal Preliminary Damage Assessment (PDA) process including obtaining and distributing maps, worksheets, forms, etc. and coordination with the State of Minnesota and Federal Emergency Management Agency.

### Debris Staging and Disposal

- County open spaces and recycling areas are available for temporary staging of non-contaminated debris.
- Disposal of contaminated debris, carcasses, and similar items will be arranged by utilizing private contractors in concert with the Minnesota Pollution Control Agency and the St. Paul-Ramsey County Department of Public Health.

### Roles and Responsibilities

The following list identifies the responsibilities designated to each agency or organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Coordinating: Ramsey County Public Works	
Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering	
1	Maintain a list of damage assessment team personnel.
2	Develop the procedures for damage assessment.
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Develop and coordinate a damage assessment team composed of county, municipal, and private sector representatives.
2	Coordinate the damage assessment process.

Primary: Municipal Public Works	
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Work personnel will cooperate with Ramsey County to ensure a coordinated, rapid and accurate damage assessment and the debris clearing process.
2	Work and engineering staff will assess the damage to local government-owned structures and critical infrastructure.
3	Provide information regarding damage to Ramsey County Emergency Management & Homeland Security (RCEMHS) and the Ramsey County Emergency Operations Center.



Primary: Ramsey County Public Works	
Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering	
1	Maintain a list of damage assessment team personnel.
2	Develop the procedures for damage assessment.
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Develop and coordinate a damage assessment team composed of county, municipal, and private sector representatives.
2	Coordinate the damage assessment process.

Supporting: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Coordinate with the municipal authorities at the scene or at the municipal EOC.
2	Assist with establishing liaison between municipal and county government authorities.
3	Coordinate items required by FEMA and other federal agencies for disaster relief.

Municipal GIS	
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Work with Ramsey County GIS personnel to develop and maintain data and its accuracy.

Ramsey County Parks & Recreation	
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Cooperate with public works in assessing damage to their facilities and properties and in selecting sites for debris storage.

Ramsey County Property Management	
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Provide details and information necessary for assessing the status of county owned and operated facilities

### Other County Agencies

Other Ramsey County government agencies who may participate in a damage assessment effort:

- County Attorney
- County Engineer

- County Assessor
- Director of Budget and Accounting
- Ramsey County Human Services Director
- Ramsey County Community Health Services Director
- Ramsey County Environmental Services Director

### Other Municipal Agencies

Other municipal government agencies who may participate in a damage assessment effort:

- Municipal Assessor
- Municipal Emergency Management Director
- Municipal Fire Inspector or Marshal
- Municipal building codes officials

## C. Administration and Support

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

#### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field

deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

### Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

### Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**IC** - Incident Commander

**ICS** - Incident Command System

**NIMS** - National Incident Management System

**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:

## ESF 4 - Firefighting



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Falcon Heights Fire Dept.

Lake Johanna Fire Department

Little Canada Fire Dept.

Maplewood Fire Dept.

New Brighton DPS Fire Division

North St. Paul Fire Dept.

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Roseville Fire Dept.

SBM Fire Department

St. Paul Fire Department

Vadnais Heights Fire Dept.

White Bear Lake Fire Dept.

**Support Agencies:**

Capitol City Mutual Aid Assn.

Maplewood Police Dept.

MN Department of Natural Resources (DNR)

Mounds View Police Dept.

New Brighton Dept of Public Safety

Ramsey County Emergency Communications Center

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Fire Chiefs Assn.

Ramsey County Sheriff's Office (RCSO)

Roseville Police Dept.

St. Anthony Police Dept.

St. Paul Police Dept.

## **A. Introduction**

### **Purpose**

ESF #4 – ESF Firefighting supports firefighting, rescue, and related operations in Ramsey County.

### **Scope**

ESF #4 serves as the coordination ESF for the use of fire service resources in Ramsey County during times of large scale emergencies, events, and disaster.

## Situation

- Ramsey County has no county fire chief or county fire department. The responsibility for fire protection rests on the municipalities and the agencies that provide that service to their communities.
- The Ramsey County Emergency Communications Center (ECC) and City of White Bear Lake ECC dispatch operations, and the Ramsey County Emergency Management & Homeland Security (RCEMHS) can assist in coordination of fire protection assets and in securing additional resources.

## Assumptions

- The first priority is ensuring the safety of the public.
- Municipal fire departments within Ramsey County have mutual aid and auto aid (pre-designated circumstances in which neighboring fire departments are also dispatched to an incident) agreements that automatically come into effect for large scale response operations.

## **B. Concept of Operations**

### Policies

- ESF #4 applies to agencies and organizations with assigned emergency responsibilities as described in this Emergency Operations Plan (RCEOP).
- The ESF #4 Coordinator and the support agencies are critical support members of the Ramsey County Emergency Operations Center and will work within the EOC structure described in ESF #5 – Emergency Management.
- Municipal fire departments located in the county train their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to ensure coordination during emergency situations.
- When this ESF has been activated, the basis for operations will be the policies and procedures that are in effect for each jurisdiction and agency at the time of activation.

### Organization

The municipal fire chief is responsible for coordination, planning, training and the development of firefighting operational policy for that jurisdiction. Included is the coordination of fire services during an emergency or disaster occurring within the boundaries of that department's responsibility. Control over personnel and equipment will be retained within the given jurisdiction. Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

- ESF #04 is organized in accordance with the National Incident Management System (NIMS).
- Tactical firefighting operations will be controlled by the Incident Commander (IC) and the ICS structure. The IC will assess the need for additional resources and request that the EOC deploy assets to support field operations.
- Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the IC or the EOC to respond as necessary.
- The Ramsey County Emergency Management & Homeland Security (RCMHHS) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4 during emergencies or incidents that require expanded cross-jurisdiction coordination.

Ten fire departments provide service to Ramsey County. These are:

- Falcon Heights Fire Department
- Lake Johanna Volunteer Fire Department
- Little Canada Fire Department
- Maplewood Fire Department
- New Brighton Department of Public Safety Fire
- St. Anthony Fire Department
- Saint Paul Fire and Safety Services
- Spring Lake Park-Blaine-Mounds View (SBM) Fire Department
- Vadnais Heights Fire Department
- White Bear Lake Fire Department

A map of the service areas of the respective departments is attached at the end of this ESF. Dispatch services are provided by Ramsey County Emergency Communications Center (ECC) except:

- White Bear Lake
- St. Anthony (Hennepin County Sheriff's Office Dispatch)
- SBM (Anoka County ECC)

### Capitol City Mutual Aid System

All departments signatory to the Ramsey County EOP have signed on to the Capitol City Mutual Aid System agreement. In addition to the applicable sections of Minnesota Statutes Chapter 12, the mutual aid agreement provides for assistance and financial issues.

Participating Departments	Contact Agency
Bayport	Washington County Sherriff
Centennial	Anoka County Dispatch
Hugo	Washington County Sheriff
Forest Lake	Washington County Sheriff
Lake Elmo	Washington County Sheriff
Lake Johanna	Ramsey County Emergency Communications Center (ECC)
Lexington	Anoka County Sheriff
Little Canada	Ramsey County ECC
Lower St. Croix	Washington County Sheriff
Mahtomedi	Washington County Sheriff
Maplewood	Ramsey County ECC
Moundsvew (SBM)	Anoka County Sheriff
North St Paul	Ramsey County ECC
Oakdale	Washington County Sheriff
St. Anthony	Hennepin County Sheriff
Spring Lake Park	Anoka County Sheriff
Vadnais Heights	Ramsey County ECC
White Bear Lake	White Bear Lake ECC
Woodbury	Washington County Sheriff

### Emergency Response Training Records

Directors and chiefs of all departments and organizations cited in this plan are aware and are responsible for maintaining their Standard Operating Procedures (SOP), resource lists, training programs, and schedules of training. Persons interested in information regarding the training records of firefighters should contact the individual fire department.

### Notifications

The IC will keep the Ramsey County Emergency Management & Homeland Security (RCMHHS) informed of escalating fire situations with the potential to require activation of the county EOC. Once notified, the emergency management director, or designee, will activate the EOC. Once



activated, the emergency management director, or designee, will request that an appropriate fire department representatives report to the EOC to serve as the ESF #4 Coordinator. As additional EOC staffing needs become apparent, other department and support agency representatives may be asked to report to the EOC.

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Municipal Fire Department	
Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Maintain this ESF/Annex as well as supporting SOPs, guidelines, and checklists.
2	Ensure fire personnel receive appropriate emergency operations training.
3	Ensure fire mutual aid agreements with surrounding jurisdictions are current.
4	Develop and maintain mutual aid agreements with private sector resources that could be useful for fire prevention or suppression.
5	Develop and maintain standard operating guides and checklists to support emergency firefighting operations.
6	Ensure emergency call-up and resource lists are current.
7	Ensure the availability of necessary equipment to support firefighting activities.
8	Participate in emergency training and exercises.
9	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
10	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
Response (During Event) Actions for ESF 4 - Firefighting	
1	Respond as required on a priority basis.
2	Activate mutual aid if needed.
3	Coordinate activities with other responding agencies.
4	Coordinate external fire resources.
5	Alert or activate off-duty and auxiliary personnel as required by the emergency.
6	Conduct other specific response actions as dictated by the situation.
7	Provide ongoing status reports as requested.
8	When requested, deploy a representative to the county EOC to assist with ESF/Annex-4 activities.
9	Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work in the event that reimbursement from the state or federal government becomes available.
10	Perform other emergencies responsibilities as assigned.

Recovery (Post Event) Actions for ESF 4 - Firefighting	
1	Support clean-up and restoration activities.
2	Review plans and procedures with key personnel and make revisions and changes.
3	Replenish supplies and repair damaged equipment.
4	Continue activities in coordination with the EOC based on the requirements of the incident.
5	Participate in after-action briefings and develop after-action reports.
6	Make necessary changes in this ESF/Annex, supporting plans, and procedures.
7	Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work in the event that reimbursement from the state or federal government becomes available.
Mitigation Actions for ESF 4 - Firefighting	
1	Participate in the hazard identification process and identify gaps in firefighting operational effectiveness.
2	Develop fire safety programs that include disaster situations and present them to the public.

### Additional Critical Capabilities

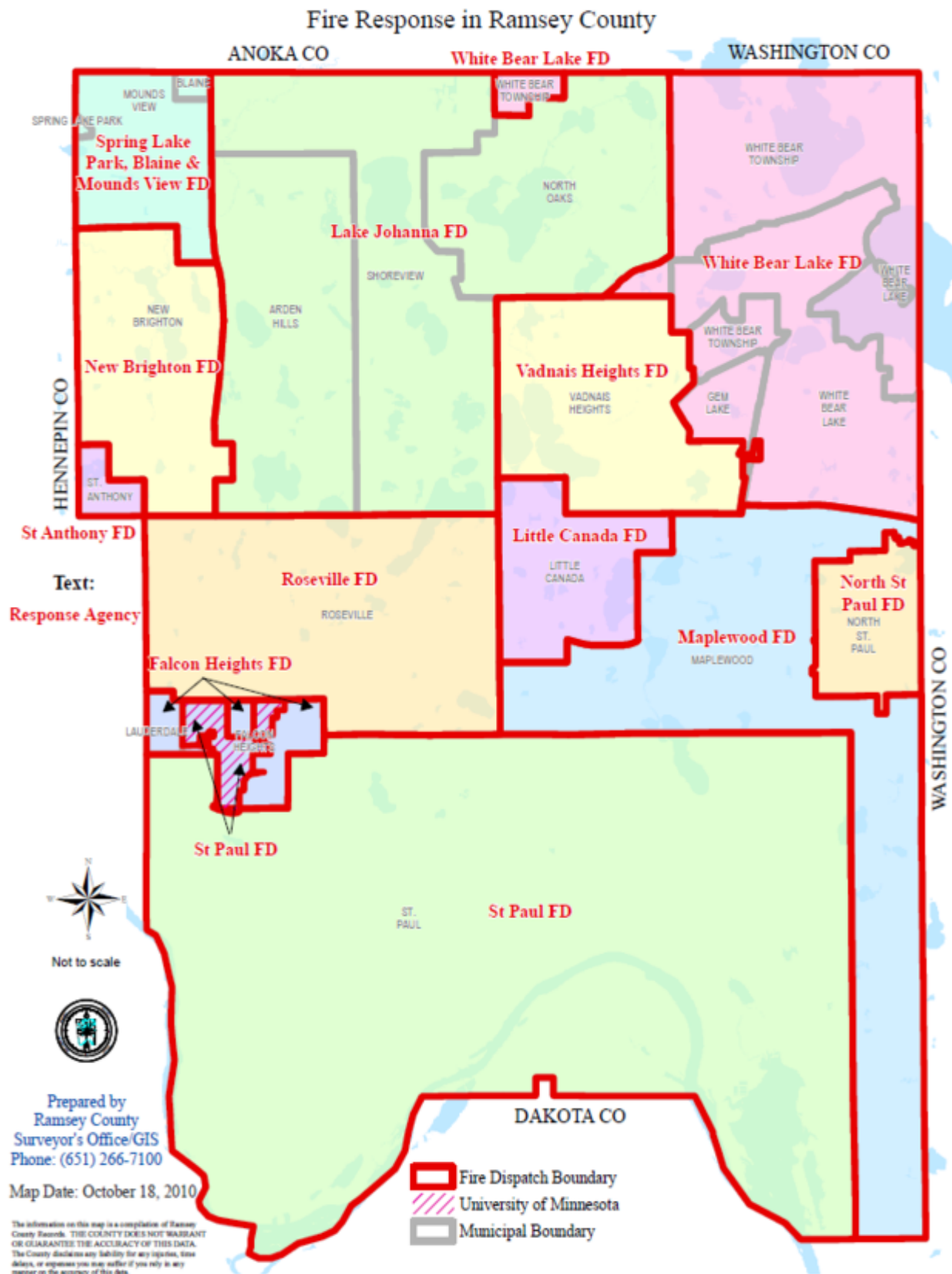
**Rescue** - Local fire departments are trained in auto extrication. The Twin Cities Metropolitan area has heavy rescue response

**Medical** - The majority of fire districts and departments serving Ramsey County have medically trained first responders. These personnel will act as medical control and begin initial treatment and triage for the eventual transportation to a medical facility until medical control takes over.

**Mass Care** - Fire districts and departments serving Ramsey County can assist with the delivery of non-potable water for critical facilities in the event of a disaster.

**Damage Assessments and Inspections** - During the initial stages of a disaster, the fire departments serving Ramsey County can assist in the preliminary damage assessments. During the recovery phase, local fire departments can assist in fire safety inspections of post-disaster housing, sheltering, and feeding facilities.

**Hazardous Materials Incidents and Accidents** - Local fire departments are responsible for the initial response and, if possible, containment of hazardous materials. If the scope of the problem is beyond the capabilities of the local fire department, the IC may call for the response of the State Hazardous Materials Team through the state duty officer ( - ). The Incident Commander will determine the hazard level of the incident, identification of the material, and direct the activities of responders and the affected population. Fire department personnel in Ramsey County are trained at a minimum to the awareness level for hazardous materials in accordance with 29CFR 1910.120.



## **C. Administration and Support**

### **Mapping**

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### **Records and Finances**

#### **Ramsey County**

Each department will track personnel hours with a standardized mechanism. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### **Municipality**

Each department will track personnel hours with a standardized mechanism. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### **Agreements and Understanding**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations  
**ECC** - Emergency Communications Center (9-1-1 dispatch)  
**EOC** - Emergency Operations Center  
**EOP** - Emergency Operations Plan  
**IC** - Incident Commander  
**ICS** - Incident Command System  
**NIMS** - National Incident Management System  
**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:

## ESF 5 - Emergency Management



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Emergency Management Agency (EMA)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Support Agencies:**

Federal Emergency Management Agency (FEMA)

MN Homeland Security and Emergency Management (HSEM)

MN State Fair

Municipal GIS

Municipal Information Services Dept.

Municipal Public Safety Agencies

Ramsey County Communications Division

Ramsey County Emergency Communications Center

Ramsey County Finance Dept

Ramsey County Information Services

Ramsey County Sheriff's Office (RCSO)

## **A. Introduction**

### **Important Acronyms and Abbreviations**

CIM – County Incident Manager

COP – Common Operating Picture

ECC – Emergency Communications Center (911 center)

EI – Essential Elements of Information

EMA – Emergency Management Agency (municipal agency/function)

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

FOG – Field Operations Guide

PSAP – Public Safety Answering Point (911 center)

RCEMHS DOC – Ramsey County EMHS Department Operations Center

RCEOC – Ramsey County Emergency Operations Center

IC – Incident Commander (on-scene)

ICS – Incident Command System

SEOC – State Emergency Operations Center

## Purpose

ESF #5 - Emergency Management is responsible for supporting the activities of Ramsey County and municipal governments for incident management. ESF #5 provides the core management and administrative functions in support of the chief elected and appointed officials; the on-scene incident commanders (IC); the county and municipal incident managers; and the Emergency Operations Centers (EOC). Both Ramsey County and the municipal governments have requirements in this realm and have established ESF #5 to provide the core management and administrative functions in support of preparedness, response, recovery, and mitigation efforts at the county level and within each municipality.

This includes alert and notification; staffing and deployment of a duty officer (County level only) and of response teams, as well as facilitating the requests for and operations of response teams from other departments and agencies; incident action planning; coordination of operations; logistics management; direction and control; information collection, analysis, and management; facilitation of requests for Federal assistance; resource acquisition and management; worker safety and health; facilities management; financial management; and other support as required.

## Scope

During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring governmental coordination. This includes:

- alert and notification
- staffing and deployment of a duty officer (County level only) and scene-response teams
- establishing and maintaining an organizational structure for emergency response and recovery
- facilitating the requests for and operations of response teams from other departments and agencies
- incident action planning
- coordination of operations
- logistics management
- direction and control
- information collection, analysis, and management;
- requests for State and/or Federal assistance
- resource acquisition and prioritization
- worker safety and health



- Emergency Operations facilities management
- financial management
- other support as required.

## Situation

Emergencies require cooperation between agencies and jurisdictions. While all emergencies are local, the planning, response, recovery, and mitigation efforts needed to cope with them must be regional. Resources are always limited. Careful planning and close cooperation are needed to set priorities and assign resources in an effective manner.

## Assumptions

Affected jurisdictions' public safety agencies will notify the Ramsey County duty officer of major incidents either by contacting their Public Safety Answering Point (PSAP) 24x7 via the **ECC Supervisor**

This plan makes the following assumptions:

- Ramsey County department and agency heads will notify the county duty officer of major incidents that threaten to cause a significant interruption in county business services.
- In some situations, the RCEMHS Duty Officer might be the first county official to learn of an emergency situation. In many other scenarios, the RCEMHS Duty Officer will learn of emergencies from other agencies. In either case, the Duty Officer will assure the notification of senior county management by notifying the county manager.
- RCEMHS will often send personnel to the scene of an emergency occurring in one of the municipalities of the county. In this liaison role, the RCEMHS duty officer will make a determination as to the time at which other county officials should be notified, if they have not already been called.
- There will be some means of communication available.
- Personnel are available to take some action.
- Catastrophic incidents that make concerted action on behalf of the county or one or more communities impossible could occur.

## **B. Concept of Operations**

### Policies

ESF #5 ensures that trained and experienced staff are ready to fill appropriate positions at the RCEMHS DOC, RCEOC, municipal EOCs, SEOC or on scene command post when activated or established. Whichever facility is staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts of countywide, local, and field operations. In the event of a no-notice event, the Director of RCEMHS or his or her designee may direct execution of this EOP in whole or part depending on the size of the incident. If at any time, ESF #5 is activated, the RCEMHS DOC will also be activated. ESF #5 supports the activation and deployment of teams to assess and monitor the incident.

The RCEMHS DOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the county manager and affected communities until the affected jurisdictional EOC's are operational. Once the EOC's are operational, the RCEMHS DOC assumes a monitoring role and serves as a central point for tracking activities in the affected jurisdictions and for coordinating Ramsey County assets.

ESF #5 operations transition from the RCEMHS DOC to the RCEOC when the RCEOC becomes established. When the RCEOC begins to stand-down operations, ESF #5 operations transition back to the RCEMHS DOC.

ESF #5 is responsible for coordinating emergency response plans at its level of government. ESF #5 facilitates information flow in the pre-incident phase and coordinates intergovernmental planning, training, and exercising in order to prepare assets for deployment. For example, at the county level, RCEMHS has the lead; at the municipal level, the jurisdiction's emergency management agency has that responsibility.

### Notification and Activation Policy

In addition to the normal processes followed by the Ramsey County ECC and the White Bear Lake ECC, the RCEMHS Departmental Operations Center (DOC) is responsible for notifying the county manager's office, as well as local emergency management agencies of potential threats to enable the elevation of operational response postures or the pre-positioning of assets. Municipal EMAs are responsible for notifying departments and agencies in their respective jurisdictions, and for notifying RCEMHS. As a key part of their day-to-day ESF #5 role, RCEMHS and jurisdiction EMA staff share responsibility for maintaining overall situational awareness between and during incidents. If circumstances develop which requires the use of any section or concept of the RCEOP, ESF #5 will be formally activated. Activation does not constitute the declaration of a state of emergency.

- The activating municipal EMA will notify its local government agencies that have ESF #5 duties in accordance with the concept of operations.
- The activating municipal EMA will notify RCEMHS via the county duty officer (via the ECC Supervisor Direct Line:
- RCEMHS will assess the situation and either respond to the scene or activate the RCEMHS DOC.
- RCEMHS will notify Ramsey County senior management that ESF #5 is in use, and why.
- The activating jurisdiction will open an incident in the COP system, or request that an incident is created by RCEMHS.
- In many cases, RCEMHS will learn of the incident first, and will open the incident in the COP system.

## Operational Policy

ESF #5 is responsible for establishing and coordinating the support infrastructure in Ramsey County and in and between the affected jurisdictions in anticipation of requirements for hazard mitigation, response, and recovery assistance. ESF #5 for each individual jurisdiction has the lead in these efforts for that jurisdiction with the assistance of RCEMHS as requested. Should incidents span more than one jurisdiction, or threaten to overwhelm the resources of any given jurisdiction, RCEMHS will, at the request of the affected jurisdictions, assume the lead for ESF #5 activity. In large-scale events, RCEMHS will request assistance from, and coordinate with, the State of Minnesota or the federal government in accordance with Minnesota Stat. Chapter 12.

## Organization

### **Ramsey County:**

**Primary County Agency:** Ramsey County Emergency Management and Homeland Security (EMHS).

ESF #5 serves as the coordination ESF for Ramsey County's departments and agencies across the spectrum of incident management from emergency planning, to hazard mitigation, preparedness, response, and recovery. ESF #5 will identify resources for alert, activation, and subsequent deployment for quick and effective response, and will coordinate response and recovery activities between individual scenes of action, county elected officials, senior management, and policy makers.

ESF #5 applies to the relationship and support between the counties of Minnesota, Ramsey County and its municipalities, mutual aid out-of-state, and situations within Ramsey County business activities.

## **County-Municipal Jurisdiction Interface:**

As the ESF #5 coordinating entity, Ramsey County Emergency Management & Homeland Security (RCEMHS) will develop, implement, and maintain the countywide Ramsey County Emergency Operations Plan 2015 and the countywide pre-disaster hazard mitigation plan. RCEMHS will coordinate the integration of county departmental emergency procedures, and municipal departmental emergency procedures with these plans to ensure assure unity of purpose.

## **Municipalities:**

For each municipality, ESF #5 serves as the coordination ESF for all jurisdictional departments and agencies.

## **ESF#5 Operations:**

### **Support to Scene of Incident**

Activities begin with a notification (call to 9-1-1, call to County Duty Officer, or any intelligence indicating an event is imminent or has occurred) – and activation of ESF #5 organization begins at the same time as the response to the scene (Doctrine of ***“Leaning Forward”***).

In general, ESF #5 support to the on-scene response is designed to make escalation to a full Level 1 EOC-based activation seamless.

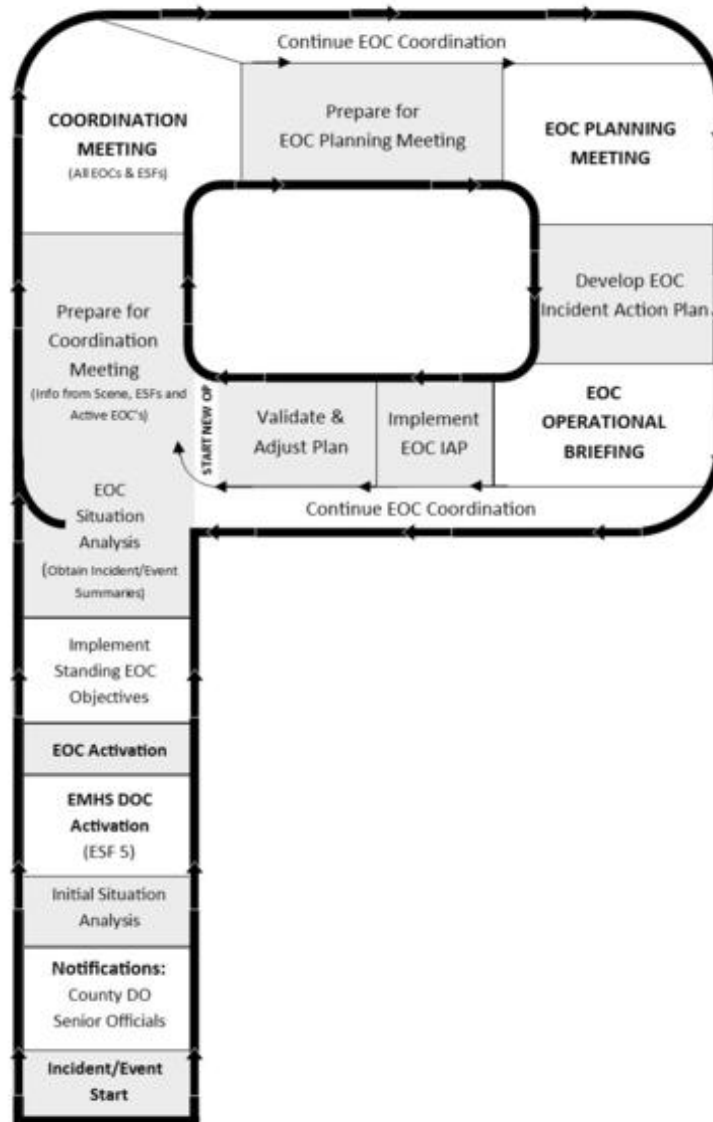
### **County Role**

EMHS Duty Officer assesses call and activates needed resources. In general, EMHS Duty Officer will respond to the scene and establish liaison role with the On Scene Incident Commander (IC), EMHS will assist the IC as necessary.

### **Municipal Role**

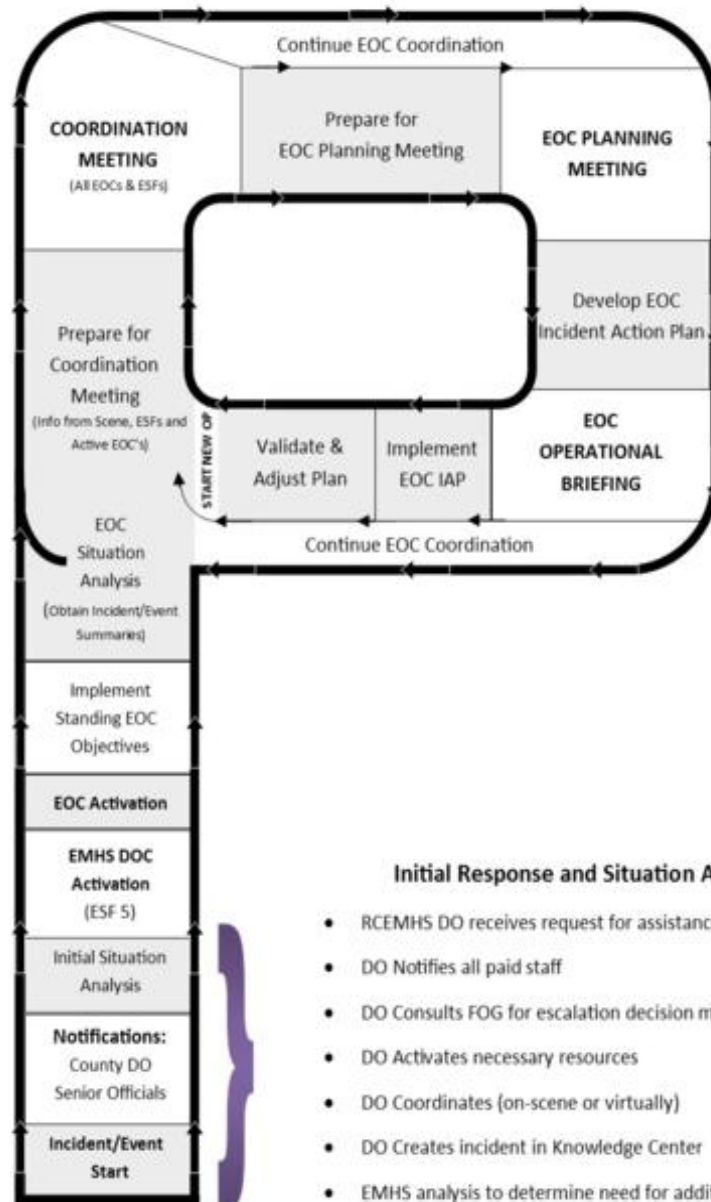
Municipal personnel make up the response personnel and ICS structure at the scene. Municipal Emergency Management Agency personnel do not respond to scenes.

## EOC COORDINATION PROCESS PLANNING "P"



The "Planning P"

## EOC COORDINATION PROCESS PLANNING “P”



## Incident Classification

### County Role

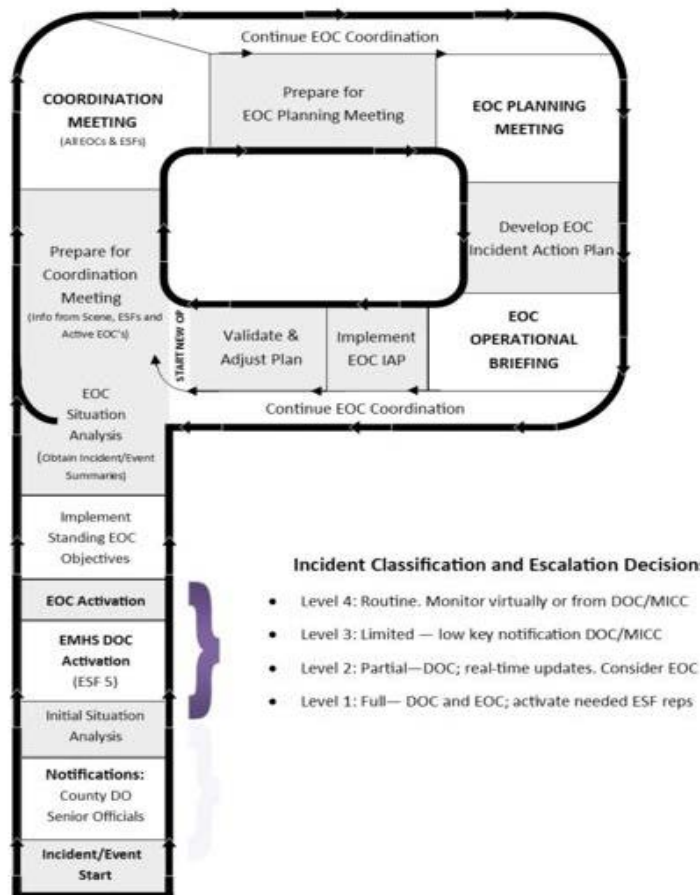
The EMHS Duty Officer makes an initial decision regarding escalation of the incident – assigning one of the four levels of activation. EMHS Duty Officer assures that municipal and county leadership are informed as necessary. The Ramsey County EMHS Field Operations Guide (FOG) provides the Duty Officer with guidance and direction. If the Municipal or County EOC is needed, EMHS staff will go to those locations, and therefore may need to leave the scene of the incident.

### Municipal Role

At the municipality level, the municipal EMA Director (or the Incident Commander) begins the same classification process.

A municipality might easily escalate the incident to a higher level than that assigned for the entire county in general. EMHS staff will advise the municipal EMA and the IC if desired, serving as a subject matter expert for ESF #5.

### EOC COORDINATION PROCESS PLANNING “P”



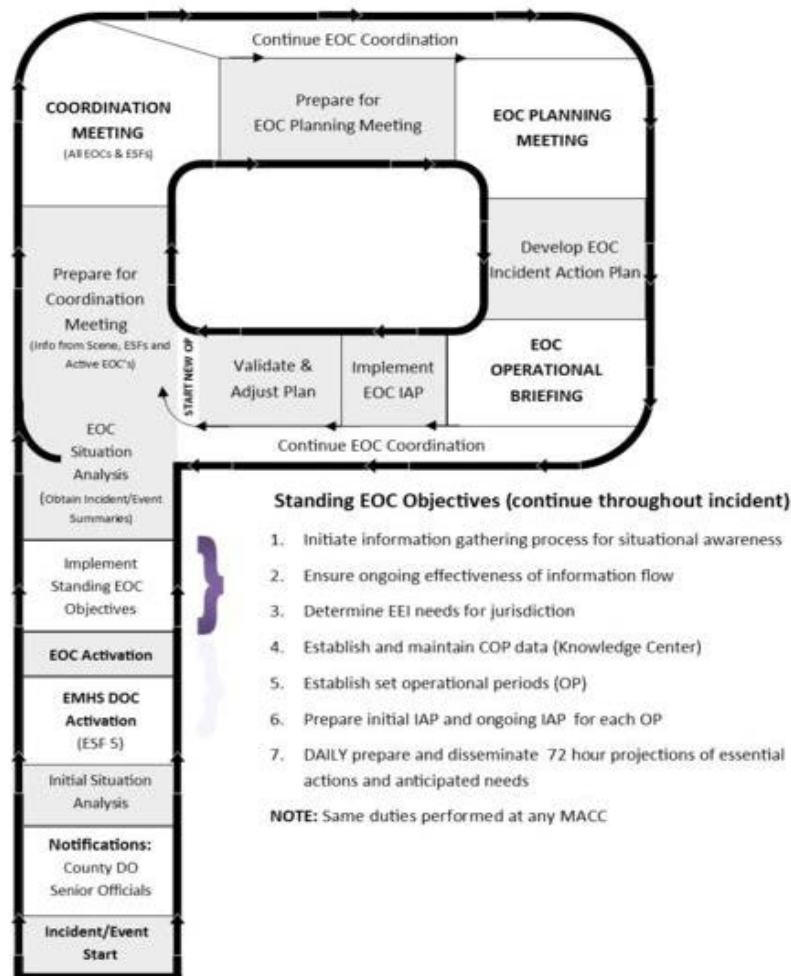


## Multiple Agency Coordination System (MACS)

No matter which Activation Level is assigned, ESF #5 agencies work to establish a system for coordinating the activities of all agencies required for the response and recovery. This MACS may well be established in the municipal EOC, the RCEOC, or both – or it may be established only at the on-scene incident command post. No matter where multiple agency coordination is needed, ESF #5 agencies (typically EMHS and/or the municipal EMA) perform that role – freeing the Incident Commander to concentrate on tactical matters.

To facilitate the MACS role, ESF #5 meets certain standing objectives (referred to here as “Standing EOC Objectives” – even if they occur at some other location).

### EOC COORDINATION PROCESS PLANNING “P”





## Maintain Situational Awareness – Gathering and Disseminating Essential Elements of Information (EEI) and Common Operating Picture (COP)

ESF #5 also has the key role of ensuring that the other agencies of the jurisdictions, and the appointed and elected leadership, have accurate and timely situational awareness. EMHS and/or the municipal EMA will work in concert with the IC to gather the EEI and develop a clear COP. EMHS and the EMA will gather the EEI and enter it into the Knowledge Center system. The data will also be used to develop the Incident Action Plans by the IC (at his/her discretion) and the EOC.

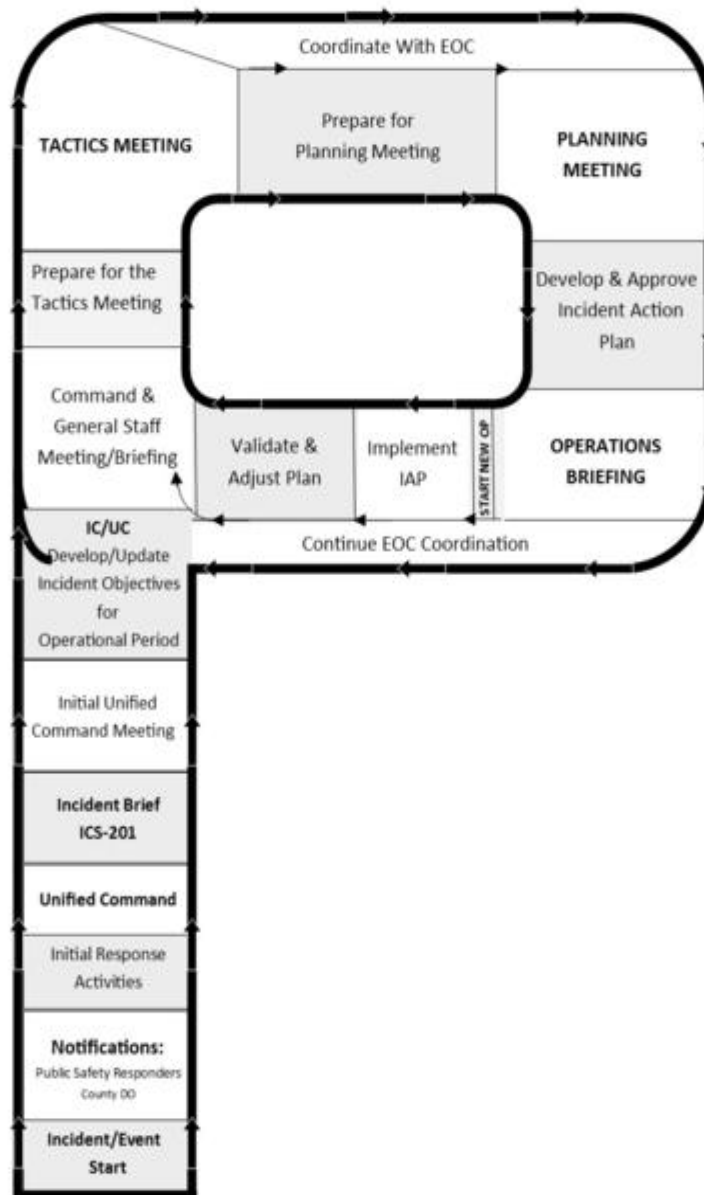
For ALL incidents, the minimum required EEI are the On-Scene Support EEI and the Affected Area EEI.

On-Scene Support of ICS EEI
On-Scene ICS Chain of Command (Including ICS form 214)
Communications Table (ICS form 205)
IC Goals/Priorities for the Current Operational Period (OP)
IC Objectives for Each Goal/Priority
On-Scene Anticipated Needs
Affected Area EEI (needed for EOC and Command)
Boundaries of the Affected Area
Access and Egress Points for the Affected Area
Jurisdictional Boundaries
Social, Economic, and Political Impacts
Hazard Specific Information
Seismic and/or Other Geophysical Information
Weather Conditions/Forecasts
Historical and Demographic Information

## Facilitate On-Scene ICS Planning and Incident Action Plan Development

EMHS and/or the municipal EMA will work with the on-scene IC to ensure development of a written Incident Action Plan (IAP). The standard “Planning ‘P’” provides the guidance for IAP development and ICS activity.

## ON-SCENE ICS PLANNING “P”



## Resource Policy

Resource allocation and tasking are coordinated through the appropriate multiagency coordination center using a formal mission assignment process and other procedures outlined in the activities for ESF-7. For catastrophic incidents, RCEMHS will monitor implementation of individual department or agency mutual aid and other assistance efforts and the deployment of staff and emergency response teams. RCEMHS staff and local EMA staff working with partner agencies, will identify and resolve resource allocation issues identified at the multiagency coordination centers.

### County Level

In the event that the total requirement for a specific resource is greater than the amount available, the decision regarding allocation to each requesting entity will be referred to the RCEOC for adjudication. In the event the incident is such that existing mutual aid agreements may not suffice, the request will be forwarded to the SEOC.

- The county manager is empowered to send county assets in support of emergency (other than Sheriff's Office assets).
- The county sheriff is empowered to send sheriff's office assets in support of the emergency response.
- Ramsey County Finance Department will establish accounting codes for tracking expenses related to any event or incident that might require expense tracking for reimbursement purposes (e.g. declarations of emergency).

### Municipal Level

In the event that the requirements for a specific resource is greater than the amount available, the decision regarding allocation to each requesting entity will be referred to the local EOC for adjudication. Requests for assistance will be directed first through existing mutual aid agreements. In the event the incident is such that existing mutual aid agreements may not suffice, the request will be forwarded to RCEMHS.

- Each jurisdiction has established by resolution who is empowered to send jurisdiction assets in support of emergencies.

## Incident Intelligence Policy

Ramsey County ESF #5 staff provides an informational link between the jurisdictions' various departments in support of the emergency situation. ESF #5 staff also serve as an informational link between jurisdictions; local, county, state, or federal department and agency operations centers, and command posts. ESF #5 serves as the centralized conduit for situation reports from the various ESFs.

### Planning Policy

Departments and agencies participate in the incident action planning process coordinated by the planning section at each multiagency coordination center. Planning section staff provides, manages, and organizes geospatial data.

### Facility Policy

ESF #5 ensures the establishment of required field facilities and arranges for supplies and equipment to support activities related to the management of an incident. These facilities include but are not limited to a Joint Information Center (JIC); mobilization centers and operational staging areas; EOCs, command posts and the mobile incident command center. In the event of multiple incidents, multiple field facilities may be established at the discretion of the affected jurisdictions. RCEMHS maintains an on-call workforce of trained and skilled volunteers to provide capability to perform essential emergency management functions on short notice and for varied duration.

## Organizational Policy

ESF #5 is organized in accordance with the National Incident Management System (NIMS). ESF #5 supports the general staff functions contained in the NIMS at multiagency coordination centers (e.g., RCEOC and jurisdictional EOCs). See the applicable element standard operating procedure for detailed descriptions of staff positions of each multiagency coordination center.

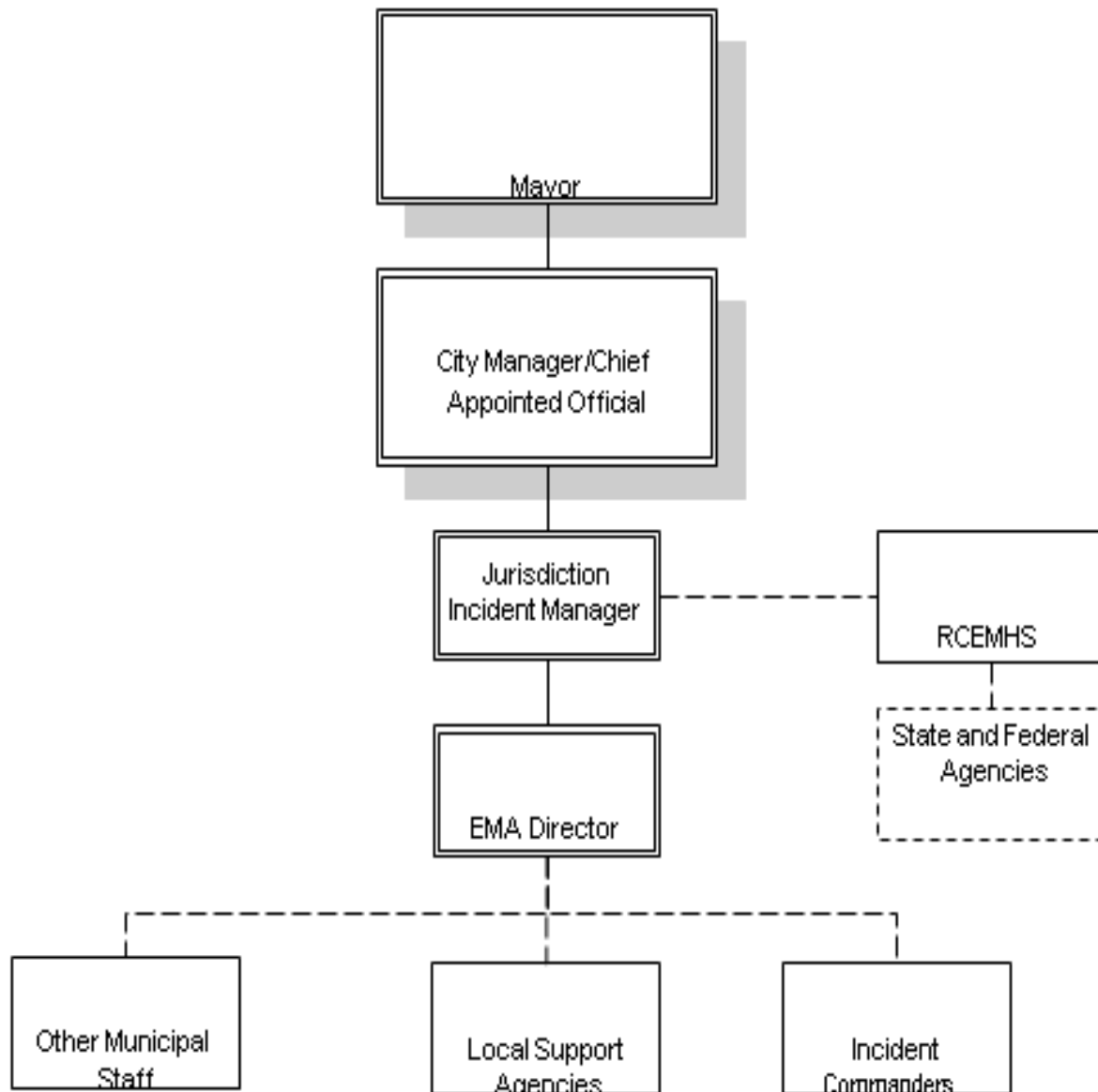


Figure 1: Reporting Structure for ESF 5

## Operational Procedures Activation Protocols

ESF #5 may be activated by the County duty officer, the chair of the Ramsey County Board of Commissioners; the County manager; the Ramsey County Sheriff; or the Ramsey County Director of Emergency Management and Homeland Security. ESF #5 helps maintain situational awareness of the threat or incident. It coordinates and represents the County's interest in the county-state operational partnership and the jurisdiction-county partnership. ESF #5 ensures that communities and individuals receive timely, equitable, and comprehensive assistance as provided for in state and federal statutes and directives.

ESF #5 functions in one of four operational levels:

LEVEL 4: "Routine Operations" - No Additional ESFs Anticipated (Routine day-to-day operations)

**Recommended Municipal EMA Activities:** Engage in routine activity. When an event occurs or has the potential to occur that is outside of the normal activity, actions might include special planning, alert, notification, and situation reporting.

**RCEMHS Activities:** Maintain Common Operating Picture. Monitor local, state, and national situation. Engage in routine activity. When an event occurs or has the potential to occur that is outside of the normal activity, actions might include alert, notification, and situation reporting in coordination with Ramsey County senior management, the local EMA and other appropriate municipal, County, State, private-sector, or nongovernmental partners.

LEVEL 3: "Limited Activation"

**Initiating Conditions:** Emergency Incidents/Potential Incidents requiring close monitoring of the situation by elements of one or more ESF. Typically, ESF #5 staff leaves regular duties and directly monitors this situation.

**Recommended Municipal EMA Activities:** Notification to municipal senior leadership via email or other "low key" methods. On-scene Incident Command Post (ICP) established and ICS in place. ESF#5 physically reports to ICP or in regular contact. Notification to and coordination with RCEMHS Duty Officer.

**Key Activation Indicators for RCEMHS and unaffected municipalities:** Automatic notification by ECC for specific events (e.g. NTAS Alerts; HazMat; major fire; SWAT; hostage; bomb; explosion; major infrastructure issue; continuity of government issues). Significant weather watches or winter storm warnings; Planned or spontaneous community special events; act of terrorism in the United States; specific request; "Alert" at Prairie Island or Monticello nuclear power plant.

**RCEMHS Activities:** Maintain Common Operating Picture data. Coordinate with municipalities. Provide information to County Senior Management Team via email. Assist with EEI maintenance and dissemination. One or more staff physically reports to ICP). Consider contacting Finance Department to establish special accounting codes.

## LEVEL 2: “Partial Activation”

**Initiating Conditions:** Emergency or complex potential events that require input from leadership of multiple agencies or jurisdictions to effectively manage the demands of the situation; incidents within Ramsey County that may overwhelm the capabilities of the area.

**Recommended Municipal EMA Activities:** Notification to all municipal senior leadership. Consider physical set-up of municipal EOC (MEOC) as well as On-Scene Incident Command Post(s) as indicated, and ICS in place. Municipal ESF #5 and other agencies related to the type of incident report to MEOC physically or virtually. Gather, maintain, and disseminate Essential Elements of Information (EEI). Notification to and coordination with RCEMHS.

**Key Activation Indicators for RCEMHS and unaffected municipalities:** One or more Municipal EOC at level 2; Tornado Warning; Metro Skywarn Network Control; significant state or national emergency; Act of terrorism within Minnesota; National Special Security Event support; any event that may require assets from other municipalities, counties, State or federal agencies; Site Area Emergency at Prairie Island or Monticello nuclear power plant.

**RCEMHS Activities:** Typically, the RCEMHS DOC is physically activated. Maintain Common Operating Picture data. Provide information to County Senior Management Team. Assist with EEI maintenance and dissemination. One or more staff physically reports to affected municipality (if incident allows, RCEMHS staff remains at MEOC and/or scene). IAP preparation; coordination among Ramsey County agencies and between municipalities and the county. Communication and coordination as needed with the State of Minnesota. Consider contacting Finance Department to establish special accounting codes.

## LEVEL 1: “Full Activation”

**Initiating Conditions:** Incidents and disasters involving one or more municipalities within the county, and/or multiple counties in the state including Ramsey County. Complex events involving the need for multiple ESFs; any situation that will likely exhaust the ability of the county to provide services or that will result in the need for coordination of multiple agencies and activities.

**Recommended Municipal EMA Activities:** Notification to all municipal senior leadership. Physical set-up of Municipal EOC (MEOC); ICP with ICS as necessary. Municipal ESF #5 and other agencies related to the type of incident report to MEOC physically. Gather, maintain, and disseminate Essential Elements of Information (EEI). Notification to and coordination with RCEMHS.

**Key Activation Indicators for RCEMHS and unaffected municipalities:** One or more Municipal EOC at level 1 or multiple MEOC at Level 2. Major continuity of government/operations for Any situation that may require assets from other municipalities, counties, State or federal agencies; act of terrorism within the Twin Cities Urban Area; General Emergency at the Prairie Island or Monticello nuclear power plant.

**RCEMHS Activities:** Typically, the RCEMHS DOC is physically activated. Maintain Common Operating Picture data. Provide information to County Senior Management Team and all municipalities. Assist with EEI maintenance and dissemination. One or more staff physically reports to affected municipality (if incident allows, RCEMHS staff remains at MEOC or scene). Activate and staff RCEMHS DOC. Consider physical activation of RCEOC. Ongoing coordination with State of Minnesota Homeland Security and Emergency Management; FEMA, and other agencies as required. Consider contacting Finance Department to establish special accounting codes.

**NOTE:** Level 1 Activation indicates events that threaten to compromise the continuity of governmental functions. Normal governmental operations may be suspended. The effects of this emergency are wide-ranging and complex. A timely resolution of disaster conditions requires countywide cooperation and extensive coordination with external agencies and jurisdictions.

### Planning Activity:

#### **National Level**

RCEMHS develops and provides coordinated planning and preparedness activities in response to strategic planning guidance and direction from DHS and FEMA.

#### **State Level**

DHS and FEMA regional offices work with their regional interagency partners to develop coordinated interagency operational plans focused on specific threats and risks within FEMA Region V. The State of Minnesota Division of Homeland Security and Emergency Management (HSEM) maintain the state Emergency Operations Plan (EOP) and other supporting documents and is the state administrative agency for special projects. HSEM sets requirements for county emergency planning. Within this construct, RCEMHS is involved in the Twin Cities Urban Area Security Initiative, the Metropolitan Region



Homeland Security and Emergency Management Joint Powers Agreement and is actively involved in statewide, regional and other emergency management planning activities.

### **Municipal Level**

The emergency management organizations within Ramsey County meet on a regular basis to discuss issues of importance across jurisdictions. Common countywide planning efforts ensure unity of purpose. RCEMHS authors, updates, maintains, and hosts the common countywide EOP and supporting plans and documents.

## **Training Activity**

### **National Level**

DHS and FEMA ensures that there are training standards for persons and agencies with a role in emergency response.

### **State Level**

Minnesota's Division of Homeland Security and Emergency Management (HSEM) sets standards and requirements for emergency management programs and for emergency management personnel in the state.

### **Municipal Level**

RCEMHS appoints a training and exercise officer to create and conduct training of all levels for Ramsey County agencies, and to assist and coordinate training of all levels for municipal departments. Each agency with a role in this plan maintains their own training officers, training calendars, and training records. Such information is available from the specific agency by written request.

## **Exercise Activity**

### **National Level**

DHS develops and manages the National Exercise Schedule and the Homeland Security Exercise Evaluation Program (HSEEP) to ensure that exercises meet standards and identified local needs.

### **State Level**

HSEM works with DHS and FEMA to maintain the exercise calendar for Minnesota.

### **Municipal Level**

RCEMHS appoints a training and exercise officer to create and conduct exercises for Ramsey County agencies, and to assist and coordinate exercises of all levels for the jurisdiction. RCEMHS reports scheduled exercises to HSEM for inclusion in the calendar, and to create After Action and Corrective Action Reports. When practical, exercises in Ramsey County are conducted in accordance with the HSEEP.

## Post-Event Actions

As the operation progresses from the pre-incident phase through response and recovery, the planning section continues to provide incident action, current, and future planning functions in coordination with the other ESFs engaged in the operation and with those who are operating under agency statutory authorities.

### **Ramsey County Level**

As the affected jurisdiction assumes greater responsibility for the recovery operation, ESF #5 coordinates the demobilization of county assistance. Each involved county agency continues to execute its responsibility until the county presence is no longer required by the jurisdiction and the operation is terminated. ESF #5 coordinates the transfer of incident management from response entities to recovery entities. ESF #5 remains active during the recovery to plan and facilitate the demobilization of jurisdiction emergency support activities. Each involved jurisdiction agency continues to execute its responsibility until the emergency activities is no longer required by the jurisdiction and the operation is terminated.

## C. Administration and Support

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### **Ramsey County**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request. Ramsey County Finance Department will establish specialized accounting codes as needed. Such codes in the Aspen system will begin with the letters "ER" and end with either the letter A, B, C, D, E, F, G, or X. These letters correspond to the FEMA disaster categories.

#### **Municipality**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

**Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government

.

**Agreements and Understanding**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

**Status Reports**

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

**Critiques**

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director

**Roles and Responsibilities**

The following list identifies the responsibilities designated to each agency or organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Activates and convenes County and regional emergency assets and capabilities to prevent and respond to incidents that may require a coordinated countywide response, and coordinates with federal, state, regional, and jurisdiction emergency management organizations.
2	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
3	Coordinates the use of situational awareness, common operating picture, and geospatial and geographic information system support needed for incident management.
4	Coordinates overall staffing of emergency management activities at multiagency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
5	Conducts operational planning, coordinating with other emergency management agencies at the national, state, regional, and municipal levels. The regional offices coordinate with their respective communities and the state to develop unified federal local-regional-state response plans.
6	Coordinates County preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning.
Recovery (Post Event) Actions for ESF 5 - Emergency Management	
1	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
Mitigation Actions for ESF 5 - Emergency Management	
1	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.

Primary: Municipal Emergency Management Agency (EMA)	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Maintains the jurisdiction's specific portions of the RCEOP and the jurisdiction's procedures for emergency preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning.
Response (During Event) Actions for ESF 5 - Emergency Management	

1	Activates and convenes municipal emergency assets and capabilities to prevent and respond to incidents that may require a coordinated countywide response.
2	Coordinates staffing of emergency management activities at the jurisdiction's EOC or on-scene command posts, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and key personnel.
3	Conducts operational planning for the jurisdiction, coordinating with emergency response agencies serving the jurisdiction and RCEMHS. The municipal EMA also coordinates with mutual aid agencies to develop local response procedures.

<b>Primary: Ramsey County Emergency Management &amp; Homeland Security (RCEMHS)</b>	
<b>Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management</b>	
1	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
<b>Response (During Event) Actions for ESF 5 - Emergency Management</b>	
1	Activates and convenes County and regional emergency assets and capabilities to prevent and respond to incidents that may require a coordinated countywide response, and coordinates with federal, state, regional, and jurisdiction emergency management organizations.
2	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
3	Coordinates the use of situational awareness, common operating picture, and geospatial and geographic information system support needed for incident management.
4	Coordinates overall staffing of emergency management activities at multiagency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
5	Conducts operational planning, coordinating with other emergency management agencies at the national, state, regional, and municipal levels. The regional offices coordinate with their respective communities and the state to develop unified federal local-regional-state response plans.
6	Coordinates County preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning.
<b>Recovery (Post Event) Actions for ESF 5 - Emergency Management</b>	
1	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
<b>Mitigation Actions for ESF 5 - Emergency Management</b>	

1	Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the municipalities in the county.
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Supporting: Federal Emergency Management Agency (FEMA)	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
2	Ramsey County, departments, and agencies maintain comprehensive and current plans and procedures identifying how they will execute their support functions.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
2	Support capabilities of other organizations may be used as required and available.

Supporting: MN Homeland Security and Emergency Management (HSEM)	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
2	Ramsey County, departments, and agencies maintain comprehensive and current plans and procedures identifying how they will execute their support functions.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
2	Support capabilities of other organizations may be used as required and available.

Supporting: Municipal GIS	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
2	Ramsey County, departments, and agencies maintain comprehensive and current plans and procedures identifying how they will execute their support functions.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
2	Support capabilities of other organizations may be used as required and available.

Supporting: Municipal Information Services Dept.	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
2	Ramsey County, departments, and agencies maintain comprehensive and current plans and procedures identifying how they will execute their support functions.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
2	Support capabilities of other organizations may be used as required and available.

Supporting: Municipal Public Safety Agencies	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
2	Ramsey County, departments, and agencies maintain comprehensive and current plans and procedures identifying how they will execute their support functions.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
2	Support capabilities of other organizations may be used as required and available.

Supporting: Ramsey County Communications Division	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
2	Ramsey County, departments, and agencies maintain comprehensive and current plans and procedures identifying how they will execute their support functions.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
2	Support capabilities of other organizations may be used as required and available.

Supporting: Ramsey County Emergency Communications Center
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Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
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2	Support capabilities of other organizations may be used as required and available.

Supporting: Ramsey County Information Services	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
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1	Provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective planning section.
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Supporting: Ramsey County Sheriff's Office (RCSO)	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
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## D. Glossary



**CFR** - Code of Federal Regulations

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**CIM** - County Incident Manager

**COP** - Common Operating Picture – a process designed to share information regarding the county and the region’s status and response. A major part of COP is achieved through a secure COP technology solution used throughout the metro area.

**DOC** - Department Operations Center - Designated facility used by a specific ESF, or governmental department or agency to coordinate their activities specific to impending or actual events.

In essence, a DOC is a small emergency operations center, used to coordinate the activities within a single ESF or agency and between that agency and others.

**EMA** - Emergency Management Agency (typically refers to the emergency program management of each jurisdiction in the county)

**EMHSDOC** - Ramsey County Emergency Management and Homeland Security Department Operations Center. Located at 90 West Plato Blvd, Suite 220, St. Paul, MN. The RCEMHS DOC also serves as one of the two designated Ramsey County secondary EOC's. It is fully equipped with emergency communications (landline, cellular, wired and wireless data, video conferencing, teleconferencing, and interoperable two-way radio - 800 MHz, VHF, UHF, and amateur bands).

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**IC** - Incident Commander

**ICS** - Incident Command System

**MIM** - Municipal Incident Manager

**NIMS** - National Incident Management System

**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:

## ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Emergency Management Agency (EMA)

St. Paul Ramsey County Public Health (SPRCPH)

**Support Agencies:**

Adventist Community Services

American Red Cross

MetroTransit (Metropolitan Council)

MN Voluntary Organizations Active in Disaster (MNVOAD)

Municipal CERT

Municipal Law Enforcement

Municipal Public Works

Ramsey County CERT

Ramsey County Community Human Services Agencies (CHS)

Ramsey County Medical Reserve Corps (MRC)

Ramsey County Parks & Recreation

Ramsey County Public Works

Ramsey County Sheriff's Office (RCSO)

Salvation Army

United Way 211

## **A. Introduction**

### **Purpose**

ESF-6 – Mass Care and Human Services coordinates the delivery of mass care, emergency assistance, housing, and human services when response and recovery needs exceed the capabilities of local municipalities, or need to be coordinated across multiple jurisdictions. ESF-6 also coordinates the provision of mass care to emergency and disaster responders.

### **Scope**

ESF-6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. ESF-6 is organized into four primary functions: Mass Care, Emergency Assistance, Housing, and Human Services.

#### **Mass Care:**

Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Support Function #6 – Mass Care, Emerg. Assistance, Housing and Human Services

### Emergency Assistance:

Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for service animals with their owners; support to specialized shelters; support to medical shelters; unconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

### Housing:

Includes working with other agencies to coordinate housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy. In Ramsey County, most emergency housing needs are coordinated by the Red Cross, Salvation Army, and other voluntary agencies active in disasters (VOADs).

### Human Services:

Includes the coordinating access to disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits; as well as referral to victims’ services, and mental health counseling for victims and responders.

ESF-6 assets can be activated prior to or during an emergency to meet existing or anticipated needs. ESF-6 may also be activated to offer its shelters to victims of disasters outside the County’s jurisdiction.

### Situation

- While the County does face situations where slow developing and catastrophic disasters could present situations where long-term and widespread mass care operations would need to be implemented, most hazards faced by the County and its municipalities are sudden in nature and require limited, short-term mass care if any.

- ESF-6 operations may extend into the recovery stage of the disaster and will likely require many facilities, large logistical efforts and resources, and a significant amount of disaster workers that will also require their own logistical support/mass care.
- Ramsey County and its municipalities will utilize their available resources as needed to provide for the care needs of its residents and will call upon mutual aid assistance should those resources be exceeded.
- Because of the resource intensive and complex nature of mass care, the county and its municipalities will rely upon a combination of government, voluntary, and private organizations working in coordination under the existing Incident Command.
- The County and its municipalities have designated additional public facilities to serve as back-up public disaster shelters to supplement the American Red Cross/Minnesota Region's designated shelter facilities.

### Assumptions

- Some emergencies will be so catastrophic that establishing adequate shelters, systems, and meeting needs will be delayed
- Most short-notice/no-notice situations will require limited mass care and other human services activities (or require these activities for a short time)
- Ramsey County staff and management will be available and able to assist.
- Ramsey County may be called upon to shelter and provide other mass care services to people evacuating other jurisdictions.
- The effects of sheltering large numbers of people will be a significant strain on the County and require a great deal of coordination and resources.
- The American Red Cross/Minnesota Region (ARC/MNR) personnel, facilities and shelters will be overwhelmed.
- The ARC/MNR will call on mutual aid from other regions as needed, but it may take several days for assistance from outside regions to arrive.
- Disaster workers will require mass care services including food and drink, restroom and sanitation facilities, mental health counseling, and occasionally formal Relief Areas and temporary housing.
- Approximately 12% of a disaster-affected population will require some form of mass care sheltering.
- Most people in our area have the option to and will choose to use vacation homes/cabins, friends or relatives, or hotels.
- Disaster-affected populations seeking shelter will be bringing their pets with them
  - American Red Cross facilities do not accept pets and public health laws prohibit sheltering pets in human habitation areas (service animals are the exception to both rules). Additional accommodation must be made for the companion animals of disaster victims. See ESF-17 – Animal Services.

## B. Concept of Operations

### Policies

ESF-6 will assist in coordination with impacted local governments and communities without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

Duplication of effort and benefits will be reduced to the extent practicable.

ESF-6 will support local agencies, voluntary agencies and nongovernmental organizations, and ESF-8 – Public Health and Medical Services, in addressing the functional needs of affected populations, as defined in the National Response Framework (NRF). Functional needs may be present before, during, or after an incident in one or more areas, including but not limited to:

- Maintaining independence.
- Communication.
- Transportation.
- Supervision.
- Medical care.

The response community recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent practicable during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

The response community recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed, and that children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

### Direction and Control

#### County

- Once ESF-6 is activated, the SPRCPH Director will assign personnel to the incident, including a “lead” person for the ESF-6 activities. The SPRCPH ESF#6 lead will report to the Operations Section Chief in the affected municipal EOC. In the event the emergency spans multiple jurisdictions, the RCEOC will be activated and the ESF lead will report to the Operations Section Chief there, and assign ESF #6 liaisons to the affected municipal EOC(s).

- The ESF-6 Lead will coordinate with any ESF-6 municipal Liaisons working in their city's EOC/command posts and the mass care voluntary agency liaisons. The ESF-6 Lead may assign subordinates as needed.
- Initial response activities will focus on the immediate needs of victims. Recovery efforts will begin concurrently with response activities.
- Responder mass care falls under the Logistics Section. ESF-6 will coordinate with the Logistics Section on any needs in that area.

### **Municipality**

- Municipalities involved with the incident maintain their local jurisdictional control.
- When the County is requested to assist an affected municipality or activates on its own due to the situation, the County and the affected municipalities will coordinate on any ESF-6 efforts.
- If activated, the ESF-6 Lead will be the coordination point for these issues.
- Municipalities should assign an ESF-6 Liaison to coordinate mass care issues, make decision for their jurisdiction with the agencies providing mass care services, and allocate their jurisdiction's resources as appropriate for those efforts.

### **Disaster Intelligence**

Intelligence needs in mass care situations will vary depending on the disaster, but will include

- the number of people requesting and receiving mass care services. This includes sheltering, feeding, and emergency assistance
- general locations of the facilities involved
- any intelligence coordinated with any evacuations or search and rescue related to the mass care situation.

Jurisdictions participating in the incident will share all critical information related to the response using the regional Knowledge Center. The ESF-6 Lead and the liaisons will take all practicable steps to ensure that the information reaches all necessary ESF #6 activities, and procedures are followed for the securing and sharing of any sensitive or security intelligence.

### **Communications**

#### **Communications Technology:**

General disaster communications coordination between participating agencies, including any ESF-6 entities, is the purview of ESF-2 - Communications

#### **Release of information to others:**

The coordination and release of information to the public, media, etc. is the purview of ESF-15 – Public Information and External Communications

## Operational Procedures

### Activation

ESF-6 is activated when any of the following indicators are noted (see the Mass Care Decision Matrix at the end of this document and in the Planner library under **Ramsey – Emergency Operations Plan – ESF 6 supporting documents – Sheltering Decision Matrix** for more detailed guidelines on shelter decision making and activation). SPRCPH is a Ramsey County department with countywide responsibility in every municipality. As the primary agency, SPRCPH activation – and therefore ESF-6 activation – must be authorized by the County Manager (or designee).

- Activation of ESF-6 is requested by the County or Municipal Incident Manager, or the Operation Section Chief of the affected municipal Emergency Operations Center (EOC) or the Ramsey County EOC (RCEOC) for complex expanding incidents
- Local government/response or voluntary agencies indicate to the EOC or Incident Command that they are getting overwhelmed with disaster related mass care issues
- A jurisdiction outside the county requests mutual aid for disaster related mass care issues

### Mass Care: Sheltering

There are four basic shelter types/functions:

#### Service Center

Service Centers have no dormitory functions and provide only limited mass feeding (mainly snacks and hydration). They provide an initial gathering space for victims immediately after an event and “one-stop-shop” for subsequent disaster services and information including:

- Registration and referral to disaster services.
- Psychological first aid
- Briefings from officials on progress and issues in response and recovery.

#### *Family Assistance Center (FAC)*

Provides a gathering space for family and loved ones of victims immediately after an event, and “one-stop-shop” for victim's families subsequent disaster services and information including:

- Official updates and information on the status of their loved one.
- Official updates and information on the status of the disaster response and recovery.
- Psychological first aid
- Registration and referral to disaster services.

An FAC provides no Dormitory function and limited Mass Feeding depending on the amount of time that clients may need to spend at the FAC.



## Heating/Cooling Center

Provides a climate-controlled environment as respite for effected persons during the hottest or coldest part of a day. They have limited mass feeding, mainly snacks and hydration.

- Cooling centers generally provide services during the mid to late afternoon and have no dormitory function

Heating centers generally operate overnight but not during the day and may have a dormitory function.

## Public Disaster Shelter

Provides 24-hour living accommodations to people whose residence has been rendered uninhabitable due to a disaster and who have no other relocation option. **Ramsey County will encourage the disaster affected public to use disaster shelters only as a last resort** and only until they can find other sheltering options or return home.

Through public messaging the County will recommend that persons requiring temporary housing first seek out relatives, friends, vacation homes/cabins, hotels etc. outside the affected area with which to shelter until they are able to return home. The County has approximately 4,100 hotel rooms.

The County will use its Joint Information System to reach as many people in the affected area as possible to inform them of the locations of public disaster shelters and transportation methods to reach those shelters.

## General Sheltering Operational Guidelines:

### *Primary Shelter Coordination Agencies:*

SPRCPH will be responsible for coordinating shelter activities with the American Red Cross, other departments and agencies, and private and voluntary organizations participating in the shelter effort.

- ESF-6 activities will be coordinated through the EOC. Primary agencies for this ESF will provide staff to the EOC during all hours of operations.
- Support agencies may be called upon to staff some ESF-6 positions in the EOC as appropriate and available. As needed they may also provide an EOC Liaison.

## Incident Command System (ICS) in shelter operations

All mass care facilities operating in the County will establish an ICS and a direct liaison to the EOC.

- A shelter manager (trained in American Red Cross sheltering operations) will act as Incident Commander for the facility.

- Municipal and County staff and volunteers are undergoing American Red Cross shelter operations certification to fill this role

### Public Transportation-dependent populations

Some affected people may have limited access to reliable transportation or rely on public transportation. They may require additional assistance from the County for transportation to shelters. Appendix D – Evacuation, Shelter-In-Place, and Reentry covers evacuation and transportation assistance requests and hotlines.

### Homeless populations

Homeless persons may not have access to specific disaster information including the location of disaster shelters and shelter transportation. Additional measures may be necessary to provide them with the needed information, including:

- Coordination with County and voluntary homeless population service organizations to include disaster related information.
- The use of vehicles with public address systems (such as law enforcement vehicles) to broadcast disaster shelter information in areas with high homeless populations.

### Service Animals

Service animals remain with their owners at all times and will be allowed in to all public areas of mass care facilities in accordance with the [Americans with Disabilities Act standards](#). For companion animals, animal rescue requests can be made at any shelter facility. Pet owners who were unable to evacuate with their pet should be encouraged to fill out the form during their shelter registration. Registration personnel will pass the form on to the appropriate ESF-17.

### Sharing of Shelter Client Information

In accordance with confidentiality considerations and data privacy laws, personal information about shelter client will not be released to the public. Information about shelter operations and clients will be handled via American Disaster Welfare Inquiry procedures. General information about the numbers of clients and other information allowable under American Red Cross, local, state and national privacy rules and deemed necessary to operations will be shared with the EOC and ESF-15.

### Specific Operational Guidelines: Heating and Cooling Centers

During extreme temperature events, particularly with resulting power outages, it may be necessary to open heating or cooling centers to provide affected persons a respite from the worst of the temperatures. The appropriateness of a facility will depend on the nature, scope, and geography of the disaster and the status of the facilities at that time. Arrangements with facility owners/operators will need to be made at the time for their use. Prior to public

messaging, it is imperative that the owner/operator of the facility that is going to be recommended as a heating or cooling has formally consented to such use. Some facilities may have a regular fee for use (such as fitness centers, movie theaters, swimming pools etc.) and an agreement with the owners may be necessary to temporarily waive or reduce fees for the purpose. Heating and cooling centers may need help with staffing, traffic and parking issues, and/or security to handle the surge in visitors. Issues surrounding companion animals are addressed by ESF-17 – Animal Services.

### Cooling Centers:

These facilities will mainly be necessary during the evening and/or overnight when public facilities are closed if heat indexes do not cool off adequately after sunset, particularly below 90 degrees during any part of traditional sleeping hours. Cooling centers may be needed on a larger scale and during daytime hours during power outages concurrent with excessive heat events. Many public facilities are already open at those times and if power is available to them they can serve as a cooling center. Examples include:

- Public Libraries
- Parks and Recreation facilities
- Some schools (if cooling center operations will not interfere with students and if they facility has air conditioning).
- Private facilities may also be good options
- Shopping malls

### Heating Centers:

Because the most dangerous cold temperatures often occur at night, heating centers will likely be open overnight but not during the main part of the day. Limited dormitory functions will be necessary, as may some mass feeding. Though its hours of operation are limited, during the times they are open they will use the same operational procedures and facilities as a Public Disaster Shelter. See the following sections for operational procedures.

### Medical care at public disaster shelters

Only the most basic first aid is provided in shelters. Persons requiring more extensive medical care will be transferred to a medical facility. See the [Registration Screening](#) section for additional information and guidance in this area.

ESF-8 staff will provide basic surveillance and prevention assistance for communicable diseases. Appropriately trained staff and/or volunteers will be present at registration to provide secondary health screenings as indicated via the [American Red Cross/Department of Health and Human Services assessment tool](#)

In large scale or long-term events assistance from federal Disaster Medical Assistance Teams (DMAT) or Emergency Management Assistance Compact (EMAC) requests for medical personnel may need to be considered.

### Psychological First Aid and Mental Health in Shelters

Shelter Medical staff will monitor clients for signs of mental health concerns. A mental health specialist, if not on staff, should be on-call and available to the shelter at all times. In addition, shelters should provide other services, including but not limited to:

- Regular briefings and information on the disaster situation.
- Access to the American Red Cross's Safe and Well service. See the [Reunion section](#) for more information.
- On-site day care for young children.
- Activities, including assisting in appropriate shelter tasks.

Public disaster shelters and medical Alternate Care facilities should be in separate facilities.

### Registration screening

The American Red Cross maintains its own registration screening protocols. Ramsey County will use the [American Red Cross/Department of Health and Human Services intake and assessment tool](#) and its procedures to register and screen clients. Screening must meet [HIPAA](#) requirements for the protection and handling of client medical information

The intake and assessment tool records the following information:

- Full name and address, number of persons in their party.
- Ramsey County shelters will not request proof of residency documentation from clients registering at its public disaster shelters.
- Any functional, dietary, communication, religious, and cultural needs the evacuee may have during their stay.

Ramsey County will make every effort available to accommodate all disaster affected persons seeking shelter and their functional needs within its public disaster shelters. Persons with functional needs will be evaluated on a case-by case basis to determine if the shelter facility can provide them the services they need. Evaluation criteria will include:

- The functional status of the client at the time of registration. If the client presents with an issue that may mean that the facility is not appropriate to their needs, additional registration screening by shelter medical staff is recommended to ensure an accurate assessment
- The status of the local medical system and its ability to support the facility or to take non-emergency clients.
- The resources existing in the facility at the time, including:

- Accessibility of facility entrance/exit, client service areas such as the dormitory, bathroom, feeding areas etc.
- Level of training of the shelter staff, particularly medical and specialty care staff.
- The external resources available to the facility, including:
- Adaptive assistance equipment (see the [Resources section](#) for information on the UASI Special Needs Sheltering Cache)
- Specially trained staff

Persons requiring high level supportive medical care (who cannot care for themselves or do not have personal care providers with them when entering the shelter, and whose needs require resources unavailable to the shelter facility at the time) will be transferred to an appropriate medical care or Alternate Care facility.

ESF-6 will coordinate with ESF-1 Transportation and ESF-8 Health and Medical - for the transfer of individuals requiring supportive medical care to appropriate health care sites to meet their needs.

Emergency medical transports will be handled directly through 911 Dispatch. Some transfers from public disaster shelters to medical care sites may require ambulance level care. These transfers will be coordinated with the EMS unit of ESF-8. Family staying at the shelter with a client who is being transferred to a medical facility will be moved to the public disaster shelter nearest that medical care facility. Regular transportation to and from the alternate care facility will be provided if available.

#### Medical Staff

- American Red Cross/Minnesota Region- 24-hour Duty Officer (
- St. Paul Ramsey County Public Health- Ramsey County Medical Reserve Corps: Medical and Behavioral Health volunteers

#### [Mass Care Feeding](#)

Feeding in shelters includes the provision of regular meals and snacks to shelter clients. Feeding in shelters should be coordinated with the overall Mass Care Feeding effort and ESF-8 Health and Medical to ensure the nutrition quality and safety of feeding operations.

The County will make every practicable effort to accommodate dietary needs of shelter clients. The County will coordinate with [mass feeding service providers](#) and other available [resources](#) to provide dietary items such as non-pork products, meatless products, low sugar products etc., where possible

Mass Feeding service delivery can be fixed and/or mobile as needed.

Mass feeding operations should include the following determinations:

- Whether to use fixed or mobile feeding, or a combination of both
- how many meals to provide per day
- how long a time period to provide meals for
- determination of potential at-risk victims who may require additional or timely feeding services beyond what is being provided generally

### Feeding shelter-in-place/ low-mobility residents

Coordinate with SPRCPH and other ESF-6 agencies (Meals on Wheels etc.) on the provision of food to individuals not in shelters and unable to attend mass feedings. Disaster victims with this need may be identified in coordination with CHS which maintains its own lists and service number for its clients who received meal assistance pre-disaster, through hotlines established for the disaster, or by local disaster responders encountering people with these needs and informing ESF-6 coordinators. During large scale shelter-in place events it is recommended to set up a hotline through services such as United Way 211 to allow persons requiring this disaster service to call and request assistance.

Also see ESF-13 Evacuation and Shelter-in-place for more information.

### Fixed Location Feeding Services

Many persons impacted by disaster are able to travel to the facility to receive the service. These facilities can be either buildings with appropriate kitchen/food service amenities, or parked specialized vehicles such as the Salvation Army's Canteens.

### Mobile Feeding Services

Mobile Feeding delivers food to a disaster victim's location- frequently at their residence. This can be done using mobile kitchens or by preparing meals at a fixed site and transporting them to other sites.

## Security at Shelters

Ramsey County will employ a combination of security measures as appropriate and available.

Security for shelters is coordinated by ESF-13 – Security will be provided 24-hours a day throughout the shelter operations of the facility. Security measures should include

- A shelter client and staff identification system, such as wrist bands
- A single non-emergency entrance/exit for all shelter clients
- All other doors should be locked from the inside to prevent unsupervised access into the shelter.
- A staffed position located at the shelter entrance/exit employing a check-in/check-out system for all clients and staff
- Security personnel (law enforcement if available). If 24-hour security staff is not available regular law enforcement patrols in the facility and on the shelter grounds are recommended. Additional staff positions may be necessary to monitor areas of concern such as the restrooms.
- Unaffiliated volunteers, if used, should not have access to or direct contact with shelter clients.

## Security Staff

- Local law enforcement agencies contact ECC
- CERTs
- Current CERT programs in the County are:
  - Ramsey County Sheriff's Department
  - Falcon Heights CERT
  - New Brighton CERT
- MN National Guard, via the Sheriff's Office

## Serving Functional Needs

All policies and procedures listed in this ESF will be adhered to in the case of sheltering people with functional needs. To the extent practicable, the County will:

- Make every effort to provide for the cultural and faith-based needs of persons staying in its shelters with what resources are available.
- Provide, as available, language/sign-language interpreters as needed.
- Leverage available adaptive communication tools, services, and equipment to make communications and information available to as many shelter clients as possible.

## Interpreters

County Human Services contracts with interpreter services.

Department Director

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Administrative Services Director

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### Functional Needs Client Services

Care Center/Lake Owasso. May have staff that can provide care services to functional needs clients in public shelters. Contact Human Services to see about availability. Local Centers for Independent Living. May have staff that can provide care services to functional needs clients in public shelters.

Department Director

)

Administrative Services Director

)

### Shelter Staffing

The ARC/MNR can provide its trained sheltering staff, if available, to manage and operate a municipal or county shelter or assist municipal or county staff at the request of Incident Command.

Other private and voluntary organizations, including several MN VOAD groups have staff trained in general or specialized sheltering functions.

The county and its municipalities have staff and volunteers trained in American Red Cross sheltering methods. The use of these staff is intended to supplement or temporarily stand in for American Red Cross shelter staff as needed. See the [Resource Section](#) for contact information and the County Trained Shelter Staff list.

The [American Red Cross Shelter Staffing Tool](#) can assist in determining staffing levels needed based on the number of expected shelter clients.

Wherever possible the County will use trained staff and volunteers in any shelter position that has direct contact with shelter clients.



All County and municipal trained shelter staff will be undergoing “Disability Awareness” training. However, some shelter clients may require functional assistance from specially trained and experienced staff. Ramsey County’s Human Services agencies will attempt to locate and procure such trained staff.

Ramsey County has pre-identified multiple locations for both temporary and longer term shelter/relocation. The locations and specific information on these sites is NOT reproduced here.

The reason for this is that many factors will determine which shelters are opened, and when. In some cases, such as hot weather situations, some libraries or shopping centers may be opened as “cooling sites” while the official “shelters” are not opened. If the addresses of shelter sites were here in the public domain, some people may misinterpret the information and assume a shelter is available when it is not. In such a case, people might go to closed locations or be otherwise confused.

**Members of the community will be informed of the location and hours of operations of shelter sites when they are put into service.**

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## D. Resources

Information regarding emergency support to evacuations/evacuees is found in Appendix D – Evacuation. Assistance to persons with companion animals is addressed by ESF-17 – Animal Services.

Post-disaster financial and other support assistance from the federal government (as established in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) is coordinated by the EMA and EMHS through the State of Minnesota and the Federal Emergency Management Agency (FEMA).

### Voluntary Agency Coordination

ESF-6 works in concert with the local and State governments, VOADs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, community-wide, and coordinated response and recovery effort. ESF-6 works with local officials, private nonprofit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with functional needs. ESF-6 may also coordinate with National Voluntary Organizations Active in Disaster (National VOAD) and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations. ESF-6 coordinates among nontraditional and newly formed voluntary agencies, existing social service agencies, and other government agencies with formal coalitions such as VOAD and Long-Term Recovery Committees. Nontraditional voluntary agencies include disaster response or recovery service providers that have not been involved with the planning and coordination efforts prior to a particular event. New voluntary agencies include groups that form in response to a particular event

### Bulk Distribution of Emergency Relief Supplies

Emergency Relief Supplies are those items such as clothing, bedding, basic hygiene supplies, etc. needed to meet victim's basic needs immediately after a disaster. Many Volunteer Organizations Active in Disaster (VOAD), specialize in this resource area and can provide both the supplies and systems for transporting and distributing them. See the [Supplies and specialty services section](#) for sources of emergency relief supplies and bulk distribution of those supplies. Donated goods distribution is covered in [Annex B Volunteer and Donations Management](#). Bulk Distribution can occur within public disaster shelters or from fixed distribution sites that disaster victims travel to after registering for the service.

To prevent fraud and ensure that victim's needs are met it is recommended that victim's registering for emergency relief supplies receive a credit for the supplies they need that can be redeemed specifically for those items at the bulk distribution site.

## Housing

Disaster damage to residential structures can leave large numbers of citizens homeless. Disaster shelters are meant to be short-term solutions to housing needs, and repairing or rebuilding damaged homes takes much longer. Once disaster shelters close, some affected persons still may not have homes to return to and no other means of sheltering themselves till they can repair or rebuild their previous home or find new housing.

The availability within the County of long-term temporary housing on a short notice is a recognized gap. County wide, there already exists a large backlog for housing assistance outside of any disaster events. Assistance from charitable organizations, private businesses including hotels and housing complex owners with available space, are potential solutions, but availability will vary greatly and be at the discretion of the organizations or businesses. MNVOAD maintains a list of charitable organizations that assist in disaster response and recovery. Some of these organizations specialize in long term recovery assistance, grants to victims, and assistance with home repair and rebuilding, which may allow victims to return home sooner.

### Disaster Housing

American Red Cross/Minnesota Region - 24-hour Duty Officer

Ramsey County's Human Services agencies may be able to assist, but its public housing roles are normally full already.

Department Director

Administrative Services Director

### National Disaster Housing Strategy

In significant disasters, EMHS will facilitate the request to the Governor for a Presidential Declaration of disaster. In these cases, affected persons may be eligible for federal assistance under the National Disaster Housing Strategy.

The National Disaster Housing Strategy defines the full scope of options for disaster housing assistance, including:

**Temporary Roof Repair:** Quick repairs to damaged roofs on private homes. This assistance allows residents to return to and remain in their own homes while performing permanent repairs.

**Repair Program:** Financial assistance to homeowners for repair of their primary residence, utilities, and residential infrastructure.

**Replacement Program:** Financial assistance issued to victims to replace their destroyed primary residence.

**Existing Housing Resources:** A centralized location for identified available housing resources from the private sector and other Federal agencies (i.e., Department of Housing and Urban Development (HUD), Department of Veterans Affairs (VA), and USDA properties).

**Rental Assistance:** Financial assistance issued to individuals and families for rental of temporary accommodations.

**Noncongregate Facilities:** Facilities that provide private or semiprivate accommodations, but are not considered temporary housing (e.g., cruise ships, tent cities, military installations, school dorm facilities, or modified nursing homes).

**Transportation to Other Locations:** Assistance to relocate individuals and families outside of the disaster area where short- or long-term housing resources are available. Transportation services may include return to the pre-disaster location.

**Permanent Construction:** Direct assistance to victims and families of permanent or semi-permanent housing construction.

**Direct Financial Housing:** Payments made directly to landlords on behalf of disaster victims.

**Hotel/Motel Program:** Temporary accommodations for individuals and families in transition from congregate shelters or other temporary environments, but unable to return to their pre-disaster dwelling.

**Direct Housing Operations:** Provision of temporary units, usually factory-built. This option is utilized only when other housing resources are not available. Units will be appropriate to the community needs and include accessible units.

**Housing Resources** are available from the private sector, FEMA, and other Federal agencies (as described below).

- Small Business Administration (SBA) Disaster Loan Program
  - Provides low-interest, long-term disaster loan assistance for qualified homeowners and renters, non-agricultural businesses of all sizes, and nonprofit organizations to fund the repair and replacement of disaster-damaged property.
  - Provides loan funds that also may include money for such things as relocation, mitigation, refinancing of existing liens, code-required upgrades, and one-year insurance premiums.
- Department of Housing and Urban Development (HUD)

- Provides access to and information on available habitable housing units, including housing units accessible to individuals with disabilities, owned, or in HUD possession, within or adjacent to the incident area for use as temporary housing.
- Ensures that disaster victims who were receiving Section 8 Rental Assistance vouchers prior to the disaster are reintegrated into that program.
- Provides available HUD staff to assist when needed with mass care and housing operations.
- When requested and funded by FEMA, administers the Disaster Housing Assistance Program for eligible applicants.
- Provides housing resources for individuals certified as eligible for long-term housing.
- Provides access to housing counseling services.
- Provides enforcement of the Fair Housing Act and compliance with other civil rights statutes.
- **USDA – Rural Development (RD)** as part of the National Disaster Housing Strategy:
  - Provides information (location, type, owners, and/or management service) on USDA-financed, currently available, habitable housing units that are not under lease or under agreement of sale.
  - Provides available USDA (RD) staff to assist when needed with ESF #6.
  - Provides Letters of Priority Entitlement allowing the holder of the letter (identified evacuee and/or victim) to go to the top of any USDA MF 515 or 514 waiting lists for placement in USDA-financed housing.
  - Assists eligible recipients to meet emergency housing assistance needs resulting from Presidentially declared emergencies or major disasters.

## Ramsey County Community Human Services Agencies (CHS)

### Behavioral Health and Psychological First Aid

Ramsey County's Human Services agencies will coordinate with ESF 6 Primary Agent SPRCPH, ARC/MNR, Salvation Army, and local Psychological First Aid providers for the provision of behavioral health and counseling services to disaster victims and shelter clients. ESF-8 will assist with this task, including providing Ramsey County Medical Reserve Corps counseling professionals. Several municipal school districts can also provide crisis counselors. See the Resource section for contact information.

Family Assistance Centers assist the family and loved ones of missing, injured or deceased disaster victims with finding information pertaining to the victim and receiving counseling. A draft Family Assistance Center Plan is available to authorized personnel on the Planner library at Ramsey County—Emergency Operations Plan—ESF 6 supporting documents---FAMILY ASSISTANCE CENTER PLAN.

Ramsey County's Human Services agencies will coordinate eligibility screening for emergency assistance and food support benefits, authorizing additional benefits, and replacement EBT cards for current income and food support recipients.

### Responder Mass Care

Mass Care for response personnel is generally the concern of the Logistics Section though they may coordinate with the ESF-6 Mass Care on the provision of responder mass care services.

Disaster responders, whether on scene or at an off-site facility performing work for the disaster response or recovery, will be provided appropriate breaks during their shifts, and briefing and debriefing time prior to and after their shifts in which they can receive any necessary and desired mass care services.

### Sanitation

In disaster work areas without bathroom facilities available to responders, such facilities can be provided in whole or in part through existing local/county contracts with sanitation vendors.

### Relief Areas

Relief areas will be located near disaster work zones to provide shelter, feeding, rest, and various counseling services to all disaster workers participating in the disaster response and recovery effort.

Municipal/Ramsey County Emergency Management will coordinate with other ESF-6 providers on the decision to open up Relief Areas.

### Responder Housing

Temporary lodging should be provided for emergency responders who do not live within easy commuting distance, such as mutual aid responders. Municipalities/Ramsey County may be able to use unoccupied pre-designated shelters or additional facilities to house responders while they assist in response and recovery.

### Critical Incident Stress Management (CISM)

Critical Incident Stress Management can be provided through mental health counselors and religious counselors trained in disaster psychology. CISM counselors should be available to responders at relief areas. Additionally, CISM may be needed at responder lodging facilities, the EOC, and on or near the incident scene such as at the staging or briefing areas. CISM personnel should be involved with any debriefings and after action briefings to assist with and educate responders on the mental health effects of disaster work. Mental health effects of disaster work can take a long time to appear and a long time to heal. CISM services should be made available to responders throughout the response and recovery effort. Local and regional



CISM professionals can be requested through the County Dispatch, and through the State Duty Officer. Additional sources of CISM are listed in the Resource section.

### Critical Incident Stress Management (Responder counseling)

- County ECC- to request local Law Enforcement and Fire Department Chaplains trained in CISM.
- The Ramsey County Medical Reserve Corps (MRC) - for members who are trained CISM personnel.
- The Metro Region EMS Program Metro CISM service- available through the State Duty Officer.
- Disaster Massage for First Responders and disaster workers-excellent relief area resource: Emergency Response Massage International.

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Maintain a list of all County and Municipal shelters.
2	Coordinate with SPRCPH on the maintenance of this document.
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Assist the ARC/MNR, SPRCPH, and the affected municipal Emergency Manager(s) on their mass care activities as needed.

Primary: Municipal Emergency Management Agency (EMA)	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Share situational awareness for a common operating picture in the regional Knowledge Center
2	Assign a municipal ESF/Annex-6 liaison from their jurisdiction
3	<p>Liaison has the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Coordinate with their local safety and inspections office to ensure the structural integrity of any shelters opened in their jurisdiction for an event, and the licensing of any shelter food and sanitation services and workers as necessary.</li> <li>• Coordinate with SPRCPH for the health inspection of any shelter facilities opened in their jurisdiction</li> <li>• Maintain a list of all municipal facilities designated as potential mass care</li> <li>• Coordinate with local law enforcement for the provision of security at any shelter opened in their jurisdiction shelters</li> </ul>
4	Arrange for additional transportation assets and personnel to assist with shelter operations. An example would be Parks and Recreation or Public Works pickups to transport barricades for use at the shelter.

Primary: St. Paul Ramsey County Public Health (SPRCPH)	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	<p>Coordinate with the American Red Cross/Minnesota Region (ARC/MNR), EMHS, and affected EMAs:</p> <ul style="list-style-type: none"> <li>○ to determine the need to open, consolidate, or close shelters.</li> <li>○ on the tasking of all sheltering activities during a disaster to include the sheltering of people with functional needs.</li> <li>○ on the provision of food to individuals not in shelters and unable to attend mass feedings. The need for these services will be established ad hoc by local disaster responders identifying people with these needs and informing ESF/Annex-6 agencies</li> <li>○ to activate/establish a system to provide shelter registration data to the appropriate authorities</li> </ul>
2	Coordinate with the ARC/MNR, EMHS, affected EMAs other ESF/Annex-6 agencies, and with volunteer organizations supporting mass care functions.
3	Coordinate with the American Red Cross/Minnesota Region (ARC/MNR), EMHS, affected EMAs, ESF/Annex-12 – Energy and Utilities, and ESF/Annex-11 – Natural Resources, to ensure that each mass care facility has power, sanitation facilities, clean water, and food supplies to support the health and wellbeing of its clients.

4	Coordinate with the National Shelter System (a secure online system that can provide basic shelter registration and occupancy tracking data to the EOC). All shelters in Ramsey County are registered with this system.
5	Upon request from the Incident Commander, on-scene Incident Commander, Operations Section Chief, ESF/Annex-6 lead, or EMHS, activate the Ramsey County Medical Reserve Corps
6	Provide technical assistance for shelter, feeding, and storage operations related to food, vector control, water supply, and waste disposal
7	Inspect facilities during shelter and/or mass feeding operations to ensure compliance with local health codes
8	Assist in the provision of medical and first aid supplies for shelter and first aid stations
9	Assist in locating mental health, social service, and welfare workers to staff shelters and care facilities.
10	Coordinate with ESF/Annex-6 agencies on the status of and provision of care to persons in its service registry such as individuals on feeding assistance, or in assisted living facilities etc.
11	Assist with locating and coordinating shelter client prescription medication issues (if the prescriptions resupply resources available to the shelter and ESF/Annex-6 agencies are exhausted/unavailable).
12	Coordinate the provision of medical aid beyond that required for standard first aid, and for the prevention of communicable disease related to mass care.

Supporting: American Red Cross	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Coordinate with Ramsey County and the numerous public and voluntary agencies to provide assistance to disaster victims.
2	<p>Provide several types of assistance in the event of a disaster/emergency:</p> <ul style="list-style-type: none"> <li>• Local mass care facilities and registration points.</li> <li>• Shelter managers for mass care facilities.</li> <li>• Personnel to handle Safe and Well inquiries</li> <li>• Personnel to prepare meals at mass care facilities and for emergency workers.</li> <li>• Nurses for mass care facilities and registration points.</li> <li>• Personnel to provide counseling for disaster victims.</li> <li>• Assistance with emergency needs of families</li> </ul>

Supporting: MN Voluntary Organizations Active in Disaster (MNVOAD)	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Coordinate with Ramsey County and the numerous public and voluntary agencies to provide assistance to disaster victims.

Supporting: Municipal Law Enforcement	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Coordinate with their municipal EMA and EMHS for the development of shelter operations security plans for any facilities designated as potential mass care shelters in their jurisdiction.
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Coordinate with ESF/Annex-13 and the Municipal ESF/Annex-6 Liaison for the provision of security at any shelter opened in their jurisdiction

Supporting: Ramsey County Community Human Services Agencies (CHS)	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Upon request from the lead coordinator of ESF/Annex-6 (SPRCPH), activate the CHS Mental Health Disaster Response Team.
2	Upon request from the lead coordinator of ESF/Annex-6 (SPRCPH), activate the CHS Financial Assistance Disaster Response Team.
3	Assist in administration of disaster assistance programs.
4	Coordinate support services for functional needs populations.
5	Coordinate efforts to replace destroyed personal property.
6	<ul style="list-style-type: none"> <li>Coordinate efforts to locate and secure limited-term housing.</li> </ul>

Supporting: Ramsey County Parks & Recreation	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Coordinate with EMHS on maintaining a list of all Parks and Recreation facilities designated as potential mass care shelters.
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Provide personnel as available and appropriate to manage, staff and/or assist operations in any Parks and Recreation facility activated as a shelter

2	Coordinate with County Public Works for post disaster structural inspection of any of their facilities that are being considered for use as shelters at the time.
3	Coordinate with SPRCPH for health inspection of their shelters during shelter operations.
4	Coordinate with the ESF/Annex-6 Lead and any Parks and Recreation vendors for the use of vendor services in shelter activities within Parks and Recreation facilities (such as food and sanitation vendors).

Supporting: Ramsey County Public Works	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Prior to opening a shelter site, work with appropriate building officials to coordinate the inspection of shelters for structural integrity
2	Work with appropriate building officials to coordinate the inspection of shelters for structural integrity, code compliance, and general safety during operation
3	Install or arrange for temporary barricades and signage to assist with shelter traffic management

Supporting: Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	Provide or arrange for shelter security and traffic control
2	Request the assistance of the National Guard as necessary.

Municipal EMS	
Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	
1	As part of ESF/Annex-8 – Public Health and Medical, assist in coordinating transport of persons requiring medical care to the proper medical or alternative care facility when necessary

## Supplies and specialty services

### UASI Functional Needs Sheltering Cache

Available through the City of Minneapolis Office of Emergency Management (Catalog and procedures stored in *File Archive* to this plan)

## Waste Management

The County and its municipalities contract with various waste management services. See [ESF #7 Resources](#) for information on using county vendors.

## Child Care

[MN VOAD](#) has volunteer services that can provide Child Care.

## Sheltering Operations forms and management tools

American Red Cross forms

Copies available through Ramsey County Emergency Management or via the American Red Cross/MN Region.

## Mass Feeding

Salvation Army

American Red Cross/MN Region - 24-hour Duty Officer

Other MN VOAD feeding resources

## Emergency Relief Supplies/ Bulk Distribution

Salvation Army

Other MN VOADS specialize in or have bulk distribution capabilities. [See the MN VOAD matrix and contact lists.](#)

## Disaster Services Referral

American Red Cross/MN Region - 24-hour Duty Officer  
Ramsey County Human Services  
Staff who specializes in crisis phone line operation, phone triage, and referral.

## Victim Reunion Services

American Red Cross/MN Region - 24-hour Duty Officer  
The American Red Cross uses their Safe and Well website to assist in client reunion. It is available for our use through the American Red Cross/MN Region.  
24-hour Duty Officer

## Behavioral Health

Salvation Army  
American Red Cross/MN Region - 24-hour Duty Officer  
Ramsey County's Human Services agencies can assist in providing and locating mental health and social service workers to counsel disaster victims.  
Ramsey County's Human Services agencies have staff that specializes in crisis phone line operation, phone triage, and referral.

School District counselors are available through several municipal districts. Their availability should be checked with each district itself.

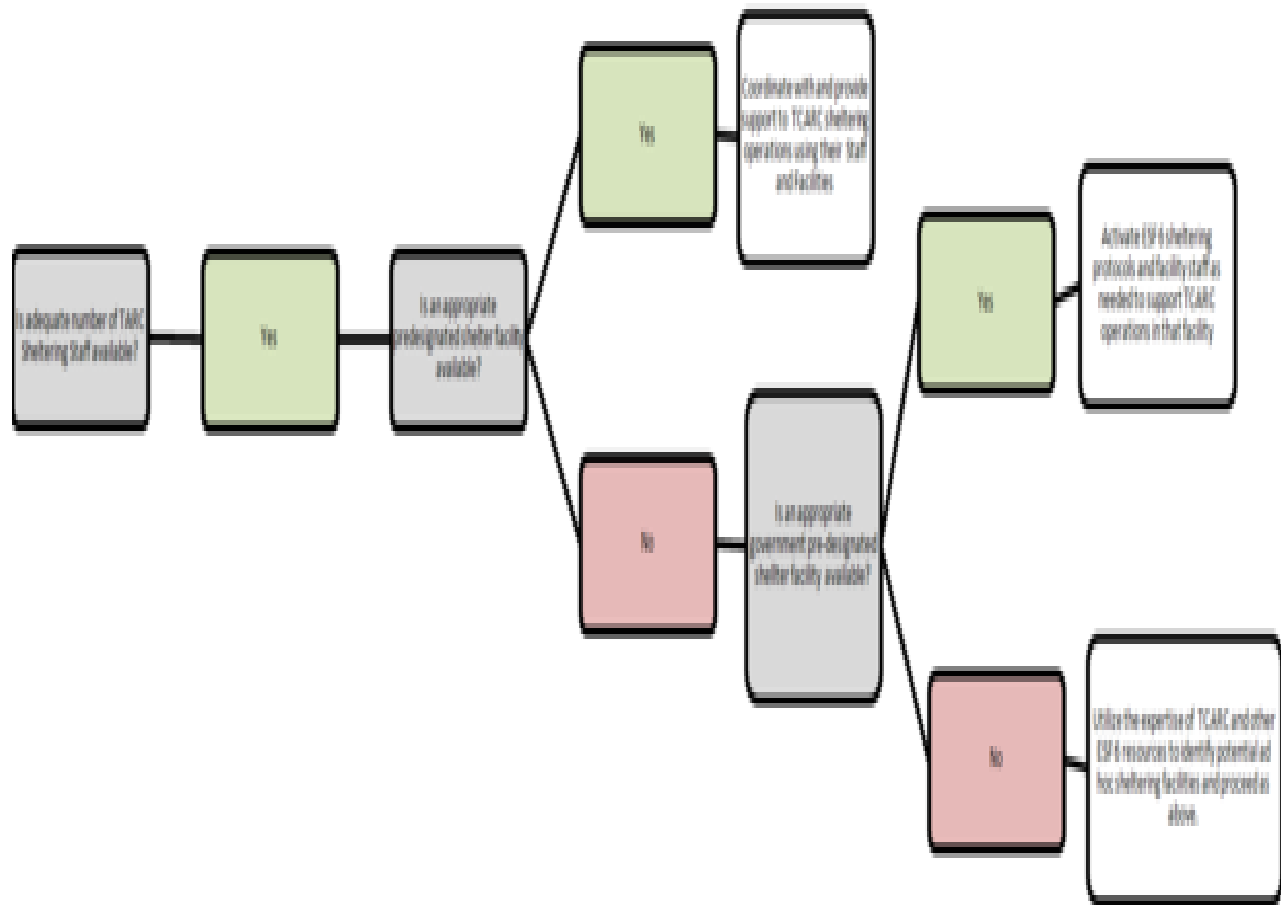
## Other Disaster Human Services

Disaster Legal Services- for low income victims requiring legal aid (via FEMA).

Disaster Unemployment Assistance- *through the US Department of Labor*, administered by the State, for those who have become unemployed because of the disaster and do not have unemployment insurance.

## Shelter Decision Matrix

For any event resulting in the need to consider public sheltering issues contact the Twin Cities Area Red Cross (TARC) Duty Officer pager to request assistance. Once in contact with TARC determine if TARC can supply adequate numbers of trained staff:





## **E. Administration and Support**

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

### Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations

**CIM** - County Incident Manager

**COP** - Common Operating Picture

**DOC** - Department Operations Center

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**EMA** - Emergency Management Agency (typically refers to the emergency program management of each jurisdiction in the county)

**EMHSDOC** - Ramsey County Emergency Management and Homeland Security Department Operations Center

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**IC** - Incident Commander

**ICS** - Incident Command System

**MNVOAD** - Minnesota Voluntary Agencies Active in Disaster

**NIMS** - National Incident Management System

**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:



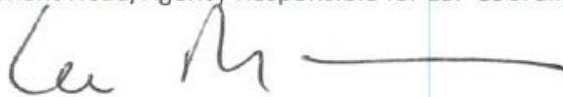
# RAMSEY COUNTY

## ESF 7 - Logistics Management and Resource Support

Approval on  
3/24/2017

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



**Coordinating Agency:**

Ramsey County Finance Dept

**Primary Agency:**

Municipal Purchasing Dept (for municipality purchases)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Finance Dept

**Support Agencies:**

Municipal Emergency Management Agency (EMA)

Ramsey County Community Corrections

Ramsey County Public Works

Ramsey County Sheriff's Office (RCSO)

St. Paul Ramsey County Public Health (SPRCPH)

## **A. Introduction**

### **Purpose**

Effective response to an emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of an event. The overall goal is to support government agencies and work in close coordination with non-government and private sector organizations to obtain and deploy resources to meet the needs of disaster victims and responders. ESF 7 - Resources and Logistics Management assists Ramsey County and affected municipalities by:

- Coordinating the plans, procedures, and protocols for resource management and logistics in accordance with the National Incident Management System (NIMS) to efficiently and effectively respond to an emergency or disaster.
- Provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations including:
  - Resource identification
  - Resource procurement
  - Resource coordination
  - Facilities acquisition and logistics
  - Personnel augmentation
  - General logistics management

The overall goal is to support governmental agencies and work in close coordination with non-governmental and private sector organizations to obtain and deploy resources to meet the needs of disaster victims and responders.

## Scope

ESF 7 provides centralized management and tracking of assets, procurement of assets, and support of assets in the field including durable and expendable goods, physical facilities, and personnel needs. Additionally, ESF 7's scope includes:

- Procedures to activate the resource management system;
- Ability to acquire and manage critical equipment, supplies, services and other resources;
- Usage of applicable communications procedures and requirements associated with effective resources acquisition and management;
- Implementation of plans, procedures, and systems to pre-position resources for an efficient and effective response in the event of an incident;
- Usage of systems and methods for tracking and recording resource acquisition;
- Procuring, contracting and payment processing to ensure that resource providers are identified in accordance with applicable rules and laws, and reimbursed in a timely manner.

Many county and city departments and participating private agencies involved in resource support activities have existing emergency plans and procedures. ESF 7 is not designed to take the place of these plans. It is designed to complement and support the departmental resource management guidelines already in place.

## Situation

Municipalities will follow their individual purchasing processes. County authority for emergency purchasing is found in the Ramsey County Charter. In major emergencies or disasters, the resources of individual municipalities will be overloaded. Their resources can be bolstered through the assistance of the Ramsey County Finance Department.

Ramsey County Finance Department (Finance) is responsible for overseeing financial transactions through the full “procure to pay” cycle. Accordingly, the Procurement team (Procurement) has developed appropriate procedures and systems to address a wide range of purchasing and payment needs. In particular, Procurement routinely identifies or develops master contracts covering different kinds of supplies, equipment, materials, and services used by County departments in the normal course of business. Such contracts are established pursuant to Minnesota and County laws, ordinances, policies, and provide an efficient way to order and pay for needed items. For those items where it is not possible to establish a master contract, Procurement solicits pricing and other information to set up contracts through a public and competitive process. Because of the mandate for an open and public competitive contracting process, the County contracts with many different suppliers. These suppliers vary in both size and scope, though the majority are located within the Twin Cities Metropolitan Area. Municipalities are able to purchase off selected contracts established by the county.

## Assumptions

- The first priority will be to ensure the safety of the public and responders.
- Municipalities will use existing municipal purchasing staff and agreements prior to asking for support from the county.
- Municipal and County personnel will be able to provide assistance in their areas of expertise and employment.
- The level of services offered by County and municipal agencies will be degraded by a disaster or major emergency.
- Historically, most of the emergencies faced by the County and the municipalities arise suddenly and are limited in scope. Responders are usually able to address and manage these incidents using resources on hand or made available from partner agencies and the likelihood of needing emergency purchasing is low.
- When there are specialized emergency needs, Ramsey County Procurement typically directs departments to the appropriate master contracts or establish additional contracts using expedited procedures. Similarly, Finance staff are often able to process emergency payments by simply expediting requests. Thus, in many situations, emergency resource and payment needs can be met with no or just a few adjustments to standard procedures.
- Although contracts may exist for key emergency resources, not all vendors have the capacity to respond effectively to County requests under all types of emergencies.

## **B. Concept of Operations**

### Policies

- Ramsey County Emergency Purchasing Policy 3.3.2 is included in Administrative Policy Chapter 3, Sec. 3. Pursuant to Administrative Code Section 3.40.33b, the County Manager has the authority to approve emergency purchases of supplies, equipment and services up to \$100,000 without formal competitive solicitations.
- Emergency transactions shall be completed in accordance with applicable federal and Minnesota law and local procedures.
- Competitive bids or proposals will be sought even in cases where the usual timelines are shorter than under normal circumstances. The use of pre-approved master contracts is acceptable, as such contracts are publicly and competitively sought.
- Municipalities who purchase under their own contracts will make the process for such contracting available for inspection.
- Ramsey County Purchasing staff shall assess emergency purchases for Ramsey County agencies unless specifically delegated to other County staff.
- Ramsey County staff who are assigned responsibility for emergency purchasing are required to document transactions in writing using the forms provided by Finance in accordance with Section V of this ESF.

- Concurrent with any declaration of local emergency, the County and the affected municipality(s) will establish accounting codes for tracking expenses specific to the incident or event.
- Municipal purchasing agents will follow guidelines that comply with applicable laws.

## Organization

### Key Staff Positions

#### *Ramsey County Finance Department*

Title	Name	Role
Accounting Manager	Mike Webster	Expense Tracking, Documentation
Accounting Manager Backup		
Procurement Card Coordinator	Julie Venaglia	Coordinate use of purchasing cards
Procurement Card Coordinator Backup		
Budget Manager	Dushani Dye	Emergency Funds/Cash Management
Budget Manager Backup		
Investments/Banking	Mark Thompson	Investments Manager
Investments/Banking Backup	Nathan Scott	Budgeting & Accounting Analyst

#### *Ramsey County Purchasing*

Role	Primary	Back-up
Manager & Emergency Procurement Coordinator	Dana Noffke	Karen Bollinger
Construction, Labor Services, Food Service, Engineers	Dana Noffke	Karen Bollinger
Water	All Procurement Specialists	
Plant Materials, Fuel, Hazardous Materials, Waste Removal	All Procurement Specialists	

Role	Primary	Back-up
Visual Equipment, Security Systems	All Procurement Specialists	
Vehicles, Equipment, Transportation, Traffic Management, Tools, Generators	All Procurement Specialists	
Protective Gear, Medical Supplies, Plumbing, Safety Equipment	All Procurement Specialists	
Identification, Storage, Moving	All Procurement Specialists	
Animal Food, Janitorial, Bags, Ice, Animal Care, Appliances, Food	All Procurement Specialists	

### Purchasing and Logistics Framework

Level 1: Significant Incident / Potential Significant Incident ("Green")			
Priority Commodities/Services	Likely User	MC	Other
Cleanup of Property	Parks, Public Works		
Debris Management and Removal	Parks, Public Works		
Structural Assessments	Property Management, Public Works, Parks		
Equipment and Equipment with Operator	Parks, Public Works		
Barriers, Barricades	Public Works, Parks, Sheriff		
Signs			
Light Meals for Emergency Responders			
Gloves			
Note: Mutual aid and joint powers agreements with other governments for resource sharing			



Level 2: Local Emergency or Continuity Issue (“Blue”)			
Priority Commodities/Services	Likely User	MC	Other
Protective Clothing	Emergency Responders, Volunteers		
Specialized Equipment	Emergency Responders		
Medical Supplies	Emergency Responders		
Buses, Emergency Transportation			
Food and Beverages for EOC staff	EOC Teams – Multiple Shifts		
Structural Assessments			
Equipment with Operator			
Cleanup of Property			
Boarding of Buildings			
Portable Toilets			
Light Meals, Water, Beverages	Emergency Responders		
Trash Removal at EOC	EOC		
Backup Communications Equipment	EOC, Emergency Responders		
Backup Power			
Barriers, Fencing, Traffic Management	Parks, Public Works, Sheriff		
Disposal of Waste and Hazardous Materials	Emergency Responders, Fire		
Debris Management and Removal	Parks, Public Works		
Drinking Water	All		

Level 2: Local Emergency or Continuity Issue ("Blue")			
Damage Assessment Experts	Parks, Public Works		
Pumps, Saws, other Small Tools	Parks, Public Works		
Ice			
Temporary and Portable Storage			
Gloves and Masks	Emergency Responders, Volunteers		
Animal Care			
Animal Shelter			
Note: Mutual aid and joint powers Agreements with other governments for resource sharing			

Level 3: Countywide Emergency ("Orange")			
Priority Commodities/Services	Likely User	MC	Other
Food and Beverages for EOC Staff	EOC Team - Multiple Shifts		
Light Meals, Water, Beverages	Emergency Responders		
Trash removal at EOC	EOC		
Backup Communications Equipment	EOC, Emergency Responders		
Backup Power			
Protective Clothing	Emergency Responders		
Specialized Equipment	Emergency Responders		

Level 3: Countywide Emergency ("Orange")			
Medical Supplies	Emergency Responders		
Barriers, Fencing, Traffic Management	Parks, Public Works, Sheriff		
Signs	All		
Buses and Emergency Transportation			
Disposal of Waste and Hazardous Materials	Emergency Responders,		
Debris Management and Removal	Parks, Public Works		
Equipment and equipment with operator	Parks, Public Works		
Drinking Water	All		
Damage Assessment Experts	Parks, Public Works		
Pumps, Saws, Other Small Tools	Parks, Public Works		
Portable Toilets	Emergency Workers, Responders		
Ice			
Temporary and Portable Storage			
Gloves and Masks	Emergency Responders, Volunteers		
Animal Care			
Animal Shelter			
Fuel, Oils, Lubricants			

## Operational Procedures

### Accounting Codes

In view of past city and county experiences and supplier variations, this ESF provides a tiered approach to emergency resource acquisition and management.

**Table 1:** Emergency Levels and Acquisitions

Emergency Level	Description	Acquisition Method
Level 4	No ESF Activation Anticipated (Routine)	Routine contracting and purchasing processes
Level 3	Significant Incident or Potential Emergency	Routine contracting and purchasing where possible. Emergency Incident Accounting Codes established
Level 2	Local Emergency or Continuity of Government issue	Emergency Incident Accounting Codes established. Master contracts or emergency contracts
Level 1	Major Emergency, Disaster, or Countywide Impact	Emergency Incident Accounting Codes established. Master contracts or emergency contracts

Purchases under emergency level 0 operations are conducted following the jurisdictions' routine purchasing and accounting procedures. Whenever the local Emergency Management Agency (EMA) or the Ramsey County Emergency Management & Homeland Security (RCEMHS) determines that level 1 is in place, the accounting authority for the jurisdiction and Ramsey County Finance Department will establish a special accounting code for tracking expenses for that specific emergency. Emergency purchases and activities are matched to these codes, including purchases made from existing department or office budgets and personnel time in support of the emergency.

Local, county, city, and mutual aid resources must be exhausted before state or federal assistance is available through a governor's or presidential declaration. The state is able to provide physical assistance through the various state agencies, but provides no funds to reimburse local governments during emergencies or disasters. Federal declarations activate

both physical as well as monetary resources; however, state and local cost sharing is normally required.

Figure 1 Sample emergency accounting codes

<a href="#">ER03A</a>	Spr 10 Flood - Debris Removal
<a href="#">ER03B</a>	Spr 10 Flood - Protective
<a href="#">ER03C</a>	Spr 10 Flood - Roads & Bridges
<a href="#">ER03D</a>	Spr 10 Flood - Water Facility
<a href="#">ER03E</a>	Spr 10 Flood - Bldgs & Equip
<a href="#">ER03F</a>	Spr 10 Flood - Rep Water Trtmn
<a href="#">ER03G</a>	Spr 10 Flood - Parks/Rec/Other
<a href="#">ER03X</a>	Spr 10 Flood - General
<a href="#">ER04A</a>	Fall 10 Flood - Debris Removal
<a href="#">ER04B</a>	Fall 10 Flood - Protective
<a href="#">ER04C</a>	Fall 10 Flood - Roads & Bridge
<a href="#">ER04D</a>	Fall 10 Flood - Water Facility
<a href="#">ER04E</a>	Fall 10 Flood - Bldgs & Equip
<a href="#">ER04F</a>	Fall 10 Flood - Rep Water Trtmn
<a href="#">ER04G</a>	Fall 10 Flood - Parks/Rec/Othe
<a href="#">ER04X</a>	Fall 10 Flood - General

## Roles and Responsibilities

Ramsey County and municipalities within the county will operate under the tenets of the National Incident Management System (NIMS). Every practicable effort will be made to ensure purchases are carried out in accordance with federal mandates.

## County Responsibilities

- Take reasonable steps to ensure the continuation of county services and agencies, and to offer assistance to local units of government during emergencies and crises.
- Assist local units of government in coordinating with County, state and federal agencies.
- Facilitate resource support for purchasing that affects multiple jurisdictions or the continuity of the county government.

The following list identifies the responsibilities designated to each agency and organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Primary: Municipal Purchasing Dept	
Preparedness (Pre-Event) Actions for ESF 7 - Logistics Management and Resource Support	
1	Maintain specific policies and procedures relating to emergency operations during emergency incidents. The communities also adopt this countywide plan as strategic guidance.
Response (During Event) Actions for ESF 7 - Logistics Management and Resource Support	
1	Use procedures, as required by law and standard, to provide for emergency purchasing.

ESF/Annex Tasked Agencies	
Preparedness (Pre-Event) Actions for ESF 7 - Logistics Management and Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Participate in emergency management training and exercises.
Response (During Event) Actions for ESF 7 - Logistics Management and Resource Support	
1	Deploy a representative to the County EOC to assist with ESF/Annex #7 activities.
2	Provide ongoing status reports as requested by the ESF/Annex #7 Resource Support Coordinators.
3	Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the state and federal government becomes available.
4	Perform other emergency tasks as assigned.

Primary: Ramsey County Procurement	
Response (During Event) Actions for ESF 7 - Logistics Management and Resource Support	
1	Work closely with other internal and external agencies and partners to acquire and manage resources.
2	Use well-established, standard procedures and protocols and make use of existing agreements and relationships whenever possible. As the level of emergency increases significance and complexity, stronger controls and extraordinary procedures may be put into practice.
3	Use the emergency purchasing framework to ensure clear and effective communications with and among vendors, suppliers, and other partners. The framework will help to minimize conflicts, assure that essential resources are allocated quickly and in accordance with established priorities. It will also assure the likelihood of reimbursement.
4	Work in conjunction with and under the direction of the designated emergency management official.

## **C. Administration and Support**

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**IC** - Incident Commander

**ICS** - Incident Command System

**NIMS** - National Incident Management System

**RCEOP** - Ramsey County Emergency Operations Plan

**RCEMHS** - Ramsey County Emergency Management & Home Security



Signatory Page:

## ESF 8 - Public Health and Medical Services



Approval on  
04/06/2017

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

St. Paul Ramsey County Public Health (SPRCPH)

**Primary Agency:**

Municipal EMS

Municipal Fire Department

Private EMS

St. Paul Ramsey County Public Health (SPRCPH)

**Support Agencies:**

American Red Cross

Bethesda Hospital

Children's Hospital of Saint Paul

Gillette Hospital

MN Department of Health (MDH)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Medical Examiner (RCME)

Regions Hospital

St. John's Hospital

St. Joseph's Hospital

United Hospital

## **A. Introduction**

### **Purpose**

ESF-8 - Health and Medical Services (ESF #8) provides the organization, mobilization, and coordination of public health and medical services in a health emergency (imminent or ongoing) or during other emergencies, disasters or responses that require the involvement of or activation of ESF-8.

The primary agency and each support agency maintain their own emergency plans and are integrated into this ESF describing additional policies and operations specific to Ramsey County.

### **Scope**

The health and medical services of ESF-8 include Saint Paul - Ramsey County Public Health (SPRCPH), hospitals in Ramsey County, local Fire Department EMS Divisions, and the Ramsey County Medical Examiner. Health and medical services are supported by key community response agencies. Activities within the scope of health and medical services include:

- Organizing, mobilizing, coordinating, and directing health and medical services in the event of an emergency or disaster.
- Supporting the delivery of mass care to trauma victims consistent with the Central Region EMS and Trauma Council Plan.

- Coordinating or providing medical and environmental surveillance and monitoring activities with other medical service providers and support agencies.
- Coordinating the surveillance for and treatment of communicable or other diseases in an emergency or disaster.
- Implementing measures, including the distribution of medical countermeasures, designed to prevent the spread of disease or environmental contamination.
- Coordinating the recovery of fatalities, conducting forensic investigations, and determining the cause and manner of death.
- Establishing and maintaining effective and reliable means of communication with health services agencies, health care providers, support agencies, the general public, and the media.
- Assisting with crisis intervention and mental health services during and following an emergency or disaster event.
- Coordinating care of people with special needs and assuring that they are referred to the most appropriate services.

### Situation

A significant natural disaster or human caused event that overwhelms Ramsey County would necessitate State and/or Federal public health and medical care assistance. Hospitals, clinics, pharmacies, and other facilities for medical/healthcare may be severely damaged structurally or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.

Medical and healthcare facilities that remain in operation and have the necessary utilities and staff will probably be overwhelmed by the “walking wounded” and victims who are transported there in the immediate aftermath of natural or man-made disaster. In the face of considerable increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will probably be in short supply. Disruptions in local communications and transportation systems could also prevent timely re-supply.

A major medical and environmental emergency resulting from weapons of mass destruction (WMD) could produce a large concentration of specialized injuries and problems that could overwhelm the city, local public health and the medical care system.

### Assumptions

Resources within the affected disaster area will be inadequate to clear casualties from the scene or treat them in local hospitals. The ability of ESF-8 health and medical services agencies to respond to an emergency or disaster is based on the knowledge that:

- SPRPH, area hospitals, EMS and the other supporting agencies have the capability to respond to an emergency 24-hours a day, 7days a week.

- Health care providers and facilities that do not have 24-hours a day, 7 day a week response capabilities will be incorporated into an emergency response as needed.
- ESF-8 agencies have planned and prepared to maintain emergency response capability under emergency or disaster conditions.
- SPRCPH, medical services, and emergency response agencies will collaborate to assure a coordinated response within ESF-8.
- A significant emergency of natural or human caused origin has the potential to impact the county in a manner in which a county or region-wide coordination of health, medical, and environmental activities is required to assure an efficient and effective response.
- Health and medical emergencies may involve casualties requiring varying levels of treatment.
- Health care facilities may be over taxed, over utilized or inaccessible. Hospitals and other medical facilities may be taxed to their maximum capacity and ability to receive patients.
- Health care related supplies may be over utilized or unavailable.
- Support agencies will provide emergency services to the best of their abilities. Personnel available to provide full support functions may be limited by injury, illness, personal concerns/needs, or by limited access to or compromise of the facilities where they work.
- Infrastructure supporting health care facilities may be interrupted, causing water, power, gas, food and other supplies and services to be impaired.
- An emergency may require the triage and treatment of large numbers of individuals, which will have a direct impact on regional hospitals and health care facilities.
- An emergency may require the isolation or quarantine of individuals in their home or in temporary facilities.
- An emergency may require implementation of public health measures to contain and control a communicable disease or spread of environmental hazard.
- Each agency responding to emergencies under ESF-8 will contribute to the overall response capability but will retain control over its own resources and personnel.

## **B. Concept of Operations**

### Policies

Guiding policies for health and medical services responding to a health emergency or a disaster in Ramsey County include:

- ESF-8 will be activated when an emergency or disaster occurs within or affecting Ramsey County and a coordinated response of health and medical services agencies is required.
- Health and Medical services agencies will assign appropriate staff to ESF-8 activities in the Ramsey County Emergency Operations Center (RCEOC), St. Paul Ramsey County Department Operations Center (DOC), municipal EOC's, and incident command posts.
- ESF-8 agencies will commit resources, expertise, and experience as needed.

- ESF-8 agencies will collaborate with local, county, state, federal agencies, and local community based organizations to assure an effective and efficient response to health, medical, and environmental emergencies or disaster.
- SPRCPH will assist with coordination of community mental health needs in an emergency or disaster according to the SPRCPH All Hazards Response and Recovery Plan. The Ramsey County Department of Human Services, American Red Cross and other disaster assistance agencies will provide additional resources needed to address community mental health needs.
- SPRCPH will be the primary local source of public information regarding health, medical, and environmental response to emergencies and disasters in city. SPRCPH will work with the Joint Information Center (JIC) established to coordinate all releases of public information with the public, media, and with appropriate response partners.

The Ramsey County Medical Examiner's Office will be lead agency for planning and responding to fatalities resulting from an emergency or disaster. The Ramsey County Medical Examiner's Office is the lead agency in determining and certifying the cause of deaths in Ramsey County (confirming disaster related deaths) and for coordinating the final disposition of the victims of an emergency or disaster.

### Direction and Control

ESF-8 activities will be coordinated through the EOC that will serve as the source of all direction and control.

SPRCPH is responsible for coordinating public health activities within Ramsey County.

The Ramsey County Medical Examiner is responsible for the overall coordination of activities related to a mass fatality incident. The Medical Examiner will consult with and rely heavily upon the assistance of various response agencies, including law enforcement, fire service, emergency medical support, and even outside agencies in carrying out this coordination responsibility.

### Operational Procedures

#### **Activation**

While incidents may vary in size and significance, the population density of Ramsey County can expand the potential impact of an event. Effective and efficient response to an event in the county requires coordination among health, medical services, and supporting agencies. SPRCPH is the central point for notification of an event requiring response by ESF-8 agencies. As needed, SPRCPH will conduct a situation assessment, initiate surveillance and monitoring

activities as needed, and notify appropriate ESF support agencies. When the Ramsey County EOC is activated, SPRCPH and supporting agencies will coordinate staffing by appropriate ESF- 8 representatives. SPRCPH will coordinate with ESF agencies to assure the effective use of local medical resources and determine additional medical resource requirements. If needs cannot be met locally, SPRCPH and/or supporting agencies will transmit a request for assistance through Ramsey County EOC or Metro Multi-Agency Coordination Center if activated. If necessary, state government, private and non-profit organizations will be requested to support the medical health, mental health and environmental emergency response by providing resources and support consistent with their capabilities.

### Outbreak Investigation

Hospitals, clinics and their labs are required by State law to report cases of specified infectious diseases, or certain symptoms that may indicate exposure to an agent of biological terrorism. SPRCPH reports to Minnesota Department of Health (MDH), which maintains 24/7 staffing to evaluate clinical data and case reports. MDH assesses the incoming information. The assessment will consider the following:

#### Source of the signal

- Level of testing, and competency of the testing, done prior to the signal received by MDH;
- Existing intelligence regarding the signal, potential or known threat;
- Risk communication to the public regarding a confirmatory analysis of the signal.

The MDH assessment will conclude that the information is not significant, the information is potentially significant and needs more data and analysis, or the information is a significant event and requires activation of a public health response. If MDH determines that the health data may represent a possible public health emergency, it will notify SPRCPH and other local public health departments. Notification to SPRCPH will initiate a response. Sources of a signal that may trigger an Environmental Health response include MDH, Minnesota Department of Agriculture, Minnesota Pollution Control Agency and US Food and Drug Administration.

### Mass Dispensing

This Section describes mass dispensing, which includes the distribution of preventive or treatment medication (antibiotics, vaccinations, dispensing of antitoxins, etc.) to residents as well as mission critical first responders, government officials and employees.

Mass dispensing is performed at pre-identified sites using distribution plans customized for delivery to the at-risk population. Mass dispensing sites open to the general public are large venues operated by SPRCPH. Closed Points of Dispensing (PODs) include hospitals, long term care facilities, and fire stations. Potential public mass dispensing sites are documented in the SPRCPH All Hazards Response and Recovery Plan. Due to the evolving nature of planning and the need to ensure knowledge of the site locations is maintained on a “need to know” basis this information is restricted to those involved with EOC operations.

The Notification Protocol is within the SPRCPH All Hazards Response and Recovery Plan Annexes will be implemented upon receipt of the signal, regardless of how it comes into SPRCDPH. The notification options are:

- Phone call or email via the Health Alert Network from MDH regarding a suspect clinical sample from an external source.
- Phone call from a first responder or Ramsey County Emergency Management regarding a suspect chemical or radiological sample from an external source.
- Phone call from a first responder in the field (i.e., Ramsey County Sheriff Office) regarding a suspect incident to a SPRCPH staff person.
- Phone call from a clinician to a SPRCPH epidemiologist regarding a suspect case or incident.

The Metro Pharmaceutical Cache (MPC) Plan details the process for rapid and efficient distribution of pharmaceuticals to mission critical at-risk personnel to minimize the disruption of essential services and allow SPRCPH staff to focus on the implementation of emergency response plans, including prophylaxis of other exposed or potentially exposed populations. MDH is the lead agency in Minnesota for the prevention and control of disease and will provide guidance on prophylaxis based on exposure or the potential for exposure. Reference the MPC plan for activation and distribution policies and procedures.

### Isolation/Quarantine (I/Q)

This Section discusses how SPRCPH uses community based isolation and quarantine (I/Q) as public health tools used to control the spread of an infectious disease. MDH will determine the need for implementation of voluntary isolation and/or quarantine, or court-ordered isolation and/or quarantine.

- **Isolation** is separation of an ill person with an infectious, communicable disease for the duration the disease is communicable.
- **Quarantine** is separation of one or more persons exposed to, or believed to have been exposed to an individual with an infectious disease. The duration of the separation is for the period of the disease's communicability, typically up to 10 days.

SPRCPH is responsible for assuring that persons placed in quarantine have essential items such as food, shelter, medicines, access to a telephone, and transportation to a clinic if necessary. SPRCPH will make scheduled monitoring contacts to those in quarantine to assure compliance, evaluate symptoms, provide support, and determine service needs according to the SPRCPH All Hazards Response and Recovery Plan.

### Health Risk Information

As stated in the SPRCPH Crisis Communication Plan, public information focuses on a specific event-related crisis (natural or planned attack). To ensure public information is accurately

presented in a timely matter, it is essential all communication activities follow the operational direction of the lead agency. Once a lead agency is determined be it a local, regional, state (MDH) or federal (CDC) agency, the Public Information Officer (or designate) *employed by the lead agency* will assume responsibility for the release of public information in response to the “event” or crisis. It is also recommended that this jurisdictional or lead agency decision be made swiftly once the health crisis has been verified.

## Biological Response

This Section discusses how the primary agencies identified in this ESF will respond to a biological event. SPRCPH will implement upon verification of a biological event the notification protocol outlined in the Department’s All Hazards Response and Recovery Plan Annexes. Upon activation of the Public Health Department Operations Center, ESF-5 will be activated to support the event. All policies and procedures within the County EOP and Public Health All Hazards Response and Recovery Plan will be followed throughout the course of the event.

## Pre-hospital care and Emergency Medical Services (EMS) Transport

There are three main responding agencies for 9-1-1 calls within Ramsey County. They are Saint Paul Fire Department, Allina, and Hennepin County Medical Center. Each of these responding agencies are the Primary Service Area (PSA) provider for the cities stated below. The transporting EMS agency is responsible for tracking patients to their destination. Receiving hospitals will document receipt of patients and make data available to authorized personnel at St. Paul Ramsey Public Health via the MNTrac system.

### Saint Paul Fire Department (SPFD):

The Primary Service Area (PSA) where the incident occurs, i.e.; in Saint Paul and/or the City of Falcon Heights, Saint Paul Fire Department (SPFD) will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, The Ramsey County agency responsible for the jurisdiction will respond by following its appropriate Standard Operating Procedures (SOPs), specifically:

- 402.1 EOC Significant Incident
- 601.1 Command Procedure
- 601.2 Staging
- 601.4 Company Operations
- 803.4 Reserve Medic Fleet in a Mass Casualty incident
- 605.4 MCI/Mutual Aid

Other SOPs may be added and/or utilized as appropriate and necessary.



SPFD staffs 11 Advanced Life Support (ALS) ambulances every day for 24-hours a day. There are no Basic Life Support (BLS) ambulances; 2 reserve ALS ambulances are ready with staff within 24-hours a day; and 1 reserve BLS ambulances that are ready with staff within 2 hours.

Ambulances are equipped with red MCI bags. Also each ambulance is equipped with an initial Incident Response Plan (IRP) kit that allows for initial command of an incident. The plan accounts for victims in an MCI using Green, Yellow, and Red triage designations. All metro area EMS agency ambulances have the same kit for the first arriving unit to initiate the plan and expand to mutual aid if necessary.

### **Allina Medical Transportation**

The Primary Service Area (PSA) where the incident occurs, i.e.; in City of Vadnais Heights, City of New Brighton, Allina will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, The Ramsey County agency responsible for the jurisdiction will respond by following its appropriate Standard Operating Procedures (SOPs), specifically:- MCI Protocol, West Metro / Hennepin County Medical Protocols 2010

In a Mass Casualty incident, other SOPs may be added and/or utilized as appropriate and necessary.

Allina EMS staffs 13 Advanced Life Support (ALS) ambulances at peak volume every day, and a minimum of 7 ALS units for 24-hours a day; 6 Basic Life Support (BLS) ambulances at peak volume every day and a minimum of 2 BLS Units for 24-hours a day; 12 reserve ALS ambulances are ready with staff within 30-60 minutes; 4 reserve BLS ambulances are ready with staff within 30-60 minutes.

Each ambulance is equipped with an initial Incident Response Plan (IRP) kit that allows for initial command of an incident. The plan accounts for victims in an MCI using Green, Yellow, and Red triage designations. All metro area EMS agency ambulances have the same kit for the first arriving unit to initiate the plan and expand to mutual aid if necessary.

**NOTE: The following statement applies to Saint Paul Fire Department and Allina:**

Coordination of EMS transports is accomplished through East Metro Medical Response Control Center (MRCC) or West Metro Medical Response Control Center (WMRCC) MRCC will keep track of the number of victims and where they are transported as part of the standard plan. MRCC uses the MN system for Tracking Resources, Alerts, and Communication (MNTRAC) as the method to determine the number of patients each hospital is able to accommodate during the incident. Red, Yellow and Green triage designations are consistent with the MNTRAC and the availability of hospital resources to handle patients.

### **Hennepin County Medical Center (HCMC) EMS**

The Primary Service Area (PSA) where the incident occurs, i.e.; in City of Saint Anthony, HCMC will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, The Ramsey County agency responsible for the jurisdiction will respond by following its appropriate Standard Operating Procedures (SOPs), specifically:

- Ambulances are equipped with special kits, vests, procedures, etc. for MCI.

### **Hospital Care**

This Section discusses the role of hospitals in Ramsey County and the surrounding area as first receivers. Plans for triage, treatment, transport, and medical care of extraordinary numbers of ill or injured patients in the metro area will affect all hospitals, EMS, emergency management, and public health agencies.

Hospital surge capacity is dependent on daily census (monitored by MNTrac) with additional capacity generated using a combination of tactics including deferral of elective cases, early discharges, use of flat-space areas for patient care, conversion of single to double rooms, etc. An assessment of census and hospitals affected will be made by the Regional Hospital Resource Center (RHRC) early in the event to assist with resource and staffing requests from outside the region if necessary. Approximately 15% of total system capacity should be available within 3 hours of an emergency being declared. Upon notification of an emergency, facilities should mobilize resources and make arrangements to accommodate 'surge' patients per their hospital emergency operations plan including activation of their incident management plan. Should patient care requirements exceed available resources, immediate requests to MDH will be made for inter-regional and inter-state transfer and a request made via Ramsey County Emergency Management to the State EOC for a Federal Declaration of Disaster and activation of the National Disaster Medical System (NDMS).

RHRC will determine workforce needs and initially will look at Metro Compact Hospitals and Metro Clinics for assistance. If these sources are inadequate, based on the event, and if the Governor has proclaimed an Emergency Declaration, the Ramsey County Medical Reserve Corps will be activated. If Ramsey County MRC is unable to meet surge staffing needs, MRC coordinators for the metro area and the University of MN will be contacted to activate the state MN Responds system. Also available to the metro RHRC are other regional RHRC's to help coordinate Metro Hospital Compact resources during a disaster event. If these resources are inadequate, a call may be made via the media for volunteers and a central credentialing point established and managed by Emergency Management.

### Mass Fatality Management

The Ramsey County Medical Examiner will coordinate with Ramsey County's Department of Emergency Management and Homeland Security to assure cooperation between the agencies and other public safety agencies, such as Fire, Police, Public Health, as well as state and federal agencies and organizations such as the American Red Cross. For the Medical Examiner's emergency plan, see Appendix D: Mass Fatalities.

### Alternate Care

Modular Emergency Medical System (MEMS) has been developed to provide systematic, coordinated and effective medical response to the casualties of a large-scale incident, where the number of casualties significantly overwhelms a community's existing medical capabilities and/or involves an outbreak of a disease. This modular system will establish non-hospital locations of medical care linked to the local and regional healthcare and public health systems - which will oversee patient care, medical logistics, and information flow. As hospitals reach full capacity, they can establish Alternate Care Sites (ACS) in nearby buildings to transfer and redirect non-ambulatory patients who require non-critical, supportive care and cannot be accommodated in hospitals.

Alternate Care Sites (ACS) are supplemental non-ambulatory patient care beds in proportion to the needs of the incident when all hospital options are exhausted. The ACS primary site serving the City of Saint Paul is: the River Centre. Secondary sites are in the planning phases and the site chosen will be based upon availability and the scope of the incident.

The RHRC will work closely with the ACS to triage appropriate patients to the facility. Patients who are not eligible for admission to the ACS are those requiring mechanical ventilation, continuous EKG monitoring, receiving vasopressors, requiring blood transfusions, requiring hemodialysis, patients with existing diseases (CVD, Diabetes, Cancer, etc.) who are experiencing exacerbation concomitant with injury or infection, any Advance Cardiac Life Support (ACLS), Advance Trauma Life Support (ATLS), Pediatric Advance Life Support (PALS), or Neonatal Advance Life Support (NALS) interventions, and those patients in active labor.

## Security

Health and Medical services provide security that is identified in their respective plans.

However, local law enforcement shall:

- Be responsible for assuring the safety and security of SPRCPH field operations including EMS and community based dispensing and vaccination activities.
- Provide crowd control at scene of an emergency or at the site of health and medical field operations.
- Provide emergency traffic routing information and establish a traffic control plan at the scene of an emergency or site of health and medical field operations.
- Coordinate with the Ramsey County Medical Examiner's Office regarding incident site preservation, crime scene investigation, and remove of victims and remains.

## Notifications

In instances originating as a health and medical emergency, SPRCPH will keep Ramsey County EMHS informed of situations with the potential to require activation of the County EOC.

The Emergency Management Director will notify the ESF-8 Coordinator of EOC activation and request that representatives report to the EOC in order to coordinate ESF-8 activities. Radio broadcast, digital pager, email or telephone contact typically accomplishes EOC activation messaging.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal officials may also become critical members of the ESF-8 team.

## Actions

Tasked agencies will complete preparedness, response, recovery, and prevention actions according to their area of responsibility.

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

<b>Coordinating: St. Paul Ramsey County Public Health (SPRCPH)</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Primary: Municipal EMS</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Primary: Municipal Fire Department</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Primary: Private EMS</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Primary: St. Paul Ramsey County Public Health (SPRCPH)</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Supporting: American Red Cross</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the ESF/Annex-8 Coordinator for appropriate dissemination.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.



3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Provide food for emergency medical workers, volunteers and patients, if requested.
6	Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the ESF/Annex-8 Coordinator for appropriate dissemination.
7	Assist in the notification of the next of kin of the injured and deceased.
8	Assist with the reunification of the injured with their families.
9	Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
10	Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
11	Provide assistance for the special needs of the disabled, elderly and children separated from their parents.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Supporting: Bethesda Hospital</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.



5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Supporting: Children's Hospital of Saint Paul</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	

1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

<b>Supporting: Gillette Hospital</b>	
<b>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.

4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
<b>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

Supporting: MN Department of Health (MDH)	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

Supporting: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	

1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
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Supporting: Ramsey County Medical Examiner (RCME)	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

Supporting: Regions Hospital	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities

2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.
<b>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</b>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

Supporting: St. Joseph's Hospital	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.



Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

Supporting: United Hospital	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.



15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.
Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

MN Voluntary Organizations Active in Disaster (MNVOAD)	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the ESF/Annex-8 Coordinator for appropriate dissemination.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Provide food for emergency medical workers, volunteers and patients, if requested.
2	Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the ESF/Annex-8 Coordinator for appropriate dissemination.
3	Assist in the notification of the next of kin of the injured and deceased.
4	Assist with the reunification of the injured with their families.
5	Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
6	Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
7	Provide assistance for the special needs of the disabled, elderly and children separated from their parents.

Municipal Law Enforcement	
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Provide security at or around health and medical facilities or at mass casualty sites
2	Provide security assistance to medical facilities and to health and medical field personnel upon request.
3	Provide communications support for health and medical activities, if necessary or needed.
4	If necessary, provide traffic flow and parking assistance around health and medical facilities.

Municipal Public Works	
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When deployed, assume an appropriate role in the Incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e., fire, police)
2	Assist with the movement of people and resources to support health and medical services operations.
3	Assist with staging and if necessary, heavy equipment to support health and medical operations.
4	Provide support and technical assistance in preventing or containing ground/soil pollution.

Ramsey County Public Works	
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When deployed, assume an appropriate role in the Incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e., fire, police)
2	Assist with the movement of people and resources to support health and medical services operations.
3	Assist with staging and if necessary, heavy equipment to support health and medical operations.
4	Provide support and technical assistance in preventing or containing ground/soil pollution.

Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Provide security at or around health and medical facilities or at mass casualty sites

2	Provide security assistance to medical facilities and to health and medical field personnel upon request.
3	Provide communications support for health and medical activities, if necessary or needed.
4	If necessary, provide traffic flow and parking assistance around health and medical facilities.

St. John's Hospital	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Implement internal and external hospital disaster plans.
5	Establish and maintain field and inter-hospital medical communications.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When requested, deploy a representative to the EOC to assist with public health and medical activities
2	Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available
4	Perform other emergency responsibilities as assigned.
5	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
6	Establish and maintain field and inter-hospital medical communications.
7	Provide a representative to the County EOC
8	Provide medical guidance as needed to Emergency Medical Services.
9	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
10	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
11	If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
12	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
13	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.

14	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
15	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones
16	Provide patient identification information to the American Red Cross.
Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available

## C. Resources

The following documents were used as references:

- SPRCPH All Hazards Response and Recovery Plan
- City of Saint Paul Fire Department Standard Operating Procedures
  - 402.1 EOC Significant Incident (to be updated)
  - 601. 1 Command Procedures;
  - 601.2 Staging;
  - 601.4 Company Operations.
- Metro Region Hospital Annex L
- Minnesota Metro Region Pharmaceutical Cache Plan
- MCI Protocol, West Metro / Hennepin County Medical Protocols 2010

## D. Administration and Support

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

## Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

Signatory Page:

## ESF 9 - Search & Rescue



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Fire Department

Municipal Law Enforcement

Ramsey County Sheriff's Office (RCSO)

**Support Agencies:**

Federal Urban Search and Rescue (USAR) Teams

MN Homeland Security and Emergency Management (HSEM)

MN National Guard

MN Task Force 1 & Collapsed Structure Rescue

MN Voluntary Organizations Active in Disaster (MNVOAD)

Municipal EMS

Municipal Public Works

Ramsey County Community Human Services Agencies (CHS)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County GIS

Ramsey County Public Works

## **A. Introduction**

### **Purpose**

ESF #9 - Search & Rescue rapidly deploys and coordinates search, rescue, and recovery operations in Ramsey County following a disaster. More specifically this section details:

- Specialized search and rescue resources.
- Agency roles and responsibilities.
- State and federal search and rescue resources.
- Local coordination and liaison activities.

The goal of search and rescue operations is to save the lives of people who are unable to survive without assistance. Search and rescue activities include, but are not limited to:

- Locating, extricating, and providing immediate medical assistance to victims trapped in collapsed or damaged structures.
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft.
- Recovering human remains.

## Scope

In most cases, missing persons issues are investigated by the jurisdiction's law enforcement agency. In other cases, the local emergency response organizations, fire and Emergency Medical Services (EMS), perform small area, localized searches. However, during incidents or potential incidents requiring a unified response, search and rescue (SAR) responsibilities reside with ESF #9 whose primary agencies provide timely and specialized SAR capabilities.

Ramsey County's response operational environments include:

- Collapsed Structure Rescue.
- Water Rescue and Recovery.
- Land Search and Rescue.

Federal SAR response operational environments are classified as:

- Structural Collapse (Urban) Search and Rescue (USAR).
- Maritime, Coastal, and Waterborne Search and Rescue.
- Land Search and Rescue.

SAR services include distress monitoring, incident communications, locating distressed personnel, coordination, and execution of rescue operations including extrication or evacuation, along with providing medical assistance and services through the use of public and private resources.

## Situation

Emergencies or disasters may result in significant damage to structures and infrastructure. The result is a demonstrable need for the capacity to effectively and efficiently search large areas for entrapped or injured people. No provision of this document is to be construed as an obstruction to prompt and effective action by any agency to assist persons in distress.

## Assumptions

- The first priority will be to ensure the safety of the public and responders.
- Individual fire and law enforcement department assets will be available to conduct and coordinate searches in varying conditions.
- Specific training is required to conduct structural SAR operations.
- Other county or municipal staff will be pressed into service to conduct area searches in safe situations.
- State and federal assets will be available and can be requested through the Minnesota Duty Officer.
- Area searches that do not result from disasters (e.g. lost child) will be carried out as part of the routine provision of community public safety services and are not addressed in this plan.



## **B. Concept of Operations**

### Policies

Local SAR assets respond from the affected jurisdiction in accordance with that jurisdiction's standard operating procedures (SOPs). If local agency assets are insufficient for the incident, the on-scene Incident Commander (IC) will contact the Ramsey County Duty Officer and request local assistance by contacting the Minnesota Duty Officer. These actions constitute the activation of ESF #9 – Search and Rescue assets.

In the event that locally available mutual aid assets are unavailable, overwhelmed, or insufficient, RCEMHS will, at the request of the affected jurisdiction's IC, make requests for federal USAR and other additional assets. The sheriff may also request assets from the Minnesota National Guard. Many of the agencies with ESF #9 responsibilities have existing emergency plans and procedures. ESF #9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

### Organization

In SAR operations, public safety agencies in Ramsey County utilize aspects of the National Incident Management System (NIMS) and the Incident Command System (ICS). Whenever multiple jurisdictions are involved in any emergency operation, a unified command is established and formal planning elements are utilized to ensure unity of command.

### **County Primary Agency Capabilities**

#### **Structural SAR**

County agencies possess no specific capability for collapsed structure training beyond the routine training for RCSO deputies.

#### **Water Rescue and Recovery**

The RCSO is statutorily responsible for water operations in the County. Most fire departments have some water capability which they will use while awaiting the RCSO assets. RCSO will coordinate water rescue and recovery activities, including those on rivers. If necessary, mutual aid agreements will be used to obtain local assistance from other sheriff's office. In the event of activity on the Mississippi River, the City of St. Paul Fire Department and Police Department, as well as the United States Coast Guard have assets and capabilities to assist. In addition, private agencies have assets available on the Mississippi and Minnesota Rivers. These can be requested via the Emergency Communications Center (ECC).

## Land SAR

The RCSO is responsible for land SAR in the jurisdictions to which it provides local law enforcement services. The jurisdiction's fire and EMS services will assist. Additional support is available from municipal and Ramsey County Parks and Recreation departments, Public Works departments, VOADs. RCEMHS will assist in the coordination of large area SAR and in communications support for these efforts. In the event of a large-scale, multiple jurisdiction event, the RCSO will coordinate the efforts for land SAR across the county via unified command.

## Training and Records

Records of formal adoption of NIMS for county incident responses are available from the clerk of the Ramsey County Board of Commissioners.

## Municipal Primary Agency Capabilities

### Collapsed Structural SAR

The affected jurisdictions' fire services are responsible for initial structural SAR operations within their jurisdiction. When necessary, that agency will activate mutual aid agreements (as identified in ESF #4). The metropolitan region through the Minneapolis and St. Paul Fire Departments as well as other area departments operate a certified collapsed structure rescue team. The White Bear Lake Fire Department has developed limited technical rescue capabilities. These services are available through mutual aid agreements if local and routine mutual aid are unavailable, insufficient, or overwhelmed. The on-scene Incident Commander (IC) will request state or federal assets via RCEMHS and the state duty officer.

## Water Rescue and Recovery

The Ramsey County Sheriff's Office is statutorily responsible for water operations in the county. Most fire departments have some water rescue capabilities. These will be used while awaiting RCSO assets. RCSO will coordinate water rescue and recovery activities, including those on rivers. If necessary, mutual aid agreements will be used to obtain local assistance from other sheriff's offices. In the event of activity on the Mississippi River, the City of St. Paul Fire Department and Police Department, as well as the United States Coast Guard have assets to assist. In addition, private agencies have significant assets available on the Mississippi and Minnesota Rivers. These can be requested via the Emergency Communications Center (ECC).

## Land SAR

Law enforcement is generally responsible for land SAR operations within their jurisdiction. The jurisdiction's fire and EMS services will assist. Additional support is available from municipal and Ramsey County Parks and Recreation departments, Public Works departments, VOADs, and private individuals. RCEMHS will assist in the coordination of large area SAR and in communications support. Local law enforcement agencies may request SAR trained dogs as necessary by contacting the Minnesota Duty Officer or requesting such contact through the Ramsey County Duty Officer.

## Training and Records

Records of formal adoption of NIMS for incident response are available from the clerk of the jurisdiction's city council. Specialized training for search, rescue and recovery is carried out by local fire departments. Training is provided monthly, and schedules are available from the jurisdiction's fire chief. Water rescue training is carried out monthly by the Ramsey County Water Patrol. Records and schedules are available from the Ramsey County Sheriff's Office. Training for the regional collapsed structure rescue team is conducted at the member organizations and in special team-wide trainings. Information regarding the collapsed structure team training records and detailed schedule may be requested from the Minneapolis Fire Chief.

## Support Agency Capabilities

### Ramsey County Emergency Management & Homeland Security (RCEMHS)

RCEMHS staffs the County duty officer position and serves as the point of contact for plan activation. RCEMHS has several assets available countywide:

#### **Mobile Incident Command Post (MICC) and Ancillary Equipment**

A fully equipped Type I command and communications vehicle equipped with interoperable communications equipment; computers, wide area network, cellular broadband, mobile Computer Aided Dispatch (CAD) computers and connectivity; day/night video mounted to a hydraulic mast; office supplies; telephones; geographic information system (GIS) equipment; and other specialized equipment. Ancillary equipment include a smaller backup vehicle with additional computer capacity, a trailer-mounted diesel generator; and generator-powered large-area lighting systems.

## **Communications Support**

In addition to the vehicle-mounted radios in the MICC and backup vehicle; RCEMHS owns a cache of pre-programmed interoperable hand-held radios for public safety use. Additionally, RCEMHS owns and operates radios that can function in the amateur band frequencies. Communications is facilitated by full radio installations at the RCEMHS Departmental Operations Center (DOC) and the Ramsey County Emergency Operations Center (RCEOC).

### **RCEMHS-Emergency Services Unit**

Volunteers of the emergency services unit assist in coordination and communications during search and rescue operations. They staff and operate the vehicles and ancillary equipment and provide communications, data entry, and logistical support as well as other duties.

In general, RCEMHS assists in coordinating efforts of various search and rescue capabilities and contacts or requests specialized services if needed by municipal Incident Commander.

## **Public Works and Parks and Recreation Departments**

Municipal and Ramsey County Public Works, and Parks and Recreation departments provide or arrange for equipment and personnel in support of the SAR efforts.

### **GIS**

Municipal and Ramsey County geographic information system (GIS) personnel will develop mapping and similar support services for or in coordination with municipal, state or federal GIS efforts. Ramsey County GIS is available and equipped to respond to assist in any municipal EOC.

### **Emergency Communications Center (ECC)**

The Ramsey County ECC and the White Bear Lake ECC provide routine and SAR event communications support and dispatch. The ECC is the point of contact for reaching Minnesota or the County duty officer. The Ramsey County ECC will assign dispatcher and radio operators to the MICC in support of large SAR incidents at the request of the IC. Dispatcher personnel are also available for service in the municipal EOC or RCEOC.

### **Emergency Medical Services (EMS)**

Ramsey County does not operate EMS. EMS agencies serving the affected municipalities will supply EMS support to both the rescuers and victims as a function of ESF #8 – Public Health and Medical Services.

## Minnesota State Patrol

The Minnesota State Patrol operates air assets including helicopters equipped with specialized equipment and other assets. State patrol assistance is available by request through the Minnesota Duty Officer.

## Minnesota National Guard

The national guard may be available to assist in SAR operations. The guard offers air assets, personnel, logistical support, security support, communications support, and specialized equipment. Requests for national guard assets must be made by the sheriff of the county or by the Mayor of St. Paul.

## Voluntary Agencies

The various Voluntary Agencies Active in Disaster (VOADs) and other volunteer agencies are available to assist when requested and available. Agencies routinely involved in SAR activity include (but are not limited to):

- Salvation Army – mobile canteen and victim support
- American Red Cross – mass care, feeding, victim support, registration
- Minnesota Search and Rescue Dog Association – SAR-trained dogs
- Civil Air Patrol – fixed wing air support for wide area searches

## Federal Assistance

Federal responders assist and support state, tribal, and local SAR capabilities in incidents requiring a coordinated federal response. ESF #9 federal SAR operations are conducted following the NRF and NSP, and the U.S. National SAR Supplement (NSS), Catastrophic Incident SAR (CISAR) Addendum, and other addenda that define SAR responsibilities and provide guidance to the federal departments and agencies with civil SAR mandates. Non-Federal SAR resources are, as appropriate, incorporated into any coordinated SAR operations.

## Requesting Federal SAR Assets

In the event of a major disaster or catastrophe, and at the affected jurisdiction's incident command will make an official request for federal assistance through the RCEMHS Duty Officer. The duty officer will forward the request to the State of Minnesota Homeland Security and Emergency Management Regional Program Coordinator (RPC). Federal SAR assistance is then requested by the state through the Emergency Management Assistance Compact (EMAC). In the event that federal SAR capabilities are assigned, the affected jurisdiction will designate a SAR coordinator to provide integration and coordination of SAR services. If an affected state,

tribal, or local government publishes guidance or a plan for conducting unified SAR operations, that guidance or plan takes precedence.

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency and organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

ESF/Annex Coordinator	
Response (During Event) Actions for ESF 9 - Search & Rescue	
1	Work with the EOC team to rapidly assess the situation and take appropriate actions to support search and rescue operations at the scene.
2	Assess the need to request specialized search and rescue resources from outside the county.
3	Serve as the liaison with search and rescue resources from outside the County, including state and federal agencies.
4	Work with ESF/Annex #3 - Public Works and Engineering to ensure heavy equipment support to search and rescue operations.
5	Coordinate with ESF/Annex #8 - Health and Medical Services to help ensure the coordination of emergency medical assistance and victim transport.
6	Work with the IC and the EOC team to help ensure search and rescue personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.

ESF/Annex Tasked Agencies	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines, or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
4	Participate in emergency management training and exercises.
Response (During Event) Actions for ESF 9 - Search & Rescue	
1	Deploy a representative to the county EOC to assist with ESF/Annex #9 activities.
2	Provide ongoing status reports as requested by the search and rescue coordinator.
3	Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the state or federal government becomes available.

## **C. Administration and Support**

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit System. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

CAD - Computer Aided Dispatch  
CFR - Code of Federal Regulations  
DOC - Department Operations Center  
**ECC** - Emergency Communications Center (9-1-1 dispatch)  
**EOC** - Emergency Operations Center  
**EOP** - Emergency Operations Plan  
**IC** - Incident Commander  
**ICS** - Incident Command System  
MICC - Mobile Incident Command Center  
**NIMS** - National Incident Management System  
RCEOC - Ramsey County Emergency Operations Center  
**RCEOP** - Ramsey County Emergency Operations Plan  
SAR - Search and Rescue  
USAR - Urban Search and Rescue (Team)



Signatory Page:

## ESF 10 - Oil and Hazardous Materials Response



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

A handwritten signature in black ink, written over a horizontal line.

**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Fire Department

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Support Agencies:**

MN Department of Natural Resources (DNR)

MN Pollution Control Agency (PCA)

St. Paul Ramsey County Public Health (SPRCPH)

State Chemical Assessment Teams (CAT)

US Coast Guard (USCG)

US Environmental Protection Agency (EPA)

## **A. Introduction**

### **Purpose**

Emergency Support (ESF)-10 provides support activities in the prevention, preparedness, response and recovery actions resulting from actual or potential discharged and/or uncontrolled release of oil and hazardous materials response.

### **Scope**

ESF-10 provides for a coordinated response to actual or potential hazardous materials incidents. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40CFR Part 300.

In part, these substances include:

- Extremely Hazardous Substances as described by the US Environmental Protection Agency (EPA) or MN Pollution Control Agency (PCA)
- Agents classified as Chemical, Radiological, Nuclear, and Explosives (CBRNE) or Agents defines as Weapons of Mass Destruction (WMD)
- Chemicals improperly or illegally mixed to produce an explosion, poisonous compound, fire or noxious gas and require public safety response.
- Hazardous Waste, which are a danger to the environmental when they are improperly disposed of, stored, or released and require that immediate protective measures have to be taken to protect life and property when discovered. (This includes the waste produced by illegal drug manufacture.)
- Radiological material improperly or illegally stored, transported or released, or radiological material dispersed by accident or intentionally.

- Biological material or waste that is illegally stored, transported, or released, or is dispersed by accident or intentionally.
- Devices that contain flammable liquids and are used to commit Arson.

Most of the agencies with ESF-10 responsibilities have existing emergency plans and procedures for routine response to HazMat incidents. This annex does not take the place of these plans: rather it is designed to ensure that specific hazardous materials planning requirements are met and mitigation, prevention, response, and recovery activities are coordinated across disciplines and between jurisdictions.

The scope of ESF-10 includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate general actions can include, but are not limited to: actions to prevent, minimize, or mitigate a release; efforts to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring); actions to stabilize the release and prevent the spread of contamination; analysis of options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials.

Examples of specific actions may include: sampling a drinking water supply to determine if there has been intentional or accidental contamination; stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects; decontaminating buildings and structures; using drainage controls, fences, warning signs, or other security or site-control precautions; removing highly contaminated soils from drainage areas; removing drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

In addition, ESF-10 may be activated as appropriate to respond to actual or threatened releases of materials not typically responded to by jurisdiction fire departments or state or jurisdiction hazardous materials teams, but that pose a threat to public health or welfare or to the environment. Appropriate ESF-10 response activities to such incidents include, but are not limited to, household hazardous waste collection, monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

ESF-10 is applicable to all Ramsey County and municipal departments and agencies with responsibilities and assets to support local response to actual or potential oil or hazardous materials incidents. In addition, this annex identifies certain requirements of the private sector.

**IMPORTANT NOTE:** Specific planning for High Hazard Flammable Trains is contained in Appendix H of this plan.

## Situation

Hazardous materials are commonplace throughout the County. These substances are routinely manufactured, used, and transported throughout the region by river, rail, road, and air. Such materials are also used for research and industrial purposes. As a result, there is a high likelihood of a release of these substances.

There are also various potential targets for acts of terrorism within the County. As a result, the public safety services of the County are prepared to respond to the distinct possibility of a release of a weapon of mass destruction (WMD) typically classified as Chemical, Biological, Radiological, Nuclear, or Explosives (CBRNE).

## Assumptions

- First priority will be to ensure the safety of the public and responders.
- Public safety personnel will be willing and able to respond.
- There are several hazardous materials response resources within an hour of Ramsey County and we assume that at least one of these services will be able to respond.
- Hazardous Materials (HazMat) describes any of the following CBRNE weapons:
  - Chemical weapons including choking agents, nerve agents, blood agents, poisons, and toxic industrial chemicals used to injure persons, animals or the environment.
  - Toxins
  - Viruses, bacteria, Rickettsia (spotted fever, typhus and scrub typhus)
  - Radioactive isotopes
  - Nuclear explosives devices
  - Conventional explosives materials including military material and improvised explosives devices.
- All HazMat incidents in Ramsey County are assumed to be criminal incidents until determined otherwise.
- Initial response activities by first response agencies including EMS and medical professionals will be orientated around protecting people from injury.
- During a HazMat incident the decision to evacuate, shelter in place or both for each incident rests with the incident command. After working to assure the safety of persons, the next priority is the protection of animals and the environment.
- Ensure notification of appropriate HazMat ensure notification of Appropriate Hazmat response unit and the Ramsey County Emergency Management and Homeland Security (RCEMHS) Duty Officer.

## B. Concept of Operations

### Policies

#### General

All HazMat incidents require that the local jurisdiction notify the Minnesota State Duty Officer at . Most HazMat responses do not require coordination by RCEMHS, SPRCDPH or other county agencies, and are undertaken by municipal fire departments and HazMat agencies consistent with their authorities.

Response (including state team responses) to oil and hazardous materials incidents that do not fall under the authorities of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Federal Water Pollution Control Act (FWPCA) and/or do not warrant RCEMHS, state, or federal coordination are conducted under the existing standard operating procedures (SOP) of the jurisdiction. The jurisdiction may still request RCEMHS to activate other National Response Framework (NRF) elements for such incidents, if needed, while still retaining overall leadership for the Federal response.

ESF-10 may be activated by RCEMHS or the affected jurisdiction for incidents requiring a more robust coordinated response, or state or federal assistance, such as:

- A major disaster or emergency which might require federal declaration under the Stafford Act;
- A suspected or confirmed intentional criminal or terrorist act;
- An actual or potential oil discharge or hazardous materials release to which the EPA and/or USCG respond under CERCLA and/or FWPCA authorities and funding.

#### Specific Policies

When ESF-10 is activated, the Ramsey County Emergency Operations Plan (RCEOP) typically serves as the basis for actions taken in support of the affected jurisdiction(s). RCEOP structures and response mechanisms, discussed further below, remain in place when ESF #10 is activated, but coordinate with local, county, state, and federal mechanisms as described in the Concept of Operations section.

ESF-10 applies to all agencies with assigned emergency responsibilities as described in the RCEOP.

Authorities and references specific to ESF-10 – Hazardous Materials Response:

- Title III of the Superfund Amendments and Re-Authorization Act (SARA) of 1986 (Public Law 99.499)
- Ramsey County Resolution #2008-082.

- National Response Team (NRT) Hazardous Materials Emergency Planning Guide; updated 2002
- Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986

The ESF-10 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF-5 – Emergency Management.

### **Mutual Aid Agreements**

- All public safety entities within the county maintain up-to date mutual aid agreements. These agreements provide access to resources countywide for response to hazardous materials incidents. Each jurisdiction maintains records of these agreements with the chief officer.
- Each of the fire departments serving Ramsey County is a member of the Capitol City Mutual Aid organization and maintains lists of resources for use in response to fire, rescue, and HazMat emergencies. Copies of these listings are available from the individual fire departments

### **Emergency Response Training**

#### **Responsible Party**

Directors and Chiefs of all departments and organizations cited in this plan are aware and responsible for maintaining current Standard Operating Procedures (SOP), resource lists, training programs, and schedules of training for department staff.

### **Basic Capability**

All ESF-10 agencies utilize the Incident Command System for all HazMat responses. Unified Command is typically established within one-minute of arrival at the scene.

- *Fire Department and Other Response Agency Capability:* Within Ramsey County all first response agency personnel have been trained to the Hazardous Materials Awareness Level (29 CFR 1910.120). This training is maintained as part of annual “Right to Know” training. Law enforcement, Emergency Medical Services and Fire Service personnel have also received training in WMD and Explosive Awareness. Personnel authorized to enter contaminated by hazardous materials or unknown substances are trained at a minimum to the Hazardous Materials Technician level (29 CFR 1910.12)
- *North Suburban HazMat Team:* Four departments in Ramsey County have a joint powers agreement and form the North Suburban Hazardous Material Team (Falcon Heights, New Brighton, Lake Johanna, St. Anthony, White Bear Lake and Vadnais Heights Fire Departments). That team will respond to any requested event in the county. The request is placed through the Ramsey County Emergency Communications Center (ECC). Personnel are trained to the Hazardous Materials Specialist level (29 CFR1910.120)

- *Fire Department HazMat Teams:* The city of White Bear Lake has basic level dedicated HazMat capabilities within their fire department. These capabilities allow for assessment; basic identification; and small-scale mitigation and remediation of releases. Personnel are trained to the Hazardous Materials Technician level (29 CFR1910.120).
- *CAT Team Assistance:* All jurisdictions are able to request, at their own discretion, assistance from a State CAT team for assessment and identification of substances. This request is placed through the Minnesota Duty Officer. CAT teams carry specialized sampling, monitoring and identification equipment such as IR spectrometry and/or gas chromatography. Personnel are trained to the Hazardous Materials Specialist level (29 CFR1910.120)
- *State HazMat Team Assistance:* All jurisdictions are able to request, at their own discretion, assistance from a State HazMat Response Team. The closest team is operated by the St. Paul Fire Department and has full-scale identification, entry, sampling, stabilization, and basic remediation capability. This request is placed through the Minnesota Duty Officer. The state HazMat teams carry specialized sampling, monitoring and identification equipment such as IR spectrometry and/or gas chromatography; and specialized stabilization, remediation, and mitigation equipment. Personnel are trained to the Hazardous Materials Specialist level (29 CFR1910.120)
- *Private Sector Remediation:* Clean-up of releases beyond the capability of any jurisdiction is handled by a private contractor. At the time of this writing, Bay West, Inc. is the entity contracted for large remediation, mitigation, and clean up in the county. Bay West is requested via the Minnesota Duty Officer.

## Operational Procedures

### Process for Notifying the Public of a Release

In addition to the systems described in the facility plans (see 10-1.3D below) first response agencies have limited capability for alerting the public. The primary methods include:

- Notification via broadcast media
- Emergency Alert System notification in conjunction with the National Weather Service and broadcast media
- Limited out-bound automatic dialing and messaging of community telephones
- World Wide Web Sites
- Facebook pages
- Use of Twitter (the Ramsey County Duty Officer uses the “hash tag” #RamseyCoEMHS)
- Physical notification door-to-door (which is often the most effective)
- Public Address via in-vehicle speakers
- Outdoor warning siren system (controlled at the Ramsey County ECC)

## Hazardous Materials Facility Operator Requirements

Most high-risk facilities and several lesser-risk facilities in Ramsey County have on-site, trained personnel and the appropriate emergency response tools and equipment, including specialized hazardous materials response equipment, necessary to respond to a hazardous materials release at their own facility. Descriptions of these tools and equipment, with specific locations, are found in the various facility risk management plans and emergency response plans. The response tools and equipment in these facilities generally are not available or not immediately available for off-site use.

### Reporting of Extremely Hazardous (“Tier II”) Substances

Each facility is required by MN-EPCRA to report the average and maximum amounts of chemicals, as well as other data to the Local Emergency Program Committee (LEPC). In Minnesota, the Division of Homeland Security and Emergency Management (HSEM) administers MN-EPCRA and serves as the LEPC for the entire state. Information and instruction for reporting is found on-line at <http://www.epa.gov/osweroe1/content/epcra/statetier2.htm#minnesota>

### Reporting of Release

All facilities and transporters will report releases of hazardous materials and oil/petroleum products immediately upon recognizing that a release has occurred or is imminent.

Releases of specifically regulated extremely hazardous substances are reported either through automated alarm systems or by calling 9-1-1 if there is immediate or imminent risk to lives, property, or the environment.

ALL releases of regulated materials are to be reported to the Minnesota Duty Officer without delay (this includes not only releases as noted above, but smaller or less impactful releases). The MN Duty Officer prepares a report that is emailed to RCEMHS. RCEMHS posts the information directly to the computerized situational awareness system.

### Systems and Training

Facilities within Ramsey County that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training employees as to effectively and appropriately identify and respond to a release of a hazardous material.



## Emergency Coordinators

Each facility has appointed an emergency coordinator who ensures that appropriate local, state, and federal entities are alerted in a reliable, effective, and timely manner of a release of hazardous materials (consistent with the emergency notification requirements of SARA Title III, Section 304 and other state and federal regulations governing hazardous material incidents). This coordinator also promptly provides information to the State of Minnesota Division of Homeland Security and Emergency Management (HSEM – acting as the state’s emergency planning committee) that may be needed for developing and implementing the emergency plans, and informs HSEM about any relevant changes taking place at their facility as the changes occur or are anticipated to occur.

## Required emergency plans

Facilities within the county that manufacture, store, or use extremely hazardous materials are required to develop and maintain a Risk Management Plan (RMP) as specified in 29 CFR 1910.120(l) or Emergency Action Plan as specified in 29 CFR 1910.38(a). All employees at the facility are required to be trained to appropriately follow these plans in the event of a release of those materials.

At a minimum, the plans must contain:

- Pre-emergency planning
- Roles, lines of authority, training, and communication
- Prevention and recognition of spills
- Location, distance, and access to places of refuge
- Security and control of the site following the release and to prevent access
- Evacuation routes and procedures
- Decontamination
- Emergency medical treatment and first aid
- Procedures for alerting the jurisdiction’s fire, police, and Emergency Medical Services (EMS)
- Personal protective equipment
- Other procedures for handling emergency incidents
- Contact information for the responsible personnel for the facility
- Other information as required by law

Facilities designated by Section 302 of SARA Title III maintain these plans and are required to submit a copy of their plan to their municipal fire department and the State of Minnesota. Copies are housed at those departments.

### *Procedures for Determining Release*

The detailed procedures for determining that a release of hazardous materials has occurred at a given facility are included in that facility's plan. However, all such plans at a minimum outline visual observation; gas and/or liquid alarm systems; pressure and/or flow alarm systems. These plans also detail what observation, monitoring, and safety procedures are to be taken during supply, removal, storage, and processing of hazardous substances.

### **Procedures for Alerting the Public of a Release**

The detailed procedures for alerting the public that a release of hazardous materials has occurred at a given facility are included in that facility's plan. However, all such plans at a minimum outline the type, automatic operation, manual operation, and control location for external alarms and horns.

### **Procedures for Notifying Emergency Response Agencies**

The detailed procedures for alerting the jurisdiction's emergency response agencies that a release of hazardous materials has occurred at a given facility are included in that facility's plan. However, all such plans include, at a minimum, notifying the Ramsey County ECC either by a voice call to 9-1-1 or by automatic alarm systems.

### **Procedures and Equipment for Onsite Response**

The detailed procedures for on-site response a hazardous materials release at a given facility are included in that facility's plan. However, all facilities have the following procedures in place

- Alarm response and evacuation/shelter in place procedures.
- Hazardous materials are stored in a manner specific to the type of material. All materials are segregated by type so as to lessen the risk of dangerous combination
- Basic firefighting equipment such as fire extinguishers rated for the type of materials on-site
- Basic spill remediation equipment such as absorbents
- The Maplewood 3M facility also has more advanced on-site firefighting equipment

### **Incident Command**

All ESF-10 agencies utilize the Incident Command System for all HazMat responses. Unified Command is typically established within one-minute of arrival at the scene. The Jurisdiction fire department serves as the primary agency for ESF-10 actions. If the incident occurs on a river, the US Coast Guard may be part of the unified command along with the Ramsey County Sheriff's Office.

### **Initial Activities**

1. Establish Incident Command.
2. Assess incident and request Hazardous Materials Response Teams as appropriate.
3. Identify and establish “zones of control” and need for downwind shelter/evacuation. Act accordingly.
4. Notify the County Duty Officer via the ECC Supervisor Direct Line
5. and the Minnesota Duty Officer
6. National Response Center
7. Request Mobile Incident Command Post if needed
8. Establish EMS triage areas, decontamination areas, and otherwise follow the SOPs for the response agencies in order to protect lives, property and the environment, mitigate the impact of the release; stop additional release and spread of material as quickly as practicable; and clean-up, decontaminate, and dispose of the material and affected property in a responsible fashion.

### **Ramsey County Duty Officer Contact (ECC Supervisor Direct Line)**

**MN Duty Officer:**  
**National Response Center:**

### **Evacuation or Shelter-in-Place**

The primary agency incident commander will make the initial decisions regarding isolation zones and the need to evacuate or shelter-in-place. If the incident warrants response by CAT and/or state HazMat teams, the commander of the state team, working in unified command with the Incident Commander, may modify these decisions. It is likely that due to weather or other factors, persons in a larger area may be excluded or requested to evacuate or shelter in place.

### **Remediation and Clean-up**

Even before the situation is declared contained and under control, clean-up can begin. The Primary Agency will contact their emergency spill and clean up contractor. The clean-up contractor will operate in accordance with state and federal law to remediate the spill in an environmentally responsible manner.

## Reentry

Once the affected area has been remediated, and in consultation with agencies such as SPRCDPH, the Minnesota and/or US EPA; the MPCA; or others, a decision to allow reentry will be made. The primary agency incident commander will make the final determination regarding reentry after consulting with subject matter experts.

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Work with the municipalities to ensure that personnel are adequately trained and equipped.
2	Analyze hazardous materials reports using the Department of Transportation Hazardous Materials Guidebook and the Computer Aided Management of Emergency Operations (CAMEO) suite of modeling products and create a worst case (and highly unlikely, and therefore conservative) release of chemicals from each facility to determine the worst-case potential for impact to the community for planning purposes.
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Assist the municipalities in receiving aid and information as needed during a CBRNE or HazMat incident.
2	assist the affected jurisdiction in coordination of response and recovery. Other EMHS activity falls under the auspices of ESF/Annex-5 – Emergency Management.
Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	assist the affected jurisdiction in coordination of response and recovery. Other EMHS activity falls under the auspices of ESF/Annex-5 – Emergency Management.

Primary: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Work with the municipalities to ensure that personnel are adequately trained and equipped.
2	Analyze hazardous materials reports using the Department of Transportation Hazardous Materials Guidebook and the Computer Aided Management of Emergency Operations (CAMEO) suite of modeling products and create a worst case (and highly unlikely, and therefore conservative) release of chemicals from each facility to determine the worst-case potential for impact to the community for planning purposes.
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Assist the municipalities in receiving aid and information as needed during a CBRNE or HazMat incident.

2	assist the affected jurisdiction in coordination of response and recovery. Other EMHS activity falls under the auspices of ESF/Annex-5 – Emergency Management.
Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	assist the affected jurisdiction in coordination of response and recovery. Other EMHS activity falls under the auspices of ESF/Annex-5 – Emergency Management.

Supporting: St. Paul Ramsey County Public Health (SPRCPH)	
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Asist with issues that involve recovery from HazMat incidents
2	Act as the County Incident Manager
3	Other duties of SPRCDPH fall under the auspices of Ramsey County-8 – Public Health and Medical.

Municipal Emergency Management Agency (EMA)	
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Participates in the development of training and exercise programs with the first response community.
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Acts as the coordinator for the various local emergency organizations and as the local liaison to Ramsey County and State of Minnesota Emergency Management.
2	Upon the declaration of a local disaster, coordinates resources to support emergency response efforts

Municipal Public Information Officer	
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Coordinates information flow and the release of timely and factual information to the public
2	Assists with planning, expertise, and equipment for large incidents

Ramsey County Sheriff's Office (RCSO)	
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Assist in developing and delivering CBRNE and terrorism related training to public safety entities in Ramsey County.
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response	
1	Coordinates the processing of intelligence data
2	Investigates potential terrorist activity within Ramsey County and in cooperation with state, federal and local agencies.

## C. Resources

- Each Fire department maintains a current inventory of resources, including trained personnel, which could support these ESF operations.
- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition
- [E-PLAN Emergency Response Information System](#)

### Federal Resources

In the event of a hazardous materials incident that is beyond the resources of city, county, and state government, the National Regional Response Team can be requested through the Minnesota Pollution Control Agency (MPCA). Such requests should be submitted to the State Duty Officer at Minnesota Department of Public Safety.

Reimbursement of costs for a hazardous materials response may be available. To be eligible for reimbursement, contact the National Response Center, The MPCA within 24-hours of the incident, and subsequently submit an application for reimbursement.

### State Resources

In the event of a hazardous materials incident beyond the resources to Ramsey County, assistance may be requested from the State of Minnesota. This request may be made through the State Duty Officer at Minnesota Department of Public Safety.

As noted above, the state certifies specific CAT and HazMat Teams that are available to respond on request.

Additionally, The Minnesota Department of Public Health (MDH) has personnel who can assist communities in the detection and monitoring of radiological materials; water and air sampling; laboratory services; etc.

The Minnesota Pollution Control Agency (MPCA) can assist with remediation of HazMat releases, regulatory oversight and inspection; and expertise.

The 55th Civil Support Team (WMD) is available to assist any community in Minnesota with identification and response to Chemical, Biological and Radiological Hazards.

## Local Resources

### LEPC

HSEM administers MN-EPCRA requirements and serves as the Local Emergency Planning Committee. LEPC information can be obtained from:

Tier II Administration: Minnesota Emergency Planning and Community Right-to-Know Act (EPCRA) Program  
445 Minnesota Street - Suite 223  
Saint Paul, MN 55101  
651-201-7416

Requirements are available on-line at  
<http://www.epa.gov/emergencies/content/epcra/index.htm>

The list of chemical facility emergency coordinators who shall make determinations necessary to implement their plan is available to the County and the Municipalities by the MN-EPCRA each year in February.

### **Saint Paul Ramsey County Public Health - Environmental Health**

Environmental Health personnel are available to assess impacts of any release to people and the environment. Environmental Health is notified by RCEMHS for all releases.

### **Saint Paul Fire and Rescue Department (SPFD) Hazardous Materials Response Unit**

The SPFD Hazardous Materials team is also the state Hazardous Materials team for the metropolitan region. As a NIMS Type I Hazardous Materials Team, they have significant capability and the capacity to render safe major hazardous materials incidents. The team is equipped to conduct unknown chemical identification, toxic industrial chemical monitoring, radiation monitoring, as well as a variety of chemical/biological materials/weapons detection. Additionally, the team is equipped to provide real-time video feeds, scene documentation, plume modeling, on-site weather information, integration with law enforcement operations, and any other site and incident support capabilities. SPFD can conduct decontamination efforts for persons potentially affected by the release in all weather conditions.

SPFD will be called in to any situation that is or threatens to become beyond the capability of the municipal fire department and will assume operational command of the hazardous materials incident requirements in a Unified Command structure.

### **North Suburban Hazardous Materials Team**

The North Suburban Hazardous Materials Response Team (NSHM) is a NIMS Type II joint powers team between the Vadnais Heights, Falcon Heights, Lake Johanna, Saint Anthony, White Bear Lake and New Brighton Fire Departments. This Team serves the cities of Vadnais Heights, Falcon Heights, Lauderdale, Shoreview, North Oaks, Arden Hills, Saint Anthony, White Bear Lake, White Bear Township, Gem Lake and New Brighton.

NSHM responds to hazardous materials incidents in these communities and is trained and equipped to conduct a variety of activities related to the mitigation of a hazardous materials event. NSHM is equipped to conduct unknown chemical identification, toxic industrial chemical monitoring, radiation monitoring, as well as a variety of chemical/biological weapons detection. Additionally, NSHM is equipped to provide real-time video feeds, scene documentation, plume modeling, on-site weather information, integration with law enforcement operations, and any other site and incident support capabilities. NSHM can conduct decontamination efforts for affected personnel including ambulatory and non-ambulatory victims in all weather conditions.

NHSM trains and exercises with the SPFD on various occasions and is able to work with the SPFD team. If the NSHM commander determines that an incident is or threatens to become too large or complex for NHSM capabilities, the commander will request the SPFD Hazardous Materials team via the State Duty Officer.

### **Municipal Fire Departments**

Each municipal fire department maintains a basic capability to recognize and respond to incidents requiring hazardous materials. All maintain personnel trained in hazardous materials response, and basic hazardous materials equipment. In any situation in which the incident is or threatens to become too large or complex for the municipal department capabilities, the Incident Commander will request assistance from NHSM or SPFD (or both).

## **D. Administration and Support**

### **Mapping**

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.



## Records and Finances

### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

### Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

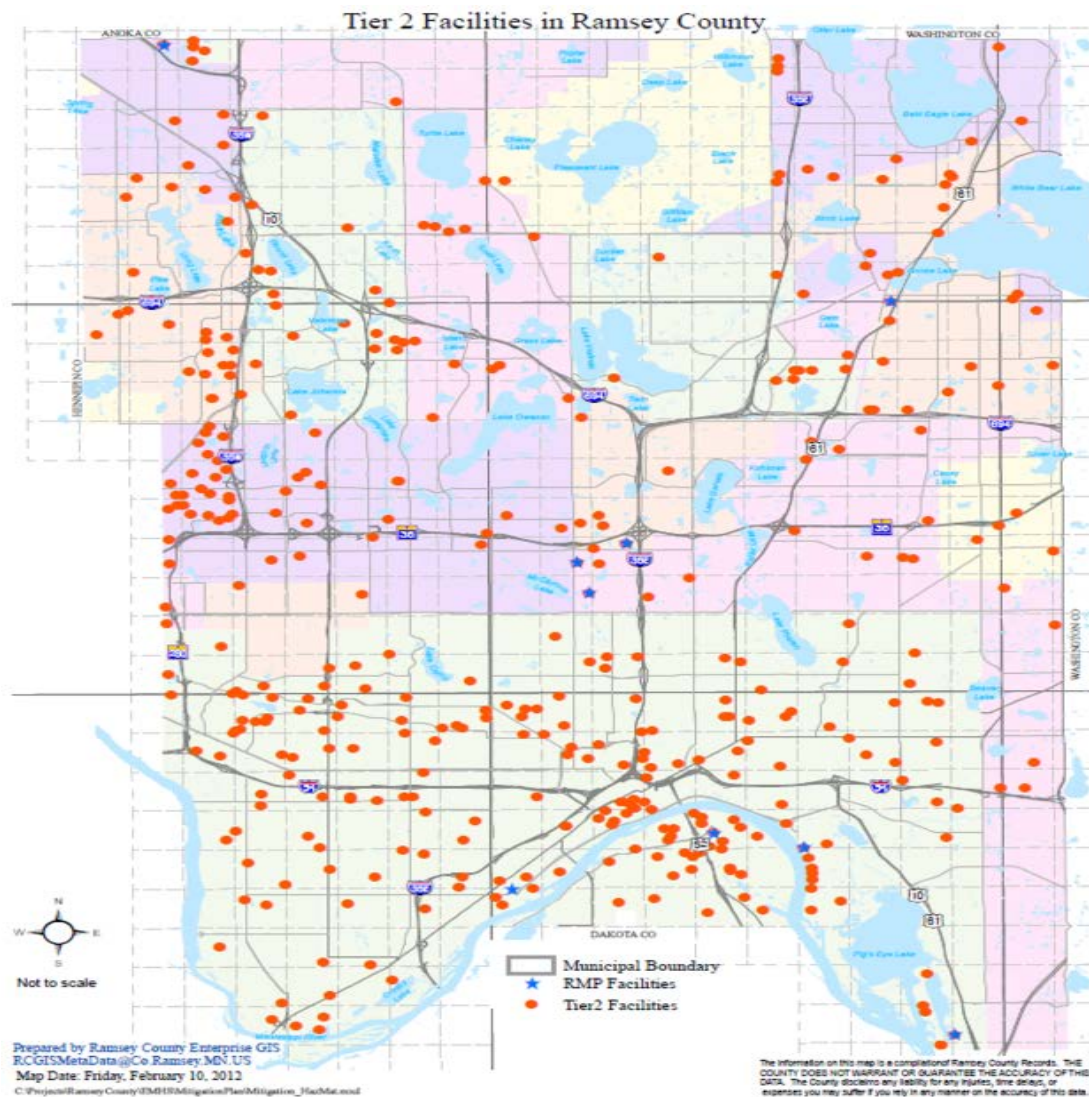
### Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## E. Attachments

General Map of hazardous material facilities (detailed information available from MNEPCRA)

List of facilities within the Emergency Planning District.



Tier II Facilities in Ramsey County

Signatory Page:

## ESF 11 - Natural Resources



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

A handwritten signature in black ink, written over a horizontal line.

**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Emergency Management Agency (EMA)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Support Agencies:**

American Red Cross

MN Board of Animal Health

MN Department of Natural Resources (DNR)

MN Dept of Agriculture

MN Voluntary Organizations Active in Disaster (MNVOAD)

US Environmental Protection Agency (EPA)

## **A. Introduction**

### **Purpose**

ESF #11 – Natural Resources facilitates cooperation between Ramsey County, state, federal, and local authorities to provide nutrition assistance; control and eradication, of an outbreak of a highly contagious or economically devastating animal or zoonotic (i.e., transmitted between animals and people) diseases, or outbreak of an economically devastating plant pest or disease. This helps ensure the safety and security of the commercial food supply; protection of natural and cultural resources and historic properties (NCH) during an emergency response or evacuation. ESF #11 is activated by the County incident manager for incidents requiring a coordinated county, state, and federal response.

### **Scope**

ESF #11 includes the following four primary functions:

#### **Coordinating Nutrition Assistance**

Includes working with state and federal agencies to determine nutrition assistance needs, obtain appropriate food supplies, and arrange for delivery of supplies in coordination under ESF #6.

#### **Responding to Animal Diseases, Plant Diseases, and Pests**

Includes cooperating with the implementation of integrated federal, state, tribal, and local response to an outbreak of a highly contagious or economically devastating animal or zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF #11 will coordinate with ESF #8 – Public Health and Medical Services.

## Ensuring the Safety and Security of the Commercial Food Supply

Includes the execution of routine food safety inspections and other services to ensure the safety of food provided during emergencies. This includes the inspection and verification of food safety for distribution, retail sites, and food-borne disease surveillance in coordination under the Minnesota Department of Agriculture and ESF #8.

## Protecting Natural and Cultural Resources and Historic Properties (NCH) Resources

Includes response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. By providing post-event baseline assessments of damages and technical assistance and resources for assessing impacts of response and recovery activities in coordination under ESF #3.

### Situation

Ramsey County is primarily urban with limited agricultural production capability. As such, protection of the food supply and natural resources requires the County and municipalities cooperate with state and federal agencies. The St. Paul Ramsey County Department of Public Health (SPRCDPH) has the responsibility of commercial retail food service safety and mass feeding safety. Ramsey County is also in the ingestion pathway zone for the Prairie Island and the Monticello nuclear power generation plants. In the event of incidents at either facility, the Minnesota Division of Homeland Security and Emergency Management (HSEM) may request activation of ESF #11. The majority of national food supply risk management and response falls under the federal government through the National Response Framework (NRF) and the state through the auspices of the Minnesota Emergency Operations Plan (MEOP – Annex F: Health and Safety Protection).

### Assumptions

Most emergency situations affecting Ramsey County are smaller in scale, affecting just one or a few jurisdictions. The affected jurisdictions' regular operational staff, as assisted by Ramsey County and existing mutual aid agreements, will be sufficient for these situations. Ramsey County agencies will seek expertise and assistance from state and federal agencies as appropriate. Larger scale disasters will require assistance from the State of Minnesota and potentially the federal government.

## B. Concept of Operations

### Policies

#### General Policies

Guiding policies for ESF #11 operations are found in:

- ESF Annexes in this Ramsey County Emergency Operations Plan.
- Minnesota Emergency Operations Plan (MEOP), Annex F.
- NRF ESF #11 Annex.

As the coordinator for ESF #11, RCEMHS organizes ESF staff and support agencies based upon the core functional areas described in the succeeding paragraphs. It organizes and coordinates the capabilities and resources of Ramsey County to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated response. RCEMHS provides, or seeks out and provides, information to the affected jurisdictions Emergency Operations Centers (EOC) and the Ramsey County Emergency Operations Center (RCEOC). RCEMHS provides advice and guidance to the County incident manager (CIM) regarding the impact of the incident and recommended protective actions.

#### Integration with other ESF Activities

- **ESF #1 – Transportation & ESF #7 – Resource Management and Procurement:** Identifies, secures, and arranges for the transportation of food to affected areas and supports **ESF #6 - Mass Care**.
- **ESF #3 – Public Works and Damage Assessment & ESF #14 – Long Term Recovery:** Organizes and coordinates the capabilities and resources of the affected jurisdictions' to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, preservation, conservation, rehabilitation, recovery, and restoration of NCH resources through all phases of an incident.
- **ESF #8 – Public Health and Medical & ESF #6 – Mass Care:** Ensures the safety and security of the commercial supply of food for incidents.
- **ESF #15 – External Communications and Public Information:** Works with all agencies at all levels of government to provide timely and accurate information and risk communication to affected populations.
- **ESF #17 – Animal Services:** Ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.

### Organization

#### Nutrition Support

In smaller scale emergencies, CHS will coordinate mass food distribution and work with SPRCDPH to ensure food safety. See ESF #6 – Mass Care for further details.

## Plant and Zoonotic Diseases and Pests

### Plant Disease and Pests

After small scale emergencies, the SPRCDPH will be the lead for ESF #8 and coordinate and cooperate with the Minnesota Department of Agriculture. The Minnesota Department of Agriculture will operate in accordance with the MEOP – Annex F: Health and Safety Protection. See MEOP – Annex F; Section A for further details.

### Zoonotic and Animal Health Issues

The State of Minnesota will be the lead agency for coordinating local responses with RCEMHS and SPRCDPH. Ramsey County and the municipalities have limited capabilities in this area, so state assistance is vital. See MEOP – Annex F, Section B for further details.

### Food Supply Safety

After small scale emergencies, the SPRCDPH will be the lead for ESF #8 and will handle inspections and other necessary activities to ensure food and animal safety. See ESF #8 – Public Health and Medical for more details.

### NCH Resources

After small scale emergencies, the affected jurisdictions' public works department, in conjunction with Ramsey County Public Works, will assess and secure NCH resources. See ESF #3 – Public Works and Damage Assessment for more details.

### Natural Resource Contacts

Agricultural and natural resource contacts:

Location	Phone
Land O'Lakes Animal Milk Products 1080 County Rd F West Shoreview, MN 55126	
Land O'Lakes Inc 4001 Lexington Ave N Arden Hills, MN 55126	
Mn Dept of Agriculture 625 Robert St N Saint Paul, MN	
Ramsey County Soil and Water Conservation District 1425 Paul Kirkwold Dr Arden Hills, MN 55112	



Location	Phone
Ramsey Washington Metro Watershed District 2665 Noel Dr Little Canada, MN 55117	

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency or organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Supporting: MN Board of Animal Health	
Preparedness (Pre-Event) Actions for ESF 11 - Natural Resources	
1	Identify large boarding facilities and private organizations that may provide emergency shelters for animals.
Response (During Event) Actions for ESF 11 - Natural Resources	
1	Coordinate the removal and disposal of dead animals.
2	Animal disease outbreak - Area security and traffic control
Recovery (Post Event) Actions for ESF 11 - Natural Resources	
1	Animal disease outbreak - Site cleaning and disinfection

Supporting: MN Department of Natural Resources (DNR)	
Preparedness (Pre-Event) Actions for ESF 11 - Natural Resources	
1	Identify large boarding facilities and private organizations that may provide emergency shelters for animals.
Response (During Event) Actions for ESF 11 - Natural Resources	
1	Animal disease outbreak - Area security and traffic control
Recovery (Post Event) Actions for ESF 11 - Natural Resources	
1	Animal disease outbreak - Site cleaning and disinfection

Supporting: MN Dept of Agriculture	
Preparedness (Pre-Event) Actions for ESF 11 - Natural Resources	
1	Identify large boarding facilities and private organizations that may provide emergency shelters for animals.
Response (During Event) Actions for ESF 11 - Natural Resources	
1	Notify APHIS for food and plant disease situations.

Animal Disaster Coalition (ADC)	
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Response (During Event) Actions for ESF 11 - Natural Resources	
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1	Coordinate the removal and disposal of dead animals.
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Animal Humane Society	
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Response (During Event) Actions for ESF 11 - Natural Resources	
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1	Coordinate the removal and disposal of dead animals.
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MN Pollution Control Agency (PCA)	
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Recovery (Post Event) Actions for ESF 11 - Natural Resources	
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1	Animal disease outbreak - Site cleaning and disinfection
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MN State Patrol	
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Response (During Event) Actions for ESF 11 - Natural Resources	
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1	Animal disease outbreak - Area security and traffic control
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Municipal Law Enforcement	
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Response (During Event) Actions for ESF 11 - Natural Resources	
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1	Coordinate the removal and disposal of dead animals.
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2	Animal disease outbreak - Area security and traffic control
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Ramsey County Environmental Health Division (SPRCPH)	
Response (During Event) Actions for ESF 11 - Natural Resources	
1	Coordinate the removal and disposal of dead animals.
2	Notify APHIS for food and plant disease situations.
Recovery (Post Event) Actions for ESF 11 - Natural Resources	
1	Animal disease outbreak - Site cleaning and disinfection

Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for ESF 11 - Natural Resources	
1	Animal disease outbreak - Area security and traffic control

## C. Administration and Support

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations

**CHS** - Ramsey County Community Human Services Agencies

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**EMA** - Emergency Management Agency

**HSEM** - Minnesota Division of Homeland Security and Emergency Management

**IC** - Incident Commander

**ICS** - Incident Command System

**MEOP** - Minnesota Emergency Operations Plan

**NCH** - Natural and Cultural Resources and Historic Properties

**NIMS** - National Incident Management System

**NRF** - National Response Framework

**RCEOC** - Ramsey County Emergency Operations Center

**RCEOP** - Ramsey County Emergency Operations Plan

**SPRCPH** - Saint Paul Ramsey County Public Health

Signatory Page:

## ESF 12 - Energy and Utilities



**RAMSEY  
COUNTY**

Approval on

2/8/17  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Property Management

**Primary Agency:**

Municipal Public Works

Ramsey County Property Management

Xcel Energy

**Support Agencies:**

ATT Wireless

CenturyLink

Cyberlink

MN Pollution Control Agency (PCA)

North St. Paul Telecom

Ramsey County Public Works

St. Paul Regional Water

US Nuclear Regulatory Commission (NRC)

Verizon

## **A. Introduction**

### **Purpose**

ESF-12 coordinates the provision of temporary emergency power (electrical, petroleum fuels etc.) and the restoration of damaged energy and utilities (electrical, natural gas, water, sewer, telecommunications etc.) within Ramsey County during and following disasters.

### **Scope**

ESF-12 collects, evaluates, and shares information on energy system damage and the impact of energy system outages within affected areas. Additionally, ESF-12 coordinates with providers on the energy restoration process. ESF-12 also provides expertise to the utilities regarding the impacts and critical needs of government and the affected private sector. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components. All energy systems are considered critical infrastructure; however, most energy systems are not under the operation or control of governmental agencies in the County. Utility and energy disruptions can be a result of any of the hazards to which the county is vulnerable.

ESF-12:

- Addresses significant disruptions in energy provision, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or international political events.

- Addresses the impact that damage to an energy system in one geographic region may have on energy systems, and components in Ramsey County relying on the same system. Energy supply and transportation problems can be intrastate, interstate, and international.
- Performs coordination role for supporting the energy requirements associated with large special events.
- Is the primary point of contact with the energy industry for information sharing and requests for assistance.
- Maintains lists of energy-centric critical assets and infrastructures, and periodically assesses those resources to identify and mitigate vulnerabilities to energy facilities.

## Situation

Ramsey County is served by multiple energy and utility companies. Some providers are public entities, but the majority are private service providers. Limited and/or short term energy disruptions are not uncommon, especially as a result of seasonal storms, scheduled repair outages, and small scale construction accidents (such as accidental severing of a utility pipeline or wire). Most energy disruptions are handled internally by the service provider or in coordination with local first response departments and do not trigger the activation of this ESF. Even moderately wide spread power outages, though very inconvenient for residents and businesses, do not normally cause life safety and property protection issues beyond what local resources can manage. The same holds true for other utility and power disruptions such as fuel shortages or water use restrictions; they are managed by their service providers and require little government resources to support response and restoration.

A small scale utility or energy service disruption can have potentially serious consequences depending on the timing, location and facilities affected. ESF-12 may need to be activated when utility or energy disruptions have, or are expected to have significant impact on the county's capabilities or its population.

Significant impacts can include but are not limited to the need to provide heating, cooling or other mass care services during power outages in inclement weather; loss of power affecting other utilities and energy sources (such as lift stations not being able to adequately move storm, waste water and potable water); and fuel pumps not working.

Loss of power and/or water may also have significant longer term and financial impact for businesses, particularly those that serve food. Residents who rely on powered in-home medical devices can have serious issues in longer term outages.

The following energy and utility situations in Ramsey County should be kept in mind for ESF-12 related activities during a disaster:

- Disasters can cause a variety of energy and utility issues, including:
  - Damage to utility and energy transmission sources
  - Increased demand that may strain or overload capacity

- Disruption to sources/supplies of fuel
- Any of the hazards to which the County is vulnerable could result in Energy and/or Utility disruptions
- The loss of utilities, particularly over an extended time frame, could adversely affect the response and recovery to the disaster
- Public Health and business economic impacts are additional potential concerns under some utility loss situations
- Ramsey County Energy and Utilities are generally owned and operated by private companies who maintain their own emergency plans and procedures.
  - The City of North St. Paul owns and manages several of its utilities
  - St. Paul Regional Water Services is a joint powers entity that provides services to multiple Ramsey County municipalities.

### Assumptions

- Mutual aid and contracted vendor resources would be available
- Local response agencies have SOPs for alternate fuel sources for their response vehicles and equipment, and maintain contracts with vendors to provide those services
  - The County maintain contracts with vendors for generators, petroleum fuels (diesel and gasoline) etc. that can be used to provide temporary emergency power and fuel for its resources
  - These contracts may also be used to supplement municipal resources
- Local vendors may run out of locally available emergency power supplies (such as generators), in which case resources will be allocated to critical high priority needs as determined by the EOC (see the [Priority restoration list in the Concept of Operations Section](#))
- Local energy and utility companies will work with the county and its municipalities to restore power to critical high priority locations/facilities first, which will free up any mobile generators etc. from that duty to be reallocated to the next priority level and so on.
- Local energy and utility companies have their own internal plans and procedures, as well as contractor agreements and MOUs to supplement their own resources for emergency responses to disasters affecting their services
- Each energy or utility company will direct and control its own resources and carry out its own response operations, coordinating as necessary with local government and with other utilities.
- Local energy and utility companies will be able to assess the damage to their services and provide estimates of the number of homes and business effected as well as the time frame for restoration.
- A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take considerable time to complete.



## B. Concept of Operations

### Policies

ESF-12 can be activated for any energy and/or utility disruption that exceed the management capabilities of local service providers and response agencies.

The ESF-12 primary agencies are responsible for:

- The prioritization of energy and utility needs for response to and recovery from the event
- Arranging for provision of emergency power to critical infrastructure and disaster response facilities
- Coordinating with energy providers for the restoration of fuel (petroleum or heating) supply services to the public
- Coordinating with energy providers on issues of restoration of basic utility services (electricity, natural gas, communications, water, and sewer) to residences and businesses
- Coordination of the restoration of internal power and utilities in county owned and operated buildings for Continuity of Operations is covered in the County Continuity of Operations Plan (COOP).
- Damage assessment, including assessment of energy systems and utility damage is covered by ESF-3 – Public Works and Damage Assessment
- Emergency Telecommunications to support incident response is covered by ESF-2 – Communications.

Alternate fuel sources for critical response vehicles are covered in the SOPs of individual response departments.

Restoration of normal operations at energy facilities; restoration of transmissions lines, pipelines, and other fuel/energy transportation mode; restoration of systems to the private sector; and restoration of connectivity of the energy system to government facilities is the responsibility of the energy providers and owners.

### Operational Procedures

#### **Activation and Notification**

ESF-12 – Energy and Utilities may be partially or fully activated, depending upon the needs of the disaster/emergency response operation.

## Municipal ESF-12 Activation

A jurisdiction may activate ESF-12 agencies without a declaration of emergency, and/or in order to support the needs of that jurisdiction even when other jurisdictions do not activate ESF-12 assets.

Affected jurisdictions' ESF-8 agencies are activated by the local Emergency Management Agency (EMA) director or designee at the request of (or in consultation with) an energy provider, the on-scene incident commander or Municipal Incident Manager (MIM), or in response to, or in anticipation of, a large scale incident affecting multiple jurisdictions, the entire county, the state, the region, and/or the nation.

The local EMA director will notify:

- The jurisdiction's facilities management director
- The Ramsey County EMHS County Duty Officer via the ECC Supervisor Direct Line: - -
- The chief appointed administrative official of the jurisdiction (according to local protocol)
- The Chief law enforcement officer of the jurisdiction
- The Chief of the fire department serving the jurisdiction
- The Emergency Communications Center serving the jurisdiction
- The Mayor of the jurisdiction
- The Chair of the City Council (or other council members according to local protocol)
- The Director of Public Works for the jurisdiction
- Designated liaisons to the affected utility and/or energy provider

## Ramsey County ESF-12 Activation

ESF-8 agencies are activated by the EMHS director or designee at the request of the Minnesota Duty Officer; the request of (or in consultation with) an energy provider; the request of the Ramsey County Property Management Director; a local jurisdiction's EMA director, on-scene incident commander or Municipal Incident Manager (MIM); or in response to, or in anticipation of, a large scale incident affecting multiple jurisdictions, the entire county, the state, the region, and/or the nation

The EMHS Director will notify:

- Ramsey County Property Management Director (or designee)
- County Manager
- County Disaster Recovery Team
- Minnesota Division of Homeland Security and Emergency Management (HSEM) Metro Region Program Coordinator (RPC)
- The designated Liaison or Emergency Contact for the affected energy and/or utility service provider(s)

## Activation in anticipation of need

ESF #12 may be needed to facilitate a faster restoration of services as a mitigating step to reduce the impact of or prevent other related issues. For example: activating ESF #12 to respond to a power outage during an extreme temperature event may mitigate a potentially large number of mass care needs that would otherwise trigger ESF #6 – Mass Care activation

## Direction and Control

### Emergency Operations Center (EOC)

The ESF-12 primary agency representative at a local EOC or the Ramsey County EOC (RCEOC) will be supervised by the incident EOC Operations Section Chief. The County ESF-12 primary agency representative will coordinate with any municipal ESF-12 Leads/Liaisons working in their jurisdictions' EOC/command posts and the liaisons of the private utility and energy service providers. Private utility providers will normally direct the emergency response and recovery activities of their organizations from their own operations centers. When practicable, utility provider liaisons will work in the affected jurisdictions' EOC and the RCEOC. In large events, this may not be possible. Coordination in these cases will occur through the State EOC (SEOC). Utility crews will generally be directed by their normal supervisors. Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors

### Specific Direction and Control

ESF-12 provides the appropriate supplemental governmental assistance and resources to enable restoration in a timely manner. Collectively, the primary and support agencies that comprise ESF-12:

- Serve as the focal point within the government for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for preparedness, restoration, recovery, and mitigation.
- Advise local authorities on priorities for energy restoration, assistance, and supply.
- Assist industry local authorities with requests for emergency response actions as required to meet the county's energy demands.
- Assist governmental agencies by locating fuel for transportation, communications, emergency operations, and national defense.

### Municipalities

Municipalities involved with the incident will maintain their local jurisdictional control. It is recommended that municipalities assign an ESF-12 Lead/Liaison in their Incident Command to coordinate energy and utility issues for their jurisdiction with the agencies providing those

services and the county EOC, and allocate their jurisdiction's resources as appropriate for those efforts. See the Responsibilities Section for municipal ESF Lead/Liaison and additional municipal responsibilities.

### Ramsey County

When the County is requested to assist an affected municipality, or if the County activates on its own due to the situation, the County and the affected municipalities will coordinate on any ESF-12 efforts. If activated, the County ESF-12 Lead will be the coordination point for these issues. The county will ensure that it coordinates its efforts with the SEOC when it is activated for an incident involving Ramsey County.

### State

The Minnesota Emergency Operations Plan (MEOP) details state activity in Annex L: Public Works and Utilities Restoration. The MEOP also addresses energy supply emergencies: "The Minnesota Department of Commerce maintains an emergency conservation and allocation plan (Minnesota Energy Assurance Plan) in the event of an energy supply emergency. That plan provides a variety of strategies and staged conservation measures to reduce energy use and, in the event of an energy supply emergency, establishes guidelines and criteria for allocation of fuels to priority users" (See MEOP Appendix 4).

### Federal

The National Response Framework (NRF) and federal ESF #12 (<http://www.fema.gov/pdf/emergency/nrf/nrf-esf-12.pdf>) identify the federal coordination roles and responsibilities in the event of an energy emergency requiring federal coordination.

### Private Sector

The private sector normally takes the lead in the rapid restoration of infrastructure-related services after an incident occurs. Appropriate entities of the private sector are integrated into ESF-12 planning and decision-making processes.

## Operational Procedures

### Activation and Notification

ESF-12 – Energy and Utilities may be partially or fully activated, depending upon the needs of the disaster/emergency response operation.

## Municipal ESF-12 Activation

A jurisdiction may activate ESF-12 agencies without a declaration of emergency, and/or in order to support the needs of that jurisdiction even when other jurisdictions do not activate ESF-12 assets.

Affected jurisdictions' ESF-8 agencies are activated by the local Emergency Management Agency (EMA) director or designee at the request of (or in consultation with) an energy provider, the on-scene incident commander or Municipal Incident Manager (MIM), or in response to, or in anticipation of, a large scale incident affecting multiple jurisdictions, the entire county, the state, the region, and/or the nation.

The local EMA director will notify:

- The jurisdiction's facilities management director
- The Ramsey County EMHS Duty Officer via the ECC Supervisor Direct Line
- The chief appointed administrative official of the jurisdiction (according to local protocol)
- The Chief law enforcement officer of the jurisdiction
- The Chief of the fire department serving the jurisdiction
- The Emergency Communications Center serving the jurisdiction
- The Mayor of the jurisdiction
- The Chair of the City Council (or other council members according to local protocol)
- The Director of Public Works for the jurisdiction
- Designated liaisons to the affected utility and/or energy provider

## Ramsey County ESF-12 Activation

ESF-8 agencies are activated by the EMHS director or designee at the request of the Minnesota Duty Officer; the request of (or in consultation with) an energy provider; the request of the Ramsey County Property Management Director; a local jurisdiction's EMA director, on-scene incident commander or Municipal Incident Manager (MIM); or in response to, or in anticipation of, a large scale incident affecting multiple jurisdictions, the entire county, the state, the region, and/or the nation

The EMHS Director will notify:

- Ramsey County Property Management Director (or designee)
- County Manager
- County Disaster Recovery Team
- Minnesota Division of Homeland Security and Emergency Management (HSEM) Metro Region Program Coordinator (RPC)
- The designated Liaison or Emergency Contact for the affected energy and/or utility service provider(s)

## Activation in anticipation of need

ESF #12 may be needed to facilitate a faster restoration of services as a mitigating step to reduce the impact of or prevent other related issues. For example: activating ESF #12 to respond to a power outage during an extreme temperature event may mitigate a potentially large number of mass care needs that would otherwise trigger ESF #6 – Mass Care activation

## Restoration Prioritization

To the extent practicable, priority for restoration of electric service will be given to facilities providing life safety services at their location, disaster facilities providing emergency services for the disaster response at their location (such as the EOC), and critical continuity of government/ critical infrastructure facilities.

In general, electric services will be restored in the following order (the ESF-12 Lead will coordinate with service providers and the Operations and Logistics sections to establish incident specific priorities based on these guidelines):

- All affected hospitals and any facility providing medical care to disaster victims
- Critical Infrastructure facilities providing disaster communications
- Police, fire, and EMS facilities
- Critical water treatment and distribution facilities
- Critical sewage treatment and pumping facilities
- Buildings serving as Mass Care facilities (shelters, family assistance centers etc. See [ESF #6 – Mass Care](#))
- Critical fueling facilities
- Storm water pumping stations
- Multi-unit dwellings housing vulnerable populations

## Specific Hazard Procedures

### Water or Sewer Outage

- Coordinate with local water utilities to curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
- Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
- If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs.

## Electrical or Natural Gas Outage

- Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites (see [emergency generator request form](#). To be filled out by requesting facility/agency to help ensure that the proper generator is procured for their needs).
- During periods of cold weather, establish public shelters for residents who lack heat in their homes in coordination with ESF-6
- During periods of extreme heat, establish “cooling sites” for residents who do not have air conditioning in their homes in coordination with ESF-6
- Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
- Arrange for fuel deliveries to keep emergency generators running at critical facilities.
- Request volunteer groups set up mass feeding facilities for those who do not have electrical or gas service and thus cannot prepare meals

## Telecommunications Outage

(See ESF-2 Communications for Emergency Telecommunications plans)

- Request telecommunications providers implement priority service restoration plans. They have internal plans and resources (Cellular on Wheels for example) for addressing these issues.
- Priority will be placed on the restoration of the 911 system. If necessary, personnel with radios may need to be stationed at regular intervals in a neighborhood experiencing a longer term telecommunications outage to serve as relay points for public 911 requests.
- Coordinate with PSAPS on their plans for such events.
- Activate amateur radio support as necessary.
- Request external assistance in obtaining additional radios and repeaters or satellite telephones, and trained personnel as necessary.

## Fuel shortage

- Coordinate with local fuel suppliers to establish supply vs. average public need at that time of year for each type of fuel impacted.
- Determine priorities for fuel supply
- As with other power restoration priorities, life safety services have top priority (see the Restoration Prioritization in the Operational Procedures section above for details)
- Response agencies should have internal SOPs for the fuel necessary to run their vehicles, but may need additional assistance in locating sources once theirs is exhausted
- Medical facilities using fixed or portable emergency generators should have internal plans for maintaining and fueling that generator, but may need additional assistance in locating sources once theirs is exhausted.
- Develop and institute rationing protocols based on the above

- Coordinate with public transportation sources as available and appropriate to supplement public transportation needs in the affected area
- Coordinate with the PIO on messages to the public and employers regarding conservation methods and alternate transportation

### Short Term Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident
- Support restoration activities
- Replenish supplies and repair damaged equipment
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures
- Establish incident specific priorities (see the Restoration Prioritization in the Operational Procedures section above for guidelines) for the restoration of power or the provision of portable generators to government and community facilities that have a need for power in order to perform their critical continuity of operations/government tasks and are in areas where it is not expected that electrical utilities will be able to restore power in a reasonable time frame.
- As areas are restored to power, generators in use at facilities there may be moved to other less critical facilities that have gone without power.
- Departments owning the critical facilities that are being served by generators will be responsible to keep the generators fueled and running when possible or coordinating with the EOC for that service if necessary.
- During periods of cold weather, establish public shelters for residents in the affected area who have insufficient heating oil to heat in their homes in coordination with ESF-6 - Mass Care
- Coordinate with Public Health for public messages and safety inspections for food service businesses affected by an electrical and/or water outage to assist them with returning to operations as quickly as possible.
- Public information, coordinated with the utility providers through the PIO, will be essential to assisting the public during the transition to full recovery of services.
  - Alternate public messaging methods may be necessary

### Roles and Responsibilities

#### Incident Command and Operational Responsibilities

All operations utilize the National Incident Management System (NIMS). Command and control of the incident is through the Incident Command System (ICS). Upon activation of ESF-12, the primary agency for the affected jurisdiction assesses the energy impacts of the incident, provides analysis of the extent and duration of energy shortfalls, and identifies repair priorities.



In large-scale national emergencies, the United States Department of Energy (DOE) and Department of Homeland Security coordination with State, tribal, and local governments, and DOE prioritizes plans and actions for the restoration of energy during response and recovery operations.

ESF-12 coordinates with other ESFs to provide timely and accurate energy information and recommends options to mitigate impacts.

Private sector utilities can provide subject-matter experts to assist in the restoration efforts. This support includes assessments of energy systems, latest technological developments in advanced energy systems, and best practices from past disruptions.

ESF-12 coordinates with ESF-3 – Public Works and Damage Assessment to develop preliminary damage assessments of the energy sector to determine the extent of the damage to the infrastructure and the effects of the damage on the county.

### **Post-Incident Operational Responsibilities**

ESF-12 participates in post-incident hazard mitigation studies to reduce the adverse effects of future disasters.

ESF-12 assists EMHS in determining the validity of disaster-related expenses for which the energy industry is requesting reimbursement based upon the Stafford Act.

ESF-12 primary agencies lead and participate in various best practices and lessons learned forums to ensure future disruptions are addressed in the most efficient manner possible.

### **Utility Service Provider Responsibilities**

Since the County has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information. Energy and utilities field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Property Management	
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Assist in the maintenance of this ESF/Annex
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Carry out its COOP plans for utility restoration at County Facilities (see the Ramsey County COOP Plan)
2	Provide staff to the EOC to serve as ESF/Annex-12 Lead

Primary: Municipal Public Works	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Participate in damage assessments.
2	Perform route clearing and debris removal to facility utility provider access to damaged utilities.
3	Assist in traffic management.

Primary: Ramsey County Property Management	
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Assist in the maintenance of this ESF/Annex
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Carry out its COOP plans for utility restoration at County Facilities (see the Ramsey County COOP Plan)
2	Provide staff to the EOC to serve as ESF/Annex-12 Lead

Supporting: Ramsey County Public Works	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Coordinate with ESF/Annex-12 during initial damage assessments to provide information on any utility outages discovered.
2	Coordinate with ESF/Annex-12 during debris removal operations to establish appropriate prioritization of access clearing for utility restoration operations

Municipal Law Enforcement	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Assist in traffic management.
2	Perform scene security at damage utility sites to prevent public exposure to any present hazards.

Municipal Parks & Recreation	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Participate in damage assessments.
2	Perform route clearing and debris removal to facility utility provider access to damaged utilities.
3	Assist in traffic management.

Ramsey County Emergency Management & Homeland Security (RCMHHS)	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Notify necessary ESF/Annex-12 personnel of an event affecting local utility services, and any ESF/Annex-12 activations that result
2	Provide guidance to and facilitate coordination with the ESF/Annex-12 Lead and the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and county governmental authorities.

Ramsey County Information Services (Telecom)	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Be responsible for assessing damage to the County-owned telecommunications infrastructure and for carrying out repair and recovery of that infrastructure in accordance with the Ramsey County COOP Plan.
Recovery (Post Event) Actions for ESF 12 - Energy and Utilities	
1	Be responsible for assessing damage to the County-owned telecommunications infrastructure and for carrying out repair and recovery of that infrastructure in accordance with the Ramsey County COOP Plan.

Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide traffic management support to the municipalities it contracts with and on County Highways where utility damage has disrupted traffic signals.
2	Provide scene security in the cities it contracts with for services at damaged utility sites to prevent public exposure to any present hazard

Utility Service Provider	
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Maintain their SOPs, including any MOUs for external resources, for the performance of their functions and tasks during emergencies affecting Ramsey County Jurisdictions
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide regular updates to ESF/Annex-12 on the status of utility services, number of people affected, and restoration timelines in affected jurisdictions
2	Coordinate with ESF/Annex-12 and other EOC staff on the prioritization of service restoration
3	When warning times permit, take appropriate action to protect and preserve utility equipment, personnel, and infrastructure from the anticipated effects of a pending event.
4	Coordinate public messages with the incident PIO and participate in the Joint Information System.
5	Assist ESF/Annex-12 staff and the PIO in any guidance and public messaging regarding energy conservation measures necessary during the event

## C. Resources

Table 1: Municipal Energy & Utility Providers

Municipality	Electric	Natural Gas	Water	Sewer	Fuels	Telecom
Arden Hills	Xcel	Xcel	St. Paul Regional Water Services (City of Roseville)	Met Council	Ramsey County Maintenance (city vehicles)	CenturyLink
Falcon Heights	Xcel		St. Paul Regional Water Services	Met Council	Yocum	CenturyLink
Gem Lake	Xcel	Xcel	Private wells	City of Gem Lake	Yocum	CenturyLink
Lauderdale	Xcel	Xcel	St. Paul Regional Water Services	St. Paul Regional Water Services	Yocum	Cisco Sprint (through City of Roseville)
Little Canada	Xcel	Xcel	St. Paul Regional Water Services	St. Paul Regional Water Services	Kath	CenturyLink
Maplewood	Xcel	Xcel	St. Paul Regional Water Services	St. Paul Regional Water Services	Yocum, Cenex	CenturyLink, McLeod, AT&T
Mounds View	Xcel	Xcel	City of Mounds View	City of Mounds View	Unknown	CenturyLink
New Brighton	Xcel	Xcel	City of New Brighton	City of New Brighton	Yocum	XO Comm.
North Oaks	Xcel	Xcel	Private Wells	Private Systems	Yocum	CenturyLink
North St. Paul	City of North St. Paul	Xcel	City of North St. Paul	City of North St. Paul	Yocum, Kath	CenturyLink, Comcast
Roseville	Xcel	Xcel	St. Paul Regional	St. Paul Regional	Yocum	Cisco, Sprint

Municipality	Electric	Natural Gas	Water	Sewer	Fuels	Telecom
			Water Services	Water Services		
St. Anthony	Xcel	Centerpoint	City of St. Anthony	City of St. Anthony	Unknown	CenturyLink
Shoreview	Xcel	Xcel	City of Shoreview	City of Shoreview	Yocum	CenturyLink
Vadnais Heights	Xcel, Conexus	Xcel	City of Vadnais Heights	City of Vadnais Heights	Kath, BP, SuperAmerica	CenturyLink
White Bear Lake	Xcel	Xcel	City of White Bear Lake	City of White Bear Lake	Yocum	CenturyLink
White Bear Township	Xcel	Xcel	City of White Bear Lake	City of White Bear Lake	Yocum, Kath	CenturyLink
University of Minnesota - St. Paul Campus	Xcel	Centerpoint	St. Paul Regional Water Services	City of Minneapolis	Yocum, Kath	U of M, CenturyLink

\*Supplied by St. Paul Regional Water Services but maintains their own distribution systems

### Energy and Utility Provider Emergency Contact information

**Note:** this list includes the emergency contact information for the major county and municipal utility and energy providers current as of this writing. Where a municipality maintains its own utility service, or has a contract with a unique vendor, emergency contact can be made for restoration coordination through the Emergency Communications Center/ County Dispatch or the public safety department for the municipality. Reference the previous table to see which municipality uses which vendor). **Many contact numbers are non-public and redacted from this document.**

#### General

**Xcel Essential Services Line:** to report an electric or gas outage to a critical facility or get outage information

-

## Electric

### **Xcel**

- Use Essential services line above for non-life safety issues
- For public works reports regarding traffic control signals:
- 

### **City of North St. Paul**

- 

### **Conexus**

- 

## Gas

### **Xcel**

- Use Essential services line above for non-life safety issues
- 

### **Centerpoint**

- 
- 

## Water

### **St. Paul Regional Water Services**

- 

### **City of North St. Paul**

- 

### **City of White Bear Lake**

- 

## Sewer

### **St. Paul Regional Water Services**

-

**City of Minneapolis**

- 

**Met Council**

- 651-602-4511

**City of North St. Paul**

- 

**City of White Bear Lake**

- 

**Fuel**

**Vehicle and Engine Fuel**

- Yocum (Ramsey County contracted vendor, municipal vendor-see previous table)
  -
- Kath Fuel Oil Services
  -

**Heating Fuels**

- Yocum (Ramsey County contracted vendor, municipal vendor-see previous table)
  -

**Telecommunications**

**CenturyLink**

- 
- 

**Generators**

Ramsey County Vendors (Vendors with county contracts as of this writing)

- Titan Energy Systems (generator service and maintenance)
  -
- Zeigler (generator inspection, maintenance and parts)
  -



## **D. Administration and Support**

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

### Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

### Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

Signatory Page:

## ESF 13 - Law Enforcement and Security



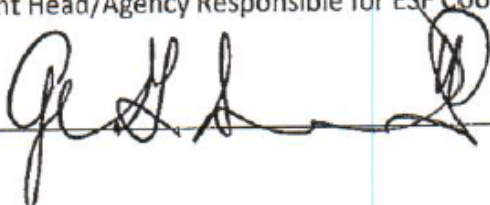
**RAMSEY  
COUNTY**

Approval on

4/18/2017

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

 - SHERIFF

**Coordinating Agency:**

Ramsey County Sheriff's Office (RCSO)

**Primary Agency:**

Blaine Police Dept  
Maplewood Police Dept.  
Mounds View Police Dept.  
New Brighton Dept of Public Safety  
North St. Paul Police Dept.  
Ramsey County Sheriff's Office (RCSO)  
Roseville Police Dept.  
Spring Lake Park Police Dept.  
St. Anthony Police Dept.  
State Fair Police Dept.  
White Bear Lake Police Dept.

**Support Agencies:**

Bureau of Criminal Apprehension (BCA)  
East Metro SWAT  
Federal Bureau of Investigation (FBI)  
Metropolitan Airports Commission (MAC) Police  
MetroTransit Police Dept.  
MN State Fair  
MN State Fire Marshall  
MN State Patrol  
Ramsey County Community Corrections  
Ramsey County Emergency Management & Homeland Security (RCEMHS)  
Ramsey County Property Management  
St. Paul Police Dept.  
University of Minnesota Police Dept.  
US Marshall's Service

## A. Introduction

### Purpose

ESF-13 coordinate law enforcement and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents requiring a coordinated response.

### Scope

ESF-13 provides a mechanism for coordinating and providing law enforcement and security support to State, tribal, and local jurisdictions during times of emergency; and/or support to other ESFs, consisting of law enforcement and security capabilities and resources during potential or actual incidents requiring a coordinated response.

ESF -13 capabilities support incident management requirements including, but not limited to, force and critical infrastructure protection, security planning and technical assistance, technology support, and general law enforcement assistance in both pre-incident and post-incident situations. ESF-13 is activated in situations requiring extensive public safety and security and where the regular government resources are overwhelmed or are inadequate.

### Situation

- The Ramsey County Sheriff's Office (RCSO) has jurisdiction on all bodies of water in Ramsey County
- Minnesota Statutes Chapter 12 provides a mechanism for mutual aid within Minnesota
- Emergencies and disasters require adequate security at the site of the incident. They also place significant strains on the local law enforcement agencies. In addition, the disaster may affect individual officers and decrease their ability to respond when needed.
- If the disaster is of a terrorist nature, the FBI will be involved early, and will assume control of the overall investigation.

### Assumptions

- First priority will be to ensure the safety of the public
- Each jurisdiction provides or contracts for law enforcement services.
- The provision of mutual aid to one community by another will place added stress on the law enforcement capabilities of the community providing the mutual aid.
- Local law enforcement agencies will request mutual aid assistance as early as possible during an emergency.
- This plan assumes that during a disaster the "usual" level of personnel available to be sent to another community will be less than might happen during a small scale event.

This means that we anticipate the need for assistance from several agencies to any jurisdiction affected by disaster.

## **B. Concept of Operations**

### Policies

Primary responsibility for law enforcement lies with the local jurisdiction and certain state and federal authorities. Law enforcement activities on bodies of water in the county are the responsibility of the RCSO.

The RCSO has primary responsibility for the security of the State and County Courts, and the Adult Detention Facility. Ramsey County Community Corrections has responsibility for security in all other detention facilities in the county, and for the public safety supervision of convicted offenders outside of detention facilities.

RCSO also has responsibility for security services for the Ramsey County Attorney's Office locations, including offices in the Metro Square Building. Ramsey County Property Management has responsibility for contracting for security in other county facilities. Individual jurisdictions have responsibility for security in their own facilities – in most cases provided by the jurisdiction's law enforcement agency.

Private-sector authorities have primary responsibility for security in their own facilities.

Combined, these entities, therefore, are typically the first line of response for public safety and security, respectively. ESF-13 is established to provide support to both of these areas.

All jurisdictions utilize the Incident Command System (ICS) on scene. In larger scale incidents, additional resources are first obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or under the authority of Minnesota Statutes Chapter 12, with incident operations managed through a Unified Command structure.

In this context, Ramsey County's resources would also include (1) members of the Minnesota National Guard that the Governor calls into State active duty, or (2) those called to active duty pursuant to Title 32 United States Code (U.S.C.) if authorized by State law to perform law enforcement, security, and/or public safety functions, and if approved by the Secretary of Defense.

Through ESF-13, RCSO resources supplement local agency resources and vice-versa when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System (NIMS) principles and protocols.

## Operational Procedures

### Activation

ESF-13 is activated when public safety and security capabilities and resources above those routinely available, are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.

When ESF-13 is activated, the primary agency (RCSO or municipal law enforcement agency lead), with assistance from EMHS and other supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies, jurisdictions, or other ESFs.

ESF-13 may provide personnel to staff the affected jurisdiction's Emergency Operations Center (EOC), the Ramsey County EOC (RCEOC), the Incident Command Post, the Joint Information Center (JIC), and other multi-agency coordination centers established in support of the incident.

ESF-13 primary agencies manage support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and coordinating and defining specific requests for additional assistance.

ESF-13 coordinates with Federal, State, tribal, and local officials to determine public safety and security support requirements and to jointly determine resource priorities.

ESF-13 maintains communication with supporting agencies to determine status, capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and mission assignments.

### Capabilities

#### Convene and assess

When ESF-13 is activated, the affected primary agency deploys representative(s) to the EOC and/or RCEOC and assesses the need for ESF-13 resources. The primary agency coordinates response assistance and support in close cooperation with field elements. In many cases, ESF-13 primary and support agencies will convene in a meeting or by conference call to coordinate public safety and security assistance efforts.

## Field Level Support

Depending on the situation, an ESF-13 representative at an on-scene command post may participate in early assessment efforts, pre-incident planning, or incident response coordination.

ESF-13 coordinates mission assignments for public safety and security support. As early as possible, ESF-13 should move operations to a fixed facility – such as the jurisdiction EOC or the RCEOC, or other multiagency coordination center. At a minimum there must be ESF-13 liaisons in the EOC and RCEOC when activated.

ESF-13 activities at the local/regional level will be closely coordinated with other law enforcement efforts in the county, and neighboring counties, and with any Federal law enforcement agencies conducting core mission responsibilities.

While the affected local, and private-sector authorities have primary responsibility for public safety and security, ESF-13 provides coordinated multi-jurisdictional public safety and security assistance to support preparedness, response, and recovery priorities in circumstances where local resources are overwhelmed or inadequate.

## Pre-incident Coordination

Supporting incident management planning activities and pre-incident actions required to assist in the mitigation of threats and hazards. This includes developing operational and tactical public safety and security plans, conducting technical security and/or vulnerability assessments, and deploying law enforcement and security resources in response to specific threats or potential incidents.

ESF-13 pre-incident activity center around the real-time sharing of information designed to support the Prevention Mission Area of activity.

- The Ramsey Tactical Information Center (RTIC) is a joint effort of multiple law enforcement agencies. The RTIC provides ongoing analysis of crime data for use in solving and preventing criminal activity of all types, and analysis of local, state, regional, national and international indicators of actual, imminent, or potential terrorist activity. RTIC receives and analyzes data and provides intelligence product to the Minnesota Fusion Center and to local Law Enforcement agencies.
- The East Metro Public Safety Information Sharing (EMPSIS) workgroup is convened monthly by the Ramsey County Sheriff. EMPSIS provides a secure forum for sharing and discussing current, imminent, and potential major threats with an emphasis on terrorism and organized crime prevention and awareness. All local, state, and federal public safety agencies with a Ramsey County presence are represented. While the information shared is classified non-public security sensitive law enforcement



information, it is not federally classified as SECRET or above allowing for participation from multiple agencies and sharing of pre-incident situational awareness.

### Technical Assistance

Providing expertise and coordination for security planning efforts and conducting technical assessments (e.g., vulnerability assessments, risk analysis, surveillance sensor architecture, etc.). In addition to RTIC, technical analysis is provided by the Minnesota Fusion Center.

### Specialized Public Safety and Security Assessment

Identifying the need for ESF-13 support and analyzing potential factors (e.g., mapping, modeling, and forecasting for crowd size, impact of weather, and other conditions) that may affect resource allocations and requisite actions affecting public safety and security. Also, ESF-13 works with EMHS to assess and analyze critical infrastructure threats and risks.

EMHS is an active member of the EMPSIS workgroup and receives intelligence products from RTIC as necessary. EMHS staff also provide anti-terror analysis of open source data.

### General Law Enforcement Assistance

Providing basic law enforcement assistance during incidents that require a coordinated multi-jurisdictional response. Such assistance may include conducting routine patrol functions and making arrests as circumstances may require.

### Badging and Credentialing

Assisting EMHS in the establishment of consistent processes for issuing identification badges to emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials.

### Access Control

Access control at jurisdiction EOCs, the RCEOC, the Public Health Department Operations Center (DOC); and the EMHS DOC is a major duty of ESF-13. Providing security forces to support efforts to secure affected sites, government property, and critical resources to control access to the incident site and critical facilities.

## Site Security

Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities.

## *Traffic and Crowd Control*

Providing emergency protective services to address public safety and security requirements.

## Force Protection

Providing for the protection of emergency responders and other workers operating in a high-threat environment, and for the operational security of emergency response operations wherever they may occur.

## Specialized Security Resources

Providing specialized security assets such as traffic barriers; chemical, biological, radiological, nuclear, and high-yield explosives detection devices; canine units; law enforcement personal protective gear; etc.

## Roles and Responsibilities

ESF-13 facilitates coordination of public safety and security among Federal, State, tribal, and local agencies operating in support of an emergency or disaster in Ramsey County, as well as among other ESFs, to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.

When activated, ESF-13 coordinates the implementation of law enforcement mission assignments and resources that are appropriate for the situation. ESF-13 may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with individual agency authorities, state law, and resource availability.

In the event that local police forces are insufficient to adequately respond to a civil disturbance or other serious law enforcement emergency, the Sheriff may request that the Governor provide National Guard resources.

During terrorist incidents, ESF-13 coordinates and contributes support to Federal Bureau of Investigation (FBI) operations, if requested.

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Sheriff's Office (RCSO)	
Preparedness (Pre-Event) Actions for ESF 13 - Law Enforcement and Security	
1	Maintain current roster of personnel including names, addresses, and all contact numbers
2	Train to and follow the standards of the National Incident Management System
3	Maintain inventory of essential emergency supplies
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	<p>The Ramsey County Sheriff's Office is the primary responsible agency for law enforcement in the communities with which that office has contract obligations.</p> <ul style="list-style-type: none"> <li>The Sheriff is also the primary responsible agency for law enforcement and security on all bodies of water within the County, as well as at the Law Enforcement Center (jail) and all courts.</li> <li>The Sheriff's office may assist in site security and investigation in any jurisdiction at the request of that jurisdiction</li> <li>All Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE)/Terrorism related incidents will be reported to the Sheriff's Office for consideration in their intelligence analysis role.</li> </ul>
2	Notification of personnel to report as situations dictate
3	Coordinate with the Emergency Operations Centers of affected communities and the County
4	Provide support to other communities as practicable
5	Provide radio's and operators to multi-jurisdictional command posts and affected EOC's
6	Municipal fire marshals/inspectors/investigators will coordinate their efforts with the State Fire Marshall

Primary: Ramsey County Sheriff's Office (RCSO)	
Preparedness (Pre-Event) Actions for ESF 13 - Law Enforcement and Security	
1	Maintain current roster of personnel including names, addresses, and all contact numbers
2	Train to and follow the standards of the National Incident Management System
3	Maintain inventory of essential emergency supplies
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	<p>The Ramsey County Sheriff's Office is the primary responsible agency for law enforcement in the communities with which that office has contract obligations.</p> <ul style="list-style-type: none"> <li>The Sheriff is also the primary responsible agency for law enforcement and security on all bodies of water within the County, as well as at the Law Enforcement Center (jail) and all courts.</li> <li>The Sheriff's office may assist in site security and investigation in any jurisdiction at the request of that jurisdiction</li> <li>All Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE)/Terrorism related incidents will be reported to the Sheriff's Office for consideration in their intelligence analysis role.</li> </ul>
2	Notification of personnel to report as situations dictate
3	Coordinate with the Emergency Operations Centers of affected communities and the County
4	Provide support to other communities as practicable
5	Provide radio's and operators to multi-jurisdictional command posts and affected EOC's
6	Municipal fire marshals/inspectors/investigators will coordinate their efforts with the State Fire Marshall

Supporting: Ramsey County Community Corrections	
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	Ramsey County Community Corrections is responsible for security at juvenile detention centers within the County and will assist as otherwise needed with personnel and two-way radio equipment.

Supporting: Ramsey County Emergency Management & Homeland Security (RCMHHS)	
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	Ramsey County Emergency Management and Homeland Security will coordinate with the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and County governmental authorities.
2	Maintain communications with the affected EOC and advise of situation, assistance and equipment needed, staging areas, etc.
3	Coordinate with municipal and county Public Works officials and fire services as the situation dictates

Supporting: Ramsey County Property Management	
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	Physical security (guards, equipment, etc.) at non-court county-owned facilities is the responsibility of Property Management, with the exception of the Ramsey County Attorney's office (as noted above).

East Metro Real-time Information Center (RTIC)	
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	RTIC provides intelligence on a real-time basis to all agencies in Ramsey County.
2	Primary goal is to anticipate the needs of officers and deputies responding to in-progress part-1 felonies and other in progress crimes.
3	RTIC monitors all radio traffic and assists with performing data-mining and intelligence analysis and works with the Minnesota Fusion Center on public safety and terrorism issues.

Municipal Law Enforcement	
Preparedness (Pre-Event) Actions for ESF 13 - Law Enforcement and Security	
1	Each law enforcement agency ensures adequate training for their personnel in accordance with the Minnesota Board of Peace Officer Standards and Training and OSHA. Training is offered at least monthly and schedules and records of this training are kept at the individual department's offices.
2	Maintain current roster of personnel including names, addresses, and all contact numbers
3	Train to and follow the standards of the National Incident Management System
4	Maintain inventory of essential emergency supplies
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	Local law enforcement is responsible for coordinating and/or providing investigation, enforcement and site security within their jurisdiction
2	The local Police agency will contact other agencies for mutual aid and/or "backfill" as necessary using existing agreements.
3	Information related to potential criminal investigation of terrorism will be reported to the Joint Terrorism Task Force.
4	For any terrorism or CBRNE related event (other than specifics of criminal investigations), the local Police agency will notify the County Duty Officer in a timely fashion.
5	The individual chiefs of all law enforcement services within the county perform the following specific emergency management tasks for their individual services: <ul style="list-style-type: none"> <li>• Maintain current roster of personnel including names, addresses, and all contact numbers</li> <li>• Notifications of personnel to report as situations dictate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate with the Emergency Operations Centers of affected communities and the County</li> <li>• Train to and follow the standards of the National Incident Management System</li> <li>• Maintain communications with the affected EOC and advise of situation, assistance and equipment needed, staging areas, etc.</li> <li>• Coordinate with municipal and county Public Works officials and fire services as the situation dictates</li> <li>• Maintain inventory of essential emergency supplies</li> <li>• Provide support to other communities as practicable and requested</li> <li>• Municipal fire marshals/inspectors/investigators will coordinate their efforts with the State Fire Marshall</li> </ul>
6	Notification of personnel to report as situations dictate
7	Coordinate with the Emergency Operations Centers of affected communities and the County
8	Maintain communications with the affected EOC and advise of situation, assistance and equipment needed, staging areas, etc.
9	Coordinate with municipal and county Public Works officials and fire services as the situation dictates
10	Provide support to other communities as practicable
11	Provide radio's and operators to multi-jurisdictional command posts and affected EOC's
12	Municipal fire marshals/inspectors/investigators will coordinate their efforts with the State Fire Marshall

Ramsey County Medical Examiner (RCME)	
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	Investigation of cause and manner of death is the responsibility of the Ramsey County Medical Examiner's Office.

St. Paul Ramsey County Public Health (SPRCPH)	
Response (During Event) Actions for ESF 13 - Law Enforcement and Security	
1	Epidemiological investigations are the responsibility St. Paul – Ramsey County Public Health.

## C. Resources

### State Resources

#### State Law Enforcement Support

- The Minnesota State Patrol is available to assist local jurisdictions with enforcement and security.
- The Minnesota Bureau of Criminal Apprehension is available to assist jurisdictions with investigations.
- State Bomb Squads are available to assist with CBRNE issues
- Requests for state assistance are to be made through the Minnesota Duty Officer: -
- 

#### MN National Guard Support

The Minnesota National Guard (MNG) may be available for ESF-13 activity. The Ramsey County Sheriff or the Mayor of the City of Saint Paul are the only offices authorized to request MNG assistance.

Requests for MNG assistance are to be made through the Minnesota Duty Officer:

Identify mission: What needs to be accomplished

- Contact the MN Duty Officer
- MNG Liaison will contact the requesting official to gather mission details.
- The request for MNG assistance is forward to the Adjutant General of the State (TAG) for approval. If approved as a potential mission, the TAG will forward the request to the Governor for authorization.
- Governor makes authorization decision. TAG and requesting authority are notified of this decision.
- If authorized, the MNG Liaison will contact the requesting authority and arrange for the activation and assignment of appropriate MNG assets. The number and type of assets are determined by the MNG based on the mission.
- MNG will integrate into the Unified Command structure and does NOT assume overall Incident Command.

### Federal Law Enforcement Support

The Federal Bureau of Investigation (FBI) controls overall management of the crises resulting from acts of terrorism.

Certain incidents on the Mississippi River navigable waterway fall under the authority of the United States Coast Guard.

United States Secret Service (USSS) controls overall management of ESF-13 activities at the site of preplanned National Special Security Events (NSSE) as designated by the Secretary of Homeland Security (See <http://www.secretservice.gov/nsse.shtml?> for information on NSSE).

- The FBI in conjunction with State and local law enforcement, operates the Minnesota Joint Terrorism Task Force (JTTF). The JTTF is the central point for investigations involving potential or actual acts of terrorism.
- FBI and Department of Homeland Security law enforcement assets are also available at the request of the Municipal Law Enforcement agency to assist in appropriate law enforcement roles resulting from disasters.

## Special Municipal Local Law Enforcement Support Resources

### **Tactical Teams**

For significant events and acts of terrorism, there are three tactical (SWAT) teams composed of local Law Enforcement personnel in Ramsey County. These teams train and exercise jointly on a regular basis, and respond together in a Unified Command manner when necessary. The SWAT teams are the Ramsey County Sheriff's SWAT Team; the East Metro SWAT Team, and the Saint Paul Police SWAT Team. In the event of a large, complex, act of terrorism these teams along with other jurisdictions' and federal tactical teams will work as the integrated operational response to the incident. Their role is to secure the area and mitigate the threat, rescue victims from harm's way, and render the area safe for operations of bomb squads, fire and medical, and investigative authorities.

### **Mobile Field Force**

The RCSO Mobile Field Force (MFF) is a NIMS Type II MFF consisting of specially trained deputies and sworn officers from other Law Enforcement agencies in Ramsey County, under the operational direction of the RCSO. The MFF is trained and equipped to support several special missions. These include (but are not limited to):

- Perimeter control in hazardous materials incidents
- Area security following structural collapse
- Area security following significant damage from severe weather or acts of terrorism
- Crowd control
- Bicycle access and patrol
- ATV access and patrol
- Gaining access to areas damaged by storms (e.g. removing tree debris in order to gain access)

### **Water Patrol**

The RCSO Water Patrol has multiple boats and other watercraft/vehicles to enable response, rescue and recovery activity on bodies of water. The RCSO has statutory jurisdiction for the investigation of incidents occurring on bodies of water. Municipal Fire Departments also have watercraft providing robust water capability.



## **C. Administration and Support**

### **Mapping**

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS. Ramsey County GIS will maintain a master "map" of the entire incident.

Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### **Records and Finances**

#### **Ramsey County**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### **Municipality**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

### **Agreements and Understanding**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations  
**DHS** - United States Department of Homeland Security  
**ECC** - Emergency Communications Center (9-1-1 dispatch)  
**EMPSIS** - East Metro Public Safety Information Sharing  
**RTIC** - East Metro Real-time Information Center  
**EOC** - Emergency Operations Center  
**EOP** - Emergency Operations Plan  
**FBI** - Federal Bureau of Investigation  
**IC** - Incident Commander  
**ICS** - Incident Command System  
**JTTF** - Joint Terrorism Task Force  
**MFF** - Mobile Field Force  
**NIMS** - National Incident Management System  
**NSSE** - National Special Security Event  
**RCSO** - Ramsey County Sheriff's Office  
**RCEOP** - Ramsey County Emergency Operations Plan  
**SWAT** - Law Enforcement tactical teams  
**USSS** - United States Secret Service

Signatory Page:

## ESF 14 - Long-Term Community Recovery



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

A handwritten signature in black ink, written over a horizontal line.

**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal City Councils

Municipal Mayor's Office

Ramsey County Manager's Office

**Support Agencies:**

American Red Cross

Federal Emergency Management Agency (FEMA)

MN Homeland Security and Emergency Management (HSEM)

MN Voluntary Organizations Active in Disaster (MNVOAD)

Municipal Building Officials

Municipal Fire Department

Municipal GIS

Municipal Law Enforcement

Ramsey County Community Human Services Agencies (CHS)

Ramsey County Finance Dept

Ramsey County GIS

Ramsey County Public Works

Ramsey County Sheriff's Office (RCSO)

Salvation Army

## **A. Introduction**

### **Purpose**

ESF-14 provides a mechanism for coordinating support to County and local governments, and to non-governmental organizations (NGOs) and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF-14 works to accomplish this by identifying and facilitating available sources of recovery funding, facilitating the coordinated use of such funding, and providing a mechanism for governments to work in concert and find technical assistance for recovery and recovery planning support.

### **Scope**

ESF-14 may be activated for incidents that require a coordinated response to address significant long-term impacts (e.g., impacts on housing, government operations, agriculture, businesses, employment, community infrastructure, the environment, human health, and social services) to foster sustainable recovery. ESF-14 support will vary depending on the magnitude and type of incident.

ESF 14 is responsible for:

- Economic assessment, protection and restoration
- Community recovery operations
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with State and Federal agencies providing assistance

## Situation and Assumptions

The County is likely to play a major role in leading Long-Term Community Recovery (LTCR) efforts when the scope and scale of the disaster crosses multiple municipalities within the County and/or when the ability to lead long-term recovery efforts is beyond the capability of local community resources. In this capacity, the County can assist in ensuring the LTCR process is planned and implemented. County resources might be applied differently depending on the municipality that is affected by the disaster, the extent of the disaster, and whether or not property owned or leased by Ramsey County is affected by the disaster. If the damage is largely concentrated in a small area (e.g. contained within one municipality), the municipality may take the leadership role in long-term community recovery and request the County to take an assisting role.

## **B. Concept of Operations**

### Policies

County support to affected municipalities (and municipal and County support to NGOs and the private sector) is tailored based on the type, extent, and duration of the incident and long-term recovery period, and on the availability of government resources.

ESF-14 is not a funding entity but facilitates the identification, coordination, and use of resources to support long-term recovery.

Long-term community recovery efforts build resilience focusing on disaster resistance through permanent restoration of infrastructure, housing, industry, natural resources, community well-being, and the local economy, with attention to mitigation of future impacts of a similar nature.

The lead agency in the field is designated based on the type of disaster.

The County routinely provides a broad range of services to the community through these departments/divisions: Community Human Services Agencies (CHS); St. Paul Ramsey County Public Health (SPRCPH); Public Works, Emergency Communications Center (ECC); Emergency Management and Homeland Security (EMHS); ESF Sheriff's Office (RCSO); Parks and

Recreation; Jobs and Training; Libraries, Veterans Services; Community Corrections; Housing Redevelopment Authority; and Regional Rail Authority.

Many of these services may be critical assets to establishing long-term recovery in the community. The County would utilize existing programs and services, as well as personnel, and apply them as needed and appropriate.

For the purpose of this annex, recovery activities are addressed based on one of two situations, pre-Stafford Act assistance and post-Stafford Act assistance. Stafford Act assistance refers to any assistance available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended. This assistance, which is requested through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), includes but is not limited to fire management assistance, emergency declaration assistance and/or major disaster declaration assistance.

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288).

Plans to initiate the long-term recovery efforts should begin before demobilization of the incident response efforts occurs.

During major events, the Emergency Operations Center (EOC) will have been activated for the response and short term recovery phases of the emergency and will continue to be used for transition into longer-term recovery activities. Ongoing activities related to the implementation of ESF #14 may be coordinated from other locations.

## **Direction and Control**

### **General Leadership Framework**

ESF-14 provides the coordination mechanisms for Ramsey County to support the local governments' assessment of the LTCR needs in the impacted areas and exchange assessment information among county departments and agencies. At the municipal level, ESF-14 provides mechanisms for affected jurisdictions to assess LTCR needs, exchange information between agencies and other jurisdictions, and to coordinate requests and use of state and federal assistance.

### **Coordination**

The County Manager and/or the Mayor(s) of affected jurisdiction(s) will take the lead in activating the process for establishing a formal LTCR process. In their initial meetings, they and/or their designees will review the status of the short-term recovery efforts and any assessments of need that have been completed to date. The County Manager will contact

members from the Senior Management Team to discuss the current status of the recovery and begin laying out a plan for establishing a community-based LTCR process.

Within the NIMS (National Incident Management System) structure, long-term community recovery requires a collaborative approach (rather than the hierarchical approach of incident command) that engages a broad representation of the community—local, state, national jurisdictions; elected officials, community residents; local/regional businesses; nonprofit and voluntary agencies; foundations and the faith community. While the County Manager and Mayor(s) from the affected municipalities initiate the LTCR process, they have the respective authorities to reassign staff and designate a team of experts from within the County/municipality staffs to work within a broader team from the community. This collaborative approach is necessary to ensure

- Decisions balance competing interests so that constituents are treated equitably and long-term community benefits are not sacrificed for short-term individual gains.
- Multiple financial resources to achieve broad-based community support for community recovery activities
- Reconstruction and redevelopment opportunities lead to enhanced economic and community vitality
- Environmental and natural resources opportunities lead to enhanced natural functions and maximize community benefits
- Exposure to risk is lower than what it was prior to the disaster

## Operational Procedures

There are typically 13 separate steps that comprise the LTCR planning process. Some of these steps can be done concurrently; others are more sequential in nature.

1. **Assessing the Need** Using existing tools, leaders assemble information already known, and carry out additional assessments to be knowledgeable of the scope of community needs. A particular focus of assessment is on damages and resources in the housing sector, the infrastructure/environment sector, and the economic sector.
2. **Selecting an Overall Leader and Outlining the LTCR process** The local governing bodies, (e.g. the County Board of Commissioners and City Councils), will initiate the LTCR planning process and appoint an individual or small group of individuals as leader(s) of the LTCR process. The Ramsey County Manager's ESF Coordinator and the Director of EMHS are likely to assume key roles in the LTCR process.
3. **Securing Outside Support** This involves engaging local, state and federal agencies, the private sector and non-government organizations to assist in the recovery process. The LTCR leadership team invites key agency leaders/staff to participate in weekly meetings/conference calls, and/or to take part in a one-day community recovery workshop to present needs and develop the beginnings of the long term recovery plan.
4. **Establishing a Public Information Campaign** The County Manager and City Administrator(s) will determine who should assume the responsibility for a public information campaign. This assignment helps inform and engage the community at

large, assures the LTCR process keeps a high profile, and provides consistency in messages to the public at large.

5. **Reaching A Consensus** When the data on community needs is gathered, stakeholder groups that need to agree on the LTCR plan must be identified and involved in a consensus-building process.
6. **Identifying the Issues** This process involves reviewing any previous community visions to determine if anything has changed as a result of the disaster, and looking at ways to improve the community's previous condition, including new opportunities that may have resulted from the event.
7. **Articulating a Vision and Setting Goals** This process establishes a common direction as the focus for the community's efforts. The vision will be accomplished by setting agreed-upon concrete goals and targeted projects that will help reach those goals.
8. **Identifying, Evaluating and Prioritizing Projects** In this step, projects that could help realize the community vision are identified, evaluated, and prioritized, to lay the ground for a working plan.
9. **Developing a Recovery Plan** The LTCR team begins crafting a recovery plan that incorporates all the work the community has invested and agreed upon, and includes greater detail on realizing the goals through the projects. This draft plan is distributed to the community to solicit feedback, and modified based on this feedback.
10. **Choosing Project Champions** This process identifies individuals who will provide leadership to each of the projects. Champions help attract funding and shape the next level of details needed to move the projects forward.
11. **Preparing an LTCR Funding Strategy** This step involves establishing partnerships and working relationships at the local, state and national level to secure the resources needed to carry out the projects.
12. **Implementing the Plan** This process involves final agreement and approval of the Plan. LTCR team and /or elected officials identify an implementation manager who will manage the process of carrying out the LTCR plan.
13. **Updating the Plan** The projects within the implementation plan need to go through further planning, design and analysis to be ready for actual construction or legislative approvals that may be required.

## Roles and Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.



Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Work to establish ongoing working partnerships with private sector, non-profit sector, and faith community organizations.
Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Work with the LTCR team to coordinate with local jurisdictions, State, Federal, volunteer and private agencies involved in planning for and/or providing assistance and implementing recovery programs.
2	Work with the County Manager and City Administrator(s) to review and plan the implementation of a long-term community recovery (LTCR) planning process as specified under Operational Procedures.
3	Work with the LTCR team to coordinate with neighborhood residents, groups, and volunteer agencies to ensure community needs related to the disaster are identified and that appropriate local, State, and Federal assistance is made available to address important community issues.

ESF/Annex Tasked Agencies	
Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Convenes interagency/inter-governmental meetings to develop an incident-specific action plan delineating specific agency participation to support specific community recovery and mitigation activities and to avoid duplication of assistance.
2	Gathers information from affected County and municipal departments and agencies to assess the impacts and needs.
3	Facilitates sharing of information among agencies and ESFs and coordinates early resolution of issues and the timely delivery of assistance.
4	Coordinates identification of appropriate State and/or Federal programs to support implementation of long-term community recovery plans under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, etc. and identifies potential program gaps.
5	Ramsey County, the State, and/or the Federal government may provide technical assistance such as impact analyses, economic revitalization, and recovery planning support.
6	Coordinates with ESF/Annex-6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF/Annex-8 – Public Health and Medical Services, and the to identify long-term recovery needs of populations with functional needs and incorporate these into recovery strategies.
7	Coordinates with ESF/Annex-3 - Public Works and Engineering, ESF/Annex-10 - Hazardous Materials Response, and the State and Federal governments to identify long-term environmental restoration issues.
8	Coordinates with ESF/Annex-17 – Animal Services and ESF/Annex-11 – Natural Resources stakeholders and service providers in long-term community recovery efforts.

9	Coordinates implementation of the recommendations for long-term community recovery with the appropriate local, County, State, and/or Federal departments and agencies if the recommendations include program waivers, funding requests, and/or legislative initiatives.
10	Facilitates recovery decision making across ESFs and increases awareness of communities' existing development and hazard mitigation plans.
11	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
12	When requested, deploy a representative to the affected jurisdiction Emergency Operations Center (EOC) and/or the Ramsey County EOC (RCEOC) to assist with LTCR and mitigation activities.
13	Provide ongoing status reports as requested by the LTCR and Mitigation teams. Work with ESF/Annex-7 – Resource Management to maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
14	Document all costs and expenses associated with response and recovery activities in the event that State and Federal reimbursement becomes available.
15	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities

## C. Resources

### County Resources

The County routinely provides a broad range of services to the community through Community Human Services, Public Health, Public Works, Emergency Communications, Emergency Management and Homeland Security, Public Safety, Parks and Recreation, Jobs and Training, Libraries, Veterans Services, Community Corrections, Housing Redevelopment Authority (HRA), and Regional Rail Authority (RRA). Many of these services may be critical assets to establishing long-term recovery in the community. The County would utilize existing programs and services, as well as personnel, and apply them as needed and appropriate.

### Municipal Resources

While the specific resources available to each municipality differ, the jurisdictions routinely provide many basic services. As above, critical services such as CHS, SPRCPH, Jobs and Training, Veterans Services, Corrections, Libraries, HRA, and RRA are provided to all municipalities by the county. The County provides ECC services to all jurisdictions except White Bear Lake (which provides its own) and parts of other communities' law enforcement dispatch (which is provided by Hennepin County).

The municipalities provide zoning, permitting, development, law enforcement, incentives development, community development strategy, and various other public services (such as Public Works) either on their own or by contract. The rich cross-jurisdiction and jurisdiction-county interrelationships add a unique level of resilience capacity to Ramsey County overall. Each municipality maintains overall control of recovery and redevelopment within its jurisdiction.

### Support Agency Resources

- Twin Cities North Chamber of Commerce Ramsey League of Local Governments
- VOAD Resources: There may be many VOAD organizations that would participate in LTCR. Typical partners would include
  - The American Red Cross
  - MNVOAD leadership
  - Lutheran Disaster Response
  - The Salvation Army
  - United Way / 2-1-1
  - United Methodist Committee on Relief (UMCOR)
  - Church World Service
  - Faith Community Resources
  - Faith Community Resources

## **D. Administration and Support**

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

## Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

Signatory Page:

## ESF 15 - External Communications and Public Information



Approval on

3/30/17

Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

A large, stylized handwritten signature in black ink, appearing to read 'John Slavend'.

JOHN SLAVEND  
COMMUNICATIONS

**Coordinating Agency:**

Ramsey County Communications Division

**Primary Agency:**

Municipal Public Information Officer  
Ramsey County Communications Division

**Support Agencies:**

Ramsey County Emergency Communications Center

## **A. Introduction**

### **Purpose**

ESF-15 (Public Information and External Affairs) ensures that sufficient governmental assets are deployed during incidents requiring a coordinated response to provide accurate, coordinated, timely, and accessible information to affected audiences. These include governmental agencies, media, the private sector, and the local populace (including those with functional needs). Additional information about external information is available in the Ramsey County and municipal communications plans, and from individual agencies' Public Information Officers (PIOs).

The procedures outlined in this document are consistent with the National Response Framework (NRF), which establishes federal policies, and the National Incident Management System (NIMS) guidelines on standardization

### **Scope**

ESF-15 coordinates County and municipal actions to provide the required external affairs support to County and municipal incident management elements. This document describe the establishment of support positions to coordinate communications to various audiences and applies to all governmental agencies and departments that may require incident communications and external affairs support – or whose external affairs assets may become overwhelmed by the requirements of large and/or complex incidents.

The provisions of this document apply to any incident for which the affected jurisdiction has activated this countywide RCEOP in response to an event where significant inter-agency coordination is required.

ESF-15 integrates many agencies including PIOs, governmental affairs offices, community relations, and the private sector. The Joint Information Center (JIC) ensures the coordinated release of information under ESF-15. The various components of the incident command system (ICS) established for the incident – at the scene and in any Emergency Operations Centers

(EOCs) compliment the ESF-15 apparatus and assists in developing external and internal communications strategies and products for the ESF #15 organization.

Incident Action Plans (IAP) developed as an integral part of the ICS must be coordinated with the ESF-15 organization when activated.

## Situation

Most incidents involve only one or a few agencies/jurisdictions and are easily handled under the standard protocols in existence for those agencies. However, it is critical that all external communications – about any incident (even “routine” incidents) be coordinated across the agencies. This reduces confusion and leads to better understanding of issues by the intended audiences.

Further, information and communications must also be provided to the governmental work force. These communications, too, must be coordinated with the information going to the general public. Disparate information leads to confusion and exacerbates the issues being discussed. In extreme cases, inaccurate or conflicting information can lead to loss of life.

Each response agency and governmental jurisdiction maintains specific plans for how they provide information.

In large and/or complex incidents involving multiple agencies or jurisdictions it is particularly important that a clear, concise, and timely set of messages be developed in a coordinated fashion.

## Assumptions

- First priority will be to ensure the life and safety of responders and the public
- Personnel involved in ESF 15 response or recovery are trained in Public Information techniques and practices
- Public Information Officer (PIO) will be assigned by each agency
- A Joint Information Center will be established by which information can be coordinated
- Government appointed and elected officials will cooperate in the external affairs processes of ESF-15
- Accurate and truthful information will be released in a timely fashion
- Systems continue to exist for getting this information to the public and other affected populations

## **B. Concept of Operations**

ESF-15 identifies and coordinates the procedures to resource internal and external communications processes necessary for incidents requiring a coordinated multi-agency/multi-jurisdictional response. External affairs resources are coordinated by the ESF-15 representatives in the Ramsey County Emergency Operations Center (RCEOC) and active municipal EOCs as directed by the County Incident Manager and affected Municipal Incident Managers. ESF-15 provides the governmental resource and implementation mechanisms to ensure delivery of messages developed in coordination with inter-agency public affairs officials. ESF-15 personnel will coordinate with State and Federal external affairs personnel. (See the jurisdictions' Public Communications Plans for more detail.)

### Policies

Governmental planning for external affairs functions recognizes Federal, State, tribal, and local responsibilities for providing information to their populations. Nothing in this document should be construed as diminishing or usurping those responsibilities. In the unlikely event that State, tribal, and local governments are unable to perform these responsibilities, the Federal Government may provide vital operational health and safety information to the affected population (see the National Response Framework ESF-15).

Both Ramsey County and municipal external affairs elements are fully integrated into ESF-15.

Since ESF-15 integrates various functional areas, primary and support agencies are strongly encouraged to participate in ESF-15 training and exercises to ensure that their personnel are able to execute their responsibilities and achieve unity of effort when the ESF is activated.

The external affairs efforts are coordinated in support of a unified message as directed by the County Incident Manager and Municipal Incident Manager (s) for an event.

### Organization

All emergencies are local events first. Thus, within the best practices of ICS, there are usually several command and coordination locations established. It is critical that information be coordinated at the highest level, but that it be generated as factually and locally as possible. Thus, information must flow UP to whatever multi-agency coordination is established; back to the on-scene ICS; and out to the affected populations.

ESF-15 may provide the same support to a National Special Security Event or other major planned public events whenever ESF-15 is activated.



## On-Scene Public Information Officer (PIO)

The appropriate agency at the on scene ICS will provide a local PIO at that scene in accordance with agency procedures. This person is tasked with coordinating information gathered at the scene and passing it up to the EOC, and coordinating information released at the scene (often with media representatives covering the scene). This information needs to be coordinated by the ESF-15 apparatus to ensure that messages are consistent and accurate. This local PIO will also relieve the Incident Commander from much of the worry and distraction of dealing with the media's need for information.

## ESF-15 Lead Agency

Many large/complex emergencies do not require activation of multiple Ramsey County agencies. As a result, most often the lead agency will be the municipal agency. Similarly, the RCEOP is used in whole or part for many planned events, or single-jurisdiction situations. In some cases only county agencies may be involved. In all cases, when complexity dictates the need for coordinated information gathering and dissemination, ESF-15 is activated and the Incident Manager will appoint an ESF-15 Lead. Most importantly, if multiple EOCs are in operation across the County, the Ramsey County ESF-15 will be activated to coordinate information across the many jurisdictions. At the EOC, the ESF-15 Lead Agency serves as the primary external affairs adviser to the

## Activation and Notification

- The CIM or MIM will notify the ESF-15 Lead agency of their need for involvement. This constitutes activation of the ESF.
- ESF-15 Public Information and External Communications may be partially or fully activated, depending upon the needs of the disaster/emergency response operation.
- Within a reasonable time of the activation of this ESF, the Ramsey County Emergency Management Director (or designee) will notify the following people/groups of its activation and instruct them of any initial actions they need to take under the conditions present at that time:
  - County Communications Division
  - County Manager
  - County Disaster Recovery Team
  - County Emergency Management Council
  - MN HSEM Regional Program Coordinator
  - Municipal PIO/Mayor's Office
- The Emergency Management Director will notify the County Communications Director (or designee) of activations and request that a representative report to the EOC to coordinate ESF-15 – Public Information and External Communications activities. As

additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

### Joint Information System (JIS)

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).

The ESF-15 Coordinator will work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS will help to ensure inter-agency communication and the release of consistent information.

As part of the JIS, the on scene agency PIO will address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.

### Joint Information Center (JIC)

If the situation dictates, emergency public information activities will be coordinated from a Joint Information Center (JIC). Activating a JIC will help County departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated.

Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The County will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

In major events or those with considerable media attention, the County will establish a JIC to facilitate the coordinated release of information from all responding agencies. Whenever possible, the JIC will be established in close proximity to the EOC.

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information. The primary county JIC is the Plato Conference Center, 90 W. Plato Blvd. St. Paul. This location would only be used in the event of a major, countywide emergency. In most cases, the JIC will be located in close proximity to the County or affected municipality EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the Internet, facsimile and/or face-to-face communications. Municipalities will establish JIC facilities on an *ad hoc* basis.

The purpose of JIC is to:

- Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information
- Allow all involved organizations to speak from “one sheet of paper” providing consistent messages to the public
- Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC
- Ensure the ability exists to answer direct inquiries from the public
- Monitor media coverage to verify the accuracy of information being disseminated
- Be proactive in responding to the disaster related information needs of all audiences
- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

- Establish and maintain contact with local radio, television and print media
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate
- Provide interview opportunities that meet the unique needs of each medium (television, radio, print)
- Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities
- Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates

- Provide ongoing information to and coordination with County, City, State and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission. Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an adequate number of PIOs are available to support emergency public information activities

## Public Information Officers (PIOs)

### County (GENERAL)

The Ramsey County Manager has assigned the Director of Communications as the County Public Information Officer (PIO), responsible for the overall coordination of public information activities at the county level. A support staff of trained departmental PIOs will assist the County PIO, as required, in this effort. In the absence of the County PIO, the Ramsey County Manager will appoint an acting County PIO from among the PIO support staff.

### ST. PAUL RAMSEY COUNTY PUBLIC HEALTH

SPRCPH has its own designated PIO who will coordinate ESF-15 activities for that department and coordinate with the County PIO and the JIS.

### MUNICIPALITY

Each City Administrator/Manager (or the chief administrative official) has assigned the municipal communications director as the municipal PIO, responsible for the overall coordination of public information activities for the individual municipalities. A support staff of trained departmental PIOs will assist the municipal PIO, as required, in this effort. The County PIO is available to assist any municipalities in times of need.

### EMERGENCY RESPONSE AGENCIES

Additionally, each municipal fire service and law enforcement agency and the County Sheriff's Office have appointed PIO's who provide their services on a regular daily basis as well as during times of emergency.

## Broadcast and Print Media

The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. The County counts on the local media to provide emergency instructions and potentially lifesaving information to the public following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster situation. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

## Social Media

Individual agencies/departments and political jurisdictions maintain individual social media policies and presence. For Ramsey County Departments, the Director of Communications has set an overarching social media policy that remains in effect during disasters. ESF-15 will coordinate the monitoring of social media outlets and, to the extent practicable, work to gather requests and intelligence from social media, provide an outlet for social media-based rumor control, and use social media as a means of conveying accurate and timely information to the public.

## IPAWS

The Integrated Public Alert and Warning System (IPAWS) is a technology allowing authorized warning points to provide short messages to cell phones in a designated area. The Ramsey County ECC is the IPAWS control point within Ramsey County.

## Rumor Control

PIOs are responsible for initiating and maintaining process to ensure that timely and accurate information is disseminated and rumors minimized. In the event rumors or other inaccurate information is noted, the PIOs will coordinate provision of corrections and accurate information.

## Operational Procedures

### Dissemination Process

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in Annex ESF-16 Warning and Notification. Considerations for special populations are outlined below.

## General Public

- Radio, television, print media, social media, fliers, posters, brochures, information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience.

## Special Populations:

- Hearing impaired
- The Emergency Alerting System (EAS) provides trailers on TV screens provide weather watch and warning messages and other emergency information
- Visually impaired
- The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille
- Non-English speaking
- Many televisions have the capability to provide closed-captioning in Spanish
- Schools
- Have their own PIOs and will coordinate with local Public Information people and the JIC as needed
- Hospitals & Nursing Homes
- Have their own PIOs and will coordinate with local Public Information people and the JIC as needed
- Correctional Facilities
- Ramsey County Community Corrections has their own PIO and is responsible for their own internal communications and will coordinate with the County PIO / EOC as needed and appropriate

## Specialized Information Protocols:

### Restricted Areas & Reentry

Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the Incident Commander or EOC and disseminated immediately to the media and the public

### Emergency Assistance

Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases, this information may be given directly to the media and the public. In others cases, a telephone number will be provided for obtaining additional information

## Casualties

Information on the number of fatalities, injured and missing will only be released after the information has been cleared by the Incident Commander or County Incident Manager then disseminated immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification

## Pre-Scripted Information

The County PIO will collect and maintain a file of fact sheets, instructions & procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Examples of such pre-scripted information include:

- Chemical Fact Sheets -- for known chemical hazards
- Public Health Guidance -- for disease prevention after flooding
- Red Cross Press Releases

## Roles and Responsibilities

The Emergency Management Director will notify the County PIO of EOC activations and request that they report to the EOC to coordinate ESF-15 activities. As additional staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with public information and external communications activities.

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Communications Division	
Preparedness (Pre-Event) Actions for ESF 15 - External Communications and Public Information	
1	Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet
2	Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the County
3	Ensure adequate space and equipment is available to for a JIC in a location in close proximity to the EOC
4	Ensure all departments have trained staff to support the JIC
5	Make accommodations for 24-hour staffing
6	Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures
7	Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information
8	Develop and maintain this ESF/Annex as well as supporting Operating Procedures
9	Identify special needs populations and be prepared to meet their emergency public information needs
10	Encourage media involvement in the exercise design process and planning
Response (During Event) Actions for ESF 15 - External Communications and Public Information	
1	Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers
2	Provide evacuation instructions and shelter locations
3	In coordination with the EOC Team, release emergency information as dictated by the situation
4	Implement a proactive public information strategy to ensure the media's needs are being met.
5	If the situation dictates, activate and staff the JIC.
6	After coordination with the County PIO, release information regarding the emergency or disaster to other county departments and agencies, the media and the public
7	Resolve any conflicting information & dispel rumors



Recovery (Post Event) Actions for ESF 15 - External Communications and Public Information	
1	Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts
2	Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance
3	Provide information regarding available disaster recovery programs and resources to the media and the public
4	Compile a written record of events, including any printed materials, news releases, tapes & clippings. - Prepare reports and provide input to for an after action report
5	Assess effectiveness of information and education programs
Mitigation Actions for ESF 15 - External Communications and Public Information	
1	Develop a campaign to promote the importance of maintaining adequate insurance
2	Provide information and increase awareness about safe rooms and other shelter methods
3	Conduct all-hazard safety visits to increase home hazard prevention actions
4	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan
5	Establish contacts and develop working relationships with the media

Primary: Municipal Public Information Officer	
Preparedness (Pre-Event) Actions for ESF 15 - External Communications and Public Information	
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2	Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the County
3	Ensure adequate space and equipment is available to for a JIC in a location in close proximity to the EOC
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5	Make accommodations for 24-hour staffing
6	Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures
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2	Provide information and increase awareness about safe rooms and other shelter methods
3	Conduct all-hazard safety visits to increase home hazard prevention actions
4	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan
5	Establish contacts and develop working relationships with the media

## C. Administration and Support

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

## Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

## D. Glossary and Reference

**CFR** - Code of Federal Regulations

**CIM:** County Incident Manager

**EAS** - Emergency Alert System

**ECC** - Emergency Communications Center (9-1-1 dispatch)

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**IC** - Incident Commander

**ICS** - Incident Command System

**IPAWS** - Integrated Public Alert and Warning System

**JIC:** Joint Information Center: a facility or location that centralizes Joint Information System operations and is staffed by Public Information Officers and their support staff. May include a media briefing area

**JIS:** Joint Information System

**MIM:** Municipal Incident Manager

**NIMS** - National Incident Management System

**NRF:** National Response Framework

**PIO:** Public Information Officer

**RCEOP** - Ramsey County Emergency Operations Plan

Signatory Page:

## ESF 16 - Warning and Notification



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Emergency Management Agency (EMA)  
Ramsey County Emergency Communications Center

**Support Agencies:**

Ramsey County Emergency Communications Center  
Ramsey County Emergency Management & Homeland Security (RCEMHS)  
Ramsey County Sheriff's Office (RCSO)  
St. Paul Ramsey County Public Health (SPRCPH)

## **A. Introduction**

### **Purpose**

The purpose of this ESF is to provide mechanisms for coordinated warning and emergency notification of the general public and/or key governmental agency officials in times of significant disaster.

### **Scope**

This ESF provides the coordination for the operation of the Ramsey County Emergency Communication Center (ECC), the City of White Bear Lake (WBL) Public Safety Answering Point (PSAP) and the backup and alternate warning points. This ESF is only concerned with receiving and issuing warnings and emergency notification. Technology communications, risk communications, and details are the purview of [ESF #2 – Communications](#) and [ESF #15 – Public Information and External Communications](#).

### **Situation**

This ESF is active at all times. This is because Ramsey County may receive warnings about any condition from many sources 24-hours/day. The City of White Bear Lake maintains a PSAP separate from the Ramsey County ECC. They are, however, interoperable.

### **Assumptions**

- The Ramsey County Warning Officer (or Designee) and/or the Ramsey County Duty Officer will be available to act
- Every warning or emergency notification issued or relayed by the Ramsey County Emergency Communication Center (ECC) will be communicated by every means appropriate to the situation



- The Ramsey County Emergency Communication Center (ECC) and the Ramsey County Emergency Operations Center will be able to receive warnings via: Emergency Alert System (EAS), NOAA Weather Radio, Two – Way Radio from the State Warning Point, fax, telephone and/or Broadcast Radio / Television.
- Telephone Alert Systems (so-called “reverse 9-1-1”) may be available.

## **B. CONCEPT OF OPERATIONS**

### Policies

Ramsey County has a duty to provide warning information to the people who reside and work in Ramsey County. The warnings can be generated from the cities, state or federal government sources. The Ramsey County Emergency Communications Center (ECC) and EMHS have policies and procedures in place the facilitate the generation and relay of Warnings.

Part of the operation of County Government includes the necessity to notify the appropriate individuals, agencies and organizations when they are needed to perform their emergency functions when needed.

Hazardous Materials facilities have specific methods in place for providing warning information to the Ramsey County Emergency Communication Center (ECC), and alerting near-by public (See ESF #10 – Hazardous Materials).

Severe weather watches and warnings are issued by the National Weather Service. EMHS will pass these along to spotters and other field personnel when ESF #5 – Emergency Management is active.

### Organization

This ESF is organized in accordance with the *National Incident Management System (NIMS)*.

- When the Ramsey County Emergency Operations Center is activated the functions of this ESF will be coordinated by the operations section in the RCEOC.
- ESF-16 activities in the EOC will also be coordinated with ESF-15 Public Information / External communications activities to limit conflict of message between warnings and public information.
- The Ramsey County ECC has the bulk of the responsibility and ability to provide warning and notification
- The EMHS is responsible for providing assistance in making the decisions of when to warn and what notifications are needed.
- The Ramsey County Sheriff’s Office (RCSO) and local first responder agencies are responsible for coordinating any door to door notification or warning activities when needed

- Saint Paul Ramsey County Public Health (SPRCPH) is responsible for the notification of Health Care Facilities and health care associated business and persons of any health concerns that affect Ramsey County
- The Emergency Managers in each jurisdiction have procedures for how the Warnings and Notifications directed towards their Jurisdictions and generated by their Jurisdiction are handled.

## Operational Procedures

ESF-16 ensures that there is trained and experienced staff to receive and disseminate warning information and notifications as appropriate to those that need to receive them.

### Severe Weather

Severe weather watches and warnings will be transmitted by National Oceanographic and Atmospheric Agency (NOAA) All-Hazard / Weather Radio and relayed by The State Warning Point and Broadcast / Cable outlets.

- The Ramsey County Warning Point is the Ramsey County Emergency Communication Center (ECC).
- The alternate Ramsey County Warning Point is the Backup ECC (PSAP) Facility at 1411 Paul Kirkwood Drive Arden Hills, Minnesota.

### Skywarn and Weather Intelligence Information

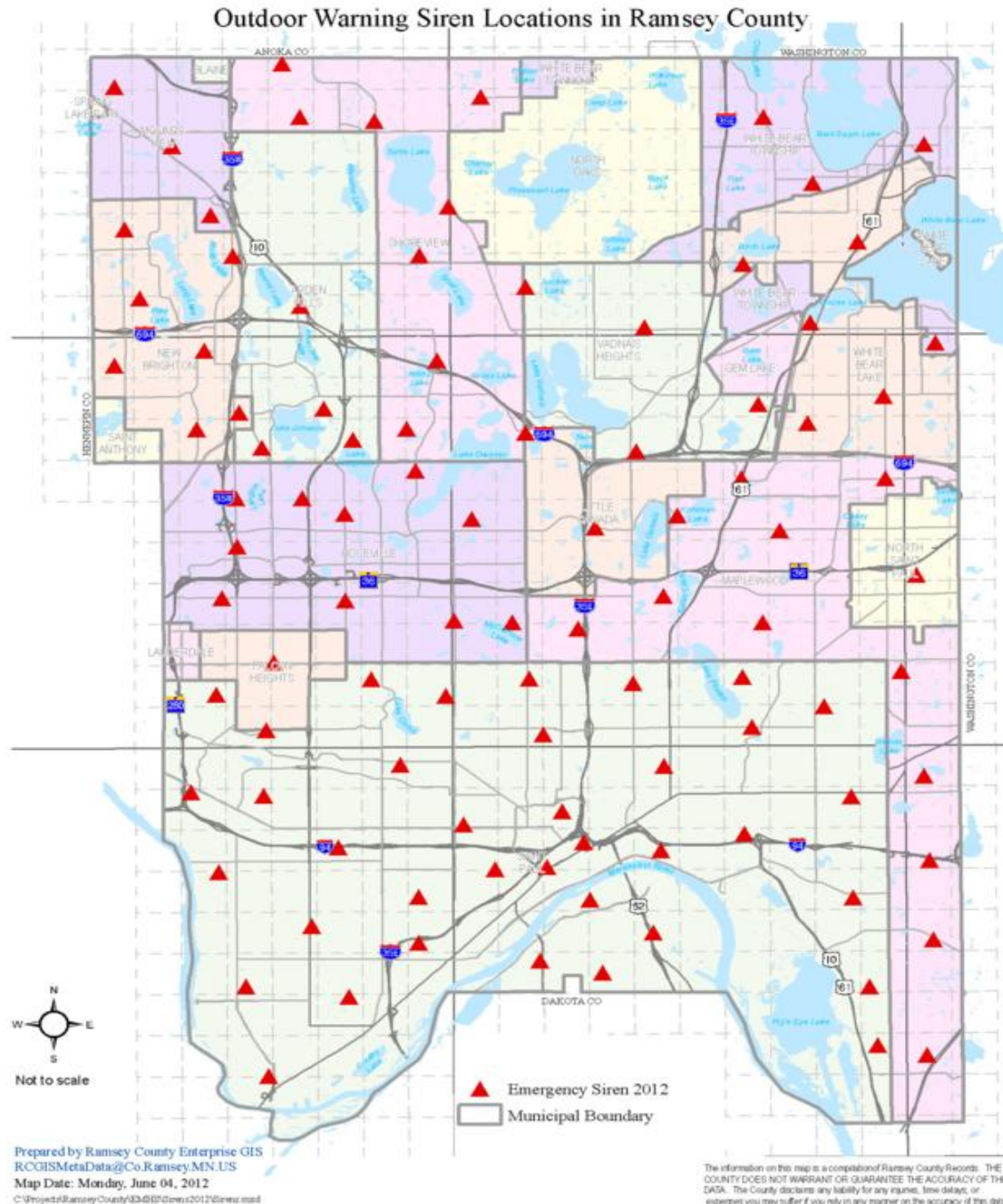
The Metro Skywarn organization trains and maintains a roster of certified severe storm spotters. These spotters are of two types: amateur and public safety

Public Safety professionals report observed weather and weather impacts to the Ramsey County Ramsey County Emergency Communication Center (ECC).

Amateur spotters are volunteers, trained and certified in the NOAA National Weather Service (NWS) Skywarn Spotter system. When activated these spotters go to the perimeter of the areas where severe weather is anticipated and position themselves to observe and report. They report to the Network Control Center (Net Control) for Metro Skywarn. There are three Metro Skywarn Net Control centers: Ramsey County EMHS, Maple Grove Skywarn, and Bloomington Skywarn. Each of these are scheduled on a two week rotating basis (i.e. Ramsey County EMHS serves as Net Control for two weeks. Then, each of the other organizations serve for two weeks before EMHS is again Net Control).

Net Control gathers information from the amateur spotters, and forwards that information to the NWS in Chanhassen, MN. NWS also contacts Net Control to request that they move spotters to new locations or verify specific information.

When severe weather is imminent in Ramsey County, the EMHS Department Operations Center (EMHS DOC) is activated to monitor the weather and impacts of weather on critical lifelines. EMHS staff gather the intelligence from the public safety agencies in the county and communicates that information to the other jurisdictions in the region.



## **Municipal and Agency Procedures**

Each agency, department, and municipality in Ramsey County has plans in place on how to react when receiving warning and emergency notifications.

### **Health Alert Network**

The Director of Saint Paul Ramsey County Department of Public Health (SPRCPH) is responsible for all warning and emergency notifications to health service providers in Ramsey County. This responsibility has been delegated to Coordinator for the Ramsey County's Health Alert Network (HAN).

## **Notification Systems**

### **Automated Notification System**

Ramsey County agencies subscribe to an automated multi-method alerting system. In a disaster, the system can be used to notify critical staff by land-line telephone, cellular phone, email, fax, and/or text message. Additionally, the system allows for selection of a geographic area by which land-line phones of the public can be notified.

### **Emergency Alert System (EAS)**

The Director of EMHS; the County Duty Officer; the County Sheriff; the EMA Director of any Ramsey County municipality; the Chief fire and/or law enforcement officer of any Ramsey County municipality; are authorized to activate the EAS.

Requests to activate the EAS are to be coordinated through the Minnesota State Duty Officer

Notification that the EAS has been requested **MUST** be reported to the Ramsey County Emergency Communication Center (ECC) and the Ramsey County Duty Officer immediately after the request is made.

### **Integrated Public Alert and Warning System (IPAWS)**

IPAWS is a technology that will send short messages to smart cell devices within a specified area and does not require the users to opt in or register. IPAWS messages are very basic and persons receiving such messages on their smart device need to access other media for details (broadcast media, web sites, social media).

The Director of EMHS; the County Duty Officer; the County Sheriff; the EMA Director of any Ramsey County municipality; the Chief fire and/or law enforcement officer of any Ramsey County municipality; are authorized to activate the IPAWS.

- Activation: IPAWS system activation is done at the Ramsey County ECC (the back-up ECC also has this capability). The authorized requestor will notify the ECC by phone or radio. The on-duty ECC supervisor will construct the IPAWS message in conjunction with the requestor. RCEMHS staff are also authorized to create the IPAWS message in cases where the ECC is overburdened by the demands of the incident. The ECC supervisor will determine the appropriate three-letter codes as needed. ECC dispatcher(s) will activate the system and send the message. In all cases, the ECC will coordinate with the State of Minnesota when IPAWS messages are sent.
- Training: ECC supervisors and staff are trained in the operation of the IPAWS system. The Director of the ECC maintains training records for that department.
- Testing: IPAWS testing is conducted as required by the ECC Director

### County Warning Officer

The Director of the ECC is the County Warning Officer. The responsibilities for day to day warning operations have been delegated, by the director, through the ECC Operations Manager to the ECC Supervisors for each shift.

The Director of EMHS is the assistant County Warning Officer. The responsibilities for day to day operations have been delegated to the County Duty Officer as Scheduled.

### Authorization of Emergency Warnings

Any of the above listed people, authorized officials from each city or township and on scene incident commanders may request activation of the warning system and / or dissemination of emergency notifications.

Any warnings or emergency notifications must be communicated to the Ramsey County Duty Officer, by pager, email and/or voice. The Duty Officer is responsible to ensure that these warnings and emergency notifications are relayed to the County Incident Manager.

Warnings and notifications are received from almost any source and at any time. Federal, State and local agencies are the most common sources for warnings. The vast majority of warnings received at the warning point originate from the National Weather Service.

Each municipality, district or agency that depends on receiving warnings or notifications relayed by or generated by the Ramsey County Emergency Communication Center (ECC) must have on file a clear and coordinated procedure for the passing on warnings. As much as possible these

need to be consistent from agency to agency and leverage technology in the ECC to ensure efficient pass through of warnings and emergency notifications.

The Ramsey County Sheriff's Department along with Municipal response organizations can assist by sending personnel door to door or using vehicular public announcement systems

### Other Tasks

- Activation and testing of the outdoor warning system
- Operation and testing of other warning and notification systems
- Relay of Warning and Notifications to all Jurisdictions in Ramsey County
- Receiving and passing along to State or Federal Partners locally generated warnings and notifications
- Notification of key county and other officials
- Door to door or area alerting for specific instances

### Roles and Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Response (During Event) Actions for ESF 16 - Warning and Notification	
1	Ramsey County Emergency Management & Homeland Security (RCEMHS) will coordinate with the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and County governmental authorities.
2	The Emergency Management Director or designee will be responsible for the preparation of instructions for people who must evacuate from a high-risk area and provide instructions for designated shelters.
3	The Emergency Management Director or designee in cooperation with Law Enforcement will assist in developing instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.
4	The Emergency Management Director or designee will assist in developing instructions for evacuees on shelter locations, feeding facilities, lodging, medical, and mental health centers.
5	EMHS can provide volunteers from the Emergency Services Unit to assist with locating; securing and operating media access areas

Primary: Ramsey County Emergency Communications Center



**Preparedness (Pre-Event) Actions for ESF 16 - Warning and Notification**

1	The Ramsey County Emergency Communications Center maintains detailed internal SOPs for both general emergency communications management and disaster specific policies and procedures
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**Supporting: Ramsey County Emergency Communications Center**
**Preparedness (Pre-Event) Actions for ESF 16 - Warning and Notification**

1	The Ramsey County Emergency Communications Center maintains detailed internal SOPs for both general emergency communications management and disaster specific policies and procedures
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**Supporting: Ramsey County Emergency Management & Homeland Security (RCEMHS)**
**Response (During Event) Actions for ESF 16 - Warning and Notification**

1	Ramsey County Emergency Management & Homeland Security (RCEMHS) will coordinate with the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and County governmental authorities.
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3	The Emergency Management Director or designee in cooperation with Law Enforcement will assist in developing instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.
4	The Emergency Management Director or designee will assist in developing instructions for evacuees on shelter locations, feeding facilities, lodging, medical, and mental health centers.
5	EMHS can provide volunteers from the Emergency Services Unit to assist with locating; securing and operating media access areas

**Supporting: Ramsey County Sheriff's Office (RCSO)**
**Response (During Event) Actions for ESF 16 - Warning and Notification**

1	The Sheriff is responsible to serve as or designate the spokesperson for county law enforcement-related situations. The Sheriff will also develop and disseminate information necessitated by acts of terrorism, in coordination with John Siqveland, the County PIO.
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**Supporting: St. Paul Ramsey County Public Health (SPRCPH)**
**Response (During Event) Actions for ESF 16 - Warning and Notification**

1	SPRCPH provides Health Alert Message capabilities to provide immediate information about bioterrorism and health crisis incidents to health providers and other related agencies
2	Access to all emergency public information should be made available twenty-four hours a day, seven days a week via the Internet, Print, and Electronic Media. Regular updates will be provided by John Siqveland, the County PIO to insure information is consistent and accurate. Special consideration should be made to ensure residents with special needs such as the hard of hearing, blind, elderly, or non-English speaking populations receive information in formats they can recognize and comprehend.
3	If necessary, a staging area for print and electronic media purposes only will be designated by the Incident Manager with support from John Siqveland, the County PIO. A Media briefing room will be designated by John Siqveland and briefings will be offered in a timely manner to insure a constant and accurate flow of information is disseminated

All Other County Departments/Agencies	
Response (During Event) Actions for ESF 16 - Warning and Notification	
1	During emergency situations, all county departments should be prepared to provide information relative to their individual areas of responsibility. In particular, the various departments should be prepared to provide information about their ability to provide service to the County and about the status of the department.
2	Departments with pre-designated PIO staff will direct their PIO to cooperate fully with the overall information effort.
3	Staff with critical assignments within this plan are available 24-hours/day by various means.
4	Critical management staff carry a pager, a cellular phone or both.

County Warning Officer	
Preparedness (Pre-Event) Actions for ESF 16 - Warning and Notification	
1	The County Warning Officer and the Assistant Warning Officer are responsible for the creation and maintenance of policies and procedure that govern how warning and notification operations occur in Ramsey County.

ESF/Annex Lead	
Preparedness (Pre-Event) Actions for ESF 16 - Warning and Notification	
1	The Director of the ECC is the County Warning Officer. The responsibilities for day to day warning operations have been delegated, by the director, through the ECC Operations Manager to the ECC Supervisors for each shift.



2	The Director of EMHS is the assistant County Warning Officer. The responsibilities for day to day operations have been delegated to the County Duty Officer as Scheduled.
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Ramsey County Medical Examiner (RCME)	
Response (During Event) Actions for ESF 16 - Warning and Notification	
1	The Medical Examiner is responsible for developing and releasing appropriate information about deceased persons. In the event of emergency and/or disaster situations, the Medical Examiner will coordinate with John Siqveland, the County PIO.

## C. Resources

- [Ramsey County Outdoor Warning system](#)
- ARMER Radio System
- Emergency Communications Equipment

## D. Administration and Support

### Mapping

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS. Ramsey County GIS will maintain a master "map" of the entire incident.

Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### Records and Finances

#### Ramsey County

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### Municipality

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

Signatory Page:

## ESF 17 - Animal Services



# RAMSEY COUNTY

Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Animal Disaster Coalition (ADC)

MN Board of Animal Health

MN Voluntary Organizations Active in Disaster (MNVOD)

**Support Agencies:**

Animal Humane Society

Centers for Disease Control and Prevention (CDC)

MN Department of Health (MDH)

MN Dept of Agriculture

MN Homeland Security and Emergency Management (HSEM)

MN State Fair

Ramsey County Environmental Health Division (SPRCPH)

Responding Animal Assistance Organization

State Fair Police Dept.

University of Minnesota - Twin Cities (St. Paul Campus)

US Environmental Protection Agency (EPA)

## **A. Introduction**

### **Purpose**

ESF 17 is responsible for the sheltering and care of animals affected by emergencies in Ramsey County.

Planning for animals in disasters in Ramsey County is an important issue for the safety of its citizens and responders as well as for the animals themselves Ramsey County recognizes that many of its citizens are pet owners, assisted in daily tasks by service animals, or operate an animal related business. Many pet owners refuse evacuation recommendations because of concerns regarding care for their pets or suffer additional hardships in disasters due to pet related issues. Persons with service animals may have difficulty finding sheltering options that allow them access to the important services of their animals, and animal related businesses can suffer both economic and emotional losses when disasters affect their animals. Disaster Responders are also put in additional risk when attempting to assist or rescue animal owners who are having difficulty finding or are refusing to seek safety due to their concerns for their animals, and the animals themselves can pose a danger to disaster workers. Wildlife is also affected by disaster and can pose unique risks to responders and citizens. Animals can also pose unique disease and public health issues in disaster situations.

## Scope

ESF-17 may be activated to support emergency or disaster response and recovery in the Ramsey County at all response levels, either in full or in part.

ESF-17 has responsibility for both animal specific disasters such as outbreaks of foreign animal disease, and for County response to the needs of animals and animal owners affected by any other disaster. ESF-17 in Ramsey County will focus on companion animals (pets). However, ESF-17 is also responsible for service/assistance animals, commercial/livestock animals, and wildlife.

ESF-17 coordinates multiple functions: evacuation and search and rescue, transportation, sheltering, medical care, disease response and control, and reunion with owners. Additional information about how animal services coordinates with the related human function can be found respectively in ESF 6 Mass Care and Annex D Evacuation, Shelter-in-Place and Re-entry. ESF 9 Search and Rescue covers the use of and resources for search and rescue dogs. ESF 17 may be used to provide veterinary care etc. for those and similar assets such as bomb dogs and police horses.

## Situation

Based on the American Veterinary Medical Association's (AVMA) formula for estimating pet population (including population and number of households), the estimated pet populations and figures for Ramsey County are as follows:

Type	Percentage of Households Owning a Pet	Number of Pets per Household
Dogs	37.2	1.7
Cats	32.4	2.2
Birds	3.9	2.5
Horses	1.8	3.5

Type	Number of Households with Type	Total Number of Type
Dogs	75,334	127,987
Cats	65,614	144,390
Birds	7,898	19,846
Horses		12*
	Total Pets	292,235**

### Notes

\*: As a densely populated urban County the number of horses would be smaller than the national average used by the AVMA. Ramsey County municipalities do not register horses in

their jurisdictions so the exact number is unknown, but based on estimates by municipal emergency managers is likely less than a dozen and concentrated in a few municipalities alone (White Bear Lake, White Bear Township, and Gem Lake primarily). This estimated number does not include horses at temporary facilities such as the State Fairgrounds or the University of Minnesota.

\*\*These totals do not include other common companion animals such as rabbits, other rodents, and reptiles.

Ramsey County also has an unknown number of exotic pets including: non-domesticated animal species, native wildlife, non-native wildlife, primates, raptors, large cat species, etc. The County also has a significant wildlife population. A small percentage of local wildlife is capable of carrying and transmitting the rabies virus. The handling of exotic species and wildlife requires special expertise. Due to its urban nature Ramsey County has few livestock. However, livestock is transported through the County on a regular basis. The most common livestock living in the County are household poultry, mainly domestic chickens. Many of these domestic poultry populations are unregistered. Numbers of poultry and other domestic livestock in private households within the County limits are unknown.

The County is home to two large venues that frequently house livestock:

- The Minnesota State Fair grounds
- The University of Minnesota College of Veterinary Medicine and Veterinary Medical Hospital

In addition to livestock, the University of Minnesota campus in Ramsey County (Falcon Heights) houses a large population of domestic and non-domestic animals, both in its veterinary facilities and its research facilities.

Animal related licensed businesses: The County houses many animal related businesses. Licensing policies and compliance of these businesses varies from municipality to municipality so the exact number is unknown. Animal related businesses includes pet shops where animals are commercially sold, veterinary offices and hospitals, and commercial breeders.

The County is home to multiple animal shelters, some large and well established in dedicated facilities, others small and run out of residential homes. The exact number of these is unknown outside of the well-established facilities, including animal control shelters. They should be considered in any response both because of the potential resources they can provide and because of the potentially large number of animals they house which can pose additional disaster challenges. A list of the larger and better established facilities can be found in the [Resources section](#).

The Como campus at Como Park in the County includes the Como Zoo and its zoological collection. The zoo is entirely in the City of St. Paul and any disaster related concerns should be directed to zoo leadership and St. Paul Emergency Management. There is no agency responsible

for animal issues at the County level. Most municipalities rely on outside contractors or multi-tasking law enforcement officers for their animal control. These resources may not be available in a disaster and the County will need to rely on MN Voluntary Organizations Active in Disaster (MnVOAD) for the resources of the MN Animal Disaster Coalition (ADC) to coordinate the overall response and perform many of the actions of this ESF.

The Ramsey County Sheriff's Office now has an Animal Control capability and a dedicated Officer. They only cover the municipalities that contract with them for Law Enforcement services: Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township.

### Assumptions

- Significant proportion of the population will not evacuate or seek shelter unless they can take their companion animals with them
- The County will be able to rely on local, regional, state and national response partners and mutual aid.
- Local animal shelters are frequently operating at full to above full occupancy on a day-to-day basis. During large incidents there will be a need for temporary disaster animal shelters, either wholly separate from or co-located with human disaster shelters.
- The American Red Cross does not permit companion animals in its shelters other than service animals.
- The American Red Cross does not provide any animal disaster services, but will coordinate its human mass care efforts with local disaster animal services as needed.
- Local Public Health laws or policies prevent housing companion animals with the exception of service animals in public human habitation areas.
- When practicable, the County will use co-located sheltering (co-located shelters are mass care facilities that allow both humans and companion animals to stay in them, but in separate areas either within the same facility or very nearby).
  - Co-located shelters are intended to house the general public, not exclusively animal owners.
  - Some shelter clients may be concerned about being near to the animal shelter, or about being housed with service animals.
- Co-located shelters may receive not only the animals of shelter clients, but abandoned and rescued animals from the disaster area whose owners are not known at the time
- A small percentage of animals in disaster shelters will not be claimed by their owners or owners will not be possible to be found.
- The County is in the process of establishing pre-designated co-located shelters to supplement the pre-designated mass care facilities of the Twin Cities Area Red Cross.
- Owners will NOT be the primary animal care resource for their pets, but may be an additional/supplemental resource to trained and vetted animal care staff.
  - Owner provided care within the animal shelter will be strictly supervised by shelter staff and at the discretion of the Animal Services Coordinator.
- There will be media attention to animal related issues in a disaster.

- Public opinion of the overall disaster response will be greatly influenced by the perceived effectiveness and sensitivity of responders and the County to animals in the disaster.
- Due to the public interest in animal related disaster issues donations for disaster animal shelters will likely be significant and may become a problem due to the unsolicited volumes and types of items donated.
- Also due to public interest, there will be a large number of unaffiliated volunteers wishing to assist with the animal services effort.
- Security and the credentialing of staff and volunteers will be a major concern in any disaster animal function.
- Animals (including house pets) in a disaster events will behave differently than they would under normal circumstances.
- Animal attacks will occur with more frequency than normal.

## **B. CONCEPT OF OPERATIONS**

### Policies

#### **Laws affecting and influencing plans and procedures of ESF 17 agencies:**

- [The 2006 US law H.R. 3858 Pet Evacuation and Transportation Standards Act](#) (also known as the PETS Act), amends the Robert T. Stafford Act by requiring local emergency preparedness officials to plan for the provision of rescue, evacuation, sheltering, care, and essential needs of pets and service animals in their jurisdictions.
- [FEMA Disaster Assistance Policy 9523.19](#) identifies eligible federal reimbursement expenses for actions related to PETS Act activities, and FEMA's definition of what kinds of animals fall qualify as a pet.
- [Americans with Disabilities Act of 1990](#)- includes requirements for allowing people with service animals and those service animals equal access to all areas of a facility open to other customers.
- [State law 345.75](#) covers abandoned property (applicable by law to animals) hold periods and transfer of ownership notification requirements (adoption).
- [State law 346.54](#) requires that all animal shelters check for identification for any animal entering the shelter, and notify owners using the most expedient means possible.
- [State law 346.39](#) covers basic care requirements for cats and dogs including food, water, transportation, shelter size, sanitation, ventilation, exercise etc.
- [State law 343.29](#) allows law enforcement, animal control or any "agent of...the county" to remove an animal found to be exposed to excess heat, cold or inclement weather or to be without adequate food or water (all possible situations for animals left behind or abandoned in a disaster area) and to transfer the animal to an animal shelter facility. Any animal so seized must be held for a minimum of 10 days after notice is attempted of its owners.



- It also allows for humane euthanasia of such animals where the animal is suffering and beyond reasonable cure after being examined by a veterinarian.
- Local laws regarding animals will vary from municipality to municipality.
- Various state statutes cover animal cruelty laws, confiscation/seizure and disposition which are of particular relevance should parts of this ESF be activated to assist with a large animal seizure due to cases of hoarding, puppy mills, fighting rings etc.

## Transportation

Public transportation provided to evacuating citizens by the County during an evacuation must accept persons traveling with pets so long as they are in an appropriate container, or are leashed. Owners may be required to temporarily muzzle any animal that acts aggressively during the evacuation.

## Separation of Animals and People

Animals may not shelter directly with their owners in a public shelter unless the animal is a service animal.

The County will announce the locations of shelters with adjacent animal facilities for persons wishing to be near their animals, and other animal shelters for evacuee's pets through the joint public information systems. If a resident chooses to evacuate to a facility that does not allow animals, they are encouraged to transport their pets themselves to an emergency animal shelter location and place their animals in shelter care until they can return to claim their pets.

## Direction and Control

### General EOC Organizational Structure

Once ESF 17 is activated, the ESF 17 Lead will report to the incident EOC and be supervised by the incident EOC Operations Section Chief. The ESF 17 Lead will coordinate with any ESF 17 municipal Liaisons working in their city's EOC/command posts and the animal services voluntary agency liaisons. The ESF 17 Lead may assign subordinates as needed in the following positions, and others if necessary, including division, group and team leaders as follows:

- Animal Epidemiology Branch Director
- Animal Sheltering Branch Director
- Animal Evacuation and Transportation Branch Director
- Animal Search and Rescue Branch Director
- Animal Veterinary Care Branch Director
- Municipality Specific Coordination and Control

## Ramsey County

Ramsey County will activate ESF-17 agencies for any incident that poses a threat to animals and/or at the request of any municipality. Ramsey County ESF-17 may also activate in support

of major incidents occurring elsewhere in the state or nation when requested by the State of Minnesota, and with the authorization of the Ramsey County Manager.

### **Municipal**

Municipalities will activate ESF-17 for any incident that poses a threat to animals in their municipality. ESF-17 efforts will coordinate through the County ESF-17 Lead (located at the Ramsey County Emergency Operations Center - RCEOC). Municipal ESF-17 agencies may activate in support of incidents in other jurisdictions when requested and if authorized by the Chief Elected or Appointed Official of the municipality.

Municipalities should assign an ESF-17 Lead/Liaison in their local Incident Command to coordinate local animal care issues, make decision for their jurisdiction with the agencies providing animal care sheltering and services, and to coordinate with the RCEOC on provision of ESF-17 related services countywide.

Requests for mutual aid should be coordinated through the RCEOC ESF-17 Lead. If the RCEOC is not yet active or staffed, such requests should be coordinated through the Ramsey County Duty Officer.

### **State**

The County will ensure that it coordinates its efforts with any participating state agencies and the State Emergency Operations Center (SEOC) when those entities are activated.

### **Federal**

The County will ensure that it coordinates its efforts with any participating federal agencies and federal multiagency coordination centers when those entities are activated for an incident involving Ramsey County.

### **Disaster Intelligence**

Disaster intelligence in animal related situations will vary depending on the disaster, but will include

- The number of animals receiving care services, including sheltering, feeding, and medical care
- The general locations or the facilities involved,
- Any evacuations or search and rescue related to the situation.

Jurisdictions participating in the incident will share all critical information related to the response. Incident specific methods for information sharing will be determined by and coordinated through the ESF 17 Lead. Legal advice relating to the implementation of ESF 17 shall be provided by the Ramsey County Attorney. Contact should be made with the staff member(s) assigned by the Ramsey County Attorney to provide legal advice to Ramsey County Emergency Management & Homeland Security (RCEMHS) and County Departments during the course of an emergency or disaster within or affecting Ramsey County.

## Procedures

### Activation Authority

ESF-17 Animal Services will be activated as needed for incidents involving animals when:

- Local government/response or voluntary agencies are becoming overwhelmed with disaster related animal issues
- A jurisdiction outside the County requests mutual aid for disaster related animal issues
- Upon the recommendation of the Operations Section Chief at an incident command post, municipal EOC, or the RCEOC
- At the discretion of the Municipal Incident Manager or the County Incident Manager in order to serve the existing or anticipated needs of disaster responders for a particular event.

### Activation Process

Depending on the municipality affected, the County Duty Officer notifies the Ramsey County Sheriff's Office-Animal Control or MNVOAD to request coordination assistance with ESF-17 activity.

- Within a reasonable time of the activation of this ESF the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director (or designee) will notify the following people/groups of its activation and instruct them of any initial actions they need to take under the conditions present at that time:
  - MN Animal Disaster Coalition (or designee)
  - Ramsey County Sheriff's Office-Animal Control or MN Animal Disaster Coalition (or designee)
  - County Disaster Recovery Team
  - County Emergency Management Council
  - MN HSEM Metro Region Program Coordinator

## **Affiliated Separate Areas**

### **The Como Campus (Zoo)**

The Como Zoo Campus is in the City of St. Paul and as such is a part of the city's planning and response jurisdiction. With regards to any potential County issues that concern the Como Zoo:

- The Como Zoo maintains its own emergency plans for its animals, staff, facilities, and guests. The zoo has professional animal care staff and contracts with veterinarians for care of its animals.
- The Zoo cannot be considered as a disaster shelter for any outside animals.
- Zoo staff and veterinarians may be potential resources for advice regarding sheltering and care of exotic species and sheltering issues.

Contact should be made through City of Saint Paul Emergency Management.

### **Minnesota State Fair (MSF)**

The MSF is a separate jurisdiction wholly contained within the borders of Ramsey County. MSF maintains a separate Emergency Operations Plan (EOP) and standard procedures. MSF coordinates their planning with this RCEOP. MSF will notify EMHS of any significant incident on their grounds and is an active participant in countywide ESF-17 activities.

### **University of Minnesota Saint Paul Campus**

The University of Minnesota (U of M) is a separate jurisdiction. The Saint Paul campus is located within the borders of Ramsey County. The U of M maintains a separate EOP for all campuses and holdings, however the U of M does coordinate closely with EMHS regarding Saint Paul Campus activities. U of M veterinary and research facilities are actively involved in ESF 17 activity.

## **Roles and Responsibilities**

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Supporting: Responding Animal Assistance Organization	
Response (During Event) Actions for ESF 17 - Animal Services	
1	Establish and maintain contact with EOC/Incident Command staff, through the ESF 17 Lead (or designated ESF 17 staff) or assigned voluntary agency liaison/representative.
2	Operate within the policies of this ESF while working in support of the County.
3	Follow the Incident Command System as outlined in NIMS
4	Must credential (provide identification badging for) their members and volunteers assisting in the response. Credentials must be worn and visible at all times.
5	All organizations must follow the guidelines outlined in the Operational Guidelines section for their function
6	Coordinate with the Joint Information Center (JIC)/Public Information Officer (PIO) any public information messages or contact with the media. It is important that coordinated messages that are consistent across all responder agencies are released to the public to prevent conflicting or incorrect information from being disseminated, and that sensitive information be protected from untimely or inappropriate release.
7	Coordinate with the ESF 17 Lead on the handling of any private/personal data in their animal records
8	Document their activities, including expenses, personnel time and staff numbers etc. for disaster accounting purposes.
9	Agencies requiring access to additional event facilities or disaster areas beyond their initially assigned facility will require County event specific credentials. Access to restricted areas to perform ESF 17 duties will not be granted to anyone without the proper credentials. Credentials can be obtained through the ESF 17 Lead.
10	Any organization not complying with the above can and will be asked to cease their activities, turn any animal records over to the ESF 17 Lead, turn any animals under their care over to the ESF 17 lead, and leave the disaster area.

Emergency Management Director	
Preparedness (Pre-Event) Actions for ESF 17 - Animal Services	
1	Identify, select, and train the ESF 17 Lead.
2	Arrange for public education and training on animal disaster issues.
Response (During Event) Actions for ESF 17 - Animal Services	
1	Activate this ESF/Annex.
2	Assist in providing resource coordination between the public and private sector.
3	Maintain and manage the Ramsey County Emergency Operations Center including the Animal Services ESF 17.
4	Coordinate the dissemination of information to the public on mitigation, preparedness, and recovery actions for domestic animals.
Recovery (Post Event) Actions for ESF 17 - Animal Services	

1	Coordinate the dissemination of information to the public on mitigation, preparedness, and recovery actions for domestic animals.
Mitigation Actions for ESF 17 - Animal Services	
1	Coordinate the dissemination of information to the public on mitigation, preparedness, and recovery actions for domestic animals.

ESF/Annex Lead	
Response (During Event) Actions for ESF 17 - Animal Services	
1	Coordinate with local Animal Control and any animal welfare/sheltering organizations that are based in Ramsey County or are assisting the County or its municipalities during an event for the resources needed to carry out this plan as well as procedures, guidance or protocols to successfully conduct animal related emergency operations
2	Coordinate all outside animal related service agencies participating in the disaster response and recovery and their operations as outlined in this plan
3	Coordinate with the VOAD representative/liaison for any animal VOADs that are participating in the incident
4	Coordinate with the Incident Command Post (ICP) and/or EOC Security staff to provide any additional event specific identification badges/credentials to ESF 17 personnel who require access to restricted areas or facilities to perform their duties.
5	Notify all support agencies of the activation of this ESF/Annex and the ESF 17 Lead position
6	Coordinate the dissemination of disaster animal care information with the designated Public Information Officer. Some possible topics of such messages would include evacuation and sheltering options and responsibilities of animal owners, mitigation and recovery actions for domestic animals and how to report animal needs and incidents observed in the community.
7	Hold periods for animals in shelters will be released in coordination with the PIO to the national media to allow displaced owners time to return and reclaim their pets
8	<p>In coordination with ESF 2 (Communications Unit), establish a communications system among responding animal organizations, to promote cooperative efforts between animal responders. This will include:</p> <ul style="list-style-type: none"> <li>• Ensure that all shelter coordinators have the appropriate ESF 17 staff contact information at the EOC</li> <li>• Ensure that field teams have methods to communicate with each other, with shelters, and the EOC</li> <li>• Develop a system for recording reports from responders and requests from owners and the public etc. for animals needing rescue, and dispatching appropriate service to that animal.</li> <li>• Animal Rescue Request forms can be made available to owners who were unable to reach their pets during a disaster at locations like evacuation muster sites, shelters, through American Red Cross assistance workers, and online. Media</li> </ul>

	messages about how to request pet rescue should be coordinated through the PIO.
9	Coordinate with the Transportation (ESF 1) coordinator and PIO during evacuations to ensure that residents are informed that they should take their pets (and appropriate health/vaccination and ownership records) with them when they evacuate, and how to evacuate with their pets
10	Ensure that transportation providers participating in the evacuation are instructed to allow citizens to bring their pets with them on board.
11	Transportation providers will also be given instructions on dealing with pets that become a danger to passengers, including informing owners of alternative sources of care for their pets if they can't be allowed on public transportation due to their aggression
12	Sources for temporary leashes and crates to assist owners who evacuated without a required crate or leash that will allow their pet to be on public transportation, can be found in the Resources Section.
13	Coordinate the opening, managing, and operation of shelters for disaster- affected animals and providing for their care: including veterinary care for critical medical needs.
14	Coordinate with the Mass Care (ESF 6) lead on any animal related issues effecting general sheltering operations
15	In co-located shelter facilities: ensure that the Animal Shelter Manager coordinates with the general Shelter Manager of each co-located shelter facility on any general shelter decisions and any animal related issues affecting the general shelter.
16	Coordinate with the American Red Cross when they are operating human shelters to provide them with information on the pet sheltering options being offered in the county/municipality
17	Ensure that all staff in shelters opened by Ramsey County or its municipalities are instructed in how to handle pets and their owners. This will include uniform messages on how and where their pets will be sheltered.
18	Coordinate with the shelter facility managers to determine the level of access owners will have to the cage areas of the animal shelter and the amount of direct care they will provide.
19	Work with the animal control and animal welfare agencies that will be providing temporary disaster shelter, to develop a standardized data collection protocol to insure proper tracking and repatriation of animals rescued/sheltered.
20	Works with the donations and volunteer management functions to handle offers and requests for donations of animal-related goods and services.
21	Coordinate with the Mass Care (ESF 6) Lead and the Logistics Section for the provision of any mass care needs to ESF 17 worker
Recovery (Post Event) Actions for ESF 17 - Animal Services	

1	Coordinate all outside animal related service agencies participating in the disaster response and recovery and their operations as outlined in this plan
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Municipal Law Enforcement	
Response (During Event) Actions for ESF 17 - Animal Services	
1	Provide access to the services of their Animal Control Officers (if any) to assist in animal evacuation, rescue, and sheltering operations as available.
2	Provide additional security patrols/surveillance of disaster animal shelters as available.

## Animal Rescue

Every effort will be made to allow evacuees to bring their pets with them during their rescue. Protection of human life and safety will be the first priority. Rescue situations concerning pets will be handled at the discretion of the responders on scene.

If an animal cannot be rescued with its owners, rescuers will attempt to fill out the [Animal Rescue Request form](#) or provide one to the owner, and relay the information to the ESF 17 Lead for task assignment to an animal rescue agency participating in the response.

## Large-Scale rescue operations

In events that have a high number of rescue operations, municipal Animal Control in the effected jurisdiction may be overwhelmed and may require assistance from outside animal rescue agencies. Outside rescue groups assisting the County or its municipalities must operate under the following guidelines:

- They must register with the EOC, operate under the direction and control of the ESF 17 Lead, and provide regular reports to the ESF 17 Lead
- They must follow the Incident Command System in accordance with NIMS guidelines.
- They must provide the EOC with records of their actions and any animals served in accordance with the Disaster Shelter Records section below for found or rescued animals
- They must obey all relevant County and municipal laws and statutes and the policies of this ESF governing their activities
- Rescue personnel working in restricted and/or secured areas will require county/municipal event specific credentials. Credentials must be obtained through the appropriate ESF 17 EOC staff



## Animal Decontamination

Handling contaminated animals through the potentially stressful decontamination process requires special skill and care. Animals react differently and can be more susceptible to various chemical and biological agents than humans, and reactions vary from species to species.

Decontamination of animals is also important to prevent the spread of the contamination to people who come in contact with the animal including disaster workers and the animal's owners.

Service animals may not be restricted from human decontamination facilities and should remain with their owners but be decontaminated using animal decontamination methods.

- Decontamination actions will be coordinated with the Hazardous Materials (HAZMAT) response agency responsible for general decontamination at the event
- Any staff participating in decontamination actions will wear proper PPE for the contaminating agent and PPE appropriate for the handling the type of animal being decontaminated. Staff must be trained to work in the level of hazardous material PPE required to operate in an environment contaminated by that agent. This includes training to OSHA PPE standards (1910.120) and proper fit testing for any respirator use
- Decontamination staff will observe proper contamination containment protocols including donning and doffing procedures for PPE, cross-contamination prevention while handling animals and equipment, proper decontamination or disposal of any resources used in the procedures, contaminated runoff water containment (where required) etc.
- In general, simple techniques are more effective. Heavy scrubbing will often drive contamination deeper into an animal's fur or feathers leading to greater skin contact and absorption. Water flushes are often the easiest solution for many agents, or mild soap solutions. Agent specific decontamination procedures for the event should be coordinated with the Hazardous Materials response agency.
  - Guidelines and procedures for biological and radiological agent decontamination can be found in the [VMAT Decontamination Standard Operating Procedures](#) along with general decontamination recommendations. Additional resources and advice is available through the Animal Disaster Coalition ([see the Resources section](#)).
- Decontamination staff should work in teams of two, one to handle the animal and one to concentrate on decontamination. Handling should be minimal to prevent contamination of the PPE of the handler that will require a change of PPE before handling the next animal.

## Animal Evacuation

Ramsey County will encourage residents to take their companion and service animals with them when they evacuate. Owners will be asked to bring appropriate identification,

health/vaccination and ownership records, leash and/or cage, and supplies such as food and special medications that their pets require. All practicable efforts will be made to keep evacuating people with or close to their animals.

ESF-17 should ensure that evacuation muster/embarkation sites have copies of the [Animal Rescue Request Form](#) to distribute to owners who were unable to evacuate with their pets. Owners should be encouraged to fill them out as soon as possible and turn them in to the nearest response official to be forwarded on to EOC ESF 17 staff.

### Transporting evacuating owners and pets

The ESF-17 will work with local public transportation providers assisting in the evacuation to provide buses dedicated to transporting pets and their owners to the County's human/animal co-located shelters.

- Animals transported using county/municipality provided public transportation in a disaster will be required to be restrained by their owners. Any animal not in a crate or box (properly ventilated) will need to be on a leash (leashes are not proper restraints for cats, which should be crated to prevent injury to themselves and others).
- ESF-17 will attempt to ensure that evacuation muster/embarkation sites have extra leashes and temporary animal carriers to distribute to pet owners who evacuated without restraint devices ([see Resource Section for sources of leashes and temporary carriers](#)).
- Transportation drivers have the right to assess the appropriateness of a particular restraint to determine if they will allow an animal on their vehicle and refuse transport to animals that are not appropriately restrained.
- Aggressive animals that are not properly caged or muzzled will not be transported using county/municipality provided public transportation. Any official provider of services under this plan, including rescue organizations, sheltering organizations, and transportation organizations, has the right to refuse service to an animal that is displaying aggressive tendencies, (including baring of teeth, growling, feigned or attempted attacks).
- Animals being transported without their owners may be transported using public mass transport (buses) reserved strictly for animal transport, or other private transport resources appropriate for the transportation of animals. See the Mass Animal Transportation Section for guidelines

### Mass Animal Transportation

There are unique transportation considerations for animals that are not being transported by their owner (using the owner's personal vehicle) or with the owner on public transportation. The following are considerations for the mass transporting of disaster affected animals:

- All animal transportation must meet federal and state regulations for the humane transport of live animals. These include:

- Animals effected by the disaster should be transported in vehicles and trailers specifically meant for animal transport whenever possible. This includes specialized animal control vehicles, horse/livestock trailers, and specialized livestock tractor trailers (semi-trailers).
- Animals should not be transported in enclosed commercial vehicles, including moving vans, semi-trailers etc., even if the cargo area has air conditioning.
- If special animal transports are not available, the vehicle must have open-air grating or a cargo area ventilation system that exchanges air. The air exchange on a bus's air conditioning system is considered an adequate ventilation system.
- Companion animals
  - Should be crated or similarly secured for transport particularly when using highways and traveling long distances.
  - The crates should also be secured to the cargo area surfaces to prevent them from shifting or toppling.
  - Open-air transport in cold weather: insulate the trailer on the three windward sides with tarps and blankets.

Animal transportation resources: Can be acquired in coordination with the Logistics Section and the PIO by sending out public requests for assistance from horse/livestock trailer owners and livestock haulers via the Joint Information System.

## Animal Sheltering

### Available facilities

American Red Cross Public Disaster shelters do not allow animals inside their facilities (with the exception of Service Animals). The American Red Cross will coordinate with the ESF 17 Lead to provide information to their shelter clients on sheltering options for pets. They will also coordinate with ESF 17 during co-located shelter operations.

### Co-located shelters

Co-located shelters are public disaster shelters where animals and their owners are housed separately in the same or adjacent buildings. The County will use co-located shelters where ever possible since they reduce the stress on owners and animals alike and the resource and logistics requirements of the response.

If necessary, some other disaster shelters can be converted into co-located shelters. The facility must be able to accommodate animals and humans in separate housing spaces either within the same building, in separate buildings on the grounds, or have grounds space to set up a temporary animal shelter in a climate controlled tent ([see Resource Section for tent sources](#)).

## Existing Animal Control and Animal Shelter Facilities

Most animal control and animal shelter facilities are already at or near capacity. Some can support very limited disaster sheltering. These facilities will need to be contacted at the time of need to determine their exact space available at that specific time. See the [Resources Section](#) for lists of facilities in the County (by municipality).

Animal hold periods will vary from organization to organization. Some facilities may be willing to temporarily extend its standard hold times for animals sheltered due to disaster situations. This should include holding animals whose owner is known for longer periods and holding stray adoptable animals from the disaster for longer periods before allowing them to be adopted. Facilities unwilling to extend hold times should only be used as a last resort with facilities willing to extend hold times as the preference.

Whenever possible hold time extensions will be for a minimum of 30 days after the emergency has officially been declared over. Any additional time will be determined on a case-by-case basis by facility managers in coordination with the ESF 17 Lead. If the extended hold times interfere with the regular operations of the facility, other arrangements for sheltering will have to be made with the owner or the ESF 17 Lead. Disaster animals being sheltered by an animal control agency or shelter/rescue organization due to the disaster whose hold time expiration is nearing will be found alternative shelter rather than be destroyed.

## Shelter Operations

All organizations participating in shelter operations will operate in accordance with the Incident Command procedures as outlined in NIMS.

## Coordination

All animal sheltering organizations must register with the EOC, operate under the direction and control of the ESF 17 Lead, and provide regular reports to them.

## Security

All shelters will provide security at all exterior doors to prevent unauthorized access to staff or animals in the shelter. Security personnel will screen all persons entering or exiting the shelter for the official disaster/event credential issued by the EOC. Animal owners must present proper paperwork when exiting the shelter with their animal for any reason.

## Identification and Credentialing

All persons inside the shelter will wear official incident specific identification badges issued by the EOC in addition to any identification/credentials from their organization, or be escorted by staff member with such a credentials.

No one will be allowed to handle animals unless they are credentialed for that task and wearing proper identification indicating that status, or are the animal's owner showing shelter approved identification. Owners should be provided with a form of identification (such as wrist bands) that clearly shows their purpose in the shelter and their relationship to the animal they are handling.

Everyone exiting the facility with an animal for any reason must show their incident specific identification badges to the door security officer, and owners must show shelter approved identification and sign out paperwork-regardless of the circumstance.

### **Staff presence**

The shelter will be staffed at all times while in operation. If the shelter is closed to the public during any shift (such as overnight) the shelter must have at least one staffer present to monitor security and animal health during that period.

### **Controlled veterinary substances**

Authorized controlled veterinary substances will be in a locked cabinet or room with access limited to authorized veterinary staff only. Pet owners may not bring controlled veterinary substances into colocated shelter areas designated for humans.

### **Restraints**

No animals will be allowed off leash outside their cages or veterinary exam areas. This includes enclosed exercise areas.

### **Demobilization**

Demobilization of animal shelters will include thorough cleaning and disinfecting of all facility areas used in shelter operations (if an expedient return to normal operations is needed it is recommended that shelter staff clean their shelter equip off site to speed up cleaning and return of the facility).

### **Disaster shelter records**

Any agency operating an animal shelter or human/animal co shelter will maintain the following records during the emergency. Any additional record keeping will be at the discretion of the shelter.

- For all animals:
  - Type, breed, markings, and sex of animal
  - Identification tags and collars on animal.
  - Any veterinary care given during the animal's stay
  - Photographs of all animals registering at the shelter are highly recommended - either provided by the owner or taken by shelter staff at the time of registration
- For animals brought in by their owners for temporary sheltering:

- Location or address where the animal resides.
  - Contact information for the owner
  - Condition of the animal and any special medical or handling instructions
  - Photographs of the owner and animal together are highly recommended- either provided by the owner or taken by shelter staff at the time of registration
- For animals found or rescued:
  - Location or address where the animal resides or was found/rescued including: street address (or nearest or intersection if unavailable, GPS coordinates and/or detailed house/area description if addresses unreadable/missing)
  - Situation in which the animal was found (contained or loose)
  - Condition of the animal
  - Rescuer's name and contact information
  - Photographs of the rescued animal taken by shelter staff at the time of registration

## Disease Control

Proper disease control procedures will be followed at all times. These include the use of PPE and disease control hygiene for all persons handling animals, entry health screenings for animals coming into the shelter, isolation protocols for sick animals, and vector control procedures such as cage barriers and hygiene. Specific disease control measures will be coordinated with Public Health and the State Board of Animal Health, especially when an animal disease outbreak is encountered or suspected in a shelter or is a part of the disaster situation.

## Exotic Animals/Livestock

Exotic animals (non-companion animals as defined in the [Glossary](#)) and many livestock require specialized care not found in most shelter environments in the County.

Livestock and exotic animals cannot be sheltered at most disaster shelter facilities available in the County. The County will coordinate with the Animal Humane Society and/or the Animal Disaster Coalition to find alternative shelter for livestock and exotic animals that cannot be housed in County disaster animal shelters if possible.

## Veterinary Care

### Care Guidelines

- **Micro-chipping:** Animals in shelters can be micro chipped for disaster tracking purposes by qualified shelter staff. Micro chipping done in any disaster shelter will be disclosed to the owner upon reunion.

- **Elective surgery:** Animals in disaster shelters cannot be spayed, neutered, declawed, or have any other surgical procedures done to them that are not to treat eminent life-safety or disaster related injury/illness without written owner authorization.
- **Vaccination:** For pets without vaccination records- the shelter may choose to require vaccination for rabies or other diseases, prior to the animal entering the shelter. The shelter may charge a small fee for the vaccination.
- **Euthanasia:** No animals sheltered due to the disaster will be euthanized unless they are beyond available medical care due to injury or illness under the guidelines below or deemed vicious with no other alternative care option as outlined below.

### Terminally Injured or Ill Animals

Animals whose owner is known but cannot be reached after repeated contact attempts, or whose owner is unknown that are terminally ill or injured and thus beyond the capabilities of the veterinary care available during this disaster, can be euthanized under the following guidelines:

- A minimum of 2 veterinarians must examine the animal and determine that it meets the above medical criteria. All must sign the euthanasia order.
- Copies of the order must be kept for County records and presented to the owner should they come to claim the animal.

### Vicious Animals

Animals that are consistently vicious may need to be euthanized if alternatives are not available. Euthanasia will be a last resort after all other options have been exhausted.

The animal must be examined by a trained animal behavior specialist such as an animal control officer. [See the Resources section.](#)

- An attempt will be made to determine if the animal is vicious by nature or is acting aggressively due to the situation (fear, stress for the disaster or shelter environment, illness or injury, proximity to other animals in the shelter that may cause an aggression situation etc.). These aggression triggers should be mitigated as much as possible under the guidance of veterinary and/or animal behaviorist staff.
- If the animal is considered a danger to general shelter staff it should be placed in a separate area with restricted access limited to trained behavior specialists.
- If the aggression of the animal is unable to be mitigated and is so severe as to pose a significant danger even to the trained animal behaviorists these additional steps must be taken before euthanasia can be considered:
  - Multiple attempts must be made to contact the animal's owner if known to arrange for other sheltering.
  - Public messages must be released through the Joint Information System notifying the public of hold periods for the shelter.
  - If the owner does not come to pick up the animal within a given time frame after the above attempts to contact/inform them, efforts must be made to transfer

the animal to another shelter such as a behavior rehabilitation facility or breed specialist who would be willing to take it (behavior disclosed).

- If euthanasia is the only viable option after the above alternatives have been attempted, a minimum of one veterinarian and one animal behavior specialist must examine the animal again to determine its status. Both must sign the euthanasia order. Euthanasia must be carried out in accordance with Humane Guidelines.
  - Copies of the order and records of any other attempts to reach a non-euthanasia outcome must be kept for County records and presented to the owner should they come to claim the animal.

## **C. Animal Disease and Zoonotic Disease**

### Animal Diseases

Diseases that impact the animal population alone are “Animal Diseases”. Animal Diseases that cause disaster level impact outside of animal shelters are handled under the authority of the Department of Agriculture. Specific activities required for such situations will be developed and promulgated by that department.

The State Board of Animal Health (BAH) maintains procedures for dealing with Animal Disease outbreaks. Instances or suspected instances of certain diseases in animals should be reported to the State Board of Animal Health and/or the US Department of Agriculture (see [BAH reportable disease list](#)). This list also includes contact information for reporting Foreign Animal Disease (diseases not found in US animal populations). The University of Minnesota has a Level III Biohazard Veterinary Diagnostic Laboratory that can be of assistance in diagnosing suspected disease in animals. See the [Resource Section](#) for contact information for any of these entities.

Animal Disease is also a concern for the disaster sheltering of companion animals. The security and other operational steps noted above are intended to mitigate this threat. In-shelter access to veterinary care will be the means of coping with Animal Disease outbreaks in animal shelters.



## Zoonotic Diseases

Diseases that are transmissible between animals and humans are known as Zoonotic Diseases. Zoonotic Diseases can cause disease outbreaks in humans creating disaster level impacts. Such outbreaks fall under the authority of ESF 8 - Public Health and Medical.

Instances or suspected instances of human contact with a Zoonotic disease should be reported to the Minnesota Department of Health Food-borne, Vector-borne, and Zoonotic Disease Unit and also the State Board of Animal Health and/or the US Department of Agriculture (see [BAH reportable disease list](#)). The University of Minnesota has a Level III Biohazard Veterinary Diagnostic Laboratory that can be of assistance in diagnosing suspected disease in animals. See [Resource Section](#) for contact information.

## Destruction of Infected Animal Populations:

In some cases of either Animal Disease or Zoonotic Disease, destruction of the infected animal population to prevent spread of the disease is the only recourse, though there can be serious economic and political/public issues involved. Destruction should be carried out in a humane fashion under strict disease control methods with direction and coordination of the State Board of Animal Health. Disposal of remains will be handled as required by State of Minnesota.

## **D. Resources**

### General Animal Issues

#### Animal Humane Society (AHS)

Coordinates five merged shelter operations of the humane shelters in Ramsey, Hennepin, Washington, and Wright Counties.

- Shelter space (when space is available)
- Shelter workers
- Volunteer management
- Cages, temporary crates, temporary leashes etc.
- Livestock sheltering (moderate surge capacity depending on available space)
- - Mobile veterinary hospital trailers- can provide on-scene veterinary treatment

#### Saint Paul AHS Shelter

1115 Beulah Lane, Saint Paul, MN

#### The Animal Disaster Coalition (ADC)

Assists with coordination of animals in disaster related resources, planning, and response

Available by calling the State Duty Officer

- Multiple resource contacts throughout the State in a variety of animal related disaster activities
- Animal Service Coordinators trained to work in EOCs.
- **Note:** the ADC is called out through the State Duty Officer or their main cell line above. This list is for planning and reference purposes only and all phone numbers are non-public.

### Animal Control Services

Several municipal law enforcement agencies have individuals assigned to animal control duties. Check with County Dispatch.

#### St. Paul Animal Control

1285 Jessamine Avenue West, Saint Paul, MN

To request SPAC after business hours call the St. Paul Police Dispatch. Coordinate any requests with St. Paul Emergency Management

#### Humane Society of the United States (HSUS)

Provides animal disaster related training, disaster response trailers and Disaster Animal Rescue Teams (DART)

### Veterinary Care

#### University of Minnesota (U of M)

##### Veterinary Hospital

May be able to provide some limited sheltering (not of exotics), veterinary care, and veterinary volunteers

#### University of Minnesota Veterinary Medical Reserve Corps (VMRC)

Level III Diagnostic laboratory –chemical cremation, animal disease diagnostic and necropsy services. Request through the State Veterinarian via the State Duty Officer

### **Equine Center**

Paddocks and stalls may be able to provide some short term horse sheltering if space is available-

### **Additional Contact for other University Animal Facilities:**

Director of Research Animal Resources

### **MN Veterinary Medical Reserve Corps (MVMRC)**

Contact MN VMRC Coordinator at [coordinator.mvrc@gmail.com](mailto:coordinator.mvrc@gmail.com).

### **National Veterinary Response teams (NVRT)/ Veterinary Medical Assistance teams (VMAT)**

The NVRT is a federal asset disaster response veterinary team, part of the National Disaster Medical System. They have their own equipment, supply caches and mobile hospitals. Requests for the federal NVRT require State/Federal disaster declaration. The VMAT, who shares many of the same assets, may be requested through the State Veterinarian. [Capabilities list for both entities](#)

### **Wildlife and Exotic Animals**

#### **Como Zoo**

Vets and staff can provide sheltering and care advice, particularly regarding exotic species. Will not shelter outside animals at its facilities.

#### **The Raptor Center**

Potential source for advice, rescue, veterinary care and sheltering of Raptors/Birds of Prey (hawks, eagles, owls, etc.) U of M St. Paul Campus 1920 Fitch Ave.

#### **Wildlife Rehabilitation Center**

Potential source for advice, veterinary care and limited sheltering for wildlife and some exotic species. Does not rescue animals. 2530 Dale St. N. Roseville

### **MN Department of Natural Resources (DNR)**

Wildlife issues

## **The Minnesota Zoo**

May also serve as a resource for advice on sheltering and care of exotic species. Will not shelter outside animals at its facilities.

## **Animal and Zoonotic Disease**

### **Minnesota Department of Health**

#### **Food-borne, Vector-borne and Zoonotic Disease Unit**

To report cases of Zoonotic disease that may impact human populations

### **Minnesota Board of Animal Health**

For animal remains disposal permits

### **State Veterinarian**

Access to the U of M Level III veterinary Diagnostic Laboratory services including the chemical crematory.

The State Veterinarian can be contacted through the State Duty Officer.

## **Livestock**

### **Minnesota Horse Council**

Horse rescue specialists and supplies, trailers, contacts for foster sheltering, available through the ADC by contacting the State Duty Officer

### **Minnesota State Fair**

Temporary mobile fence panels for livestock containment (need to provide our own transport for the panels).

Shelter space, cages, and some feed and bedding for various livestock.

Also space for companion animal sheltering and cages for companion animal sheltering.

## Specific Sheltering issues

### Pet Friendly Hotels in Ramsey County (**possibly others, and many more outside county limits**)

- Best Western Kelly Inn
- Best Western Bandanna Square
- Days Inn Midway
- Exel Inn
- **Note:** To find additional hotels that accept pets in an area outside Ramsey County: In Expedia.com, once you have had Expedia pull up all hotels in the area desired, narrow your hotel search for pet friendly only hotels via the “Hotel amenities” search option

### Cages, Crates, and Carriers

#### **Minnesota State Fair**

The State Fair has some small animal cages.

#### **Anoka County Emergency Management**

Anoka County Emergency Management Agency maintains a pet disaster trailer. This can be requested by contact the Anoka County Emergency Management Agency.

#### **Urban Area Regional Cache**

The Twin Cities Urban Area Security Initiative purchased a cache of animal equipment. The cache is maintained by the City of Minneapolis Office of Emergency Management. Catalog and request details are in the file archive.

- Additional cages and carriers may be available through local veterinary hospitals and kennels, local and national pet supply stores and “big box”, retailers who may be willing to donate items.
- Several local general animal shelters, including the Animal Humane Society, provide temporary animal carriers (specialized cardboard boxes) to small animal adopters and may be a source for this resource
- PetSmart Charities maintains six Relief Waggins (53-foot semis preloaded with crates, leashes, tents, generators, and other emergency supplies)

## General animal supplies and food

See Petsmart Charities above

Food, leashes, bowls etc. may be donated via the retailers such as Wal-Mart, Target, as well as pet related retailers etc.

Temporary leashes may be available through the Animal Humane Society, other local animal shelters, and local veterinary hospitals including the University of Minnesota and the Urban Area Regional Cache

## **Shelter Tents (Large climate control capable tents)**

### **Petsmart Charities**

Purina through the Animal Humane Society  
The Humane Society of the United States

### **Space Heaters**

On-Site Heat

## **On-line Pet/Owner Reunification Systems**

- [Dog Detective.com](http://Dog Detective.com)
- [Petfinder.com](http://Petfinder.com)

## **E. Administration and Support**

### **Mapping**

All damage and impacts will be entered into both the Municipal Geographic Information System (GIS) and Ramsey County GIS.

Ramsey County GIS will maintain a master "map" of the entire incident. Municipalities will track information in their jurisdiction. If a municipality does not have their own GIS, Ramsey County GIS will support the municipality.

### **Records and Finances**

#### **Ramsey County**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to RCEMHS on request.

#### **Municipality**

Each department will track personnel hours in the Summit system. The departments will also maintain records of all equipment used (actual hours of operations, name of operator, location of use) and provide that information to the municipal EMA and to RCEMHS on request.

## Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility. Unresolved assistance requests will flow upward from cities to the county, or field deployed command posts to responsible representatives in the state EOC, and as required to other states or the federal government.

## Agreements and Understanding

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of established laws and procedures. A proclamation of a local disaster or emergency issued by the Ramsey County Board of Commissioners or a state disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

## Status Reports

The primary agency will maintain the status of outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with established procedures.

## Critiques

Following the conclusion of any significant emergency or disaster, the primary agency representative will conduct a critique of the group activities during the event, incident, or exercise. Support agencies will provide written or oral reports for this critique and the primary agency representative will consolidate the reports into a final report. This will be submitted to the Ramsey County Emergency Management & Homeland Security (RCEMHS) Director.

# F. Glossary and Reference

**ADC:** Minnesota Animal Disaster Coalition  
**BAH:** MN Bureau of Animal Health  
**CFR:** Code of Federal Regulations  
**DNR:** Minnesota Department of Natural Resources  
**ECC:** Emergency Communications Center (9-1-1 dispatch)  
**EOC:** Emergency Operations Center  
**EOP:** Emergency Operations Plan  
**IC:** Incident Commander  
**ICS:** Incident Command System  
**MOU:** Memorandum of Understanding  
**NIMS:** National Incident Management System

**NVRT:** National Veterinary Reserve Teams (a federal resource); part of the National Disaster Medical System

**PIO:** Public Information Officer

**PPE:** Personal Protective Equipment, such as exam gloves, surgical masks, etc.

**RCEOP:** Ramsey County Emergency Operations Plan

**Companion Animal:** Domesticated (adapted to living with humans and relying on them for care) animals kept for pleasure, including cats, dogs, domestic birds that do not meet livestock criteria, common pocket pets such as hamsters and rabbits, turtles, etc.

**Exotic Animal:** An undomesticated (not adapted to living with humans) and/or non-native animal

**Livestock:** Includes animals traditionally kept on farms for use and profit as food, product, and labor sources, such as chickens, pigs, sheep, cattle, and horses

**Service Animal:** An animal with specialized training to provide a necessary service to a person with functional needs. ADA protection applies to dogs and miniature horses used as service animals only.

**VMAT:** Veterinary Medical Assistance Teams. Provided by the American Veterinary Medical Association

**VMRC:** Veterinary Medical Reserve Corps (a local resource)

**Wildlife:** Native undomesticated animals found naturally in local wild habitats

**Zoonotic:** A disease that can be transmitted between humans and animals



Signatory Page:

## Appendix A: Legal Authorities



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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## Legal Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the RCEOP alters the existing authorities of individual departments and agencies. The RCEOP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various state departments and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities.

### Federal Plans, Directives, Laws, and Statutes

**Homeland Security Presidential Directive – 5:** Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).

**Homeland Security Presidential Directive – 8:** National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.

**National Incident Management System (NIMS).** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135.** This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies.

**42 U.S.C. 5121, et. seq. “The Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988,” (Public Law 93-288 as amended by Public Law 100-707).** This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.

**44 C.F.R., Chapter 1. (Oct. 1, 1992) “Emergency Management Assistance”** This portion of the US Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.

Public Law 99-499, “Emergency Planning and Community Right to Know Act of 1986” Title III of the Superfund Amendments & Re-authorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).

**Public Law 109-295, Title V I, “The Post Katrina Emergency Management Reform Act of 2006 (PKEMRA)”** This law enhances the responsibilities and autonomy of FEMA within the US DHS. The Act also includes reforms of emergency management areas that were considered shortcomings during Hurricane Katrina.

**Public Law 107-296, “The Homeland Security Act of 2002”**. Established the US Department of Homeland Security and specific activity at the federal, state, and local level.

**FEMA Comprehensive Preparedness Guide (CPG) 101**. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans.

**National Preparedness System** The National Preparedness System outlines an organized process for everyone in the whole community to move forward with their preparedness activities and achieve the [National Preparedness Goal](#).

**National Response Framework (NRF)**. The NRF presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response.

**National Disaster Recovery Framework (NDRF)** The NDRF presents the guiding principles for coordinating the long term recovery of communities impacted by disaster. The NDRG provides a unified national effort for recovery from disasters and emergencies - from the smallest incident to the largest catastrophe.

**National Prevention Framework** The National Prevention Framework describes what the whole community—from community members to senior leaders in government—should do upon the discovery of intelligence or information regarding an imminent threat to the homeland in order to thwart an initial or follow-on terrorist attack.

**National Protection Framework** The National Mitigation Framework provides context for how the whole community works together and how mitigation efforts relate to all other parts of national preparedness.

**National Mitigation Framework** The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response.

## **State Laws and Statutes**

**MN Statutes Chapter 12, as amended.** (The Minnesota Civil Defense Act) (The “Minnesota Emergency Management Act of 1996”.)

**The Minnesota Pipeline Safety Act, Section 299-J**

**The Minnesota Emergency Planning and Community Right-to-Know Act, Section 299K.01**

**MN Statute 145 (A).04.06 Investigation, reporting and control of Communicable Diseases. (Public Health Law)**

**Chapter 88.04, Firebreaks, Prevention of Fires**

**Chapter 103E.705, Subd. 7, Drainage Repair and Construction After a Disaster Chapter 103F.155, Flood Protection Plans**

**Chapter 115E.06, Good Samaritan**

**Chapter 138.17, Subd. 8, Emergency Records Preservation**

**Chapter 273.123, Reassessment of Homestead Property Damaged by a Disaster**

**Chapter 299A.48-52, Minnesota Hazardous Materials Incident Response Act Chapter 299F.091-099, Community Emergency Response Hazardous Substance Protection Act**

**Chapter 299J, Office of Pipeline Safety**

**Chapter 299K, Hazardous Chemical Emergency Planning and Response.**

## Ramsey County Charter, Resolutions, and Ordinances

### 2.10.2 Meetings

### 2.10.3 Notice of Public Meetings

### 2.20.02 Ordinance Procedures (Charter, Section 5.02) 2.20.03 Emergency Ordinances (Charter, Section 5.03)

### 3.40.33 Emergency Purchasing

### 3.40.66 Severe Weather and Emergency Closing (Source: County Board Resolution #86-180).

### 5.10.18 Declaration of Emergency Source: Resolutions #86-180, passed March 24, 1986 and #81-897, passed November 2, 1981, and County Board Resolution 95-259. 5.40.81 Severe Weather Policy

### 6.10.21 Disbursements

### 7.50.7 Sufficient Referendum Petition and Board Action

### Ramsey County Charter

### Sec. 2.04 Procedure: Meetings, Rules and Record, Voting Sec. 5.01 Ordinance: Definitions and Vote Required

### Sec. 5.04 Resolutions

### Sec. 5.02 Ordinance Procedures

### Sec. 5.03 Emergency Ordinances Sec. 6.02 County Plan

### Sec. 8.06 Referendum Sec. 9.05 Bonding

### Sec. 10.04 Amendments After Adoption

### Selected Municipal Resolutions, Codes and Ordinances

City of Arden Hills Municipal Code, Chapter 7 & Mutual Aid Agreements City of Falcon Heights Resolution No 2005-03 – Adoption of NIMS

City of Little Canada Resolution No. 467, dated November 12, 1997

City of Maplewood Ordinance No. 378, dated October 17, 1974, as amended. Mutual Aid Agreements Adoption of NIMS approved 3/31/05.

City of Mounds View Municipal Code Chapter 601

City of New Brighton Ordinance No. 115, GI: Code 1966 S205.10(1) City of North Saint Paul Resolution No., dated 1 September 21, 1998

City of Roseville Chapter 107; section 107.01 – 107.05. Adoption of Countywide Plan Resolution #10290 (4/11/05). Adoption of NIMS Resolution # 10289 (4/11/05)

City of Shoreview Resolution No. 1301, dated 1 September 1971. Mutual Aid Agreements: Resolutions 84-168 (11-5-84); 85-53 (6-17-85) Adoption of Countywide Plan: Resolution 05-29; Adoption of NIMS Resolution 05-30

City of Vadnais Heights Resolution No. 287, dated July 20, 1982

City of White Bear Lake Section 503 of Ordinance No. 677 of the Municipal Code

### Selected Bulletins and Guidelines

National Emergency Management Standard (Emergency Management Accreditation Program)

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

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

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

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## Appendix B: Volunteer and Donations Management



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

ESF/Annex Lead

Municipal Emergency Management Agency (EMA)

Ramsey County Community Human Services Agencies (CHS)

**Support Agencies:**

Adventist Community Services

American Red Cross

Lutheran Social Services

MN Voluntary Organizations Active in Disaster (MNVOAD)

Municipal CERT

Ramsey County CERT

Salvation Army

United Way 211

## **A. INTRODUCTION**

### **Purpose**

The Volunteer and Donations Management Annex describes processes and responsibilities for the most effective use of unaffiliated volunteers, unsolicited donated goods and undesignated financial contributions that may be offered to help in the wake of disasters.

### **Scope**

This Annex applies to the management of the unaffiliated volunteers, unsolicited donated goods and undesignated financial contributions in all levels and types of disaster. In most smaller scale events quantities of donations of unsolicited goods, undesignated financial contributions, and/or unaffiliated volunteers will be minor. In these cases, local Voluntary Organizations Active in Disasters (VOAD) agencies will be able to manage the situation using their own standard resources and the activation of this plan will not be necessary.

This annex provides guidance on the local and county role in supporting the management of masses of unaffiliated volunteers and unsolicited donated goods. (Any reference to volunteer services and donated goods in this annex refers to unaffiliated volunteer services and unsolicited goods, unless otherwise stated.) This guidance applies to all agencies and organizations with direct and indirect volunteer and/or donations responsibilities under the Ramsey County Countywide Emergency Operations Plan (RCEOP).



In large-scale disasters donations and volunteers can be a much larger issue that can quickly overwhelm the response. Disaster organizations could face great difficulties in receiving, storing, securing, sorting, transporting, distributing, and tracking donated goods and services. An efficient and effective donations and volunteer management system will help mitigate those issues and other potential issues with political and public response to the processing and utilization of donations and volunteer labor. In situations where the numbers (or volume) of donations and/or unsolicited & unaffiliated volunteers exceeds the standard operating ability of emergency services in Ramsey County, the donations and volunteer management system outlined in this Annex should be implemented. See Activation Protocols in the [Concept of Operations Section](#).

- Donated goods which are *solicited* by a relief organization are the responsibility of that organization. They will make arrangements for receiving, storing, distributing and disposing of such items.
- Volunteers who are *affiliated* with a disaster response organization will be managed by leadership from the organization they work with. The organization they are affiliated with is responsible for the management, support and overall welfare of affiliated volunteers during their assignments. Affiliated volunteers should be sent to their own organization's on-scene leadership for assignment, guidance and support.
- Financial contributions *designated* for a particular organization are the responsibility of that organization. They will receive, account for and distribute undesignated financial contributions received according to their own agency policies. The best way for the public to assist during disasters is to offer financial contributions directly to voluntary organizations that are assisting those affected by disaster.

### Situation

Many of the major local media outlets are headquartered within or adjacent to Ramsey County, meaning that local and national media coverage of disaster in the county would potentially be swift and extensive. Local and national sympathy as a result of that media coverage may elicit unsolicited donated goods, undesignated financial contribution, or unaffiliated volunteer response in a short time frame after the initiating disaster.

The Voluntary Agencies Active in Disasters (VOAD) partners and some of the community groups in the county and surrounding areas have strong capabilities and experience in donations and volunteer management. Government agencies will rely on this experience and on those agencies and other partners to perform the major operations functions of this Annex. The County, and/or affected jurisdictions will provide coordination of the activities and policies and particularly the prioritization of the allocation of available resources.

A united and cooperative effort by local, state and federal agencies, along with public, private and donor communities is necessary for the successful management of unsolicited donated goods, unaffiliated disaster volunteers and undesignated monetary offers during times of disaster or emergencies. This plan outlines a system for managing these offers, applying them in an effective and efficient manner to assist those affected by disaster with their recovery efforts.

## Assumptions

- The National Incident Management System (NIMS) is used for all emergencies.
- In the event of a disaster, local government and voluntary agencies will collaborate to receive, manage and distribute unsolicited donated goods, undesignated financial contributions and manage offers of assistance from unaffiliated volunteers.
- The operating ability of agencies normally responsible for donations and volunteer management may be adversely affected by disaster conditions, reducing their capability to work at normal capacity.
- The volume of donations and volunteers may be beyond operating capacity of agencies charged with volunteer and donations management.
- Unsolicited donated goods may arrive without warning and without proper packaging and/or labeling.
  - Drivers of vehicles carrying unsolicited goods may not expect or come equipped to unload their own goods and may not have good records if any of the items they are transporting.
  - Commercial carriers may expect quick unloads due to their schedules.
- Trucks will need ample space to operate their vehicles at drop-off locations.
- On-scene management, and “Just In Time” (JIT) training, orientation and support resources may be required to properly coordinate volunteer efforts.
- There will be financial contributions to assist disaster victims, without designation of a specific agency to manage/distribute them.
  - A fund management/distribution system will need to be established to receive, account for and distribute these undesignated financial contributions.
- Some unsolicited donations may come with conditions (such as going only to specific types of victims), or may only be made to appear like donations at first glance. A donor may expect repayment, publicity, or a tax write-off. Some could be illegal, fraudulent, or an attempt to take advantage of victims or responding/affected agencies or jurisdictions.
- Unaffiliated volunteers may be unprepared for or unaware of the conditions they will working in, or have unreasonable expectations of the services and resources that they will be provided by the response system during their service.

## B. CONCEPT OF OPERATIONS

### Policies

The goal of volunteer and donations management is to efficiently and effectively support the affected jurisdictions in close collaboration with the voluntary organizations/agencies, in an effort to manage the overall influx of offers of goods and services to the Federal Government, States, tribes, local governments, voluntary agencies, and other entities before, during, and after an incident.

The Federal Government encourages State, tribal, and local governments to coordinate with voluntary agencies, community and faith-based organizations, volunteer centers, and private-sector entities through local Citizen Corps Councils and local Voluntary Organizations Active in Disaster (VOADs) to participate in preparedness activities including planning, establishing appropriate roles and responsibilities, training, and exercising.

Full use of existing volunteer and donations management resources at the local level is encouraged before seeking assistance of the State or Federal governments.

### Federal Government

National Response Framework (NRF) Volunteer and Donations Management Support Annex. This directive specifies that Volunteer and Donations Management is a local function in coordination with VOADs.

### State Government

- *State of Minnesota Donations and Volunteer Management Plan* (Guidance document to MN Emergency Operations Plan (MEOP) Annex N: Resource Management)
- *MNWALK Checklist*-Volunteer and Donations Management requirements for local Emergency Operations Plans
- Minnesota Statutes, Chapter 12, Emergency Management
- Minnesota Statutes, 604A.01, Good Samaritan Law

### Local Government

- County Administrative Code 5.40.03 through County Board Resolution #97-374, passed September 9, 1997 and amended by Resolution 2003-159, passed May 13, 2003 the following policies affect donations to the County:
  - The County Managers office can accept donations to the County Government of cash or goods under \$10,000 in value. Donations valued over that amount may only be accepted through the County Board. All donations will be coordinated through the County Manager's office.

- The County will not accept donations that have contingencies placed upon their use, or have conditions aimed at providing the giver with preferential treatment by the County.

## Organization

### EOC Organization

Volunteer and Donations Management is a function of the Logistics Section. Once Annex B is activated, the Annex B Lead will report to the incident EOC and be supervised by the incident EOC Logistics Section Chief. The Annex B Lead will coordinate with any Annex B municipal Liaisons working in their city's EOC/Incident Command Posts and liaisons from voluntary agency participating in Annex B functions. The Annex B Lead may assign assistants and subordinates as needed.

When the situation warrants, a Volunteer and Donations Coordination Branch (VDCB) can be established under the Annex B Lead to coordinate the efforts of unaffiliated disaster volunteers, and manage the flow of unsolicited goods to the area. The Annex B Lead will serve as the Volunteer and Donations Coordination Branch Director and will be assigned by the Emergency Operations Center Logistics Chief to manage the overall operation.

The following functions should be considered by the Branch Director and can be organized into the suggested Groups as the situation dictates:

- An Unsolicited Donated Goods/Undesignated Financial Contributions Group – To manage the flow of unsolicited donated goods and undesignated financial contributions to clients and to disaster relief organizations during times of disaster. The Group will be led by an Unsolicited Donated Goods/ Group Supervisor.
- An Unaffiliated Volunteer Group – To coordinate and manage the efforts of unaffiliated volunteers who offer to help in the wake of disasters or emergencies. The Unaffiliated Volunteer Group will be led by an Unaffiliated Volunteer Group Supervisor.
- A Data Management Group - To establish and operate data management, collection and dissemination systems required to properly manage the volunteer and donation management effort. The Data Management Group will be led by a Data Group Supervisor.
- A Transportation Group – To provide means to move unaffiliated volunteers and unsolicited donated goods between volunteer/donations management facilities and other work sites. The Transportation Group will be led by a Transportation Group Supervisor
- Suggestions for commonly needed additional Units these groups can be found in the [Organization Chart](#)

## Direction and Control

### **Municipal**

- Municipalities involved with the incident will maintain their local jurisdictional control.
- When the County is requested to assist an affected municipality, or if the County activates on its own due to the situation, the County and the affected municipalities will coordinate on any volunteer and/or donations management efforts.
- If activated, the County Appendix B Lead will be the coordination point for these issues.
- It is recommended that municipalities assign an Annex B Lead/Liaison in their Incident Command to coordinate volunteer and donations issues, make decision for their jurisdiction with the agencies providing those services and the county EOC, and allocate their jurisdiction's resources as appropriate for those efforts. See the Responsibilities Section for municipal Annex B Lead/Liaison and additional municipal responsibilities.

### **State**

- The county will ensure that it coordinates its efforts with any participating state agencies and the State EOC when those entities are activated for an incident involving Ramsey County.

### **Federal**

- The county will ensure that it coordinates its efforts with any participating federal agencies and federal multiagency coordination centers when those entities are activated for an incident involving Ramsey County.

## Disaster Intelligence

Disaster intelligence in volunteer and donations management situations will vary depending on the disaster, but may include the types and quantities of unsolicited donated goods and undesigned financial contributions, how those items were used or distributed, number and work assignments of unsolicited volunteers, and facilities involved.

Jurisdictions participating in the incident will share all critical information related to the response. Incident specific methods for information sharing will be determined by and coordinated through the Annex B Lead and the Logistics Section Communications System Unit Lead to ensure that the information reaches all necessary participants in Annex B activities and procedures are followed for the sharing of any sensitive or security intelligence.

Legal advice relating to the implementation of Annex B shall be provided by the Ramsey County Attorney's Office. Contact should be made with the staff member(s) assigned by the Ramsey County Attorney's Office to provide legal advice to Emergency Management Services and County Departments during the course of an emergency or disaster within or affecting Ramsey County.

## Operational Procedures

### Activation Protocol

This Annex may be activated by the Ramsey County Emergency Management Director (or his/her designee), when any of the following situations occur or are pending:

- Local voluntary agencies or Public Safety dispatchers indicate to the Emergency Operations Center (EOC), or to the Incident Commander, that they are being overwhelmed with offers of donated goods or unaffiliated volunteers in the wake of a disaster/emergency.
- Media coverage of local disaster response efforts appears likely to generate an influx of donated goods, unaffiliated volunteer or undesignated financial contributions.
- On the recommendation of EOC Logistics or Planning Section Chiefs, or Municipal/County Incident Commanders/Managers.

### Activation and Notification Actions

The Volunteer and Donations Management Annex may be partially or fully activated, depending upon the needs of the disaster/emergency response operation.

- Assistance from the State Volunteer and Donations Coordinating Branch will be requested through the Minnesota Duty Officer when local officials determine that their donations/volunteer management resources are about to be exhausted or overwhelmed
- Within a reasonable time of the activation of this Annex, the Ramsey County Emergency Management Director (or his/her designee) will notify the following people/groups of its activation and instruct them of any initial actions they need to take under the conditions present at that time:
  - MN VOAD
  - County Human Services Director or designee
  - County Manager
  - County Disaster Recovery Team
  - County Emergency Management Council
  - MN HSEM Metro Region Program Coordinator

The Emergency Management Director will notify the Director of Human Services (or designee) of activations and request that a representative report to the EOC to coordinate Annex B Volunteer and Donations Management. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

## Volunteer and Donations Management Facilities

Depending upon the need, the following types of donated goods and volunteer coordination sites may be established to support donations or volunteer management efforts.

Recommended specifications for each type of facility can be found in the Facility Guidelines (in development) attachment to this document. See the [resource section](#) for sources of possible facilities.

- **Donations Reception Centers**- where donated goods are initially brought to be categorized, received, sorted, and processed to make them ready for distribution or warehousing. Critically-needed donated goods will be sent directly to distribution centers to be given to disaster clients and other items will be sent to warehouses for storage until they are needed.
- **Warehouses** – where goods that will be needed in the future, but are not currently needed are stored. Warehouses should not be located in the disaster area. Goods stored in the warehouse will not be distributed directly to disaster clients, but will be sent, when required, to Distribution Centers to be given out to those in need.
- **Distribution Centers** – located in close proximity to disaster clients (but in safe areas), distribution centers are where clients may get needed goods.
  - Distribution centers are stocked directly from donated goods processing facilities (for critically needed supplies) and from warehouses (for other goods, as needs dictate).
- **Volunteer Coordination/Reception Centers** – where unaffiliated volunteers are directed to be registered, credentialed, provided training and orientation, assigned to work parties and transported to work sites. See the Unaffiliated Volunteer Management section for information on services and procedures at Volunteer Reception Centers

## Donations and Volunteer Offer Processing

- See the [Resources Section](#) for potential sources of donations and volunteer services and resources, including hot-lines processing.
- Any County Staff and volunteers assisting on a donations and volunteer offer hot-lines will receive Just-In-Time-Training from a Hot-line Supervisor on the policies, procedures and forms they will be using as outlined in this plan, before beginning their shifts.
- [Suggested guidelines for call takers processing offers of donations](#)
- Public/media releases will be used to mitigate unsolicited goods, undesigned financial contributions, and unaffiliated volunteers.
- All such messages will be coordinated with the PIO through the Joint Information System
- Unaffiliated volunteers will be strongly encouraged to affiliate with established volunteer organizations active in disaster prior to responding to the disaster area.
- Ramsey County will strongly encourage potential donors of goods or financial contributions to donate directly to a voluntary organization.

- Ramsey County will not favor any particular group or agency. No attempts will be made by anyone involved in the implementation of this plan to solicit donations to any specific organization.
  - Donors undecided as to a recipient for their donation will be given (or read) a list of agencies accepting their type of donations and allowed to choose the recipient of their donation.
- **Donors will be encouraged to donate money to participating voluntary organizations in lieu of goods whenever possible.** Financial contributions prevent the need for additional disaster infrastructure and personnel to process donated goods as well as problems associated with unneeded and/or unusable goods. VOADS can use funds to purchase any needed goods from local vendors thus helping to support the disaster affected local economy. VOADS can also use money to provide vouchers etc. to victims, allowing victims some choice in the clothes etc. they buy to replace lost items.
  - If donors insist upon donating unsolicited goods, additional emphasis should be placed on encouraging the donor to do so to a voluntary organization in their own area. By donating to their local voluntary organization rather than transporting their goods to the agencies directly participating in the disaster response, the volume of items, related paperwork, and man-hours required to deal with those goods in the disaster affected area is greatly reduced. Goods donated to volunteer organizations still help the disaster effort by replenishing the system wide resources of assisting organizations so they can continue to provide their services to the disaster response.
    - **Donated Goods Packaging:** Donors will be instructed to properly package all goods and label any containers with their contents, as well as provide a detailed itemized list of goods donated. Whenever possible they will be encouraged to palletize their packages (place them on sturdy wooden pallets capable of being handled by a fork lift, and secure them together with shipping cling wrap)
    - **Spoiled goods:** Donors will be informed that there is no guarantee that donations of perishable goods can be processed and distributed before they spoil. Spoiled goods arriving at donations reception centers will not be distributed and will be disposed of. If the donor still wishes to donate perishable goods they should be encouraged to make sure the spoil date is as far in the future as possible (not to donate goods near their expiration date). Every effort will be made to find appropriate storage facilities to preserve the goods as long as needed for them to be processed and useful, but cold storage will be at a premium if available at all. See the [Resources section](#) for sources of perishable donated goods storage.



## Unaffiliated Volunteer Management

### Registration and Credentialing

- All unaffiliated volunteers participating in the official response or recovery must be registered with the municipality/County. All volunteers will be given event credentials which they are required to wear. See the [Ramsey County Volunteer Registration Form](#) for unaffiliated volunteers.
- Affiliated volunteers arriving to register will be directed to their agency's check in area. They do not need to go through the lines and registration process with unaffiliated volunteers.
  - Field unit leaders etc. of volunteer agencies participating in the disaster must check in with the EOC and receive credentials for their volunteers.
- Public messaging coordinated through the PIO, registration screening, and pre-deployment safety briefings will be used to manage the numbers, skills vs. needed tasks, and personal preparation of unaffiliated volunteers.

### Screening

- Unaffiliated Volunteers registering with the municipality/County will be screened before being assigned to a disaster task: ([see Ramsey County Disaster Volunteer Registration Form](#))
  - Volunteers wishing to work in debris clean up or similar hazardous areas must wear long pants; have work gloves, and sturdy closed-toed shoes (no sandals, flip flops etc.). Eye protection and dust masks are recommended. Volunteers not meeting these criteria will be reassigned to other tasks or turned away.
  - Volunteers who will be handling objects over 30 lbs. (handling donations boxes, sand bagging, debris processing etc.) must be able to physically lift that weight multiple times and have sturdy closed toed shoes. Volunteers not meeting these criteria will be reassigned to other tasks or turned away.
  - Volunteers under 15 must be supervised by a relative or responsible party (i.e. Boy Scout Troop Leader, Coach etc.) 17 or older at all times. Volunteers not meeting these criteria will be turned away.
- Volunteers will be provided a safety briefing prior to leaving the volunteer reception center for their assignments
  - If necessary, just in time training will also be provided at that time
- Upon return to the volunteer reception center after their shifts, volunteers will be signed out. This process will include a short post-shift safety briefing, thank you and a medical screening/questionnaire to ensure that the volunteer has not been injured during their shift

## Services for Volunteers

### General

- In general, local government agencies will not provide volunteers with lodging, personal protective equipment (“PPE”: such as dust masks, work gloves, etc.). Volunteers should expect to provide their own lodging, and work equipment.
- Mass feeding stations for responders may be opened to volunteers at the discretion of the agency operating the mass feeding station.
- Volunteers are free to accept donations of food, PPE items etc., that are specifically offered to them by the donation provider. i.e. if a local hardware store donates work gloves for the response effort they may be offered to and accepted by volunteers, or if a property owner being aided by volunteers provides them with water etc. they may accept.
- Every effort will be made to provide the volunteers with hydration, breaks, and access to sanitation facilities while on scene.
- Whenever available, additional services including feeding, Critical Incident Stress Management, and First Aid will be made available at volunteer reception centers.

### Volunteer Conduct

Volunteers must obey all applicable local laws including regulations regarding trespassing and looting. Volunteers found to be in violation of any local or County law or any policy of this Annex may be removed from service.

### Private Property

- Laws regarding the use of government volunteers on private property will vary depending on the jurisdiction. The jurisdiction may choose to have property owners register to have volunteers come and assist them with a particular disaster recovery task at an agreed to time. Otherwise volunteers may be prohibited from entering and working on private property.

## Donations

### Unsolicited Goods

Unsolicited goods will be processed using the policies and procedures of the agency coordinating that task (Adventist Community Services).

Goods that the County is unable to use may be donated to non-profit organizations that have a need for such items, or distributed among the County public aid programs as needed for their use in providing their services. Items that are spoiled, expired, damaged, or defective will be disposed of in the proper manner for their materials.

Disposal: Ramsey County will work with local and state agencies for the proper disposal of waste related to donated goods.

### Undesignated Financial Contributions

Every effort will be made to encourage persons and organizations wishing to donate money to do so through recognized a VOAD of their choice.

Inquiries into financial contributions to disaster relief organizations will be directed to that organization.

Donors undecided as to the recipient of their donation will be given (or read) a list of agencies accepting their type of donations and allowed to choose. No attempts will be made by anyone involved in the implementation of this plan will be made to solicit donations to any specific organization. See the Donation Offer Processing section above for additional details.

Any organization involved in the response to a disaster affecting Ramsey County that accepts financial contributions will do so under their own internal policies.

The first priority for financial contributions given to the jurisdiction itself be used to set up a long term recovery fund and administered by a Long Term Recovery Committee (see [ESF 14 Long Term Recovery](#))

### Roles and Responsibilities

**Note:** Memorandum of Understandings are currently in development with Lutheran Disaster Services, Adventists Community Services, and United Way 211. Details of their support roles will be included in those MOUs.

The following list identifies the responsibilities designated to each agency or organization for this ESF/Annex. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for Appendix B: Volunteer and Donations Management	
1	Maintains the Ramsey County EOP and Annex B Volunteer and Donations Management.
2	Establishes and maintains any necessary Memorandums of Understanding (MOU) with support agencies performing the critical functions of this Annex
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Activates this Annex as necessary (see the Activation section of Concept of Operations)
2	Ensures that any County Volunteer and Donations Management activities are coordinated with the affected municipalities in the County through the ICS structure established at the time.

Primary: ESF/Annex Lead	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Manages the Volunteer and Donations Coordination Branch if activated
2	Coordinates all aspects of Donations Management including the storage and processing of goods, management of volunteers, and appropriate record keeping of related activities. See the Annex B Lead Job Action Sheet for additional details.
3	Coordinates all public messages regarding unaffiliated volunteers, undesignated financial contributions and unsolicited donated goods with the Public Information Officer (PIO).
4	Provides status reports about the volunteer and donations management effort to the Logistics Chief.
5	Ensures that the safety of all volunteers and branch staff and that safe work practices are followed at all donations and volunteer worksites through coordination with the ICS Safety Officer.

Primary: Ramsey County Community Human Services Agencies (CHS)	
Preparedness (Pre-Event) Actions for Appendix B: Volunteer and Donations Management	
1	Coordinate with Ramsey County Emergency Management on the management and maintenance of this Annex
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Provide a Donations and Volunteer Management Annex Lead to the event as requested by the Incident Manager/Commander until the Annex is demobilized
2	Provide available staff if needed and as available to assist with hotline operations and identifying staff with specific skills such as crisis line and foreign language capabilities

Supporting: Adventist Community Services	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	

1	<p>Provide donations coordination services (details of this are under development with ACS- an MOU is in the works)</p> <ul style="list-style-type: none"> <li>• Warehouse management</li> <li>• Coordinate with the Donations and Volunteer Management Annex Lead and available security resources to ensure that Donations facilities are properly secured (see Donations and Warehouse Security resources)</li> </ul>
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Supporting: American Red Cross	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Assist in the provision of hydration of unaffiliated volunteers at reception centers and/or in the field
2	Provide psychological first aid to unaffiliated volunteers at reception centers
3	Assist in the provision of first aid and medical screening coordination for unaffiliated volunteers

Supporting: Lutheran Social Services	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Provide volunteer coordination services (details of this are under development with LDS- an MOU is in the works)

Supporting: MN Voluntary Organizations Active in Disaster (MNVOAD)	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Assist in locating additional volunteer and donations management resources

Supporting: Municipal CERT	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	<p>Will assist as needed and available in volunteer and donations management tasks such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Safety briefings for volunteers at volunteer reception centers</li> <li>• Traffic control at Annex B facilities</li> <li>• Security at Annex B facilities</li> <li>• Volunteer registration or good intake</li> <li>• Volunteer team leaders</li> <li>• Etc</li> </ul>

Supporting: Ramsey County CERT	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	<p>Will assist as needed and available in volunteer and donations management tasks such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Safety briefings for volunteers at volunteer reception centers</li> <li>• Traffic control at Annex B facilities</li> <li>• Security at Annex B facilities</li> <li>• Volunteer registration or good intake</li> <li>• Volunteer team leaders</li> <li>• Etc</li> </ul>

Supporting: Salvation Army	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	Assist in the provision of hydration of unaffiliated volunteers at reception centers and/or in the field
2	Assist with the provision of feeding (from snacks to meals as available and appropriate) to unaffiliated volunteers at reception centers and/or during breaks in the field
3	Provide psychological first aid to unaffiliated volunteers at reception centers

Supporting: United Way 211	
Response (During Event) Actions for Appendix B: Volunteer and Donations Management	
1	<p>Provide call center services as requested including (details of this are under development with United Way- an MOU is in the works)</p> <ul style="list-style-type: none"> <li>• Donations offers-receiving, processing, and forwarding offers</li> <li>• Volunteer Offers- receiving, processing and forwarding offers</li> </ul>

## C. RESOURCES

### General

#### MN VOAD

- [MN VOAD Directory](#): for specific VOAD contact information (initial contacts should be through MN VOAD first, the numbers and information in this directory are for reference only).

### Facilities

- **MNPRO** ([www.mnpro.com](http://www.mnpro.com)): to find local available warehouse and other potential Volunteer and Donations facilities.
- County Property Management.
  - Contact the Director of Property Management at 266-2261
- **Voluntary organizations including MN VOAD** that have access to appropriate facilities (see the MN VOAD matrix and contact info above)
- **Hope for the City**: is a potential source of warehouses, including freezer and cooler storage for multiple pallet loads- call for current availability.
  - Contact through MN VOAD (see above)
- Local commercial Realtors and Realtors associations

### Staffing/Personnel

#### Donated Goods Management

- Adventist Community Services (ACS)
  - Contact through MN **VOAD**
- Salvation Army (SA)
  - 24-hour duty officer
- **Other local voluntary agencies and MN VOADS** who specialize in goods management (see the MN VOAD matrix)

#### Unaffiliated Volunteer Management

- **Lutheran Social Services**/Lutheran Disaster Response (LSS/LDR).
  - Contact through MN VOAD
- Ramsey County CERT.
  - Contact County Dispatch
- Municipal CERT
  - Contact County Dispatch

- **Other local voluntary agencies and MN VOADs** who specialize in volunteer management (see the [MN VOAD matrix](#))

### Data Managers

- Call takers and information distribution management
  - United Way 2-1-1.
    - Contact through MN VOAD
  - **County Human Services** can provide staff that are skilled in helping people in high stress situations over the phone, foreign language interpreters, and can advise hot-line operations on managing such calls.
    - Contact the Director of Human Services
- **Undesignated Financial Contributions Managers** (if unable to direct funds to individual VOADs who will manage them internally)
  - Coordinate the filling of this position with the County or Municipal Budgeting and Accounting Office

### Transportation Managers

- Municipal Fleet Management and dispatch (non-emergency dispatch) personnel
- Metro transit may be able to provide personnel to assist with transportation management

### Equipment

- Donated Goods Management supplies
  - The county has contracts with several vendors of the following:
    - Material handling/storage equipment
    - Packaging materials/equipment
    - Refrigeration (if required for perishable goods)
  - Hope for the City: is a potential source of goods transportation, including large capacity vehicles such as semi-trucks including freezer and cooler trucks- call for current availability.
    - Contact through MN VOAD
  - The County contracts with several shipping and truck rental companies that may have refrigerated trucks.

### Volunteer Coordination Supplies

- On-the-Job training materials – developed at time of incident by EMHS
- Volunteer registration system (manual/automated)
- Identification/credentialing system
  - Wrist bands are on hand for several thousand volunteers



- Ramsey County MHS has two fully portable identification card systems (with databases, printers, cards, supplies, camera, and computers) available 24x7 from the County Duty Officer via the ECC Supervisor Direct Line
- The region has 11 more of the identical systems available on four-hour notice (or less)
- 

### Sanitary Facilities

- Portable Toilets for support sites: The County contracts with several commercial vendors

### Food and Refreshments

- Salvation Army (SA)
  - 24-hour duty officer:

### Basic First Aid and Medical Screening for Volunteers

- For EMS resources contact County Dispatch
- American Red Cross Minnesota Region
  - 24-hour duty officer:

### Transportation of Goods

Goods (donors should provide the vehicles to transport their donated goods to the donation processing facility. The resources below are intended for use in transferring goods from the donations processing site to other Volunteer and Donations Management locations if necessary).

- Trucking companies including commercial driving schools may volunteer their services
  - The County contracts with several shipping and truck rental companies.
- Local Businesses
- Hope for the City: is a potential source of goods transportation, including large capacity vehicles such as semi-trucks including freezer and cooler trucks- call for current availability.
  - Contact through MN VOAD

### Personnel Transportation

- Metro Transit - Bus dispatch is the primary contact

- First Student Bus Company:
- Lorenz Bus Company:
- Reuben:

### Systems and Services

- Donation and volunteer offer processing and tracking
  - The Aid Matrix System, available through request at MN Homeland Security and Emergency Management, can provide donations offer processing and tracking via public on-line system.
  - Contact State Duty Officer
- Donations and Volunteer Offer hot-lines
  - United Way 211 can serve as a Donations and Volunteer hot-line service. Their call center can take donations and volunteer offers and can coordinate with the County on procedures, guidelines, and needs etc. See the [Responsibilities section](#) for details
    - Contact through MN VOAD
  - Ramsey County Human Services: If needed the County may also be able to set up an information and offer processing hot-line to receive for donations and volunteers. Available space and Automatic Call Distribution telephone lines will depend on the situation at the time and would need to be determined by and arranged with County Facilities Management and County Telecommunications.
    - Contact the Director of Human Services

### Warehouse and Donation Center Security

- BOMA (Business Owners and Managers Association) for private security resources,
  -
- Municipal and County Law Enforcement and Reserves.
  - Contact County Dispatch
- Local Municipal and County Citizen Corps Programs including CERT, VIPS and Neighborhood Watch: Contact County Dispatch

## D. ADMINISTRATION AND SUPPORT

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

## Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the Annex group members.

## Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

## Expenditures and Record Keeping

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of undesignated financial contributions and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

Signatory Page:

## **Appendix C: Ramsey County Medical Examiner Emergency/Disaster Plan**



**RAMSEY  
COUNTY**

Approval on  
09/01/2016

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

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**Coordinating Agency:**

Ramsey County Medical Examiner (RCME)

**Primary Agency:**

Ramsey County Medical Examiner (RCME)

**Support Agencies:**

Bureau of Criminal Apprehension (BCA)

Centers for Disease Control and Prevention (CDC)

Federal Bureau of Investigation (FBI)

Federal Emergency Management Agency (FEMA)

MN Department of Health (MDH)

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Sheriff's Office (RCSO)

St. Paul Ramsey County Public Health (SPRCPH)

US Department of Homeland Security (DHS)

## **A. INTRODUCTION**

### **Purpose**

To provide medical examiner services in the event of a mass fatality incident occurring within Ramsey County or any county with which the Ramsey County Medical Examiner has a jurisdictional contract. A mass fatality incident is defined as a situation involving multiple deaths, which overwhelms the routine daily capability of the Medical Examiner's office. These services will include death scene investigation, body recovery, identification of deceased individuals, inventory of personal belongings of deceased persons, examination as to cause and manner of death, and storage of bodies until family members are contacted and disposition of remains are made to funeral homes.

## **B. CONCEPT OF OPERATIONS**

### **Organization**

The Ramsey County Medical Examiner will carry out its mission with existing staff members who will be augmented as necessary by public safety agencies (such as National Guard personnel) and possibly DMORT (Disaster Mortuary Operational Response Team)

The mission of the Medical Examiner will be similar to the normal daily mission, but greatly expanded to accommodate the scope of the mass fatality incident. Staff will be organized to maintain normal daily caseloads as well as being augmented to handle the mass fatality caseload by volunteer and/or professional personnel.

## Responsibilities

### General Policy

The Medical Examiner will coordinate with Ramsey County's Department of Emergency Management and Homeland Security to assure cooperation between our agency and other public safety agencies, such as Fire, Police, Public Health, as well as state and federal agencies and organizations such as the American Red Cross. Cooperation and division of labor among these various agencies will assure effective delivery of services.

### Staff Call-Out Procedures

The on-duty Medical Examiner Investigator will, upon notification of a mass fatality situation, make calls to the Chief Medical Examiner and the Chief Investigator, informing them of the situation. The Chief Investigator will then contact the ranking law enforcement personnel at the scene of the mass fatality to determine the time frame in which the Medical Examiner needs to respond to the scene, the preliminary information (environmental hazards, etc.) and the estimated number of deceased people. This time frame will vary according to the situation. In the case of a terrorist or criminal action, federal and local law enforcement may need to secure and process the scene for evidence following removal of injured persons and prior to Medical Examiner arrival at the scene.

Once the Medical Examiner response time is determined, the Chief Investigator will have the necessary personnel called into the office to assign division of labor, entry point for access into the scene, and gathering of equipment needed at the scene. The Chief Medical Examiner, the Assistant Medical Examiners and the Chief Investigator will also plan operations, coordinate with other agencies and organize a working schedule in order to keep the operation running smoothly and avoid employee' becoming overstressed.

### Other Procedures

The Medical Examiner, supported by the Assistant Medical Examiners and the Chief Investigator, will determine the possible need for locating and setting up a temporary morgue facility.

The day-to-day operations of the Medical Examiner's office will need to be performed, possibly with the assistance of local police community service officers temporarily attached to the Medical Examiner's office.

## Equipment

Initially, the office will utilize supplies and equipment from existing inventories. Currently, supplies such as body bags and gloves are purchased in large volumes to save expenses. As a result, the office usually has enough supplies to accommodate many fatalities. In meeting with the director of Ramsey County Emergency Services, we have been assured of access to

emergency funds in a timely manner for items such as additional digital cameras, respirators, protective outerwear, radios or cell phones and other equipment.

In the event it is determined that a temporary morgue needs to be placed near the scene of the disaster site, the Director of County Emergency Management will coordinate and delegate the construction of the temporary morgue facility. The necessity of a temporary morgue may be the result of a chemical or biological attack in which case transporting bodies might cause further contamination. A decontamination procedure and site may have to be attached to a temporary morgue at or near the scene of the disaster. This may involve National Guard assistance in construction and maintenance of the facility, at the discretion of the Director of County Emergency Management.

### Transportation

Currently, transportation from death scenes is effected by Johnson Williams Livery Service, which provides a number of hearses for body transportation from a death scene to the Medical Examiner office. Johnson Williams Livery can provide up to twenty-two hearses and fifteen vans for transportation of at least seventy-five bodies. We will also rely on the Ramsey County Emergency Management Director to provide additional drivers and vehicles for timely transportation of deceased individuals from the scene to the Medical Examiner office.

In the event of more than seventy-five bodies, refrigerated semi-trailers (which can be plugged into the Medical Examiner building at 300 E University) can be utilized to transport bodies from the scene to the Medical Examiner office where they can be stored pending processing and autopsy. These trailers can be modified with shelving to hold bodies. If it is determined that a temporary morgue facility needs to be constructed at the scene, the trailers can be used at the site of the temporary morgue to store the bodies as they are processed, autopsied and released to funeral homes.

### Control and Communication

#### **Control**

The Chief Medical Examiner will exercise control and the chain of command will flow downward to the Assistant Medical Examiners, as well as to the Chief Investigator.

Medical Examiner services will be provided at the Medical Examiner's office and/or at a temporary morgue facility, depending on the nature and scope of the disaster situation and the number of deceased individuals.

#### **Communication**

Communications will be coordinated through St Paul Police (if incident occurs within city limits) or the County Sheriff's Department Communications Center. Commercial landlines and cellular phones will also be utilized, as well as radio communication systems.

## Emergency Plan of Operations

### Notification

The investigator receiving the initial call reporting the incident will first confirm that the call is legitimate then will collect the following information:

- Type of incident and the location.
- Estimated or suspected number of fatalities.
- Presence or suspicion of radiological, chemical, biological or environmental hazards.
- Where and when the medical examiner will need to respond to the scene.

Upon collection of this information, the investigator will then contact the Chief Medical Examiner, the Assistant Medical Examiners, and the Chief Investigator.

The Chief Investigator will then establish immediate contacts with the Director of the County Emergency Management team, Fire Department, Police or Sheriff's Department and any other first responder teams as coordinated through the Director of County Emergency Management Services. Depending on how soon the Medical Examiner needs to respond to the scene, the Chief Investigator will call in additional staff as well as arrange for the Emergency Service Director to bring in reserve Law Enforcement personnel (such as community service officers) to augment Medical Examiner staff.

### Initial Scene Evaluation

An initial scene visit will be made by a team from the Medical Examiner office to evaluate tactical issues such as: entry and exit path into the scene area, number of fatalities, coordination with federal and/or local law enforcement for evidence and body collection, condition of the bodies in relation to contamination and preliminary planning for body recovery, documentation and transportation.

The team will be made up of the Chief Medical Examiner, the Chief Investigator, an Investigator II and one or both Assistant Medical Examiners. Scene photos will be taken of an overview of the disaster scene, as well as entry and exit avenues to familiarize the Medical Examiner staff with the situation they will be facing.

### Initial Meeting

A meeting will be requested as soon as possible with the County Emergency Management Director and local, state, and federal law enforcement or investigative agencies, including but not limited to: Fire Department, Law Enforcement Agencies, FBI, NTSB, FEMA, and National Guard. This meeting will be to coordinate our roles and timing our response schedules. For instance, if there is a known terrorist action, the FBI's Evidence Response Team may very well recover, remove and transport bodies to the examination site, as was done in the plane crash involving Senator Wellstone.



Another scenario might involve decontaminating the bodies prior to autopsy examination.

Release of information to the press will most likely be accomplished through the County Emergency Management Department, with direct input from the Chief Medical Examiner and the Chief Investigator. The Chief Investigator will oversee Medical Examiner contact with the victim's next-of-kin for issues of identification and notification to family members of deceased persons.

Following this meeting will be a meeting with the full Medical Examiner staff to provide schedules of work, assignments and updates as they apply to the overall mission.

### **Recovery of Bodies**

The Chief Medical Examiner will determine (based on information gained in the meeting with coordinating agencies) the method of recovery, either grid pattern or random pattern.

The basic Medical Examiner team (to be augmented by law enforcement for evidence collection as necessary) will consist of an Assistant Medical Examiner, a Medical Examiner Investigator, and two litter bearers, possibly National Guard personnel or volunteers, depending on the particular situation.

Some of the items needed will include but not be limited to:

Digital camera, GPS device for recording location of body, clipboard with recovery forms, protective clothing, respirators if needed, disaster-strength latex gloves, stakes, waterproof markers to label body bags, weather-proof identification tags, and body bags with portable stretcher. One or more laptop computers should be accessible at the scene to download scene photos of each body with a medical examiner number assigned.

Each body will be photographed in place and a GPS reading will be taken. Any loose personal belongings should be noted for recovery later since verifying ownership should happen at an organized setting rather than haphazardly placed with individual bodies.

Each body will have a waterproof toe tag attached to the clothed body with an assigned Medical Examiner number and the initials of two of the Medical Examiner staff. The body recovery forms should be placed inside the body bag within a sealed plastic bag, this will allow for a brief description of the remains and the GPS reading, as well as any other pertinent information. The number will also be written on the inside and outside of the body bag with a waterproof marker. The number labeling will start with a capital "E" (for emergency) and the numbers will begin with E-0001, and progress to 0002, 0003, 0004, etc., unless there are more than 1,000 deceased, in which case five or more figures will be used. Any personal effects on the body (jewelry, eyeglasses, etc.) or in the clothing (wallets, etc.) will remain with the body in the body bag until individual body processing.

## Storage and Transportation

Depending on the number of deceased victims, one or more refrigerated semi-trailers should be present (acquired through the County Emergency Management Director) at the scene to either store (if a temporary morgue site is utilized at the scene) or transport the bodies to the Ramsey County Medical Examiner Office in St Paul. (The Medical Examiner building in St Paul has the hookups necessary to plug in two refrigerated semi-trailers) As each body is brought to the trailer, the time, date, initials of stretcher bearers and Emergency Medical Examiner number should be recorded into a log attached to the inside entry of the trailer. This log should also reflect the GPS location reading for each body, and a separate copy made and placed in a secure location so that there are three copies of the data, in the body bag, in the trailer, and in a separate administrative location, such as the Medical Examiner office.

## Processing

To streamline the work effort and to avoid potential loss of personal effects, processing will take place on the autopsy table just prior to the autopsy start time. Processing will proceed as follows:

1. Full body photo and face photo for ID/evidence.
2. Clothing and effects be listed on a form, with two M.E. staff initialing the duplicate forms, one copy to the M.E. files in office.
3. Clothing removed and placed in a bag.
4. Photos will be taken throughout the autopsy per normal autopsy protocol.
5. GSR or trace evidence collection taken.
6. X-rays taken as directed by the pathologist, to include dental x-rays.
7. Autopsy/External examination and toxicology samples taken per protocol.
8. Anthropology exam as dictated by condition of body per pathologist.
9. Fingerprinting of all bodies at the end of the examination.
10. DNA blood samples will be retained if necessary for identification.

## Release of Bodies to Funeral Homes

The autopsy/external examination, identification of the remains and notification to next- of-kin must be completed before the body is released to a funeral home or the name of the deceased is released to the public. A supervisor will be assigned to confirm that all safeguards are in place and identity is correct before the body is legally signed over and released to a licensed funeral director.

## Assistance for Families of Deceased Individuals

The Chief Investigator will establish contact with representatives of the American Red Cross, who will organize staff, including counselors, to assist family members with any and all issues related to the disaster and the Medical Examiner death investigations.

Utilization of St Paul Police and Ramsey County Sheriff's Department Chaplain Corps will be essential, as these individuals have experience with death notifications and familiarity with Medical Examiner staff and procedures. Counselors are available through the County Emergency Management Department from the Twin City Metro Area Critical Incident Stress Management Team, a collection of trained counseling staff who often assist first responders following critical incidents.

### Release of Information

National and local media will no doubt be very aggressively seeking information from a number of sources, including the Medical Examiner. The Director of Emergency Management for Ramsey County has indicated that assistance with the press will be available, coordinated through his office. Information initially released, such as identification of deceased individuals, should be coordinated with and approved by the Chief Medical Examiner or his designate.

Signatory Page:

## Appendix D: Evacuation, Shelter-in-Place, and Re-Entry



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Law Enforcement

Ramsey County Sheriff's Office (RCSO)

**Support Agencies:**

MetroTransit (Metropolitan Council)

MN Department of Transportation (MnDOT)

MN National Guard

MN State Patrol

MN Voluntary Organizations Active in Disaster (MNVOAD)

Municipal CERT

Municipal Fire Department

Municipal Law Enforcement

Municipal Mayor's Office

Municipal Public Schools

Municipal Public Works

Private Transit Resources

Ramsey County CERT

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Manager's Office

Ramsey County Public Works

## **A. INTRODUCTION**

### **Purpose**

The purpose of this appendix to the Ramsey County Emergency Operations Plan (RCEOP) is to outline how community protective actions specific to shelter-in-place, evacuation and re-entry - related disaster issues are managed in Ramsey County. This annex includes policies and guidance to help officials with the decision to shelter-in-place or evacuate and general procedures to guide such operations.

### **Scope**

Small-area evacuations are ordered and conducted by a local municipality's fire and or law enforcement agencies. These events are "routine" and are NOT covered by this annex.

This annex addresses shelter-in-place, evacuations and related issues under all hazard emergency and disaster conditions. Policies and procedures herein can be applied to shelter-in-place/evacuation situations ranging from highly localized small-scale events to catastrophic

disasters affecting the entire Ramsey County jurisdiction. Mass care related to either shelter-in-place or evacuation situations are covered in ESF 6 Mass Care. The evacuation and care of companion animals in disasters is covered in [ESF 17 Animal Services](#).

## Situation

Despite the urban nature and population density of the county, sheltering-in-place is the appropriate and recommended protective action for most hazards. Hazards in this region are also sudden in nature with little to no prior warning, making large-scale and/or pre-event evacuations extremely unlikely. This also makes certain pre-planning steps such as the pre-designation of evacuation routes and pre-designated traffic contraflow inappropriate since we will not be able to predict the nature of the threat nor what location and direction of travel is best suited for evacuating at that time. Severe weather such as tornadoes or winter storms are not uncommon in the region and can cause a limited form of very short term sheltering-in-place. Many residents are familiar with and practiced in these procedures under those circumstances. Such short-term, relatively common events can be managed by municipal and county public safety using their standard operating procedures and internal capabilities.

Ramsey County does face some potential hazard situations where either longer-term sheltering-in-place or larger-scale evacuations exceeding local capabilities would trigger the activation of this appendix. These lower probability but higher impact events include hazardous materials spills and some potential acts of terrorism using WMDs.

## Assumptions

This appendix addresses probable evacuation scenarios based on Ramsey County's hazard assessment. It is assumed that this appendix will be adapted as necessary and appropriate to address unforeseen evacuation scenarios. Neither Ramsey County nor the State of Minnesota have a mandatory evacuation law. Therefore, while the County or State (Governor) may issue an evacuation "order" for the County, citizen compliance is voluntary. Therefore, we anticipate that some portion of the public will refuse the order and additional efforts will need to be made convince them of the need to evacuate for their own and general public safety.

- Citizens who choose to ignore an evacuation order take the risk of being without law enforcement, fire, medical and other life sustaining services for a prolonged time.
- Due to our climate most homes and facilities in the county are highly "weather- tight", and many residents are used to sheltering in their homes during severe summer weather or extended periods of self-sufficiency due to winter storms reducing travel and some services. This reinforces the use of sheltering-in-place as the recommended protective action in most scenarios.
- Residents of Ramsey County, as well as commuting workers in the county, have responsibility to prepare themselves and their household for emergencies including sheltering-in-place and evacuations.

- Most residents should be able to care for themselves during a shelter-in-place event for at least the first 24-72 hours. Most people have at least a week's worth of food in their home as well as necessities to meet their other basic needs for that time period.
  - Residents who are able to care for their basic needs during this period will be expected and instructed to do so, allowing the County to concentrate its resources on populations that require additional care services.
- Populations sheltering-in-place will have access to most of not all basic facility services, such as utilities and access to media broadcasts.
- Populations sheltering-in-place will have access to the common supplies and systems necessary to accomplish protective actions to control their environment as instructed by officials at the time.
- Most County residents have their own personal transportation that they will rely on in an evacuation and/or are able to travel on "foot" to an evacuation pick up site.
  - Transportation dependent populations who are able to do so are responsible for making plans with friends, family and/or neighbors for evacuation transportation assistance as part of their personal/household preparedness plans.
  - Evacuation of the downtown or heavily congested areas will be on foot to transportation muster sites established at the time of need using the guidance of this appendix.
  - Local and regional mass transit services will be available in numbers appropriate to the evacuation need to assist with on-foot evacuations and the movement of people who require transportation assistance to evacuate at the time of the incident.
- In an evacuation, people will take their animals with them whenever possible. The County does have the ability to transport and/or shelter a limited number of companion animals (see ESF 17: Animal Services for guidance on these issues).
- Private facilities with transportation dependent populations, including schools, nursing homes, etc. have a duty to maintain their own evacuation facility plans and will utilize the transportation assets set out in those plans to evacuate their populations. The County will assist them as necessary for any resources needed, as appropriate and available beyond what their plans supply.
- Large scale, multi-jurisdictional evacuations are highly unlikely. Therefore, local, regional, and statewide mutual aid will be available to supplement County resources.
- Shelter-in-place and evacuation activities will be conducted in accordance with the National Incident Management System (NIMS)
- In evacuation scenarios there will be enough time to establish and operate:
  - Hotlines for the public to request evacuation transportation assistance (see [Concept of Operations](#))
  - Evacuation transportation systems outlined in this appendix to provide the above transportation assistance (see [Concept of Operations](#))
- The public warning and notification system will be available to warn most of the public of the event and instruct them on what protective actions to take. Additional notification efforts may be necessary to reach some residents, including non-English speaking people and the homeless (see [Concept of Operations](#))

Depending upon the nature of the event some form of mass care services will likely be needed to assist people who have evacuated or are sheltering-in-place. It is likely that ESF 6 Mass Care Housing and Human Services will need to be partially or fully activated in support of ESF 13 actions.

## **B. CONCEPT OF OPERATIONS**

### **Direction and Control**

#### **Decision to Evacuate or Shelter-in-Place**

##### **Small-Scale/Routine**

Typical areas considered "small scale or routine" include apartment buildings, schools or businesses, etc. This also includes multiple blocks of residential neighborhoods and office buildings. The IC will follow agency procedures. Decisions for local/small area evacuations or shelter-in-place orders are routinely made by the Incident Commander (IC) at fire, law enforcement, and utility emergency scenes. This appendix does NOT instruct any change in that practice.

##### **Larger-Scale/Entire Community**

Determinations regarding the specifics of any shelter-in-place or evacuation actions (locations affected, length of time, protective actions etc.) will be made on a case-by-case basis. Prior to recommending large scale evacuation or shelter orders, the IC will consult with municipal or county officials to evaluate the benefit of evacuation vs. sheltering-in-place. The decision will be based on the real-time assessment of the threat, forecast involving area currently affected and area to be affected, and assess the time-to-impact of the threat. In many cases, the time it will take to issue proper instructions and prepare for a wide area evacuation will be so great that the populace would actually be directed into the threat. Thus, evacuation is a last choice.

In some incidents (e.g. certain hazardous materials incidents), evacuations of large areas are necessary and nearly immediate - long term preparation is not possible due to the imminent threat to lives.

- Consideration include
  - The nature of the threat involved
  - The population at risk, and its capability and resources to implement a recommended protective action
  - The time factors involved in the emergency and their effect on the selected protective action
  - The effect of the present and predicted meteorological conditions on the control and movement of the hazardous materials and the feasibility of the protective actions



- The capability to communicate with both the population at risk and emergency response personnel before, during, and after the emergency
  - The capabilities and resources of the response organizations to implement, control, monitor and terminate the protective action
- Municipalities involved with the incident will maintain their local jurisdictional control.
- When the County is requested to assist an affected municipality, or if the County activates on its own due to the situation, the County and the affected municipalities will coordinate their efforts.

### Multiple Agency Coordination

All evacuations and shelter-in-place orders require coordination between various agencies. The Incident Commander and/or Incident Managers should consider involving the following agencies for evacuations of any size (this is not a complete list, consult other agencies as needed):

- Municipal fire agency
- Municipal law enforcement agency
- MetroTransit
- American Red Cross
- Salvation Army

The IC should also consult with ESF 6 - Mass Care, ESF 1 - Transportation, ESF 8 - Public Health and Medical, and ESF 13 - Law Enforcement for large scale evacuations or shelter-in-place situations.

At a minimum, the municipality should activate its Emergency Operations Center (EOC) for large scale evacuations/shelter-in-place orders.

Municipalities *receiving* evacuated persons should also activate their EOC and assign ESF 1, 6, 8, and 13 representatives to assist in coordination efforts.

If multiple communities are impacted or the incident is complex, the Ramsey County EOC (RCEOC) should also be opened, and county ESF 1, 6, 8, and 13 agencies should be involved to coordinate.

### County Coordination

Ramsey County ESF 5 - Emergency Management will coordinate efforts of municipalities with State of Minnesota and federal agencies during large scale evacuations and shelter-in-place orders.

## Disaster Intelligence

Disaster intelligence in evacuation/shelter-in-place situations will vary depending on the disaster, but will include:

- The number of people and/or size of the geographic area being evacuated or sheltering-in-place
- The number of people requesting and receiving additional evacuation or shelter-in-place services including transportation/sheltering, feeding, and support care
- Their general locations or the facilities involved
- Any intelligence coordinated with any search and rescue, hazardous materials operations, or medical operations related to the evacuation situation

Municipalities involved in the incident will share all critical information related to evacuations and shelter-in-place orders. At a minimum, such information will include:

- Maps of areas impacted (evacuated or shelters) updated regularly to assess change/progress
- Data regarding the nature, type, concentration, impact of the threat/hazard in real time
- Transportation routes selected or under consideration

## Operational Procedures

### Activation Protocols

**Note:** In cases of immediate life safety, the on-scene Incident Commander can call for immediate evacuations of the affected area.

In Ramsey County the following official(s) will be responsible for recommending to the Incident Manager that evacuation or shelter-in-place protective measures be established:

- The Incident Commander (IC)– primary entity responsibility for evacuation or shelter-in-place decision making
  - Director of Ramsey County Emergency Management or designee (if not IC)
  - Municipal Fire Chief or designee (if not IC)
  - Ramsey County Sheriff or Municipal Police Chief or designee (if not IC)
- Municipal Incident Manager
  - Typically, the chief elected official is responsible for calling for city residents to evacuate or shelter-in-place based on recommendations of the above. This appendix does NOT supersede existing municipal policy.
- County Incident Manager
  - Municipalities retain their individual jurisdictional responsibilities and authorities

## Notifications

Within a reasonable time of the decision for large scale evacuations/shelter-in-place orders, the IC or municipal Emergency Manager must notify the Ramsey County Duty Officer of the decision.

The Duty Officer will notify the following people/groups of its activation and instruct them of any initial actions they need to take under the conditions present at that time:

- County Manager
- County Sheriff
- Ramsey County ESF 1 and 8
- MN HSEM Metro Region Program Coordinator

## Public Warning and Notification

All expedient and effective methods for warning the affected public will be used for any evacuation or shelter-in-place event. See [ESF 16 Warning and Notification](#) for more information. Warning methods may include:

- The countywide automated alerting system (Federal-Ever bridge)
- The Emergency Alert System (EAS)
- Release of warning messages via the media including television and radio (and written media in the case of a slow developing situation with advanced warning)
- NWS NOAA weather/all hazards radios
- Social networking
- Speaker-equipped public safety vehicles
- Door-to-door notification using public safety personnel resources where necessary and time/situation permits

A combination of audio (sirens, EAS warning tones etc.) and visual (EAS and/or electronic text, sign language interpretation etc.) warning methods will be used whenever possible. This is done to ensure that affected populations with communications functional needs who are not effectively served by one method can receive the information through another.

- Additionally, it may be necessary to provide warning messages in multiple languages as appropriate to the demographics of the effected population.
- Where possible, pre-scripted messages may be used to speed up the warning and notification process.

## Additional Shelter-in-Place Considerations

After the shelter-in-place decision has been made, additional considerations and determinations may include:

- Activate ESF 6 - Mass Care and ESF 8 - Public Health and Medical early in the process
- Contingency plans for any potential evacuations of those sheltering in place if conditions change/worsen
- Planning for the continuation of basic services (primarily utilities) to the area

- The need to open hotlines to reduce the reliance on 911 dispatch for non-emergency assistance requests from those sheltering-in-place
- How long the public may need to remain sheltered-in-place and what protective action steps they will need to take, will be determined by the IC (in coordination with ESF-10 Hazmat personnel during hazmat related events).
- Plans for how emergency personnel will respond to life safety emergencies among those sheltering-in-place within the hazard impact area

### Shelter-in-Place Public Information

The EOC will establish a Joint Information Center (JIC) to coordinate and create internal and external information messages and directions to the public specific to the event on how to effectively shelter-in-place. These may include, but are not limited to:

- Closing doors, windows, fireplace dampers etc.
- Sealing/closing all vents, fans, and other openings in the structure to the outside
- Turning off furnaces/air conditioners
- Covering and staying away from windows
- Minimizing the use of elevators
- As time permits, messages should include information on:
  - The nature of the threat
  - Geographic area affected
  - Length of time sheltering-in-place actions are expected to be needed
  - Additional sources of information

### Support to Persons Sheltering-in-Place

Affected populations that rely on outside services (such as nursing care, electricity for critical medical devices, meal delivery via Meals-on-Wheels etc.) for basic care needs are especially vulnerable during shelter-in-place operations, whether short or long term. Saint Paul Ramsey County Public Health (SPRCPH) and Community Human Services departments will coordinate efforts to identify people in the affected areas who may require additional assistance and to find any viable alternatives to those services if they are disrupted due to the event. Targeted assisted evacuation may be the only alternative.

#### Short Term Needs

The most critical short term need for populations sheltering-in-place is information.

The county and its municipalities will work with utility and communications service providers to make every effort to ensure that basic services (electricity, water and sewer, natural gas, telephone, internet and cable service etc.) remain operational for populations sheltering-in-place, particularly those that affect the delivery of critical public information.

### **Long Term Issues**

The length of time that people can safely shelter in place before they begin to have adverse health effects will vary. The safety of sheltering-in-place should be regularly re-evaluated against any potential dangers within the shelter environment that can develop over time. The following should be considered when determining if people will continue to be safer sheltering-in-place or if some form of staged evacuations (if possible) needs to occur and when:

- **Food Supplies:**
  - On average, most people sheltering in their homes will have at least several days' worth of food on hand
  - Those sheltering in other facilities, such as office buildings etc., may have a much more limited on-hand food supply
  - Ramsey County will make every effort to provide mass feeding services to persons sheltering-in-place long term.
    - To establish a system to identify those with mass feeding needs, the ESF 13 Lead will coordinate with the PIO and County Human Services, including for the use of hotlines.
    - Delivery of meals into the hazard zone will require specialized resources specific to the situation that are beyond the capabilities of standard mass feeding providers. These capabilities may include, but are not limited to personnel trained in the use of hazmat personal protective equipment, off road vehicles, etc. The ESF 13 Lead will coordinate with the Logistics and Operations Sections to identify any appropriate resources available that can perform mass feeding delivery under the particular hazard, including the National Guard if needed.
    - Mass feeding of people sheltering-in-place may not be an option due to the danger that the present hazard places on personnel attempting to deliver food within the shelter-in-place zone.
- **Utility Service:**
  - Water service disruption may significantly limit the length of time for which sheltering-in-place can occur, particularly for those sheltering away from their homes who will likely not have access to an emergency water supply.
  - Sewer service disruption may eventually cause significant public health issues
  - Heating or cooling service disruption could pose significant hazards to those sheltering during prolonged extreme heat, particularly if they have had to do any sealing of the room they are sheltering in.
- **Other Critical Services:**
  - Some people sheltering-in-place may not be able to go for more than a short period of time without other critical services, such as regular medical care.
  - Delivery of those services within the hazard zone may be beyond the capabilities of the standard service providers (such as in-home nurses etc.)

These capabilities may include, but are not limited to, personnel trained in the use of hazmat personal protective equipment, off road vehicles, etc. Appropriate resources will vary greatly depending on the hazard and the service needed.

### Shelter-in-Place Demobilization

- The on-scene Incident Commander will make the determination of when an area sheltering-in-place has been rendered safe and people can be allowed to cease sheltering actions.
- In some cases, the sheltering-in-place may transition to an evacuation operation, particularly in a staged evacuation. Demobilization of sheltering-in-place actions should follow the same general guidelines herein.
- Once the IC has released the shelter-in-place order, the Public Information Officer (PIO) will release public messages through all appropriate methods informing the public that the order has been lifted and providing instructions on how to properly cease their protective actions.
- Welfare checks are recommended within the zone that was sheltering-in-place to ensure that any adverse effects either from the hazard or as a result of the sheltering-in-place actions are remedied. The level and method of delivery of welfare checks will depend on the situation.

### Additional Evacuation Decision Making

After the evacuation decision is made, additional considerations and determinations may include:

- The area that requires evacuation
- Evacuation methods (on foot or by vehicle)
- Evacuation needs of functional needs populations, including transportation to muster sites if used, availability of mobility transport resources, and hotlines to request for evacuation assistance
- Locations and types of evacuation support sites as needed. The designation of any evacuation site will consider the facility's/site's accessibility to the functional needs of evacuees as a priority consideration. If a site is not appropriately accessible and no other possible site is available, the appendix Lead will work with the logistic section to identify and put in place any temporary adaptation resources that are available. These sites include but are not limited to:
  - Muster/collection points
  - Embarkation sites
  - Welcome/information points
  - Reception Centers

- Destination - the safe distance recommended for those traveling in personal vehicles or the locations that evacuees using public transportation will be sent to and likely sheltered at (if needed)
- Duration - initial estimate to aid in mass care decisions and response planning (that is, will evacuees need overnight sheltering or just reception centers?)

## Evacuation Public Information

The EOC will establish a Joint Information Center (JIC) to coordinate and create internal and external information messages and directions to the public specific to the event on how to effectively shelter-in-place. These may include, but are not limited to:

- Nature of threat
- Geographic area to be evacuated
- Evacuation method (on foot, personal vehicle etc.)
- Muster sites
- Evacuation routes
- Destinations, locations of reception centers and shelters
  - People will be encouraged to shelter with friends and family living outside the affected area, or in hotels, etc. Mass care shelters should be considered shelters of last resort and used by those with no other means of shelter during the event.
  - Protective action measures (turn off home appliances, etc.)
  - Essential items and documents etc. to take / what to leave behind
  - Instructions to pet owners to evacuate their pets with themselves
  - Time before impact of threat
  - Expected duration of evacuation
  - Instructions for functional needs
  - Information on evacuation assistance including public transportation and hotline info to request assistance
    - Persons in Ramsey County will be encouraged to find their own means of transportation during an evacuation whenever possible. Evacuation transportation resources will likely be limited, particularly mobility capable vehicles and especially medical transports such as ambulances. To ensure that as many of these resources as possible will be available to respond to assist those who have no other means of evacuation transportation, the citizens of Ramsey County have a responsibility to assist themselves to the best of their ability.
- Regular evacuation public information updates will be critical to public compliance and safety. Updates may include:
  - Basic evacuation zone security efforts
    - Reassuring evacuees that their property is being protected from theft etc.
    - Reducing attempts by the public to enter the zone prematurely
  - Hazard situation status and re-entry timelines
  - Re-entry protocols and expected timelines

- Instructions to parents whose children were evacuated without them (such as in the case of school evacuations) on the arrangements being made for their children.

### **Selection of Evacuation Routes**

If large scale evacuation is ordered and persons are instructed to go to other municipalities, the ordering agency must coordinate this with the receiving municipality. If time allows for pre-planning evacuation routes, route selection must be coordinated across the county. ESF-13 - Law Enforcement and Scene Security along with ESF 1 - Transportation agencies must be consulted. Routes will be selected as part of the decision to evacuate. The considerations for selecting the appropriate route include:

- Weather forecasts for the route - in many cases, severe weather may preclude particular routes
- Road capacity - this will vary based not only on construction/type, but also rush-hour and other traffic issues. Traffic issues are coordinated with MnDOT
- Fuel on route
- Shelter/relocation facility availability at destination

Because Ramsey County evacuation scenarios are all impacted by the weather at the time the incident occurs, we have elected not to predefine specific routes.

We recognize that there is a potential for a scenario to develop that does not allow for preplanning. However, even in these situations, the IC should direct evacuees to use the major north-south and/or east-west roads away from the threat area, as those arteries have greater capacity for large numbers of vehicles.

In any evacuation scenario, as early as possible in the process, the IC should identify muster sites where people on foot can access mass transit (bus or light rail) and clearly communicate these locations to the affected public.

Considerations will include:

- Geographic location of the evacuation zone
- Numbers of people being evacuated/evacuation level (see the Evacuation Levels above in this section)
- Evacuation method (on foot etc.)
- General destination of evacuees
- Weather conditions in the area during the evacuation
- Road conditions of potential routes within and exiting the evacuation zone
- Nature of the specific hazard
- Traffic management resource availability (particularly law enforcement and public works)



The incident Traffic Management Plan will include, but is not limited to:

- Main and secondary routes
- Ingress and egress points and routes for response vehicles
- A plan for managing signaled or signed intersections on those routes (such as signal timing modification, or over rides, temporary signage, or traffic control personnel)
- Plans, in coordination with MNDOT, for the use of traffic cameras and message boards to aid in the evacuation.
- Additional traffic control measures such as the placement of barricades

**Note:** At this time there are no plans to use contra-flow within Ramsey County for evacuations. The time and resources necessary to accomplish contra-flow is counter indicated by the nature of the types of hazards in our region that may cause an evacuation.

## Evacuation Methods

THIRA Scenario	Evacuation/Traffic Control Issues (NO NOTICE)	Evacuation/Traffic Control Issues (WITH NOTICE)	Additional Hazards	Impact to Roads & Bridges	Induced Traffic Demands
Major Tornado	Limited egress/access;  Absent signs and traffic control devices	n/a	Impact to multiple jurisdictions;  Power lines	Debris block roads;  Roads may be flooded if high rain	Initial impact area very limited civilian traffic;  Responders from other areas;  Media
Train Derailment w/Hazmat Release	Limited role near hot zone;  Increase traffic at medical facilities;  Stopped train will block many roads (1 mile in overall length)	n/a	Multiple jurisdictions;  Fire/contamination;  Evacuees may need decontamination;  Impact to regional movement;  Multi day incident potential;  Temperature and wind dictate area and can change	Contaminated surfaces;  Physical damage to road/bridges possible	Immediate self-evacuation and shadow evacuations likely
Ice Storm/ Power Failure	Roads may be impassable for several days;  Traffic control devices may not work;	Pretreatment of road surfaces;  Plows impact traffic flow;  Evacuation Order unlikely	Ice will make on-foot evacuation hazardous;  May persist for several days	Roads may be impassable;  Bridge surfaces freeze earlier;	Plows impact traffic flow

	Plows impact traffic flow; Evacuation Order unlikely			Low temps may render mitigation useless	
VBIED	Crime scene;  Multiple injured/dead;  Rapid self-evacuation of affected area	Isolation around area of device;  Encourage people to leave on foot to safe distance	Secondary devices;  Screening of personal belongings	Physical damage to surfaces possible	High traffic near site
Pandemic	Evacuation unlikely	Evacuation unlikely	Impact to multiple jurisdictions	n/a	Increased demand for emergency vehicle traffic;  Increased traffic at health care settings and vaccine POD;  Potential to road block isolated areas
SCADA System Cyber Breach	Potential for traffic control device disruption.  Evacuation unlikely	Potential for traffic control device disruption.  Evacuation unlikely	Impact to multiple jurisdictions;  Information sharing disruption	n/a	n/a

Evacuations in Ramsey County may include any of these or a combination of any of these methods:

**Staged evacuations**, in which people within the hazard zone are evacuated in phases rather than all at once, may be necessary in fast onset (where the public initially shelters-in-place due to the inability to accomplish an evacuation before the impact of the hazard) or evolving situations (where the hazard threatens additional areas as the situation evolves necessitating that the evacuation zone be expanded beyond the initial zone, the hazard conditions threaten to or begin to exceed the safety benefits of sheltering-in-place).

- The IC will make the determination if a staged evacuation is necessary and which areas will shelter in place (or continue sheltering-in-place) vs. which areas will be evacuated and when.
- Staged evacuations may include the need to evacuate a population through a hazard. The appendix Lead will work with the on-scene incident command EOC Operations Fire/Hazmat/ Law Enforcement/EMS staff (as appropriate to the hazard) staff to determine which protective equipment or actions are necessary to provide to or instruct the public in so that they can be safely moved from the evacuation zone.
- The appendix Lead will assist the Logistics section in procuring any Personal Protective Equipment necessary for evacuees and any first responders assisting evacuees within the hazard zone.

**On foot evacuations** may be necessary particularly in high population density or traffic congested areas. On foot evacuations can also be more expedient than vehicle evacuations for small evacuation zones due to evacuee vehicle traffic jams. Evacuees may be asked to travel directly to embarkation/reception centers if the hazard situation allows those sites to be able to be established within reasonable walking distances of the hazard zone, or to muster/collection sites within reasonable walking distances within the hazard zone where evacuees will be transported out to embarkation or reception centers via public transportation. See the Embarkation Site or Muster Site sections within this Concept of Operations for more information on the operations of those sites.

- ESF 13 - Law Enforcement will work with ESF 1 - Transportation to establish ingress and egress routes that are free of evacuee foot traffic for response vehicles and any public transportation assisting those who are not able to travel the required distance to a reception center.
- In addition to any other services they are providing to the evacuation, assistance of public transportation providers may also be needed to help get evacuees home if they live outside the evacuation zone and rely on a personal vehicle left behind in the zone.
- The JIC will coordinate the release of instructions to people in the evacuation zone to leave their vehicles behind and proceed to either embarkation/reception centers or muster sites as needed

- The IC will make the determination about whether evacuees will walk out to reception centers or will need to be moved further away and muster sites should be set up.
  - If time permits, hotlines will be established in coordination with the PIO for people within the evacuation zone who can't travel the required distance to a reception center on their own can request public transportation assistance. Traffic control and security personnel within the zone should be instructed in how to handle any requests they receive on the street and who to pass them on to ensure that people get the help they need in a timely manner.
  - Mass care needs will be significant for this type of evacuation since nearly 100% of evacuees will at least initially be served at the muster sites and/or reception centers. ESF 13 will coordinate these services with ESF 6 Mass Care.

Private vehicles & mass transportation evacuations are chosen when the hazard situation or the distances involved require it, evacuations may involve a combination of the use of private/personal vehicles and mass transit.

- Ramsey County will encourage people to use their own vehicles during the evacuation.
- See the Public Mass Transportation Operations section of this ESF more information on the use of public transport vehicles.
- See the Evacuation Traffic Management section of this ESF for more information on those operations.

Spontaneous and shadow evacuations of people who believe they are acting in their own best interests are probable, and the IC should consider the impact of this eventuality on the scope and management of evacuation or shelter-in-place operations.

- A spontaneous evacuation, in which people will leave on their own and by their own means and routes without or prior to any official evacuation order, may complicate the accountability and tracking of people affected by the hazard.
- Evacuee support services may not have been established or become functional before people begin spontaneously evacuating.
- In a shadow evacuation people outside the official evacuation zone elect to evacuate themselves, often because of a perceived but not actual risk to themselves.
- Shadow evacuees can significantly increase the number of people who evacuate and thus require evacuation services. This behavior makes prediction the size and scope of needed evacuee services very difficult.

## Evacuation Traffic Management

### Intersection Traffic Control:

The following graphics provide a typical example for implementing traffic control outside the one-mile radius of the incident. Examples are given for both short-term and long-term applications for intersections with different geometrics. Also provided are examples for two unique intersections. These untypical intersection graphics can be extrapolated to other untypical intersections that may require traffic control.

Figure 1

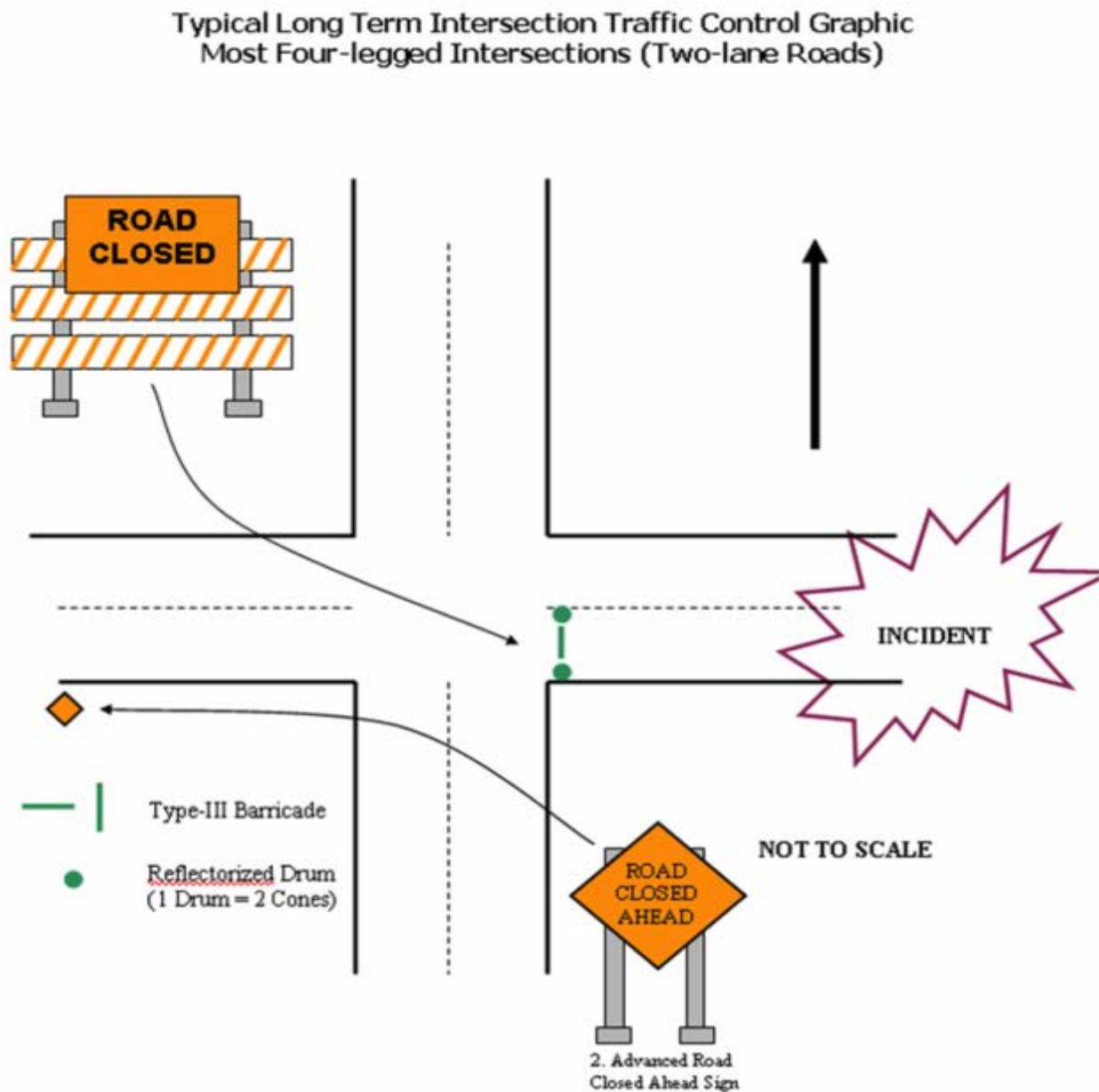


Figure 2

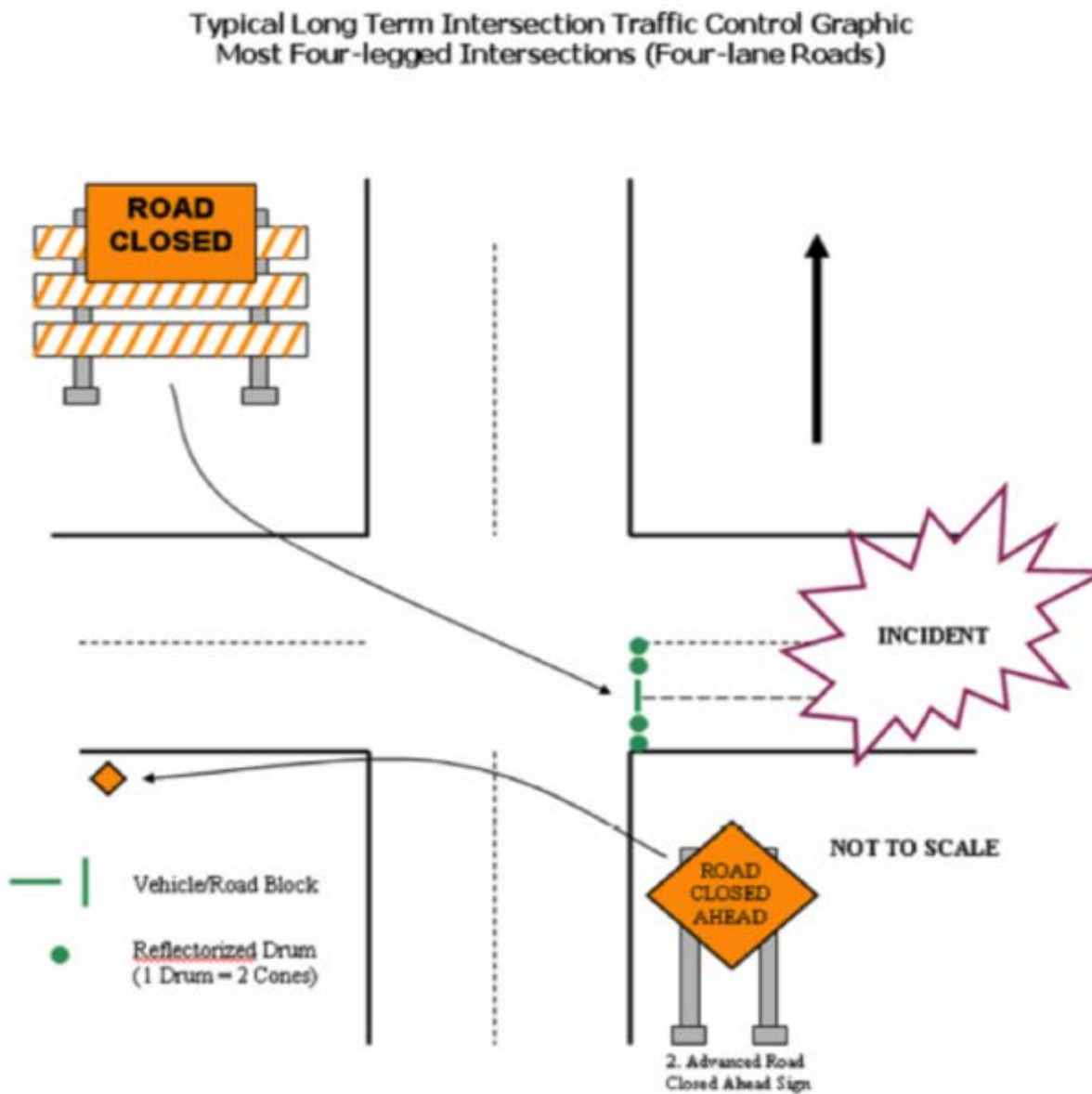


Figure 3

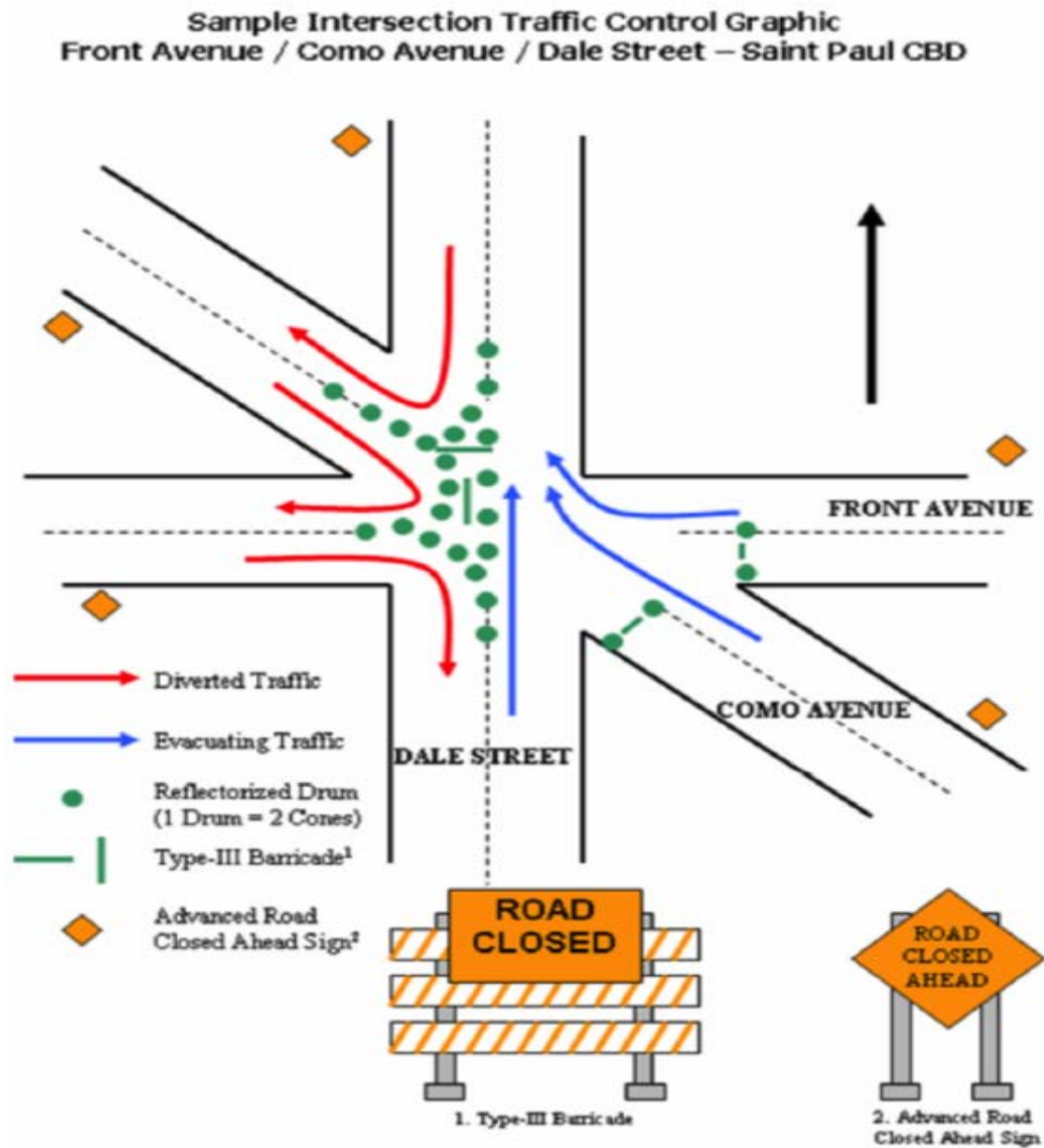
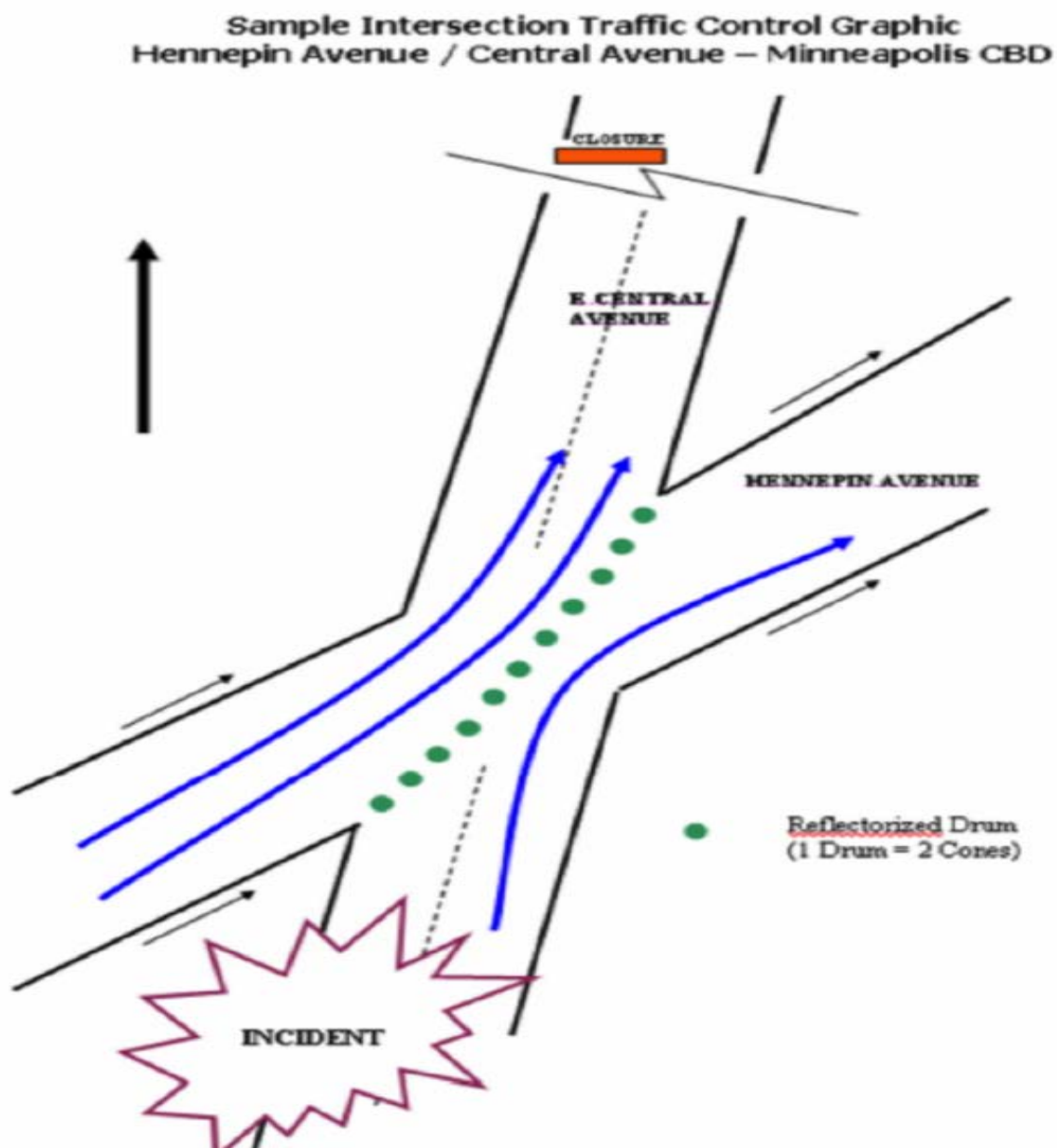




Figure 4



## Evacuation Signal Timing Strategies:

Those fleeing an incident location in personal vehicles will typically utilize freeways and larger arterials to make their trips. While freeways do not utilize traffic signals to manage traffic, it is likely that the vast majority of drivers will encounter traffic signals during some point of their trip. Demand on all legs of an intersection will increase during these high demand periods. It is vital that evacuation timing strategies be established to effectively manage the flow of traffic during an evacuation incident.

**Center to Signal Communications:** Quick implementation of an evacuation specific timing plan for traffic signals during an evacuation requires that signals have the capability of communicating with a server from a remote location. According to inventory counts obtained in the fall of 2005, MN/DOT has the capabilities of remotely controlling 550 traffic signals on routes throughout its transportation network. None of these 550 signals are located within the two largest metropolitan areas of Minneapolis and St. Paul. The two cities operate and maintain signals on all road classifications within their jurisdictions. The City of Minneapolis can remotely control approximately 700 signals from within its traffic management facility located at 300 Border Ave. They are currently in the process of planning new Traffic Management Center (TMC) and Intelligent Transportation System (ITS) functionalities for an upgraded and enhanced system. The City of St. Paul remotely operates 220 signals from its downtown facility and is in the process of expanding its communications and control capabilities.

**Potential Signal Timing Strategies:** Altering the length of the signal phase during an evacuation could prove beneficial at a majority of signal locations. These alterations could be used to extend the length of the green time given to various legs of the signal, reducing the number of times stops are required. This extra time could be given only to the main route or be utilized to extend the green time in many directions. Engineering judgment at each signal location would be necessary to determine the best strategy for that particular signal. Additionally, signals within a close proximity to each other should be coordinated so vehicles that travel through one signal on green are able to make it through the next signal without stopping.

An alternative signal strategy is setting the signals to a flash status. All legs of the signal could be set to flash red. This changes the signal to the equivalent of a multi-leg stop. While this does allow equal priority to all traffic movements, it also decreases the overall throughput when traffic volumes are anything but light. An alternative would be setting the main line movement to a flashing yellow and the cross street to flashing red. This would allow traffic on the main route to proceed cautiously while allowing the cross street movement when a suitable gap exists. The main downside to this strategy is when main line traffic demand is very high, suitable gaps may not exist for cross street traffic. This could lead to driver frustration and impatience, causing a driver to try to force a gap and potentially creating an incident.

**Weigh Options:** Deciding which traffic signal control strategy to implement depends on a variety of factors. First of all, changes to a signal timing plan can only be done quickly if there is communication to the signal from a remote location. These signals must also be capable of

utilizing a different timing plan. While most signals are easily programmed for a variety of plans, some signals within the metro area are electromechanical, making it more difficult to implement a variety of signal timing plans. Lastly, any changes to the signal timings should be done in conjunction with other neighboring jurisdictions. This ensures that signals on the same route would operate in a coordinated fashion, eliminating unnecessary stops because of lack of synchronization amongst signals.

### Evacuation Recommendations:

During the initial moments following a catastrophic incident, evacuees will quickly decide which transportation mode they are going to choose to leave the affected area. This choice, whether on foot, transit, or in their vehicle, will impact how easily they are able to leave the area. The location of the incident will also play a large role. There is a vast difference in the density of persons within a central business district or a more rural location. The density of people will also influence how well each evacuation mode is able to aid evacuation.

The following evacuation recommendations are made from input gathered during stakeholder interviews, workshops, and steering committee input. The initial concern in any evacuation is life safety so the strategy focuses on that first and getting evacuees home or to shelters second.

***Walking;*** The first transportation mode highlighted, walking, is a viable option for most able-bodied individuals. Those who are physically unable to walk typically have other means of transportation such as a wheelchair or motorized scooter. The walking option allows evacuees to begin leaving the area as soon as they exit the building without the need to get to their vehicle or wait at a bus or train stop. Walking also allows the available infrastructure, (usually a street, sidewalk or path), to carry a very high capacity of people per path width compared to other modes of moving people. This is a great option to move a large number of people in a short amount of time. This is especially necessary where the density of people is the highest – such as in a central business district. The importance of walking was included on the evacuation routes for the five hypothetical situations described earlier. The best routes for walking out of these incident areas were identified for each of these scenarios.

During the planning process, the decision was made not to identify pedestrian-only routes out of the incident area. The reason pedestrian-only routes were not identified stems from various obstacles in implementing these routes. The first roadblock to pedestrian-only routes is the vast amount of resources that would be required to implement pedestrian specific routes. These resources, which include personnel, vehicles and barriers, would need to be deployed at every intersection through which pedestrians would be passing. This would require staff and resources to come from an outside location into a potentially dangerous location. On top of these requirements, all of this infrastructure would have to be set up almost instantly after an incident took place. This impossible time restriction would be coupled by the difficulty in telling those evacuating where to find the correct pedestrian-only routes. For these reasons, pedestrian-only routes were not identified for these hypothetical scenarios.

Even without the designation of pedestrian only routes, directions out of the affected area must be given to those walking. It is suggested that public outreach efforts be made well in advance of any major incident to instruct the general public that walking can be an effective way out of a dangerous situation. Those walking should follow directions from municipal or public safety officials on what to do. In the absence of that information they should walk upwind and away from the incident and keep walking until they receive further instruction. This instruction could come from emergency responders (police, fire department or public works staff) at traffic control points, business/corporate safety officers, radio or personal communication devices, and public address systems including helicopter flyovers. This additional information, given while en route, will instruct walkers where to congregate to wait for transit to pick them up.

**Transit:** For incidents taking place in the central business districts of Minneapolis or St. Paul, approximately 35,000 or 5,600 transit riders respectively, would be required to leave the affected area without a personal vehicle. It is hoped that with additional instruction or previous education, these people will automatically follow their instinct to get out of harm's way by walking. Walking directions to transit pickup locations will come from a variety of sources within the area. They will direct these transit users and all other pedestrians to designated transit pickup location(s) outside of the hot zone. Potential transit locations have been recommended for the five hypothetical scenarios. They can also be determined as each unique incident dictates.

At the transit pickup location, buses will arrive to shuttle these people to a temporary shelter a short distance away. The number of buses arriving at these transit pickup locations will depend on the size of the incident and how many buses can be made available. It should be noted to the public that all transit pickup locations will take people to a safe shelter location. Pedestrians should NOT be concerned about walking to a transit pickup location in the direction of their home or family, instead they should take the shortest distance out of the affected area to any transit pickup location.

The total number of people moved will be a combination of number of buses and the capacities of those buses. Buses within the MetroTransit fleet have varying capacities. According to the MetroTransit website in September 2005, the fleet consists of approximately 800 standard-length (40ft) buses each of which have a maximum "crush load" capacity of 80 people. An additional 140 articulated buses have a "crush load" capacity of 120 people. These buses would be directed by MetroTransit officials to the designated transit pickup locations to shuttle people to nearby temporary shelter locations. Instead of having multiple buses traveling to a variety of destinations, all buses from a transit pickup zone would take passengers to a single safe location. This would ensure that people just get on any bus and are not attempting to find a ride to a specific destination. At these shelter locations, people could use restroom facilities, get water, contact loved ones, and arrange rides home or take another bus home that would serve normal bus routes.

**Driving:** It is expected that all evacuations would have some component of driving. How viable driving is during an evacuation will depend on the amount of advance notice, the size of the evacuation zone and the population density within that zone at the time of the incident. During large scale events that have enlarging footprints of danger, it is expected that people would abandon vehicles stuck in congestion and walk out of the affected area. The decision to drive will be a function of the conditions previously described. The freeway and arterial closures and management techniques will maximize the flow of evacuating traffic while blocking unauthorized vehicles from entering the affected area and emergency response routes. Vehicles will attempt to use the highest capacity routes leading to freeways and other main arterials to exit the affected area unless those are congested. If those routes are congested or blocked they will likely use available local streets or abandon their vehicle and walk.

### Contraflow Operations:

Contraflow is the practice of reversing the direction of inbound lanes so all lanes flow out from an incident. We do not recommend using contraflow in most situations. The main reason for rejecting this idea is the extended warning time necessary to implement. Current practices of using contraflow for evacuations center on hurricane evacuations. These evacuations are ordered days before the incident and have plenty of lead time to initiate. Most threats within the Twin Cities metro area occur with little or no warning. This eliminates the vital lead time to change inbound lanes to outbound.

Contraflow is not altogether ruled out, however. With certain considerations given to future roadway designs and the addition of some technology, contraflow could become a reality for select corridors out of high risk areas or for unanticipated situations that allow for adequate preparation and warning.

### Evacuation Strategies

The following presents a summary of the generic strategies that are to be used should an incident occur:

1. The incident commander (IC), with the assistance of staff, will identify the affected area and the effects of the incident, mobilize emergency management staff to establish the incident command system (ICS) framework and determine a protective action recommendation(s) (PAR). The PAR could include shelter in place or evacuation or a combination of those and perimeter control.
2. The IC or staff will make notifications to previously identified State and local agency officials including the Minnesota Duty Officer, and initiate notification to the public using local EOP and MEOP procedures. The methodology for notifying the public is discussed in other sections of this document.

3. Coordinate the local law enforcement and fire department response. While the first priority will be to tend to the immediate situation, available staff should work to establish control of the immediate perimeter.
4. Activate any available local, regional and State emergency operation centers (EOC). Depending on the location of and affected area from the incident, certain EOCs may not be functional.
5. Establish the appropriate arterial/freeway management strategy in coordination with agencies with jurisdiction - identify the proper evacuation area and routes, traffic control points, and transit pickup locations.
6. Communicate and coordinate with the agencies that are responsible for responding to the incident. It is imperative that all involved agencies are executing the same evacuation plan strategy. Agencies that will likely be involved include the State Patrol, MN/DOT Maintenance and Traffic Management at the RTMC, local public works and traffic engineering staff, private contractors, Metro Transit, and other transit providers.
7. Based on the strategy identified in step 6, establish the immediate arterial traffic control points and pedestrian and vehicle egress routes. The different agencies should know at this point who is responsible for controlling which intersections and routes.
8. Any applicable dynamic message signs (DMS) controlled by the RTMC should be activated in conjunction with the establishment of freeway and ramp closures. Mobilization of portable DMS to locations determined by the RTMC should also be initiated at this time. The State Patrol and MN/DOT will likely be the agencies responsible for these actions.
9. After inbound traffic has been stopped and/or diverted by the traffic control points, establish emergency vehicle and transit access routes. Since inbound lanes will likely be used for both the inbound and outbound emergency vehicle and transit routes, it is desirable that these routes be closed and cleared to the extent possible.
10. Inform responders/emergency management personnel of the identified routes for emergency vehicles.
11. Inform transit personnel of the established access and egress routes to and from the recently identified pedestrian pickup locations. The transit drivers must be briefed on the procedure for picking up evacuating pedestrians.
12. Establish the location of secondary staging areas or emergency reception centers.
13. Once the immediate traffic control points have been secured and the evacuation has begun, implement the complete traffic management and traveler information plan. This includes using available personnel to establish long term control measures at primary traffic control points, and then move on to secure secondary traffic control points and evacuation routes. In addition, other portable or fixed location DMS should be activated at this point to inform travelers to stay away from the affected area.
14. As a secondary response to assist the evacuation process, public information centers or a joint public information center should be set up in order to provide the public a location, web site, or phone number where they can get more information about the incident, street closures, the evacuation process, and ways to locate friends or loved ones.

15. The evacuation response can change during or after people are leaving the impact area. It is important to adjust the response, control, and recovery effort, based on changes in the character of the incident (for example, is the plume moving in a direction different from what was predicted?), secondary traffic incidents, level of resources, weather, and many other elements.

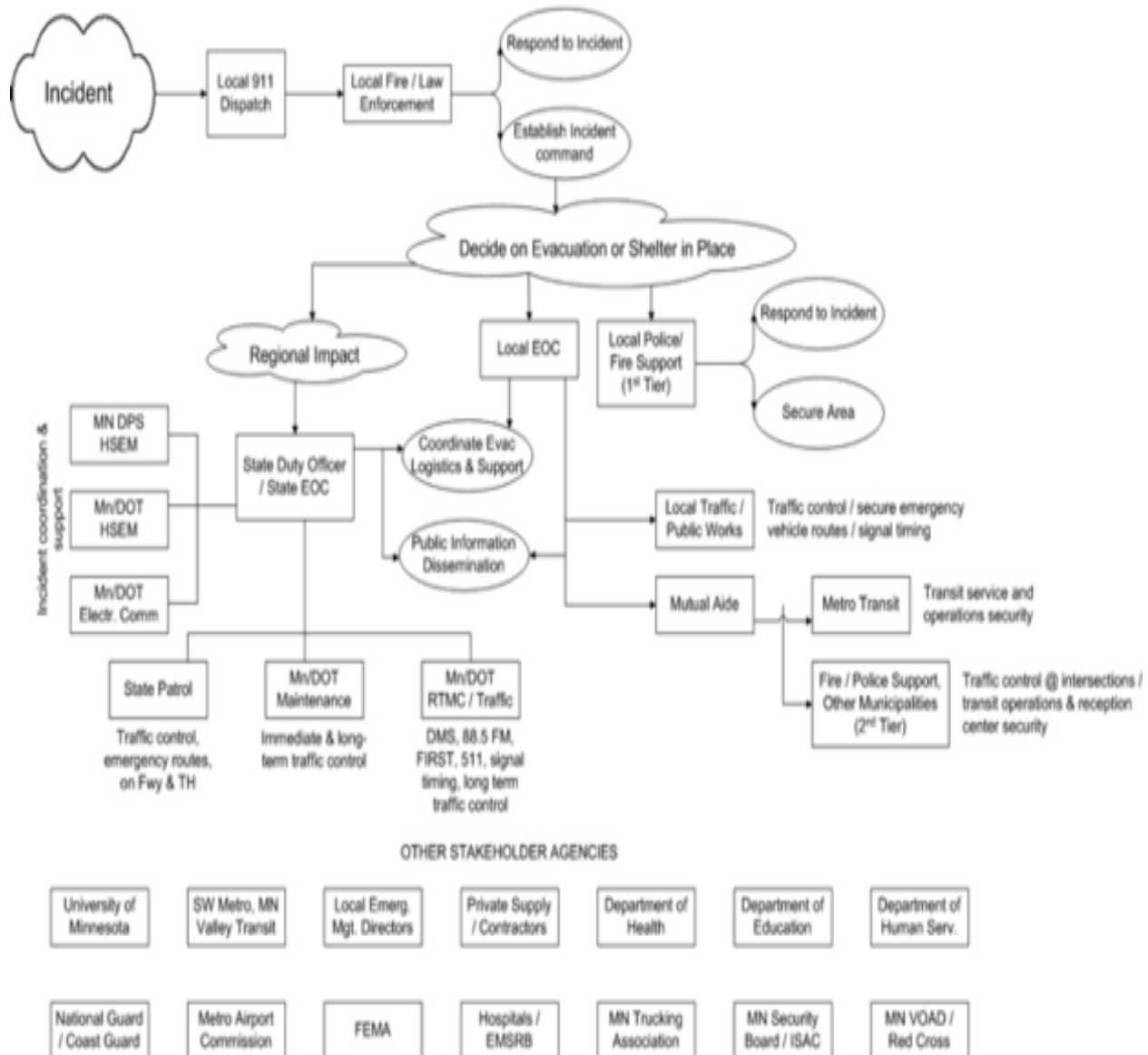
### Planning Process:

#### Incident Occurs

1. Normal notification of emergency services and other agencies via dispatch
  - a. Persons in the immediate area self-evacuate on foot or by any other means. This cannot be pre-planned and is therefore assumed
  - b. IC Contact to MetroTransit for buses to pick up/temporarily shelter self-evacuees who might be gathered in a given area outside of the immediate hot zone.
  - c. Responders in the immediate hot zone verbally instruct any persons to evacuate or shelter in place as appropriate.
2. Incident Command makes decision to evacuate an area (or EOC makes decision at some point later in the incident).
3. Using Common Operating Picture System, identify the areas that must be evacuated by drawing a polygon or circle on the GIS map of the area.
  - a. Identify all streets intersected by the polygon/circle. These streets will need to be blocked in some manner (see graphics above).
  - b. Identify needed and available resources – contact dispatch to request additional resources:
    - i. Emergency vehicles
    - ii. Public Works vehicles
    - iii. Drums
    - iv. Signs
    - v. Roadblocks
    - vi. Personnel



**NOTIFICATION / INFORMATION FLOW DIAGRAM**



## Public Mass Transportation Operations

**Note:** The following mass transportation guidance refers primarily to the use of buses including the resources public bus companies, mobility transport companies, and school buses. Most of these resources are privately owned and their availability can vary. Metro Transit is the largest and most widely spread public mass transit provider in the region and will be referenced the most as a default source of mass transit vehicles and operations management, but Ramsey County will leverage any and all local public mass transportation providers as needed and available to effectively and efficiently accomplish an evacuation. This includes the use of other transportation methods, such as rail, air, and even river travel if necessary.



***Muster/Collection Site Operations*** (areas inside the evacuation zone where evacuees who rely on transportation for the evacuation will gather to be collected and brought out of the hazard zone to embarkation sites or reception centers)

- Muster sites are used both during on-foot evacuations and in vehicle evacuations as assembly points for evacuees who will be relying on government provided transportation
- Muster site locations will be determined at the time of need based on the unique conditions and locations affected by the incident.
- Metro Transit has effective internal temporary muster site plans and extensive experience in their management and operation. These plans can be adapted quickly to use during an evacuation. Metro Transit in coordination with the ESF 13 Lead at the request of the EOC can provide muster site supervisors and management personnel in addition to its vehicles and drivers.

### **Evacuation Support Operations**

**Coordination with Private Institutions** (hospitals, schools, assisted living, prisons)

- Evacuation of hospitals, nursing homes and other care facilities with residents/patients who are severely mobility limited is a recognized gap. Situations would be worked out with the facility management, local EMS providers, through the EOC.
- Hospitals have their own plans for sheltering in place and evacuations
- Schools maintain their own evacuation plans and agreements with other schools/districts to host evacuated students if necessary.
  - Private schools and daycares are instructed to also maintain their own plans but may not have adequate transportation resources, particularly in large scale events where their contractors are double booked, and may require additional assistance from the county
  - A critical component to any evacuation involving schools is timely and accurate public information to inform parents of the arrangements being made for their children and where to pick them up if possible.
- The evacuation of incarcerated persons presents unique considerations. Prisoners cannot be housed in public shelters or transported on public transportation along with the general public. Prisons have their own evacuation plans which include pre-designated transportation and housing resources.
- The county may be called upon to assist in evacuations of any of these institutions, particularly in major or catastrophic evacuations in which their own resources may not be available. Clients from these institutions will remain under the management of their institutions.
  - The county will coordinate with affected institutions during any evacuation that includes their facilities and/or personnel.

**Motorist Assists (for self-evacuees and mass transit vehicles)**

Gas stations on the evacuation route may be overwhelmed and may even run out of fuel.

- To prevent motorists getting stranded by running out of fuel and their vehicles from impeding evacuation traffic Ramsey County will employ the use of mobile refueling resources to assist evacuating motorists en route who are running low or run out.
- It may also be necessary to request that those gas stations increase their service hours etc. to accommodate the evacuation.
- To prevent the blocking of evacuation traffic lanes vehicles that become inoperable during the evacuation will be moved to the shoulder or ditch by the most expedient process available (pushing by hand or vehicle, towing etc.). Motorists who were using the vehicle will be transported to the nearest evacuee reception area by the closest available public transportation. No motorist will be left stranded.

**Evacuee Embarkation Sites (including Reception Centers)**

Evacuee embarkation sites are locations outside of the hazard zone where evacuees using public transportation arrive to be processed, receive mass care, and transfer to public transportation that will bring them to a public shelter. Reception Centers are locations that will receive the public transportation evacuees at their final destination. Services offered at embarkation sites and reception centers are the same and will be covered as one.

**Note:** Either location may also receive self-evacuees if necessary, particularly if there is a need for decontamination or to track them through a common site with public transportation evacuees. If self-evacuees are not expected to need decontamination or another method is available from them to be included in the evacuee tracking system, they should not be routed to embarkation or reception sites.

**Services at embarkation and reception locations may include the following:**Processing

- If the evacuee will be traveling on (to a reception center if at an embarkation site or to a public shelter if at a reception center), they will be assigned to a public transportation vehicle.
- If public shelters are needed, evacuees will be assigned to a shelter at the reception center and assigned any additional transportation needed to reach the shelter.
- Every effort will be made in the assignments of any transportation and shelters to keep families together.

Accountability

- To ensure that all persons who were expected to have been in the evacuation zone have been accounted for it is recommended that a system for evacuee accountability be established as soon as possible once reception centers are established. This system should include some method of identification

confirmation and a centralized location to collect the information. Options include requiring that all evacuees physically travel to a reception center within a given time frame to register that they successfully evacuated, or a hotline. Appropriate proof of identification will be dependent on the situation and determined at the time.

- Ramsey County and municipal property records, rental property leasing records, and business employee records are potential tools in identifying who was likely to have been in the affected area at the time.
- FEMA has a potential evacuee tracking system that may be a resource during incidents they are assisting with. It is known as NMETS (National Mass Evacuation Tracking System)
- Evacuee tracking may also be assisted through the use of the American Red Cross's Safe and Well website, particularly for those staying in mass care shelters.

#### Mass Feeding

- Mass feeding at embarkation sites will consist at a minimum of basic rehydration. Other feeding services, from simple snacks to hot meals, may be delivered as appropriate and available at the discretion of the ESF 13 Lead. Evacuees should not expect full mass feeding services at the embarkation site however, those traveling on to their own destination (hotel, relatives house etc.) should provide for their own meals en route. Those requiring public shelter will receive meals at the shelter facility as part of their mass care services under ESF 6.

#### Sanitation

- Embarkation sites should provide for the basic sanitation needs of evacuees, particularly restroom facilities.

#### Pet Sanitation

- A separate area, preferably grassy, should be set aside at the embarkation site for pet owners to exercise and provide relief for their animals.

#### Health Services

- Health services at embarkation sites will consist of basic treatment for minor injury or illness (first aid) and basic psychological first aid.
  - Health screening of evacuees at the embarkation site may be necessary to ensure to determine if any further health services are needed for that individual due to the effects of the hazard.

#### Decontamination

- Decontamination of evacuees, their pets, and personal vehicles may be necessary and should occur at the embarkation site before the evacuees move on to shelters (personal or public). The ESF 13 Lead will coordinate with the [ESF](#)

[10 Hazardous Materials](#) (and [ESF 17 Animal Services](#) for pets) staff for any decontamination operations.

#### Vehicle Staging and Boarding

- Reception centers and embarkation sites may need to provide continued public transportation to the next evacuation support site (either a public shelter or the reception center respectively).
  - After receiving their transportation assignments at processing and any other support services needed, evacuees will queue for and board their assigned transport at the vehicle staging area.
    - Separate vehicle staging areas may be used for pet owners and/or their pets depending on the animal shelter types being used or if pets are being transported separately from their owners. See [ESF 17 Animal Services](#) for policies and recommendations. These areas should be coordinated with the ESF 17 Lead.
    - Metro Transit site plans can be adapted for embarkation and reception center vehicle staging. See the [Metro Transit Muster Site guidance](#) for additional information.

#### **Evacuation Zone Security**

The evacuation zone will be secured at the earliest possible time until the area is deemed safe and released by the IC for normal ingress and egress. Evacuation zone security will protect the public from unsafe access to the zone and protect evacuee's property within the zone.

ESF 13- Law Enforcement and Scene Security is responsible for the security plans for the evacuation zone. Plan specifics will be highly dependent on the incident conditions and will be developed at the time. Considerations and plan items should include:

- The designation and establishment of an evacuation zone perimeter
- The determination of resource needs in order to secure the perimeter and operate access control points
  - This may include the need to activate law enforcement mutual aid and/or request the assistance of the National Guard
- Establishment of ingress and egress control points, and any specific ingress and egress points reserved for response vehicles
- Designation of approved identification/credentials for entry into the evacuation zone
- Any additional security efforts necessary including the use of area surveillance cameras, patrols (if possible) and/or area curfews etc.
- Any unique plans necessary for the processing and care (including decontamination) of persons found to be violating the evacuation perimeter.
- Coordination with re-entry planners for access control point operation plans during re-entry

## Evacuation Demobilization Operations

The EOC Planning Section should create a Demobilization Unit to establish an event specific evacuation demobilization plan including plans for the transfer of resources used in the evacuation to security, monitoring and eventually re- entry operations as appropriate or release to their jurisdictions/standard duties.

### Re-entry Operations

Re-entry considerations and determinations will be made by the IC once the area is deemed to be safe for limited or full occupation. These considerations include:

- Will re-entry be short term, staged, or full?
- The method used to group people for any staged re-entry
  - Options include address number, alphabetical by last name etc.
- Security needs for the zone during re-entry operations
- Public ingress and egress access points
- Any restrictions on who will be provided access: the general public, the media, business owners, or residents only etc.
- The level of safety that needs to be established within the zone before re- entry is possible on any level. In addition to the reduction of the original hazard to below dangerous levels, this may include:
  - Clearing of most roads of debris to allow for basic travel
  - Removal or rendering safe of significant hazards such as downed power lines, ruptured gas and sewer lines
  - Inspection and placarding of damaged structures (see damage assessment in [ESE 3 Public Works](#))
  - Water lines have been repaired enough to provide firefighting capability
  - Utility restoration is not necessary but recommended at least basic service levels
- Types of support services needed for the returning public in the zone- including assistance from voluntary agencies for feeding, clean up etc.
- Access authorization and credentialing will need to be provided to any designated staff from entities providing those services.

### Re-entry Public Information

Evacuees will be notified by public announcement in public shelters and via the media when it is safe to return to the evacuated area. Re-entry public messages should include the following information:

- Whether the re-entry is short term, staged, or full,
- Locations of any access control points
- Credentialing and identification requirements
  - Safety information on any hazards in the evacuation area.
  - Re-entry transportation services and instructions for public transportation dependent populations including those who were evacuated on public transportation.
  - Additional short term re-entry public information

- Clear explanations of why re-entry is being limited to short term and when full entry is expected to be possible
- Entry and exit times
- Additional staged re-entry public information should include:
  - Clear explanations of the reasons that re-entry is being staged
  - Clear explanations of the method being used to group those returning and the times each group should return.

## **Re-entry Protocols**

### General Re-entry Operations

- As appropriate to the scale and timeframe of re-entry will be carried out using the same considerations, policies and procedures as the evacuation- particularly in the case of transportation and traffic management.

### Short Term/Limited Time Re-entry

- Limited re-entry will provide access to evacuees, residents, and owners of businesses within the hazard zone for prescribed and limited portions of a day prior to full re-entry. This is often appropriate when the initial or resulting hazards within the zone have been reduced below immediate life safety levels but the area is still not safe for long term occupancy.

### Staged Re-entry

- Staged re-entry is particularly useful in large scale evacuations to limit return route congestion and effectively manage security and credentialing. Evacuees will be phased back into the area in pre- determined stages.

### Full Re-entry

- Full re-entry is the complete return of all evacuated persons to the area and full access to the area for all residents, business owners etc. It may also include complete public access even for non-residents/business owners or may be restricted due to continuing hazards, security concerns and/or cleanup efforts. The IC will make this determination.
- Full re-entry will use the re-entry security protocols below, and any necessary transportation and traffic management plans from the initial evacuation plan.

### Re-entry Security

- Efforts shall be made by on-scene personnel to insure that access/return to the area is obtained only by authorized personnel.
- Evacuation zone security includes plans for access control points and credentialing during re-entry. See the Evacuation Zone Security section within this Concept of Operations for more information.

### Re-entry for Transportation Dependent Populations

- The Planning section in the EOC will work out a transportation plan for reentry for shelters inside and outside the evacuation zone.
- A hotline may be needed to receive re-entry transportation assistance requests.
- Re-entry transportation planning should include:
  - Whether public transport vehicles will be able to travel within the zone or if drop off points outside the zone from which the public can either walk into the zone or if they are unable to do so, can board specially designated vehicles to transport them to their destination within the zone.
  - A determination of when regular public transportation service can resume and the disaster public transportation service can end
    - This should be clearly communicated to the public via public information messages.

### Roles and Responsibilities

The following list identifies the responsibilities designated to each agency and organization for this ESF. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Activates and coordinates their jurisdiction's EOC
2	May make recommendations to the jurisdiction's Mayor regarding evacuation and/or Declarations of Emergency
3	Activates this ESF
4	May serve as part of a Unified Command

Primary: Municipal Law Enforcement	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	May serve as Incident Commander or in Unified Command
2	Assist with public warning in the field
3	Coordinate any on traffic control and security issues for municipal roads, neighborhoods and facilities involved with the evacuation
4	Coordinates with the Incident Commander (IC) on the determination of evacuation routes within their jurisdiction and designation of any routes reserved for emergency vehicle traffic into and out of the evacuation zone
5	Coordinate with the traffic division of Public Works on the use or modification of traffic control devices, including Optacons to aid any evacuation
6	Coordinate the evacuation or sheltering of any persons incarcerated in their law enforcement holding areas
7	Coordinate with the ESF 13 Lead, public works, and the IC on the establishment of a system to assist motorists on evacuation routes, including the removal of inoperable vehicles from the roadway, refueling of vehicles, and transport of stranded motorists

Primary: Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	<p>Serve as Incident Commander of any County managed evacuations. This will include:</p> <ul style="list-style-type: none"> <li>• Coordinate all transportation resources used in an evacuation</li> <li>• Coordinate security and traffic control in the affected area</li> <li>• Coordinate with local Law Enforcement and Incident Command in any county assisted evacuations on traffic control and security issues for county highways and facilities involved with the evacuation</li> <li>• Coordinate with the traffic division of the affected municipality's or County Public Works on the use or modification of traffic control devices to aid any evacuation</li> <li>• Coordinates with the Incident Commander (IC) on the determination of evacuation routes and designation of any routes reserved for emergency vehicle traffic into and out of the evacuation zone</li> <li>• Coordinate with Ramsey County Community Corrections on the evacuation of any incarcerated persons from, though, or to Ramsey County.</li> <li>• Coordinate with the ESF 13 Lead, local law enforcement, public works, and the IC on the establishment of a system to assist motorists on evacuation routes, including the removal of inoperable vehicles from the roadway, refueling of vehicles, and transport of stranded motorists</li> <li>• Request the assistance of the National Guard if needed for any shelter-in-place, evacuation, or re-entry services.</li> </ul>

Supporting: MetroTransit (Metropolitan Council)	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	



1	Provide its vehicle and personnel resources as available and needed to transport evacuees and establish and manage muster sites/vehicle staging and boarding areas
2	Assist in the development and implementation of any incident specific evacuation plans that involve Ramsey County and use the North Star Rail or light rail lines
3	Provide Metro Mobility service, if required

**Supporting: MN Department of Transportation (MnDOT)**

**Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry**

1	Provides its resources to assist with evacuations on state and federal highways.
2	Other MNDOT evacuation responsibilities

**Supporting: MN National Guard**

**Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry**

1	<p>Once requested by the County Sheriff or Governor, can provide the following evacuation assistance</p> <ul style="list-style-type: none"> <li>• Traffic control personnel</li> <li>• Motorist assists <ul style="list-style-type: none"> <li>○ Refueling trucks</li> <li>○ Equipment and personnel to move inoperable vehicles from the roadway</li> <li>○ Transport of stranded motorist</li> <li>○ Evacuation zone and access point security</li> <li>○ Hazmat trained personnel to assist with any services to the public within the hazard zone</li> </ul> </li> </ul>
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**Supporting: MN State Patrol**

**Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry**

1	Assists with traffic control and security, particularly with regard to state and federal highways and state facilities
2	See State Patrol Responsibilities

Supporting: Municipal CERT	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Provide their members and program coordinators to assist in any appropriate non-hazardous shelter-in-place, evacuation, and/or re-entry tasks, including but not limited to:
2	Assistance with access point and perimeter security
3	Assistance with processing, information, and mass care support at evacuation muster, embarkation, reception, and/or information sites.
4	Assist with traffic control and direction

Supporting: Municipal Fire Department	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	May serve as Incident Commander or in Unified Command
2	Assist with public warning in the field
3	Coordinate Fire/Rescue services within the evacuation zone, evacuation routes, or evacuation support sites

Supporting: Municipal Law Enforcement	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	May serve as Incident Commander or in Unified Command
2	Assist with public warning in the field
3	Coordinate any on traffic control and security issues for municipal roads, neighborhoods and facilities involved with the evacuation
4	Coordinates with the Incident Commander (IC) on the determination of evacuation routes within their jurisdiction and designation of any routes reserved for emergency vehicle traffic into and out of the evacuation zone
5	Coordinate with the traffic division of Public Works on the use or modification of traffic control devices, including Opticoms to aid any evacuation
6	Coordinate the evacuation or sheltering of any persons incarcerated in their law enforcement holding areas
7	Coordinate with the ESF 13 Lead, public works, and the IC on the establishment of a system to assist motorists on evacuation routes, including the removal of inoperable vehicles from the roadway, refueling of vehicles, and transport of stranded motorists

Supporting: Municipal Mayor's Office	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Issue the "Order" to evacuate for their jurisdiction under the recommendation of the IC or other authorized agents (see Activation Protocols in Concept of Operations)
2	Approves any recommendation for a Declaration of Emergency

Supporting: Municipal Public Schools	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Maintain communications with the EOC/Incident Command to ensure awareness of their actions and arrangements for their students during sheltering-in-place or evacuation.
2	Participate in JIC operations and in public messages regarding the arrangements for their students.

Supporting: Municipal Public Works	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Assist the ESF 13 Lead with traffic control, signal timing, sign and lighting, barriers and cones
2	Help to establish and monitor transportation routes being used for evacuation or re-entry
3	Coordinate with the ESF 13 Lead, public works, and the IC on the establishment of a system to assist motorists on evacuation routes, including the removal of inoperable vehicles from the roadway, refueling of vehicles, and transport of stranded motorists

Supporting: Private Transit Resources	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Provide vehicle and personnel resources as available and needed to transport evacuees: <ul style="list-style-type: none"> <li>• First Student Bus</li> <li>• Human Services, Inc (Bus)</li> <li>• Lorenz Bus Company</li> <li>• Maple Grove Transit System</li> <li>• MV Corporation (Transit)</li> <li>• Plymouth Metrolink Transit</li> <li>• Schmitt &amp; Sons Transportation</li> <li>• Scott County Transit</li> <li>• Shakopee Area Transit</li> <li>• Southwest Metro Transit Commission</li> </ul>

Supporting: Ramsey County CERT	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	

1	Provide their members and program coordinators to assist in any appropriate non-hazardous shelter-in-place, evacuation, and/or re-entry tasks, including but not limited to:
2	Assistance with access point and perimeter security
3	Assistance with processing, information, and mass care support at evacuation muster, embarkation, reception, and/or information sites.
4	Assist with traffic control and direction

Supporting: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Activates and coordinates their jurisdiction's EOC
2	May make recommendations to the jurisdiction's Mayor regarding evacuation and/or Declarations of Emergency
3	Activates this ESF
4	May serve as part of a Unified Command

Supporting: Ramsey County Public Works	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Assist the ESF 13 Lead with traffic control, signal timing, sign and lighting, barriers and cones
2	Help to establish and monitor transportation routes being used for evacuation or re-entry
3	Coordinate with the ESF 13 Lead, public works, and the IC on the establishment of a system to assist motorists on evacuation routes, including the removal of inoperable vehicles from the roadway, refueling of vehicles, and transport of stranded motorists

American Red Cross	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Coordinate with the ESF 13 Lead on the provision of their mass care services at evacuation support sites
2	Coordinate with the ESF 13 Lead through ESF 6 Mass Care on the establishment and operation of public shelters for evacuees.

ESF/Annex Lead	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Coordinate with the IC on the designation of evacuation routes, support site locations and services
2	Coordinate with Public Works and law enforcement on traffic control plans and measures
3	Coordinate with law enforcement on the establishment of perimeter and access point security

4	Coordinate with the PIO on any public messages regarding sheltering-in- place, evacuation or re-entry, and the establishment of any hotlines for evacuation or shelter-in-place assistance
5	Coordinate with the Planning Section on any demobilization plans and re- entry plans
6	Coordinate with Metro Transit and any other local mass transit providers on transportation operations including the management of muster/vehicle staging and boarding locations
7	Coordinate with ESF 10 Hazardous Materials personnel on any decontamination needs for evacuees
8	Coordinate with ESF 6 on any mass care services to evacuees or those sheltering-in-place
9	Coordinate with law enforcement, public works, and the IC on the establishment of a system to assist motorists on evacuation routes, including the removal of inoperable vehicles from the roadway, refueling of vehicles, and transport of stranded motorists

HealthEast Medical Transportation	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Provide vehicle and personnel resources as available and needed to transport evacuees

MN Organizations Active in Disaster (MnVOAD)	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Provide a representative to the EOC if requested
2	Assist in the identification of voluntary agency resources to perform shelter-in- place, evacuation, and re-entry support services including mass care.

Municipal Emergency Management Agency (EMA)	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	Activates and coordinates their jurisdiction's EOC
2	May make recommendations to the jurisdiction's Mayor regarding evacuation and/or Declarations of Emergency
3	Activates this ESF
4	May serve as part of a Unified Command

Municipal EMS	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	<p>Work with ESF 8 Health and Medical to coordinate the evacuation of people or institutions that require medical transports for evacuation assistance.</p> <p><b>Note:</b> Ambulances will be in high demand, especially by medical institutions for the evacuation of their clients. For this reason, ambulances will be a last resort in the transport of individuals with medically mobility issues from their homes who have not made personal arrangements. While not ideal in all cases, the limited availability of ambulances will necessitate the use of other mobility transports in these cases.</p>
2	Work with the evacuation assistance request hotline coordinator to develop a method for processing and fulfilling incoming requests
3	Work with the PIO to create public information messages instructing people who require additional evacuation assistance to call the established hotline

Municipal Public Information Officer	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	<p>Establish a hotline if needed and assist in the development of a system for processing and fulfilling incoming requests for evacuation assistance</p> <ul style="list-style-type: none"> <li>Create public information messages instructing people who require additional evacuation assistance to call the established hotline</li> </ul>
2	Establish and coordinate the JIC
3	Develop and release public information messages regarding the event

Private EMS	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	<p>Work with ESF 8 Health and Medical to coordinate the evacuation of people or institutions that require medical transports for evacuation assistance.</p> <p><b>Note:</b> Ambulances will be in high demand, especially by medical institutions for the evacuation of their clients. For this reason, ambulances will be a last resort in the transport of individuals with medically mobility issues from their homes who have not made personal arrangements. While not ideal in all cases, the limited availability of ambulances will necessitate the use of other mobility transports in these cases.</p>
2	Work with the evacuation assistance request hotline coordinator to develop a method for processing and fulfilling incoming requests
3	Work with the PIO to create public information messages instructing people who require additional evacuation assistance to call the established hotline

Ramsey County Public Information Officer - PIO	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	<p>Establish a hotline if needed and assist in the development of a system for processing and fulfilling incoming requests for evacuation assistance</p> <ul style="list-style-type: none"> <li>Create public information messages instructing people who require additional evacuation assistance to call the established hotline</li> </ul>
2	Establish and coordinate the JIC
3	Develop and release public information messages regarding the event

Senior Community Services Transportation	
Response (During Event) Actions for Appendix D: Evacuation, Shelter-in-Place, and Re-Entry	
1	<p>Provide vehicle and personnel resources as available and needed to transport evacuees:</p> <ul style="list-style-type: none"> <li>First Student Bus</li> <li>Human Services, Inc (Bus)</li> <li>Lorenz Bus Company</li> <li>Maple Grove Transit System</li> <li>MV Corporation (Transit)</li> <li>Plymouth Metrolink Transit</li> <li>Schmitt &amp; Sons Transportation</li> <li>Scott County Transit</li> <li>Shakopee Area Transit</li> <li>Southwest Metro Transit Commission</li> </ul>

## C. RESOURCES

### Transportation Resources

There are many transportation assets available to the county and its municipalities, including assets from government departments, mutual aid from other government jurisdictions, voluntary organizations, and private companies. The following is only a partial listing of potential assets

#### **Metro Transit (MTC)**

MTC can provide buses and/or drivers upon request to assist in the evacuation and re-entry transportation

- Bus dispatch
- MTC rail lines, including light rail and North Star commuter rail currently have no lines within Ramsey County, but may serve as a resource option to move county evacuees out of the area or to assist evacuees coming to Ramsey County. Plans are under way to extend these lines into the county in the future.
- For muster site operations contact the Metro Transit Control Center.
- Other Local/Regional Bus Companies
  - MTC emergency plans include contact information for other local busing companies. Ramsey County Emergency Management and Homeland Security has a copy of those plans and contact numbers
  - School buses. Most local school bus companies are privately owned and operated. Their ability will vary. They should be contacted on an ad hoc basis to see what resources they can provide at the time.
    - First Student Bus Company
    - Lorenz Bus Company
    - Rehbein:
  - Greyhound and Jefferson bus lines - these are private interstate bus companies with local depots that should be contacted ad hoc to see if they may have resources available
  - Bus drivers. If not supplied by the bus company, and if the bus company agrees to the use of outside drivers, additional bus drivers may be necessary to accomplish large scale evacuations. The bus company has the right to require that any drivers must be able to meet federal requirements to drive a school bus including licensure, drug and alcohol testing requirements, and passenger endorsements.
    - The National Guard is a potential source of personnel with appropriate licensure to operate a bus.



### The National Disaster Medical System

- Can assist with movement of medical patients during a disaster. This is a federal program and should be requested through the State Duty Officer. Many local hospitals participate in or are members of the NDMS.

### The Minnesota National Guard

- Has high clearance large capacity vehicles, passenger and large vehicle licensed drivers and other transportation assets including air transports.

### Air Transportation

- Metropolitan Airports Commission (MAC) for local airports including Minneapolis St. Paul International and Homan Field
- Holman Field can provide transportation assets for bringing in and removing items and personnel. The use of Holman Field should be coordinated with the City of St. Paul
- Airspace management - through the State Duty Officer, the City can make a request for temporary flight restriction in the airspace over the City for life safety issues. Only the federal government can close airspace.

### Water Transportation and River Traffic Resources

- Any use of Mississippi River assets should be coordinated through the City of St. Paul
  - Barges - Upper River Services is the contact for barges and tug/tow boats. This is still a concept that will be explored further for evacuation and debris management.
  - The Paddleford Company is a potential source for other marine assets including personal flotation devices.
  - The Army Corps of Engineers is responsible for the Mississippi River maintaining the shipping channel.
  - The US Coast Guard is responsible for commercial river traffic on the Mississippi River, including safety and control.
    - Ramsey County Sheriff and SPPD for civilian river traffic safety and control
    - Upper River Services for tug boats and marine assets
    - Closing the river - In an emergency the Ramsey County Sheriff's Office can close the river to all traffic. Contact the Water Patrol section; otherwise the Coast Guard also has that authority.
    - St Paul Fire and the Ramsey County Sheriff's Department can aid in Mississippi River security during water evacuations by doing sweeps and carrying law enforcement personnel on their boats

## Security Resources

The County and its municipality maintain mutual aid agreements with outside agencies that can assist with security, including equipment and personnel. Additional resources include:

### **Ramsey County and Municipal CERT**

- County Dispatch can be used to request CERT volunteers from any and/or all programs in the county. Additional program specific contact numbers are:
  - Ramsey County Sheriff's Department
  - CERT Program Coord.
  - Falcon Heights CERT
  - New Brighton CERT

### **Metro Transit**

- Has law enforcement personnel that may be able to assist with evacuation security - primarily at their transportation operation sites.
- Metro Transit Police Dispatch

### **The Minnesota State Patrol**

- Via the State Duty Officer

### **The Minnesota National Guard**

- Has personnel that can assist in security at the request of the County Sheriff

## Traffic Control Resources

The County and its municipality maintain mutual aid agreements with outside agencies that can assist with traffic control, including equipment and personnel. Additional resources include:

### **Minnesota Department of Transportation**

- Maintains its Traffic Management plan and is a source for evacuation support. Ramsey County emergency management has a copy of the [MNDOT Traffic Management Plan](#) if needed.

### **The Minnesota State Patrol**

- Via the State Duty Officer

### The Minnesota National Guard

- Has personnel and equipment that can assist in traffic control and direction at the request of the County Sheriff

### Evacuee Support Resources

#### MN VOAD

- Via the State Duty Officer

#### Ramsey County and Municipal CERT

- County Dispatch can be used to request CERT volunteers from any and/or all programs in the county. Additional program specific contact numbers are:
  - Ramsey County Sheriff's Department
    - CERT Program Coord.
  - Falcon Heights CERT
  - New Brighton CERT (generally do not deploy outside the city)

### The Minnesota National Guard

- Has personnel and equipment that may be able to provide some support services under certain hazard situations. The Guard also has large vehicles and personnel that can assist with the removal of inoperable vehicles from evacuation routes, refueling of vehicles, and transport of stranded motorists

### Portable Toilets

- For support sites: the county contracts with several commercial vendors
  - Biff's
  - Jimmy's Johnnys
  - Nature Calls
  - On Site Sanitation
  - Rent'N Save
  - Royal Flush
  - Smilie's Sewer

Signatory Page:

## Appendix E - Debris Management Plan



Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Public Works

Ramsey County Public Works

**Support Agencies:**

County Incident Manager (CIM)

Federal Emergency Management Agency (FEMA)

MN Department of Transportation (MnDOT)

MN Pollution Control Agency (PCA)

Municipal City Attorney

Municipal Emergency Management Agency (EMA)

Municipal GIS

Municipal Incident Manager (MIM)

Municipal Public Information Officer

On-Scene Incident Commander (OSIC)

Ramsey County Attorney

Ramsey County Communications Division

Ramsey County Emergency Management & Homeland Security (RCEMHS)

Ramsey County Environmental Health Division (SPRCPH)

Ramsey County Finance Dept

Ramsey County GIS

Ramsey County Parks & Recreation

Ramsey County Property Management

US Dept of Transportation (USDOT)

US Environmental Protection Agency (EPA)

## A. INTRODUCTION

### Background

The Federal Emergency Management Agency (FEMA) encourages state and local governments, tribal authorities, and private non-profit organizations to take a proactive approach to coordinating and managing debris removal operations as part of their overall emergency management plan. Communities with a debris management plan are better prepared to restore public services and ensure the public health and safety in the aftermath of a disaster.

### Scope

This plan applies to debris generated by any emergency event in Ramsey County. This Debris Management Plan is an Appendix to the Ramsey Countywide Emergency Operations Plan (RCEOP). This plan is not dependent on designation of a Presidential or Governor's Declaration of any kind.

Eligible work under this plan must meet the following criteria:

- The debris was generated by the emergency event;
- The debris is located on municipal or county improved property or rights-of-way within the identified impacted area of the emergency event; and
- The debris removal is the legal responsibility of a municipality or the county.

### Assumptions

Municipalities may elect to authorize debris removal and related activity on private property for certain emergency events. In these cases, the work must still be necessary for remediating debris generated by the emergency event. Other restrictions (such as timeframes, types of debris, locations) may be placed on this work.

## B. CONCEPT OF OPERATIONS

### Phases

Debris removal operations will occur in three phases: (1) Initial Emergency Debris Clearance activities necessary to eliminate life and safety threats; (2) Post-Incident Emergency Debris Removal activities as a means to recovery; and (3) Final Emergency Debris Management Operations that conclude emergency measures and end with a return to routine operations. Typically, the debris removal recovery phase begins after the emergency access routes are cleared and police, firefighters, and other first responders have the necessary access.

#### Phase 1 – Initial Emergency Debris Clearance

County and Municipal initial response phase of the debris operation will begin during the disaster event. Crews will be activated to clear debris on emergency access roads as necessary by each jurisdiction. Ramsey County agencies will be called out as necessary.

Debris generated during this phase – usually generated directly by the forces of the emergency incident and deposited so as to block roads and debris that is cut to clear access – will be simply moved to the public rights-of-way. It is reasonable to expect that private-sector entities will also be clearing areas on their own and placing the debris in the rights-of-way.

***GOAL: Eliminate immediate threat to lives, public health, and safety; ensure access to impact areas and critical infrastructure by opening roads – especially major arterial roads – and other transportation methods.***

1. Assure the capability to stabilize the incident and to rescue and render assistance by clearing roadways and other hazardous debris removal (Category A) and emergency protective measures (Category B).
2. Clear major arterial roads and thereby provide safe evacuation routes and/or access to key resources (such as hospitals), allow for the movement of emergency vehicles
3. Facilitate restoration of critical services, and perform damage assessments.
4. Facilitate access to the affected area by external response elements and delivery of emergency equipment and supplies.

#### **Typical Scope of Work – Phase 1**

1. Assure the capability to stabilize the incident and to rescue and render assistance by clearing roadways and other hazardous debris removal and emergency protective measures.

First priority is the rescue of those who are in danger from or trapped by debris and to secure their safe transport from the incident scene. Prior to and immediately following the event, people will need to be extricated and provided access to any

necessary health care. Therefore, response operations during this phase primarily focus on the emergency access routes and main arterials. Examples include:

- Fire, police, and ambulance service routes
- Access routes to trauma centers, hospitals, critical care units, and jails
- Major arterial routes into and out of impacted areas

*Critical activities for the Incident Commander:*

- Identify roads and streets essential to emergency operations that have been impacted by the incident.
  - Identify needs for mutual aid assistance to augment efforts and request such assistance as necessary.
  - Prioritize the needs of emergency services, such as police, fire, and ambulance service.
2. Clear major arterial roads and thereby provide safe evacuation routes and/or access to key resources (such as hospitals), and allow for the movement of emergency vehicles. Second priority includes access to emergency operations infrastructure, such as the emergency operations center and supply distribution centers. Examples include:
    - Roads and streets to the debris management center and emergency operations center
    - Supply routes to emergency supply distribution centers
  3. Facilitate restoration of critical services, and perform damage assessments. Third priority includes access to other infrastructure, such as water, wastewater, and utilities. These include:
    - Roads and streets to government facilities
    - Communication towers and systems access
    - Utility access routes
  4. Facilitate access to the affected area by external response elements and delivery of emergency equipment and supplies. Priorities for all other debris are established based on the particular situation.
    - Any debris removal from unimproved public property or undeveloped public land;
    - Any debris removal from a facility that is not eligible for funding under the FEMA Public Assistance Program, such as a private/non-profit (PNP) cemetery or PNP golf course; etc.



## Phase 2 – On-Going Removal and Disposal

As early as practicable in the cycle of the incident, the MIM and CIM will authorize the removal of debris from the site of damage and begin the process of final disposal. There is no firm rule regarding transition from Phase 1 to Phase 2 – the Phases are intended to identify the different tasks required.

In most cases, Phase 2 begins soon after the life-safety part of the emergency incident is over. Private individuals will begin to remediate debris on their own property and in their own neighborhoods. In most cases, direct government assistance is not needed, however larger incidents will require significant support and detailed planning – sometimes for extended periods.

***GOAL: Eliminate continuing threat to lives, public health, and safety; ensure full access to impacted areas for relief organizations and for the restoration of lifeline services. Take steps to remove debris from areas that inhibit community activity and facilitate the final disposal of debris in an economically and environmentally sound manner so as to enable community recovery.***

1. Conduct thorough Initial Damage Assessments
2. Facilitate the separation of debris by type
3. Clear all roads and publically accessible areas to ensure safety.
4. Establish a Debris Management Strategy
5. Facilitate restoration of all lifelines and enhance economic and community recovery.

### **Typical Scope of Work – Phase 2**

1. Conduct thorough Initial Damage Assessments  
Building on data gathered during the course of Phase 1, the MIM and CIM will direct formal damage assessment of the affected area. The entire area will be physically examined for visible damage and debris.

This includes surveying structures on public and private lands for damage and to determine safety – the responsibility of ESF – 3 Public Works and Engineering. While a separate activity, this damage assessment provides data that will inform planning for debris management (for example, there are formulas for estimating the amounts and types of debris resulting from damage to a private home). The removal of debris resulting from structures demolished for safety reasons and/or to make recovery possible is covered by this Debris Management plan.

2. Facilitate the separation of debris by type  
Debris must be sorted by type (see above) to enable safe, effective removal and appropriate disposition.

Government and contractor work crews will be instructed as to debris types, and as to the location of temporary or permanent debris staging areas. The public should be instructed as well so that they can adequately cope with debris on private property – even if the jurisdiction is not going to provide clean-up or haul-away assistance.

3. Clear all roads and publically accessible areas to ensure safety.  
Governmental responsibility is limited to Public Property – however, jurisdictions may undertake debris management activities on private property in some circumstances.
4. Establish a Debris Management Strategy

### **Phase 3— Large-Scale Debris Removal, Demolition of Structures, and Monitoring of Debris Management Operations.**

***GOAL: In some circumstances, Ramsey County and/or municipal governments may need to consider widespread remediation of debris on private properties and/or the demolition of private structures. This decision will have significant financial impact on the affected local governments. Prior to beginning widespread work on private property, the MIM must coordinate with the CIM and Ramsey County EMHS. EMHS will engage in careful consultation with the State of Minnesota Division of Homeland Security and Emergency Management (HSEM) to gain a formal determination of eligibility for disaster assistance.***

## **Organization**

### **Debris Management Staff Organization and Structure**

The size and composition of a staff organized to manage debris clearance, removal, and disposal depends on the magnitude of the disaster and the size of the jurisdiction. A pre-disaster debris planning team may be quite small; however, following a major disaster, additional staff members may be required.

Successful debris operations require collaborative efforts between departments within the applicant and with specific external agencies that have regulatory authority over debris operations. It is essential that prospective staff members have as much training as possible and interface with other agencies responsible for debris clearance, removal, and disposal activities,

such as the National Guard, the State department of transportation, the State police, and the State emergency management office, prior to any event.

To implement debris operations quickly, it is important for emergency response and recovery personnel to have a clear understanding of how their normal job responsibilities and functions apply to debris operations. The applicant's debris planning staff should be comprised of full-time personnel supplemented with personnel from other staffs and agencies. The planning process should include a review of individual departmental functions and responsibilities for implementing debris operations.

Immediately following a disaster event, the planning process should establish a disaster debris management team, which convenes as a working group to facilitate successful coordination following a disaster event. Team members should consist of personnel from departments within the applicant and representatives from external agencies, such as regional waste management, joint power authorities, sanitation districts, State and Federal environmental offices, and other agencies which have shared responsibilities for solid waste issues. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws.

### **Debris Management Staff Responsibilities**

No two jurisdictions have the same department or section designations; therefore, this document refers to each department or section according to its function rather than a specific department designation. The following discussion gives the function of each department and a brief description of the tasks each performs in developing the debris management plan

Each department is responsible for specific elements of the debris management plan. Those general duties are explained in the remainder of this chapter. Department responsibilities often overlap, making coordination and communication critical to the success of the debris management plan. In many instances, a particular department is involved in numerous elements of the debris management plan.

These overlapping responsibilities illustrate the need for one primary coordinator or Debris Project Manager. The Debris Project Manager's role is key to coordinating efforts and ensuring communication between planning and implementation sections.

### **Debris Project Manager**

The primary decision maker is the Debris Project Manager. The Debris Project Manager should be knowledgeable of the applicant's processes, procedures, personnel, resources, and limitations. It is important for the Debris Project Manager to keep communication and coordination efforts between departments a priority.

The Debris Project Manager has overall responsibility for the operations, planning, logistics, and cost of the debris management operations. The Debris Project Manager assigns tasks to team members and tracks the completion of tasks to ensure quick implementation of the debris removal operations.

## Debris Management Planning Section

### Administration

The Administration department typically includes the finance, personnel, and public information sections within a governing body. It is important for this department to establish a records management system in order to collect and keep all the documentation that may be required for the Public Assistance grants. Documentation may include, but is not limited to:

- Personnel policies.
- Labor and equipment timesheets and summaries.
- Safety procedures.
- Contract procurement procedures.
- Contracts.
- Billing and invoices, including debris hauler load tickets.
- Environmental permits.
- Right of entry and hold harmless agreements for private property debris removal and demolition, when applicable.
- Public information announcements.
- Debris salvage value information.

The finance section is usually responsible for developing an emergency response and recovery budget, tracking expenses, and ensuring funds are available for personnel, equipment, supplies, and contract service costs.

The Administration department should include a public information officer to distribute information and educate citizens about the debris operations. Planning components of the public information strategy should include the use of various types of information vehicles (print, radio, internet, etc.) and the pre-scripted information that will be distributed concerning topics such as:

- Debris pick-up schedules.
- Disposal methods and ongoing actions to comply with Federal, State, and local environmental regulations.
- Disposal procedures for self-help and independent contractors.
- Restrictions and penalties for creating illegal dumps.
- Curbside debris segregation instructions. Public drop-off locations for all debris types. Process for answering the public's questions concerning debris removal.

### **Contracting and Procurement**

The primary role of the Contracting and Procurement department is to have debris contracts in draft form ready for advertisement or have pre-qualified contractors in place prior to the event. This portion of the plan needs to be updated as the jurisdiction's procurement procedures and contracts may expire and change over time.

Contracting and Procurement planning includes the following tasks:

- Develop contract requirements.
- Establish contractor qualifications.
- Distribute instructions to bidders.
- Advertise bids.
- Establish a pre-disaster list of pre-qualified contractors.
- Manage the contract scope of work.
- Establish a post-disaster contracting procedure if necessary.

### **Legal**

Legal staff leads the review process for all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the following tasks should also be performed by the legal department:

- Review all contracts.
- Review and/or establish a land acquisition process for temporary debris management sites.
- Review all insurance policies.
- Ensure environmental and historic preservation compliance before, during, and after operations.
- Ensure that site restoration and closure requirements are fulfilled.
- Review and/or establish a building condemnation processes.
- Review and/or establish a legal process for private property demolition and debris removal.
- Review right-of-entry and hold harmless agreements.

### **Operations**

Operations staff are responsible for the supervision of government and contract resources and overall project implementation. The Operations department is responsible for implementing the entire debris removal operation. Planning tasks include:

- Position equipment and resources for the response and recovery debris removal operations.
- Develop staff schedules and strategies.
- Provide communication, facilities, services, equipment, and materials to support the response and recovery activities.
- Monitor and direct force account and contract labor.
- Distribute response and recovery resources.

- Operate and manage the collection, debris management site, and disposal strategies.
- Create a demolition strategy for structures, if necessary.
- Report progress for distribution to the debris management planning staff.

### **Engineering/Planning**

The Engineering staff supports all other debris management sections in a technical role. The Engineering department provides debris quantity assumptions, economic analysis, and feasible solutions for the debris operations. The following are tasks that may be completed by the Engineering staff:

- Forecast debris volume based on assumed disaster type.
- Develop an estimating strategy for post-disaster debris quantities.
- Strategize and map debris haul routes.
- Select debris management sites and design the site layout.
- Determine reduction and recycling means and methods.
- Identify and coordinate environmental issues.
- Assess available landfill space and determine if additional space is needed.
- Develop the debris collection strategy.
- Write contract scopes of work, conditions, and specifications.
- Coordinate with other local and State jurisdictions for road clearance and operations.
- Establish a process for building damage assessment and condemnation (including public and private properties).
- Issue permits.

There are Federal agencies and departments, other than FEMA, that have the authority to remove debris and/or coordinate and manage debris-related activities for their specific jurisdiction. The following describes several Federal agencies' normal responsibilities and their debris-related authority and/or jurisdiction.

### **United States Army Corps of Engineers**

USACE's mission is to provide design and management services for the construction of military facilities for the army and air force; design and construction management support for other defense and Federal agencies; and planning, design, construction, and operation of water resource and other civil works projects. USACE's authorities for debris-related activities include:

- Developing projects for the collection and removal of drift and debris from publicly maintained commercial harbors and from land and water areas immediately adjacent thereto.
- Continuing debris collection programs for five specific harbors of the United States.
- Removing sunken vessels or other obstructions from navigable waterways under emergency conditions.

Please see Appendix G, [FEMA RP9524.3](#), and Policy for Rehabilitation Assistance for Levees and Other Flood Control Works - Decision Tree, for further information.

### **United States Coast Guard**

USCG is a military, multi-mission, maritime service within the Department of Homeland Security and one of the nation's five armed services. USCG has five fundamental roles: maritime safety, maritime security, maritime mobility, national defense, and protection of natural resources.

USCG is tasked with the following debris-related activities in coordination with EPA:

- Conduct emergency removal of oil and hazardous materials from coastal zones.
- Coordinate removal of navigational hazards.
- Provide technical assistance on contaminated debris in coastal zones.

### **United States Department of Agriculture's Natural Resources Conservation Service**

NRCS, formerly called the Soil Conservation Service, provides technical and financial assistance to private land owners, land users, communities, and units of State and local governments in planning and implementing conservation systems in an effort to conserve soil, water, and other natural resources.

NRCS is limited in its authority in that debris-related activities are limited to either runoff retardation or soil erosion prevention in response to a sudden impairment in the watershed which creates an imminent threat to life or property. Typically, this includes debris within, or close proximity to, a channel.

### **Environmental Protection Agency**

EPA's role is to establish minimum regulatory standards that are, in most cases, implemented by the State, and to provide technical assistance. EPA administers other laws as well that may impact the management of debris.

EPA's primary authorities related to debris removal fall into two categories:

- Cleaning up debris that is mixed with or contains oil or hazardous materials in coordination with the USCG.
- Establishing a standard for proper management of debris.

### **Federal Highway Administration**

FHWA provides Federal financial resources and technical assistance to State and local governments for constructing, preserving, and improving the National Highway System. FHWA has an Emergency Relief (ER) Program to support the repair or reconstruction of Federal-aid highways and roads on Federal lands which have suffered damage as a result of natural disasters or catastrophic failures from an external cause.

FHWA's authority for debris-related activities is limited to debris removal and disposal within their jurisdiction when the ER Program is activated.

Please see Appendix G, [FEMA RP9580.202](#), Fact Sheet: Debris Removal – Authorities of Federal Agencies, for additional information.

## Operational Procedures

### Preparation for Debris Removal

#### **Estimating the Amount of Debris**

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Attachment 4 (a-e) provides a methodology that may be used to estimate the amount debris that must be removed.

#### **Public Information and Instructions**

If an emergency incident generates significant debris issues, establish a Joint Information System (JIS) consisting of Public Information Officers (PIO) from all affected municipalities and Ramsey County. The PIOs must agree on messaging. The Saint Paul Ramsey County Public Health Environmental Health division must be involved in the JIS.

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public information program should advise the public of the actions they can take to facilitate pickup including:

- Sorting debris into categories – hazardous waste, white goods, soil, mud, sand, garbage, vegetative debris, construction and demolition debris.
- Placing sorted debris piles at curbside.
- Personal health and safety regarding remediation of damages and debris.
- Keeping debris out of the road and away from fire hydrants and utility valves.
- Disposing of household garbage in normal refuse containers.

In the aftermath of an emergency event, the JIS is responsible for providing the public with detailed information on debris removal and disposal plans and procedures. Public information on debris removal must start as soon as possible after the emergency incident – before people start moving and stacking large amounts of debris.

Public instructions should encourage residents to:

- Assist their neighbors, particularly the elderly or infirm, in removing debris
- Move debris to curbside for pickup
- Separate debris into categories determined by local officials
- Keep debris piles away from fire hydrants and utility valves



Special Considerations for Public Information include:

- Publicize plans for assistance to persons in the community with functional needs who are not able to self-haul debris.
- Prepare and distribute all materials in multiple languages
- Self-help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
- Provide information to the public using the normal methods of public information dissemination through the media.
- Provide the same information via social media tools such as Twitter, Facebook, etc.
- Post all current information on governmental web sites of affected municipalities and Ramsey County.
- Note that there are often wide area power failures resulting from debris-causing emergency incidents. Extra effort must be made to reach those without power using door hangers, flyers, signs and if necessary door-to-door outreach.

### **Determining Debris Removal Strategy**

After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness. The general strategies for debris removal and processing are:

1. Removal and processing of debris by local government

Advantages:

- Direct government control

Disadvantages

- Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
- Speed of debris removal may be constrained by the government equipment and personnel available.
- Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.

2. Removal and processing of debris by contractors:

Advantages:

- Contractor should be assigned to manage the debris operations
- Speed of debris removal may be increased by contracting for additional resources
- If local contractors are used, may provide local economic benefit

Disadvantages:

- Requires detailed contracts – Ramsey County EMHS maintains a set of Master Contracts for debris management services. These contracts are competitively bid and available for use by all Ramsey County municipalities
- Requires extensive oversight and inspection

3. Removal and processing of debris by a combination of local government and contractors.

Advantages

- Allows for fastest response as local assets can begin work prior to the arrival of contractor assets
- Allows for contractors with specific disaster debris management activities to assist without abdicating local control
- Ramsey County master contracts are in place
- All contracts allow for the assignment of contractor experts to the local or county Emergency Operations Center for coordination process.

Disadvantages

- Large-scale disasters may require assets from multiple contractors which increases the burden of supervision/monitoring
- Affected area must be divided into geographical sectors for control purposes, requiring measurement of estimated quantity of debris in each sector.
  - Group properties of like type, construction and with similar vegetation together.
  - This will also facilitate estimating the quantity of debris

### Temporary Debris Storage and Reduction (TDSR) Sites

Effective disposal of large quantities of disaster debris may require that suitable temporary storage and volume reduction facilities are established. Such TDSR facilities hold debris until it can be sorted, reduced in volume and/or dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and preventing potentially serious environmental problems.

TDSR facilities store debris (and, if needed, sort debris) and send it to the most appropriate facility for treatment or disposal. Even within a debris category sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled or simply disposed of at a landfill, without treatment.

TDSR facilities can greatly reduce the volume of debris by a variety of methods, including:

- Incineration. May include open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
- Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces the volume by 75 percent. In some cases, the resulting mulch can be disposed of without cost or at a profit. If the mulch is not used locally, the jurisdiction may incur additional costs to have residual material hauled to a landfill.

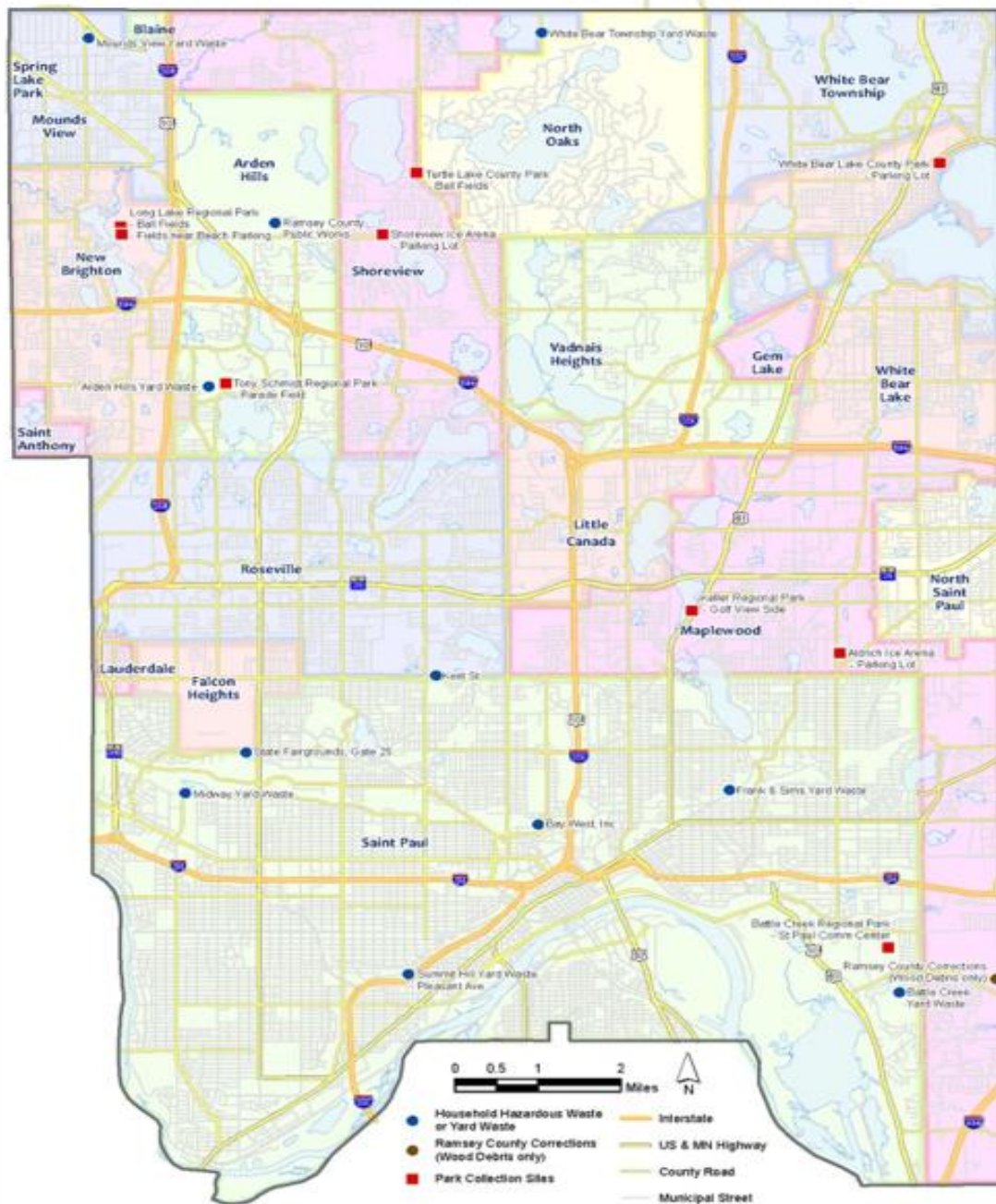
- Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber and soil are the most likely candidates for recycling. Contractors may be willing to undertake recycling, particularly for large amounts of debris that are well sorted.

**TDSR Site Selection:**

1. Aldrich Arena - Parking Lot (1850 White Bear Ave, Maplewood, MN 55109) (could be used approximately May-August)
2. Shoreview Arena - Parking Lot (877 Hwy 96 W., St. Paul, MN 55126) (Could be used approximately May-September)
3. Long Lake Regional Park – Ball fields near the upper Pavilion and playground area (1500 Old Hwy 8, New Brighton, MN 55112) (Year around if necessary)
4. Long Lake Regional Park – Fields between the upper pavilion and beach parking lot. Same area where Stock yard days uses for car shows. (1500 Old Hwy 8, New Brighton, MN 55112) (September – July)
5. Turtle Lake County Park - Ball fields by main entrance (4979 Hodgson Road, Shoreview, MN 55126) (could be year round)
6. White Bear Lake County Park – Parking lot furthest from the boat launch. (5050 Lake Ave, White Bear Lake, MN 55110) (could be used year around)
7. Tony Schmidt Regional Park – Parade field in upper lot by the pavilion. (3500 Lake Johanna Blvd., Arden Hills, MN 55112) (Preferred use would be September – April.
8. Keller Regional Park Golf View Side – Lower fields. (2166 Maplewood Dr., Maplewood, MN 55109) (last resort)
9. Battle Creek Regional Park – Area next to St. Paul Community Center off of Winthrop Street. (2300 Upper Afton Rd., Maplewood, MN 55119) (last resort)

For high resolution image please see File Archive: Folder Maps and Floor Plans

## Ramsey County Debris Management Plan



Among the criteria that are pertinent in selecting TDSR facilities are the following:

- Preferably government owned
- Large enough to accommodate a storage area, a sorting area, and volume reduction operation area(s).
- Reasonable proximity to disaster areas and debris disposal sites
- Good road access
- Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of the population
- Not in an environmentally sensitive area, such as wetlands or a water well field

The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities. Several potential sites for TDSR facilities have been pre-selected both in and near Ramsey County. Additional sites will be selected as needed based on the area affected by the emergency incident.

Attachments 4a-e provides methods for determining space requirements for TDSR sites and estimating the quantity of debris that must be disposed of after processing.

#### **TDSR Operation Considerations:**

Permits are needed for TDSR sites. The permits identify the types of debris accepted at each site. If private contractors are used for TDSR Sites, the contractor will be required to obtain all necessary permits and conducting required environmental investigations and documentation.

Obtain photographs of each TDSR site before they are put into operation, during operations, and after all cleanup is complete following the end of operations. Also collect video of sites and operations.

Adequate site preparation is critical. At a minimum, the sites require:

- Stabilized roads for ingress and egress
- Stabilized roads within the site
- Fencing to control wind-blown debris
- Silt fencing and/or water retention berms
- Appropriate impermeable ground covering as needed
- Sanitary facilities for personnel
- Potable water facilities
- Security at access points
- Sites must have adequate capability to handle and store any hazardous material inadvertently brought to the site (storage area lined with impermeable material and surrounded by berms/containment).

- Adequate space for storing segregated materials

TDSR operations require careful inspection of every load entering or leaving the site. Properly document each load. This would include load tickets to verify and document the contents and cubic yards of each load. Sites also require 24-hour fire watch and security.

When TDSR operations end, return the site to pre-use condition. This may require not only the removal of all equipment, but also grading, reseeding, mulching, fence repair, etc. as needed to return the site to historical condition.

If private contractors establish and/or operate TDSR sites on behalf of the municipality or county, they will be required to meet all of these requirements. Ramsey County maintains a set of Master Contractors capable of performing debris removal and TDSR functions.

### **Establish Residential Drop-off Sites**

The County may elect to open a number of Drop-off Sites to allow Ramsey County residents to drop off debris. The first choice for these sites are existing Ramsey County Environmental Health drop-off sites. Ramsey County maintains site for the collection of vegetative debris and household hazardous waste. The MIM and CIM will consult with Saint Paul Ramsey County Public Health Department Environmental Health Division to evaluate the capacity of these sites to handle additional debris. Environmental Health may identify additional sites. Contractors may be used to establish and operate these sites.

The Contractor will be responsible for managing debris at the sites including, but not limited to, providing equipment to manage debris piles, loading debris for transport, hauling debris to a TDSR Site or other designated site, and restoring the site to its pre-use condition. No reduction activities will be permitted at the Drop-off Sites.

### **Debris removal from Public Property:**

In the aftermath of a disaster, debris may have to be removed from a variety of public areas including:

- Roads and rights of way
- Government buildings, grounds and parking lots
- Storm drainage systems and reservoirs

Debris management under this plan includes only the debris resulting directly from the emergency incident. Handle all other debris generated during longer-term recovery separately as would be the case on any other occasion. As large-scale debris removal and disposal



operations can be extremely costly, adequate records and documentation are vital. Provide a copy of all public property debris management cost records to Ramsey County EMHS.

### **Financial Records**

Establish specific accounting codes for all activities related to the emergency incident. Personnel should document actual time spent in support of debris management on their time cards.

All personnel, including volunteer personnel, must account for time, location, and activity on an ICS 214 form. File each ICS 214 with the supervisory agency and forward a copy to Ramsey County EMHS (may log in [Knowledge Center](#) in lieu of sending hard copies).

Please see file archive for all ICS Forms

All expenses, contract costs, materials, etc. including the actual time any individual vehicle or piece of power equipment is used must be recorded. Also, cross-reference the names of personnel operating the vehicle or power equipment.

### **Debris Removal from Private Property**

Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner and the cost may be wholly or partially covered by insurance. Rarely will costs associated with work performed on private property be eligible for Public Assistance reimbursement from FEMA or the State of Minnesota.

However, the county or municipality may choose to facilitate debris removal for the private sector as a matter of public policy. Private property debris removal must be limited in scope and duration. Begin by instructing the public to separate the debris into eligible groups and place it on the public rights-of-way. The MIM and/or CIM must clearly communicate dates and times of pickup from the rights-of-way, and must clearly indicated when such pickups would end.

Segments of the affected community with functional and access needs may require special assistance in damage remediation and debris removal. The MIM and CIM should first consider how to encourage that family and friends of people in the community help each other. However, the MIM and CIM must also plan for debris removal assistance for those members of the community for whom family and neighbor assistance is unavailable or not adequate to the need.

## Use of Volunteers

Volunteer Cleanup days are a common means of providing assistance to property owners affected by a disaster. Guiding principles for the use of volunteers include:

- Establish one or more dates and specific times for such clean-up activity and clearly communicate this to the public (including those affected by the emergency event and potential sources of volunteers).
- Identify and arrange permits for use of a site or facility for registering, staging, mobilizing, and demobilizing the volunteers. Arrange for adequate security at the site.
- Arrange for adequate parking for volunteers, and for transportation into and back from the affected area.
- Pre-identify areas for cleanup – carefully document these on the municipal GIS and the county GIS. Provide copies of these maps to the event organizers.
- Work with legal counsel to develop waivers and permissions for volunteers.
- Where possible, use volunteers affiliated with recognized NGOs
- Unaffiliated volunteers' activities must be carefully tracked:
- When practicable, arrange for online pre-registration of unaffiliated volunteers
- Volunteers should be at least 16 years of age
- Volunteers need to register on the day(s) of activity and be provided with some form of indicator that they are officially part of the activity (e.g. colored wristbands)
- Volunteer time and activity must be tracked (check in and check out)

### Potential volunteer partners

#### Minnesota VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (MNVOAD):

The Minnesota chapter of the National Voluntary Organizations Active in Disaster (NVOAD), an umbrella organization of established and experienced voluntary organizations that provide disaster services in all phases of emergency management, but with emphasis on response and recovery. The MNVOAD fosters cooperation, communication, coordination, and collaboration among its Minnesota-based voluntary organizations. In the response and recovery phases, each individual organization functions independently, yet cooperatively. The MNVOAD serves as a clearinghouse and coordinating body for debris management services, working in coordination and cooperation with other state agencies in the State Emergency Operations Center involved in the debris management function. For smaller, more localized disasters, MNVOAD may work directly with the affected local government's Emergency Operations Center in debris management activities.

### Debris Removal Access Agreement

A Debris Removal Access Agreement should be used if government agents will be entering private property.



## Large-Scale Private Property Debris Removal (PPDR)

When large-scale emergency events cause mass destruction and generate large quantities of debris over vast areas, debris on private property may sometimes pose health and safety threats to the public-at-large. If private property owners are not available because they have evacuated, the State or local government may need to enter private property to remove debris considered to be an immediate threat to the lives, health, and safety. In such situations, the decision to remediate issues on private property pose significant legal risk and requires careful coordination between Ramsey County, HSEM, and FEMA.

If the emergency incident receives a Presidential Declaration of Major Disaster, PPDR activity may be eligible for federal Public Assistance (PA) reimbursement. ALL PPDR activity MUST be coordinated with Ramsey County EMHS BEFORE work begins.

EMHS will work with HSEM and FEMA to designate those areas where the debris is so widespread that removal of debris from private property is in the public interest on a case-by-case basis. Note that any municipality or the county may opt to forego eligibility for federal aid and authorize PPDR work in their own jurisdiction.

Any applicant that intends to seek PPDR reimbursement to remove debris from private property within designated areas will, prior to commencement of work, submit a written request to the FEMA through EMHS seeking approval for reimbursement. The applicant must provide documentation confirming that an immediate threat to the public exists as well as evidence of its legal responsibility to enter private property to eliminate the threat posed by the debris. Specifically, this includes:

1. Immediate Threat Determination

The municipality (or the county) in concert with EMHS and Saint Paul Ramsey County Public Health must certify that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, and safety.

The municipality may also provide documentation stating that the debris poses an immediate threat to improved property and that the cost to remove the debris is less than the cost of the potential damage to the improved property.

2. Documentation of Legal Responsibility

The municipality or the county must demonstrate its authority and legal responsibility to enter private property to remove debris. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define uniform levels of service. Solid waste disposal ordinances are considered part of a jurisdiction's uniform level of services.

The jurisdiction will rely on condemnation and/or nuisance abatement authorities to obtain legal responsibility prior to the commencement of debris removal work. If there are circumstances where the ordinary condemnation and/or nuisance abatement

procedures are too time-consuming to address an immediate public health and safety threat, emergency resolutions or ordinances are acceptable.

The municipality or the county must confirm that a legally authorized official has ordered the exercise of public authority to enter private property to perform PPDR.

HSEM will evaluate the request and decide whether or not to forward on to FEMA. FEMA will approve or disapprove in writing each request for Public Assistance to perform PPDR. If approval is granted, immediately begin identifying properties for PPDR work and establishing specific scopes of work on each of these properties.

Additional information on the applicant approval process for PPDR may be found in [Appendix G, FEMA DAP9523.13](#) and Debris Removal from Private Property.

### 3. Documentation for PPDR

If PPDR is authorized and considered for Public Assistance grant funding, applicants are required to properly document all legal processes used to gain access to private property, as well as document applicable scopes of work, and compliance with Federal, State, and local environmental and historic preservation review requirements. The requesting municipality and the county will work with HSEM and FEMA Public Assistance staff prior to the commencement of any PPDR work to ensure that all legal, environmental, historic, and scope of work considerations are addressed.

The following documents are necessary for Public Assistance funding for PPDR work:

- Right-of-Entry: A right-of-entry signed by the property owner should include a hold harmless agreement and indemnification applicable to the project's scope-of-work.
- Photos: Photos can help document the condition of the property prior to the beginning of the work.
- PPDR Assessment: A property-specific assessment that establishes the scope of eligible work. This may be a map which serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to improved property or ingress and egress routes. These maps may incorporate symbols and a legend to identify structures, property lines, and eligible items of work. This assessment may also be a work order or may be covered in the right-of-entry form, as long as the scope of work can be clearly identified.
- Documentation of Environmental and Historic Review: Debris removal work from private property must satisfy compliance review requirements as established by 44 CFR Parts 9 and 10 and all other applicable Federal environmental and historic preservation requirements.
- Additional documentation: Use any documentation necessary to demonstrate eligible work having been performed, as well as compliance with applicable Federal, State, and local laws and regulations.

## **Types of Eligible PPDR Work**

### Eligible debris removal work from private property includes removal of:

- Large piles of disaster-generated debris in the living, recreational, and working areas of properties in urban, suburban, and rural areas, including large lots.
- Disaster-generated debris obstructing primary ingress and egress routes to improved property.
- Disaster-damaged limbs and leaning trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
- Hazardous tree removal is eligible only if the tree is greater than six inches in diameter (measured at diameter breast height) and:
  - has more than 50% of the crown damaged or destroyed, or;
  - has split trunk or broken branches that expose heartwood, or;
  - the tree itself is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.
- Hazardous limb removal is eligible only if the limb is greater than two inches in diameter measured at the point of break.
- Debris created by the removal of damaged interior and exterior materials from improved property.
- Household hazardous wastes (such as household cleaning supplies, insecticides, herbicides, etc.)
- Disaster-generated debris on private roads and streets of a gated community, provided that the removal of the debris has become the legal responsibility of an eligible applicant.

### Ineligible debris removal work on private property includes the removal of:

- Debris from vacant lots, forests, heavily wooded areas, unimproved property, and unused areas.
- Debris on agricultural lands used for crops or livestock.
- Concrete slabs or foundations-on-grade.
- Reconstruction debris consisting of materials used in the reconstruction of disaster-damaged improved property.

## **Demolition of Private Structures**

Jurisdictions may need to enter private property to demolish private structures made unsafe by the emergency event to eliminate immediate threats to life, public health, and safety. In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance grant funding. Typically, the demolition of private structures to eliminate immediate threats is authorized under Section 403(a)(3)(E) of the Stafford Act.

Municipalities and the county will consider alternative measures to eliminate threats to life, public health, and safety posed by damaged structures, including fencing off unsafe structures

and restricting access prior to making the decision to demolish private property. FEMA staff in concert with HSEM makes the final determination regarding the availability of Public Assistance funds for demolition work.

With or without eligible grants, demolition of unsafe privately owned structures and subsequent removal of demolition debris should be authorized only when the following conditions are met:

- The structures were damaged and made unsafe by the emergency incident;
- The municipality's subject matter experts (e.g., building inspectors) certify that the structures are unsafe and pose an immediate threat to the public. An unsafe structure is a non-commercial or non-industrial structure that threatens the life, health or safety of the public because the structure is so damaged or structurally unsafe that partial or complete collapse is imminent; and
- The municipality has demonstrated that it has legal responsibility to perform the demolition. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define the applicant's uniform level of services.

Additional information on the general eligibility of demolition of private structures may be found in [Appendix G, FEMA DAP9523.4](#), Demolition of Private Structures.

Typical tasks that are sometimes eligible under FEMA demolition of private structures guidelines include the following. The county and municipality should consider which (if any) of these they will perform and carefully notify the affected public:

- capping wells;
- pumping and capping septic tanks;
- filling in basements and swimming pools;
- testing and removing hazardous materials from unsafe structures including asbestos and household hazardous wastes;
- securing utilities (electric, phone, water, sewer, etc.);
- securing permits, licenses, and title searches. Fees for permits, licenses, and titles issued directly by the applicant are not eligible unless it can be demonstrated that the fees are above and beyond administrative costs; and/or
- demolition of disaster-damaged outbuildings such as garages, sheds, and workshops determined to be unsafe.

The county and municipalities should **NOT** consider demolition of private structures tasks in the following list:

- removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat;
- removal of pads and driveways; or

- demolition of structures condemned as safety hazards before the emergency incident. These are never eligible for Public Assistance funding and must be handled as separate projects.

### **Documentation for Demolition**

The municipality or the county will provide documentation of applicable legal processes and scopes of work performed, similar to the private property debris removal process described above. Specifically, this includes:

- Rights-of-entries;
- Photos of the structures;
- Structural assessments, or other certifications that the structures are determined to be unsafe or pose an immediate threat to the public, based on local ordinances or building codes;
- Notices of demolition; and
- Documentation of environmental and historic review.

Similar to PPDR work, additional documentation may be required by FEMA or HSEM staff on a case-by-case basis to demonstrate eligible work performed and compliance with applicable Federal, State, and local laws and regulations.

### **Special Concerns for Commercial Property**

The removal of debris from commercial property and the demolition of commercial structures are generally the responsibility of the property owner. Ramsey County assumes and expects that these commercial enterprises retain insurance that can and will cover the cost of debris removal and/or demolition. However, in some cases the municipality or the county might consider the removal of debris from private commercial property and/or the demolition of private commercial structures to be in the public interest.

In such rare cases, the information above regarding other private property applies as well to commercial property.

Industrial parks, private golf courses, commercial cemeteries, apartments, condominiums, and mobile homes in commercial trailer parks are generally considered commercial property.

### **Regulatory Issues**

All regulatory concerns will be coordinated through the Saint Paul Ramsey County Public Health Environmental Health Division and the local building permitting authority for the affected jurisdictions. Other agencies with responsibilities related to regulatory issues include:

1. The [Minnesota Pollution Control Agency \(MPCA\)](#), which regulates the disposal of waste, including hazardous waste. MPCA also issues emergency permits for debris

incineration. Hence, the advice and assistance of MPCA should be obtained in developing and implementing plans for debris disposal.

2. The [Minnesota Department of Health \(MDH\)](#) and [Minnesota Department of Agriculture \(MDA\)](#), which are the state agencies responsible for ensuring food safety. The assistance of MDH and MDA should be sought when there are questions regarding safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. MDH has the authority to condemn unsafe foodstuffs so that they can be disposed of. Ramsey County Environmental Health also has a Food Safety Program and works in conjunction with MDH for food safety-related issues.
3. The [Minnesota Animal Health Commission](#), which can provide advice and assistance regarding the disposition of dead animals and can help identify stray animals so they can be returned to their owners.

### Monitoring Debris Removal Operations

Monitor debris removal operations in order to document eligible quantities and reasonable expenses to ensure that the work is eligible for Public Assistance grant funding. Failure to do so properly may jeopardize funding.

In Federally declared disasters, FEMA personnel periodically validate the applicant's monitoring efforts to ensure eligible debris is being removed and processed efficiently. Debris monitoring is primarily the responsibility of the applicant. Applicants may use force account resources, temporary hires, and/or contractors to accomplish the monitoring.

Reasonable costs for applicant debris monitors with appropriate qualifications may be eligible. It is not necessary to have professional engineers and other certified professionals perform debris monitoring duties. In addition to the costs for the monitors, the applicant may claim as part of its monitoring activities reasonable costs for the provision of training, oversight, and data compilation to verify debris removal costs as required by the monitoring operation.

Overhead costs for architectural and engineering service are not eligible. Costs associated with attending meetings with FEMA or the State and costs associated with the administration of project worksheets are funded through the administrative allowance as stated in [44 CFR Part 206.228](#) and cannot be a direct charge to a Public Assistance grant.

## Monitoring Tips

Monitors should be aware of situations that could impact an applicant's reimbursement under the Public Assistance Program. They should be on the lookout for:

- **Inaccurate Truck Capacities** - Trucks should be measured before operations and load capacities should be documented by truck number. Periodically, trucks should be pulled out of operation and re-measured by the applicant.
- **Trucks Not Fully Loaded** - Do not accept the contention that loads are higher in the middle and if leveled would fill the truck. Monitors may check to see if that statement is valid.
- **Trucks Lightly Loaded** – Trucks may arrive loaded with treetops (or a treetop) with extensive voids in the load. Trucks need to be loaded to their full capacity with front end loaders or other similar equipment.
- **Trucks Overloaded** - Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards. For example, if a truck is measured to carry 18 cubic yards, it cannot receive credit for more than 18 cubic yards. However, it can receive credit for less if not fully loaded or lightly loaded as described above.
- **Changing Truck Numbers** - Normally, trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers with a smaller carrying capacity have been changed to one with a larger capacity. For instance, a 20-cubic-yard truck may have a number for a truck that can carry 30 cubic yards. This can be detected if the applicant periodically re-measures the trucks or records actual State license plate numbers in addition to a description of the truck. Maintaining truck and trailer certifications with attached photos at the DMS tower can assist in mitigating such activities.
- **Reduced Truck Capacity or Increased Truck Weight** - There have been occasions where trucks have had heavy steel grating welded two to three feet above the bed after being measured, thus reducing the capacity or inflating the weight of a load. This can be detected by periodically re-measuring the truck bed or recertifying the truck tare weight.
- **Wet Debris When Paid by Weight** - Excessive water added to debris will increase the weight of the load. When the contractual unit cost is based on weight, this increases the cost to the applicant. Contractors have added excessive water to debris loads to increase the weight when being paid by the ton. This can be detected during monitoring if there is excessive water dripping from the truck bed or by inspecting the truck bed immediately after unloading. The applicant should periodically recertify the truck tare weight.
- **Multiple Counting of the Same Load** - Trucks have been reported driving through the disposal site without unloading, then re-entering with the same load. This can be detected by observing the time of departure and time of arrival recorded on the driver's load ticket. This may also indicate problems with the applicant's debris monitors at the loading or unloading site. The debris monitors at the unloading area must ensure the truck is empty before it leaves the DMS.



- Picking up Ineligible Debris - This is difficult to detect unless debris monitors are watching the pick-up process. Monitors should have a good understanding of eligible debris and any time limits imposed on picking up specific types of debris. Examples (from actual occurrences) include sweeping areas for abandoned cars and white goods, cleaning up illegal dump sites, removing cut trees from subdivisions under development, and removing/cutting trees from off the rights-of-way in rural areas.

Additional guidance on monitoring debris removal operations is located in Appendix G, [FEMA DAP9580.203](#), and Fact Sheet: Debris Monitoring.

## Disposal

Landfill tipping fees usually include fixed and variable costs along with some special taxes or fees assessed by the jurisdiction. Examples of variable costs include costs for labor, supplies, maintenance, utilities, and gas or recovery systems. Fixed costs generally include equipment, construction, permits, landfill closure, post closure, and amortized costs for ancillary landfill building structures.

Eligible landfill costs are limited to the variable and fixed costs that are directly related to landfill operations. Jurisdictions may incorporate special taxes or fees into the landfill tipping fee to fund government services or public infrastructure. When tipping fees include such costs, those costs are not eligible for Public Assistance grant funding.

## Special Use Areas

In addition to single-family homes and businesses on individual sites, some areas of the county require special consideration in terms of planning and coordinating for debris-removal operations. Mobile home parks and navigation hazards present intense and sometimes complicated obstacles for the response effort.

### Mobile Home Park Procedures

Higher density situations, specifically mobile home parks, create an extensive amount of mixed debris in a relatively small area. Procedures described above for individual sites may apply in mobile home parks, but it is reasonable to expect a more intense operation in all aspects of the operation.

The most complex aspect of the operation may be documenting legal responsibility within the parks. Sometimes the mobile home park site is owned, operated, and maintained by one or more parties. The individual homes may be owned by one of those same parties or by the individuals that occupy the structures.



As part of the planning exercise, the planning staff may investigate the legal responsibility for debris issues within the mobile home parks within its jurisdiction. The applicant should coordinate the potential PPDR and demolition operations with the park owners in order to expedite recovery after an event. Agreements need to be made with respect to the debris collection, location, separation of materials, and the amount of debris expected to be handled.

### **Navigation Hazard Removal**

Damage to publicly-owned marinas caused by a major disaster can include abandoned sunken boats and other debris that may impede navigation. The procedures used for individual sites may be modified for this situation.

The applicant should coordinate with USCG, the State marine patrol, local government agencies, legal counsel, marine salvage contractors, commercial divers, and certified surveyors to ensure that navigation hazards are removed safely and efficiently.

The two main challenges with navigation hazards are locating the debris and finding legal owners. Marinas can be inspected visually by a helicopter or boat. Sonar or dive teams may need to be employed for submerged vessels. A location or flotation marker may be helpful in order to keep vessel positions documented. The legal owner's information may be obtained by using the vessel's registration number and marina records.

### **Roles and Responsibilities**

The following list identifies the responsibilities designated to each agency or organization for this ESF/Annex. The coordinating and primary agency and their responsibilities are listed first. The supporting agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Facilitate the gathering of situational awareness for the CIM and local MIM (Phase 1).
3	Coordinate activities between county and municipal agencies as necessary (Phase 1).
4	Provide information and coordinate with the State of Minnesota (and/or FEMA) (Phase 1).
5	Maintain situational awareness through Knowledge Center and other means as necessary for county and municipal leadership (Phase 1).
6	Coordinate or provide direct assistance to the local EMA (Phase 1).
7	Responsible for county-owned parks and recreational areas (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Activate relevant Emergency Support Functions and the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts (Phase 3).
2	Establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations (Phase 3).

Primary: Municipal Public Works	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Responsible for clearing local streets and their rights of way, and dealing with municipal public property (Phase 1).
2	Typical point of coordination with private contractors assisting the debris management effort (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Coordinate with the ESF 13 - Law Enforcement and ESF 1 - Transportation may also be necessary for establishing emergency evacuation routes that are free of debris (Phase 3).
2	Coordinate debris management efforts with the Debris Management Division Supervisor (Phase 3).
3	Assist in completing a damage assessment and may provide heavy equipment to be utilized for search and rescue operations (Phase 3).
4	Participating in debris management (Phase 3). **Each of the departments works to ensure that the improved areas in parks and on trails are free of debris causing public safety concerns. Both departments provide additional assistance to the Highway and Street Department for ongoing debris management in their jurisdictions

Primary: Ramsey County Public Works	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Responsible for clearing county roads and their rights of way, and dealing with county public property (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Assign a representative as the Debris Management Division Supervisor (Phase 3). The Debris Management Division Supervisor <ul style="list-style-type: none"> <li>• will supervise debris clearance from the public right-of-way,</li> <li>• will coordinate debris management for public and private entities,</li> <li>• will oversee the repair and restoration of key facilities and systems following a disaster/emergency</li> <li>• may assist in completing a damage assessment, and</li> <li>• may provide heavy equipment to be utilized for search and rescue operations</li> </ul>
2	Coordinate with the ESF 13 - Law Enforcement and ESF 1 - Transportation may also be necessary for establishing emergency evacuation routes that are free of debris (Phase 3).
3	Participating in debris management (Phase 3). **Each of the departments works to ensure that the improved areas in parks and on trails are free of debris causing public safety concerns. Both departments provide additional assistance to the Highway and Street Department for ongoing debris management in their jurisdictions

Supporting: County Incident Manager (CIM)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Debris clearance needs to facilitate actual calls for assistance will remain the first priority – divert crews from other priorities as necessary (Phase 1).
2	Assume the responsibility for prioritization of initial debris clearance from the Incident Commanders (Phase 1).
3	Determine if there is a need for private contractor support for initial debris removal and emergency work in the areas under their respective authority. If so, they will utilize the master contracts in place for contractor selection (these competitively bid contracts meet the legal requirements for authorized work) (Phase 1).
4	Coordinate the overall prioritization of such resources across the county (Phase 1).
5	Determine and publicize eligible period (if any) for removal of debris from private property to the jurisdictions' rights-of-way (Phase 1). Residents will be responsible for their own costs in all other cases and after the announced period ends.

	**Note that if a jurisdiction does not have the legal responsibility to maintain a right-of-way, then debris removal from that right-of-way is not eligible for reimbursement under federal or state disaster aid programs
6	Coordinate Phase 1 debris removal and disposal activities (Phase 1).
7	Begin planning for Phase 2 and 3 (Phase 1).

Supporting: MN Department of Transportation (MnDOT)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Responsible for clearing state and federal highways and rights of way for such highways and disposing of the debris that results from the clearing process (Phase 1).

Supporting: MN Pollution Control Agency (PCA)	
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Coordinate the permitting of temporary debris storage locations within the county, and will oversee the disposal of hazardous waste (Phase 3).
2	Provide advice and assistance with the disposal of animal carcasses (Phase 3).
3	Provide consultation and technical support on issues related to the permitting of temporary debris storage locations and the disposal of hazardous waste (Phase 3).

Supporting: Municipal Emergency Management Agency (EMA)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Facilitate the gathering of situational awareness for the MIM (Phase 1).
2	Coordinate activities with Ramsey County EMHS (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Coordinate/support the activities of all municipal departments/organizations assisting with debris management efforts, and coordinate these with Ramsey County EMHS (Phase 3).
2	Establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations (Phase 3).

Supporting: Municipal GIS	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Clearly identify affected areas on the county Geographic Information System (GIS) (Phase 1).
2	Link scene photos and descriptions to the GIS (Phase 1).
3	Produce electronic and hard copy maps as needed (Phase 1).

Supporting: Municipal Incident Manager (MIM)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Assume the responsibility for prioritization of initial debris clearance from the Incident Commanders (Phase 1).
2	Determine if there is a need for private contractor support for initial debris removal and emergency work in the areas under their respective authority. If so, they will utilize the master contracts in place for contractor selection (these competitively bid contracts meet the legal requirements for authorized work) (Phase 1).
3	Assign priority within the local municipality (Phase 1).
4	Determine and publicize eligible period (if any) for removal of debris from private property to the jurisdictions' rights-of-way (Phase 1). Residents will be responsible for their own costs in all other cases and after the announced period ends. **Note that if a jurisdiction does not have the legal responsibility to maintain a right-of-way, then debris removal from that right-of-way is not eligible for reimbursement under federal or state disaster aid programs
5	Coordinate Phase 1 debris removal and disposal activities (Phase 1).
6	Begin planning for Phase 2 and 3 (Phase 1).

Supporting: Municipal Public Information Officer	
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Provide the public with detailed information on debris removal and disposal plans and procedures (Phase 3).
2	Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris (Phase 3). **Flyers may prove to be extremely successful in reaching community members with debris management issues

Supporting: On-Scene Incident Commander (OSIC)
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Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Assign personnel to perform an initial “windshield survey” damage assessment of critical areas to identify urgent hazards requiring debris clearance (Phase 1).
2	Create a prioritized list of assignments for emergency debris clearance combining the data from the “windshield survey”, responders’ observations, and calls for assistance (Phase 1).
3	Debris clearance needs to facilitate actual calls for assistance will remain the first priority – divert crews from other priorities as necessary (Phase 1).

Supporting: Ramsey County Attorney	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Serve as the Legal Officer with the General staff (Phase 1). They will provide legal guidance and the responsibilities include, but are not limited to: reviewing contracts prepared by the Purchasing Unit; verifying necessary easements and property rights; advising team members on limiting Ramsey County’s liability; ensuring that the statutory procedures for the condemnation of buildings are followed; and creating and recording documents for the acquisition of land for temporary collection centers and debris management.

Supporting: Ramsey County Communications Division	
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Provide the public with detailed information on debris removal and disposal plans and procedures (Phase 3).
2	Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris (Phase 3). **Flyers may prove to be extremely successful in reaching community members with debris management issues

Supporting: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Facilitate the gathering of situational awareness for the CIM and local MIM (Phase 1).
3	Coordinate activities between county and municipal agencies as necessary (Phase 1).
4	Provide information and coordinate with the State of Minnesota (and/or FEMA) (Phase 1).
5	Maintain situational awareness through Knowledge Center and other means as necessary for county and municipal leadership (Phase 1).
6	Coordinate or provide direct assistance to the local EMA (Phase 1).
7	Responsible for county-owned parks and recreational areas (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Activate relevant Emergency Support Functions and the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts (Phase 3).
2	Establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations (Phase 3).

Supporting: Ramsey County Environmental Health Division (SPRCPH)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Assist with damage assessment (Phase 1).
3	Advise on the collection and disposal of solid and hazardous waste, including household hazardous waste (Phase 1).
4	Advise on and/or assist with the disposal of animal carcasses (Phase 1).
5	Assist with the development and dissemination of messaging to businesses and residences (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Coordinate the permitting of temporary debris storage locations within the county, and will oversee the disposal of hazardous waste (Phase 3).
2	Provide advice and assistance with the disposal of animal carcasses (Phase 3).

Supporting: Ramsey County GIS	
Response (During Event) Actions for Appendix E - Debris Management Plan	

1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Clearly identify affected areas on the county Geographic Information System (GIS) (Phase 1).
3	Link scene photos and descriptions to the GIS (Phase 1).
4	Produce electronic and hard copy maps as needed (Phase 1).

Supporting: Ramsey County Parks & Recreation	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**

Supporting: Ramsey County Property Management	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Responsible for ensuring access to county facilities. Property Management will coordinate with RCPW (Phase 1).

MN Board of Animal Health	
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Provide advice and assistance with the disposal of animal carcasses (Phase 3).

MN Dept of Agriculture	
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Provide advice and assistance with the disposal of animal carcasses (Phase 3).

Municipal Fire Department	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Responsible for coordinating rescue and recovery operations (Phase 1).



Municipal Law Enforcement	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Responsible for coordinating site security as necessary (Phase 1).
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Work with the Debris Management Division Supervisor to establish routes for evacuations (Phase 3).
2	Coordinate with the Highway Department/Public Works to utilize heavy equipment for search and rescue operations (Phase 3).

Municipal Parks & Recreation	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Responsible for municipal parks and recreational areas (Phase 1).

Property Owner	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	<p>Private-sector property owners are responsible for clearing their property. In some cases, municipalities may decide to facilitate removal of debris from private property. In this case, the property owner/tenant will be required to move debris to the public right of way. In rare cases, the municipal government may request waivers from property owners to allow debris removal by government personnel from private property (Phase 1).</p> <p>Often residents begin clearing disaster debris from their properties and placing it on the public rights-of-way. If the property owners move the disaster-related debris to a public right-of-way, the county or municipality will need to coordinate pickup, haul and disposal from the right-of-way for a limited period of time. EACH MUNICIPAL and COUNTY INCIDENT MANAGER should determine and publicize that eligible period (if any). Residents will be responsible for their own costs in all other cases and after the announced period ends. Note that if a jurisdiction does not have the legal responsibility to maintain a right-of-way, then debris removal from that right-of-way is not eligible for reimbursement under federal or state disaster aid programs.</p>
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	<p>Removal of debris from private property is the responsibility of the property owner. Residents will be asked to sort all debris into categories as follows: trees and brush, white goods (appliances), household hazardous waste, construction/demolition materials, regular garbage, and vegetation and place it at the curb for pickup. Residents will be encouraged clear drains on their streets to minimize potential flooding (Phase 3).</p>

Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	As practicable, representatives of agencies doing debris clearance should photograph the affected area before and after it is cleared, and clearly identify the location for GIS mapping (Phase 1). **Update the Knowledge Center system promptly with data**
2	Responsible for coordinating site security as necessary (Phase 1). **The RCSO Mobile Field Force is trained and equipped to do minor debris removal/clearance in order to access and secure impacted areas
Recovery (Post Event) Actions for Appendix E - Debris Management Plan	
1	Work with the Debris Management Division Supervisor to establish routes for evacuations (Phase 3).
2	Coordinate with the Highway Department/Public Works to utilize heavy equipment for search and rescue operations (Phase 3).

Utility Service Provider	
Response (During Event) Actions for Appendix E - Debris Management Plan	
1	Utilities are responsible for removing debris that impacts utility property and rights of way. In some cases, the utility provider will place debris onto the public right of way for removal. All utility restoration work impacting county property, roads, and rights of way must be done in coordination with Incident Command and/or the County Incident Manager. All utility restoration work impacting municipal property, roads, and rights of way must be done in coordination with Incident Command and/or the Municipal Incident Manager (Phase 1).

## C. RESOURCES

### Typical Resource Assignments – Phase 1

Responders' observations and calls for assistance from the public will provide the initial understanding of impact. Work will begin as needed to facilitate response and evacuation efforts. Early on, the Incident Commander will compile a listing of blocked arterials and other critical areas and begin to assign crews to clear debris to the rights-of-way.

1. Initial work will begin with government employees using government equipment. In many cases, Voluntary Organizations Active in Disasters (VOAD) groups will be called in to assist.
2. Crews equipped with chain saws and other tools will cut up downed trees and large branches, mitigate hazardous stumps and mitigate similar vegetative debris. Crews with

hand tools and/or heavy equipment will be needed to move the cut pieces to the public right of way.

3. Crews with hand tools and heavy equipment will clear debris of all types from roads and public sidewalks, access drives for emergency services, and secure ingress and egress from critical infrastructure and key resources. Fire hydrants, driveway cutouts and utility valves should be left unobstructed.
4. As practicable, crews will attempt to separate this debris into piles by type – however the emphasis will be on swift clearance of the affected area.

### Typical Resource Assignments – Phase 2:

TBD in Conjunction with ESF 7 - Logistics and based on type of debris

## **D. GLOSSARY AND REFERENCES**

### Definitions

**Debris:** All forms of emergency event-related debris, including Vegetative debris and mixed debris.

**Eligible Debris:** Debris resulting as a direct consequence of the emergency event and handled in a manner that conforms to this plan and/or to Federal Emergency Management Agency (FEMA) requirements for Public Assistance.

**NOTE:** The management of debris is a necessary result of the emergency event and is NEVER predicated on a declaration of Presidential or State Disaster. However, appropriate monitoring, record keeping, and reporting of debris clearance and removal will ensure prompt and effective response and recovery with reduced economic and environmental impacts, and may impact local eligibility for Public Assistance under the Robert T. Stafford Disaster Relief and Recovery Act.

**Eligible Debris can be broken down into the following categories:**

#### Vegetative Debris

**Whole trees, tree stumps, tree branches, tree trunks, and other leafy material.**

Most vegetative debris consists of large piles of tree limbs and branches piled on the public rights-of-way either as a result of the jurisdiction's emergency efforts or by the residents following the incident. The county and municipalities may remove this debris if it is within

public rights-of-way. The county and the municipalities will limit the number of times the debris is collected; for instance, the applicant may choose to make two passes throughout the jurisdiction before resuming its normal collection activities.

In emergency events, the municipality and county will consider tub grinding and mulching Vegetative debris to reduce required landfill space.

In addition to the common vegetative debris, jurisdictions may need to remove hazardous trees, hazardous tree limbs, and hazardous stumps.

**Hazardous Trees:** A tree is considered hazardous if its condition was caused by the disaster; it is an immediate threat to lives, public health and safety, or improved property; it has a diameter chest height of six inches or greater; and one or more of the following criteria are met:

- It has more than 50 percent of the crown damaged or destroyed;
- It has a split trunk or broken branches that expose the heartwood;
- It has fallen or been uprooted within a public-use area; and/or
- It is leaning at an angle greater than 30 degrees.

Trees determined to be hazardous and that have less than 50 percent of the root-ball exposed should be cut flush at the ground level. Grinding of the resulting stump after the tree has been cut flush at the ground level is not eligible work. The cut portion of the tree is included with regular vegetative debris. The tree trunk should be cut as close to the ground as possible.

Hazardous tree removal work should include removing the leaning portion and cutting the stump at ground level in a single project. If removing the tree and stump must be done as two separate operations, the cost of the stump removal will not be eligible for federal or state disaster aid.

Straightening and bracing are emergency protective measures if they eliminate an immediate threat to lives, public health and safety, or improved property. This may be considered during later phases as well if straightening and bracing are significantly less costly than removal.

**Hazardous Limbs (Hangers):** Removing hanging limbs may be removed under this plan if the limbs are:

- Located on improved public property;
- Greater than two inches in diameter at the point of breakage; and
- Still hanging in a tree and threatening a public-use area, e.g. trails, sidewalks, golf cart paths.

Only the minimum amount of work necessary to remove the hazard is eligible under this plan. Pruning, maintenance trimming, and landscaping are not eligible. All hazardous limbs in a tree should be cut at the same time, not in passes for particular sizes.

If the canopy of a tree located on private property extends over a public right-of-way such as a sidewalk, removal of hazardous limbs on the tree that extend over the public right-of-way and meet the above criteria is allowed under this plan, however limbs on the tree that do not extend over the public right-of-way are the responsibility of the property owner.

Documentation required for Public Assistance grant consideration:

- Describe the immediate threat, e.g. photos of hanging limbs or leaning trees;
- Clearly define the scope of work to remove the immediate threat;
- Specify the improved public property location by recording the nearest building address and/or GPS location; and
- Denote date, labor (force account or contract), and equipment used to perform the work.

**Hazardous Tree Stumps:** A stump is hazardous and eligible for work under this plan if it meets all of the following criteria:

- It has 50 percent or more of the root-ball exposed (less than 50 percent of the root-ball exposed should be flush cut);
- It is on improved public property or a public right-of-way; and
- It poses an immediate threat to life, and public health and safety.

**Documentation required for Public Assistance grant consideration:**

- Photographs and GPS coordinates that establish the location on public property;
- Specifics of the threat;
- Diameter of the stump 24 inches from the ground; and
- Quantity of material needed to fill the resultant hole.

The jurisdiction should determine if grinding the hazardous stump and filling in the cavity is more cost effective than hauling the stump away for disposal. Document cost comparisons as in some cases, this work may qualify for Public Assistance grants.

In some instances, grinding of an uprooted stump and filling the resulting cavity may cost less than a complete extraction. In these cases, the applicant should present the cost comparison documentation to FEMA for consideration; however, the stump must have already been determined eligible for removal according to the above criteria.

## Construction and Demolition Debris

Damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

Certain types of construction and demolition debris are reusable or recyclable. To conserve landfill space, jurisdictions should separate materials for reuse or recycling when practicable.

## Hazardous Waste

Waste with properties that make it potentially harmful to human health or the environment. Hazardous waste is regulated under RCRA. In regulatory terms, a RCRA hazardous waste is a waste that appears on one of the four hazardous waste lists or exhibits at least one of the following four characteristics: ignitability, corrosively, reactivity, or toxicity.

**Household Hazardous Waste (HHW):** Products and materials that are used and disposed of by residential, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.

**Electronic waste (e-waste):** refers to electronics that contain hazardous materials such as cathode ray tubes. Examples include computer monitors and televisions.

**White Goods:** Appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. The Clean Air Act prohibits the release of refrigerants into the atmosphere, and requires that certified technicians extract refrigerants from white goods before they are disposed of or recycled

**Soil, Mud, and Sand:** Soil, mud, and sand deposited on improved public property and public rights-of-way as a result of flood, landslide, storm, etc. Facilities commonly impacted by this type of debris may include streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage canals and basins, parks, and swimming pools.

**Vehicles and Vessels:** The municipalities or the county may decide to remove vehicles and vessels if:

- The vehicle or vessel presents a hazard or immediate threat that blocks ingress/egress in a public-use area;
- The vehicle or vessel is abandoned, e.g. the vehicle or vessel is not on the owner's property and ownership is undetermined;

If vehicles or vessels are to be removed by the jurisdiction, follow all local ordinances and State laws by securing ownership and fully document the chain of custody, transport, and disposal of the vehicle or vessel.

### Putrescent Debris

Any organic debris that will decompose or rot, such as animal carcasses and other organic matter. Disposal of putrescent debris must be in compliance with applicable Federal, State, and local requirements.

### Infectious Waste

Waste capable of causing infections in humans, including contaminated animal waste, human blood and blood products, isolation waste, pathological waste, and discarded sharps (needles, scalpels, or broken medical instruments).

### Chemical, Biological, Radiological, and Nuclear (CBRN)-Contaminated Debris

Any debris contaminated by chemical, biological, radiological, or nuclear materials as a result of a natural or man-made emergency event, such as a Weapon of Mass Destruction (WMD) event. Jurisdictions will need to follow specific handling protocols and laws.

### Garbage

Waste that is regularly picked up by the jurisdiction (directly or through contract services). Common examples of garbage are food, packaging, plastics, and papers. In general, household food wastes can be collected through normal municipal waste collection methods and are not covered in this plan.

### Ineligible Debris Removal

Ramsey County and municipal agencies under this plan are NOT RESPONSIBLE for the following debris removal:

- Any debris removal from an eligible applicants unimproved property or undeveloped land;
- Any debris removal from a facility that is not eligible for funding under the Public Assistance Program, such as PNP cemetery or PNP golf course;
- Any debris removal from Federal lands or facilities that are the authority of another Federal agency or department, such as Federal- aid roads, USACE navigable waterways, and NRCS canals.
- Any debris from Department of Defense (DOD) property; or

- Minnesota National Guard Property

**Emergency Events:** Natural disasters (such as tornadoes, windstorms, floods, and fires) as well as man-made events (such as civil unrest, terrorist attacks, explosions, and transportation incidents).

**Federal Emergency Management Agency (FEMA):** The agency of the United States Department of Homeland Security that is responsible for coordinating federal agency involvement in emergency events. If the President issues a Declaration of Major Disaster for the event, various FEMA benefits, policies, and rules come into play. Of greatest importance to this plan is the Public Assistance (PA) program.

**PA Program (Public Assistance):** The FEMA-administered program authorized under the Robert T. Stafford Disaster Relief and Recovery Act that allows for potential federal grants to assist with response and recovery effort expenses. This Debris Management Plan contains information about documentation and expense categories that will maximize eligibility for PA grants, but is not dependent on those grants. The county and municipalities will take such steps as necessary for the public welfare to appropriately and safely handle debris resulting from an emergency event.

## State Authorities/References

[Minnesota Pollution Control Agency](#) –Toolbox for local governments recovering from a natural disaster.

### Federal Authorities/other References.

- Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 109-295, the Department of Homeland Security Appropriations Act, 2007 (established Public Assistance Pilot Program)
- National Response Framework (NRF), ESF #3 (Public Works and Engineering Annex) and Catastrophic Incident Annex
- FEMA Handbook: Public Assistance Applicant Handbook (323)
- FEMA Handbook: Public Assistance Debris Management Guide (325)
- FEMA Handbook: Public Assistance Pilot Program – Program Guidance (June 2007)
- FEMA Disaster Assistance Strategy 2007-2 (Debris Removal Operations)
- 44 CFR: Emergency Management and Assistance (Parts 13 and 206 in particular)
- FEMA Fact Sheets and Policies related to debris removal / disposal and/or the Public Assistance Grant Program (PAGP) from the “9500 Series Policy Publications.” Those that are most relevant to debris removal / disposal operations include:
  - 9523.4 – Demolition of Private and Public Facilities
  - 9523.11 – Hazardous Stump Extraction and Removal Eligibility
  - 9523.12 – Debris Operations: Hand-Loaded Trucks and Trailers



- 9523.13 – Debris Removal from Private Property
- 9523.14 – Debris Removal from Private Property to Address Immediate Threats
- 9580.1 – Debris Operations Job Aid
- 9580.4 – Fact Sheet: Debris Operations – Clarification: Emergency Contracting vs. Emergency Work
- 9580.201 – Fact Sheet: Debris Removal – Applicant’s Contracting Checklist
- 9580.202 – Fact Sheet: Debris Removal – Authorities of Federal Agencies
- 9580.203 – Fact Sheet: Debris Monitoring

Signatory Page:

## Appendix F: Radiological Emergency Ingestion Pathway Supplement



# RAMSEY COUNTY

Approval on

1/3/2017  
Date

By:

Department Head/Agency Responsible for ESF Coordinating Functions:



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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Support Agencies:**

MN Homeland Security and Emergency Management (HSEM)

Ramsey County Communications Division

Ramsey County Community Human Services Agencies (CHS)

Ramsey County Sheriff's Office (RCSO)

St. Paul Ramsey County Public Health (SPRCPH)

US Department of Energy (DOE)

US Nuclear Regulatory Commission (NRC)

**A. Overview and Background:**

This plan is intended to supplement the Ramsey County Emergency Operations Plan. Ramsey County has been identified as an "Ingestion Pathway County" as it is within 50 miles of the Prairie Island and Monticello Nuclear Generating Plants. This document identifies and defines the primary issues, actions, responsibilities and the necessary county-state coordination that must take place following a nuclear plant incident in the 50-mile Ingestion Pathway Zone (IPZ).

The State of Minnesota, Homeland Security and Emergency Management Division, through the State Emergency Operations Center (SEOC), is responsible for overall direction and control, protective action decision making, and incident coordination as outlined in Minnesota Statute Chapter 12 and the Minnesota Emergency Operations Plan (MEOP) for nuclear generating plant emergencies. This role differs from the State's usual role as primary support for incidents like floods and tornados.

The counties within a 50-mile radius of a nuclear generating plant are considered Ingestion Counties and would be asked to support the response actions necessary to protect the food supply from low level radiological material contamination and to protect population from long term exposure of low levels of radioactive contamination if necessary. Ingestion Counties may also be asked to support relocation activities for populations exposed to low level long term contamination should it become necessary.

The immediate area of impact in an incident is the area within 10-miles of the nuclear generating plant which is defined as the 10-mile Emergency Planning Zone (EPZ). The areas outside the 10-mile EPZ should not need emergency evacuations, but may be asked to implement protective actions aimed at protecting the population from contaminated food products and long term exposure to low levels of radioactive contamination. If people would

need to be removed from an area where long term radiation exposure is a concern it would be called relocation.

For an incident occurring at either of Minnesota's nuclear generating plants, well-developed plans exist to alert, notify, and implement public protection decisions within 10-miles of the plants and to protect food products in the 50-mile Ingestion Pathway Zone (IPZ).

The initial response period called the *Early Phase* or *Plume Phase* of an incident focuses initially on the 10-mile Emergency Planning Zone around each plant and is concerned primarily with a release from the plant that is either imminent or in progress. The State coordinates and implements actions to;

- Protect the public by Implementing Protective Action Decisions (PADs) to evacuate or shelter areas as needed
- Implement measures to protect livestock and food products from contamination
- Reduce the spread of contamination

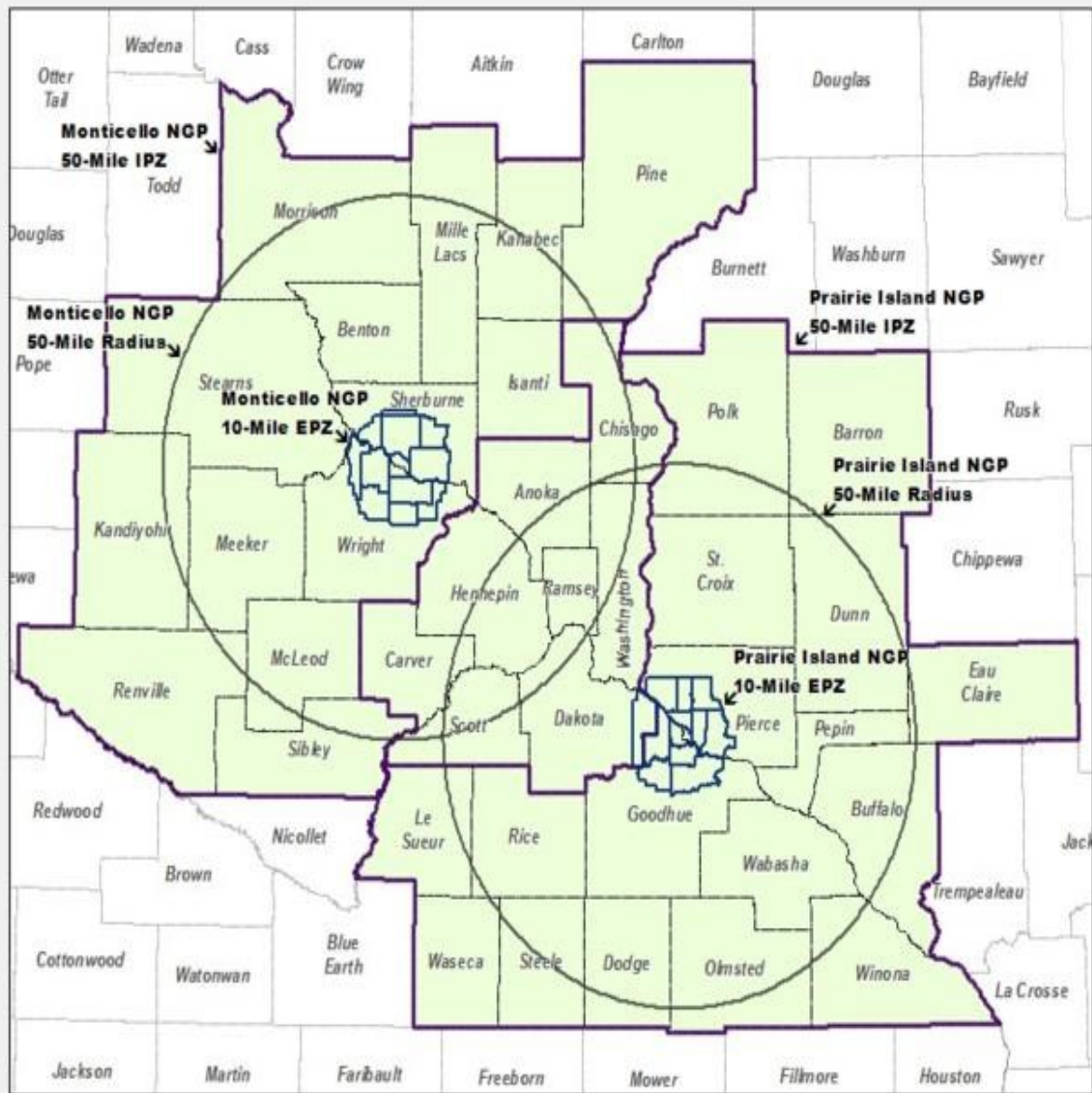
A release from a nuclear generating plant will disperse as it travels downwind, leaving higher concentrations of contaminated material closer to the plant and lower levels further away. The lower concentrations that are deposited further downwind present potential issues for low level contamination which will impact the counties within the 50-mile Ingestion Planning Zone (IPZ), referred to as *Ingestion Counties*. The issues impacting Ingestion Counties become prominent in the later Ingestion Phase of the incident (day two).

During this period, the focus is on:

- Defining the area/boundaries of the low level contamination
- Implementing Protective Action Decisions protecting food supply from contamination
- Restricting the movement of contaminated animals and food products (especially milk and dairy products)
- Implementing Protective Action Decisions protecting the public from long-term low-level radiation exposure (relocation if needed)
- Decontaminating areas of critical importance (water treatment facilities, major roads/bridges, etc.)

### [Ingestion County Map](#)

The following image shows both the 10-mile EPZs and 50-mile IPZs, and the counties impacted by the Prairie Island and Monticello Nuclear Generating Plants:



Ramsey County is among the Minnesota ***Ingestion Counties for the Monticello Nuclear Generating Plant*** along with Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Morrison, Pine, Renville, Scott, Sherburne, Sibley, Stearns, Washington, and Wright.

Ramsey County is among the Minnesota ***Ingestion Counties for the Prairie Island Nuclear Generating Plant*** along with Anoka, Carver, Chisago, Dakota, Dodge, Goodhue, Hennepin, Le Sueur, Olmstead, Rice, Scott, Steele, Wabasha, Waseca, Washington, and Winona.

## Emergency Classification Levels (ECLs)

There are four Emergency Classification Levels (ECLs) used at all nuclear generating plants in the United States. These classification levels drive the actions taken based on the level of severity. An incident at a nuclear generating plant could begin at any of these Classification Levels. The Classification Levels are listed below from least to most severe.

### **Notification of Unusual Event (NUE)**

A low-level event which poses no threat to public safety but which warrants an increased awareness on the part of the plant and off-site agency personnel. The state monitors the condition until it is resolved.

### **Alert**

A low-level condition which poses no immediate threat to public safety, but precautionary mobilization of certain response functions is appropriate in case conditions degrade. The State Emergency Operations Center is fully activated to monitor the situation.

### **Site Area Emergency (SAE)**

Plant conditions have degraded to a point warranting the full activation of all response functions. Precautionary protective actions for livestock and high risk portions of the general public might be recommended. The State Emergency Operations Center implements precautionary measures like evacuating schools in the area and placing livestock indoors and on stored feed and covered water.

### **General Emergency (GE)**

Indicates plant conditions have degraded to a point threatening public safety and some form of protective actions will be initiated like sheltering or evacuating the 2-mile area around the plant and 5-miles downwind. The areas being sheltered/evacuated will also have livestock and food product embargos placed on them.

## **B. Ingestion County Responsibilities/Actions by Emergency Classification Level**

### Notification of Unusual Event (NUE) Classification Level

- No action is expected by the Ingestion Counties at this level.
- No formal notification is made to the Ingestion Counties

### Alert Classification Level

- The County Emergency Manager will be notified of the Alert Declaration by the State Emergency Operations Center (SEOC).
- The SEOC will maintain communications with the County Emergency Manager through the Local Communicator Position in the SEOC.
- County Emergency Manager should notify their elected officials and local jurisdictions of the event and current ECL.
- County Emergency Manager should log into the secure SEOC information portal and maintain situational awareness for the event.
- County Emergency Manager should communicate their concerns/questions to the Local Communicator in the SEOC.
- County Emergency Manager should communicate to the SEOC any events, such as large public gatherings, or significant emergencies that are impacting the county.
- Monitor the Alert status until verbal termination or escalation to a higher ECL is communicated by the SEOC.
- EOCs in counties hosting Community Reception Centers (Hennepin, Mille Lacs, Stearns, Wabasha, and Washington) should provide support as needed to those Centers.
- Ramsey County EOP and RCEOC at Level 3 - "Limited Activation."

### Site Area Emergency (SAE) Classification Level

- County Emergency Manager will be notified of the SAE Declaration by the State Emergency Operations Center (SEOC).
- The SEOC will maintain communications with the County Emergency Manager through the Local Communicator Position in the SEOC.
- County Emergency Manager should notify their elected officials and local jurisdictions of the current ECL.
- County Emergency Manager should log into the secure SEOC information portal and maintain situational awareness for the event.
- County Emergency Manager should communicate their concerns to the SEOC through the Local Communicator.
- Communicate to the SEOC any events, such as large public gatherings, or significant emergencies that are impacting the county.

- Monitor the SAE status until verbal termination, ECL reduction or escalation to a higher ECL is communicated by the SEOC.
- EOCs in counties hosting Community Reception Centers (Hennepin, Mille Lacs, Stearns, Wabasha, and Washington) should provide support as needed to those Centers.
- Ramsey County EOP and RCEOC at Level 2 - "Partial Activation."

### General Emergency (GE) Classification

- The County Emergency Manager will be notified of the GE Declaration by the State Emergency Operations Center (SEOC).
- The County Emergency Manager will open their County EOC and maintain at least minimal 24/7 staffing.
- The SEOC will maintain communications with the County Emergency Manager through the Local Communicator Position in the SEOC.
- Communicate to the SEOC any events, such as large public gatherings, or significant emergencies that are impacting the county.
- The County Emergency Manager should notify their elected officials and local jurisdictions of the ECL.
- The County EOC will log into the secure SEOC information portal and maintain situational awareness for the event.
- The County Emergency Manager will communicate their concerns to the SEOC through the Local Communicator.
- The SEOC will coordinate the implementation of protective actions needed to protect the population from a possibly contaminated food supply. This would include implementing food embargos, restrictions on livestock movement and hunting and fishing restrictions.
- The County Emergency Manager will participate in a daily SEOC conference call or Video Teleconference (VTC) briefing.
- The SEOC will support the efforts of field sampling and monitoring teams.
- The Ramsey County Director of Communications will be the overall county Public Information Officer (PIO) and, in coordination with the St Paul Ramsey County Public Health PIO, will issue a press release to be distributed to notify the agricultural stakeholders in the county of the event.
- Ramsey County EOP and RCEOC at Level 1 - "Full Activation".
- The County Emergency Manager will prepare to receive Ingestion Brochures and food protection information from the SEOC to distribute to community farmers, food producers, processors, and agricultural industry groups in the county. St Paul Ramsey County Public Health will distribute the agriculture brochures, and other information, by electronic posting on the Ramsey County public website and distribution lists.
  - Additional information distribution may be warranted. This distribution may be coordinated through the County PIO and may include the use of media messaging and/or brochure distribution through groups like the Ramsey County Master Gardeners, who can further disseminate to the organization Gardening Matters in order to reach community gardeners/farmers.



- Major food producers, processors, and agricultural industry groups within the county (i.e. grain terminals, food distributors, local restaurants etc.) may also receive information directly from state or federal agencies such as MDA, USDA, DOT, or other industry specific groups and government agencies.
- The County PIO will coordinate the release of public information with the SEOC Joint Information Center (JIC).

## **C. County Ingestion Phase Responsibilities/Actions**

When the release has ended and the situation brought under control, attention shifts from the immediate actions of the plume phase to the longer-term issues of the ingestion phase. These actions include the establishment of additional food control measures, relocation areas, restricted zones, re-entry protocols, return protocols and long term recovery.

Support the Establishment of Food Control Measures as Requested by the SEOC

Food protections within the Ingestion Counties begin with the issuing of an embargo order from the state when aerial assessment or field sampling indicates low-level contamination is outside the evacuation areas. An embargo is defined as a restriction on the commercial movement of all agricultural products (food, feed, livestock, and poultry) into, out of, or through an affected area.

An embargo of agricultural products may affect: producers, processors, retailers, shippers and carriers.

It may not be practical to erect roadblocks around the entire affected 50-mile ingestion pathway zone due to the insurmountable requirements of personnel and equipment. All producers, processors, retailers, shippers and carriers will be informed through news releases and/or personal contact by applicable state agencies of the embargo and associated compliance requirements. Roadblock/checkpoints may be established on major transportation routes.

Exactly what products are to be embargoed will be determined by the Intermediate Phase Task Force (IPTF) through the SEOC based on factors including, but not limited to, the season, present and projected weather conditions, and the plume and projected plume direction.

- The Ramsey County Emergency Manager will coordinate with the SEOC on the implementation of embargoed areas.
- The County Emergency Manager and County Sheriff (with assistance from Animal Control) will coordinate with the SEOC on implementing restrictions on the movement and consumption of livestock and food products in the embargoed areas.
- The County Sheriff and Local Municipalities will identify areas where trucks can be held when an embargo is issued.

- The County Emergency Manager will coordinate information sharing between the state and county community farmers, producers, and industry groups. This may include coordination through St Paul Ramsey County Public Health, or others.
- The County Emergency Manager and County Sheriff will coordinate with MDA at the SEOC on required actions for embargo enforcement. Enforcement of the embargo will be conducted through communication with producers, processors, and industry groups. Shipments of agricultural products, with tracking and manifest requirements, will not be accepted at facilities if they have come from within the embargoed area. Some checkpoints may be established locally to support these efforts.
- The County PIO will coordinate public information with the SEOC JIC
- The County Emergency Manager will establish communication with the county agriculture subject matter experts (such as Ramsey County Master Gardener's and Gardening Matters) and establish communication networks between the county, state, and local community farmers, producers, processors, and the local agricultural groups.
  - County Emergency Manager will request county agricultural contacts and GIS personnel and resources to identify and document information on the agricultural resources within the embargoed area. These may include the number of community food gardens, producers, and processing facilities in the affected area.
  - The state will determine what crops remain in the field and the anticipated harvest date in the embargoed area.
  - Milk is the initial focus of agricultural sampling and analysis. Most crops can remain standing in the field, whereas a high volume of milk is produced daily with a relatively short time to market. The state will coordinate with producers regarding actions to take like holding or dumping of milk. There are no known commercial milking facilities in Ramsey County; possibly some backyard animals (such as goats) for personal consumption.
- The County Emergency Manager will request St Paul Ramsey County Public Health representation in the County EOC, playing an active role in identifying issues and public concerns. County public health should also share with and request information from MDH, through the Health Alert Network.
- The County Sheriff will coordinate hunting and fishing restrictions, along with any limited or no consumption recommendations established inside the affected area by the DNR in the SEOC.
- The Ramsey County Communications Director (through the County EOC) will communicate to the SEOC any rumors developing in the county.
- Local Law Enforcement will report any suspected cases of consumers being victimized by fraud, for the SEOC JIC to address directly in public messaging.
- The County Emergency Manager will report to the SEOC any citizen concerns and consumer feedback from your county.
- The County Emergency Manager will relay agricultural reimbursement and compensation questions from farmers, producers, and processors to the SEOC.

Support the Establishment of Relocation Areas outside the 10 mile EPZ as requested by the SEOC

(NOTE: due to the distance from each, Ramsey County has a low probability of being involved in this directly).

The initial post plume priority is to determine if there is contamination in areas outside of the initial evacuation areas that require additional measures to protect the public from long-term exposure to low-level radioactive material. Relocation is defined as the removal or continued exclusion of people from contaminated areas as needed to avoid long-term from low level radiation. Relocation from an area is indicated when soil samples exceed EPA protective action guidelines for 1-year, 2-year or 50-year periods of occupancy.

Relocation is a mandatory movement of people from their homes and farms to a location that does not present a danger from radiological exposure. Relocation is allowed to take place over a period of time, normally a few days, instead of an immediate evacuation as required during the plume phase.

- The County Emergency Manager will coordinate with the SEOC when notified that relocation is required in your county.
- The County Emergency Manager and Sheriff will coordinate with the State Patrol, MNDOT, and the JIC in the SEOC to define an area for relocation that is easily understandable to the public and enforceable.
- The County Emergency Manager will coordinate with the State Patrol, MNDOT, and County Sheriff on how traffic and access control points will be set up and staffed to facilitate relocation and maintain security to restrict entry to the relocated area.
- St Paul Ramsey County Public Health and Ramsey County Community Human Services will coordinate with hospitals, long term care facilities or facilities with populations with access and functional needs inside the relocation area including what transportation or other assistance they may require.
- The County Emergency Manager will identify any critical infrastructure (e.g., power, water treatment, transportation, food processors and distributors) within the relocated area.
- The County Emergency Manager will coordinate with the SEOC to provide notification to people in areas identified for relocation.
- The County EOC will support any reception centers or temporary monitoring centers and accompanying congregate care centers that may be needed.

### Support the Establishment/Maintenance of Restricted Zones as needed

(NOTE: due to the distance from each, Ramsey County has a low probability of being involved in this directly).

Any area designated for relocation will be designated as a restricted zone, where access controls are implemented. Access is restricted to limit the chronic exposure to low-level radiation and to provide security for the property inside the relocated areas.

- The County Emergency Manager and Sheriff will coordinate the staffing of Traffic and Access Control Points around the restricted area with the State Patrol, MNDOT, and Military Affairs at the SEOC.
- The County Emergency Manager will coordinate procedures for allowing re-entry into the restricted area with the SEOC. Re-entry into the restricted zone is initially limited to essential and emergency personnel only.
- St Paul Ramsey County Public Health and the SEOC will coordinate registration, and radiation exposure briefings; the SEOC will coordinate distribution of dosimetry, potassium iodide tablets (KI), and entry escorts for persons entering the restricted area. Individuals approved for re-entry are designated as emergency workers temporarily. As such they must be provided radiological briefings, just-in-time radiological training, dosimetry, and basic personal protective equipment (PPE) as needed.
- The SEOC will coordinate monitoring for radiological contamination and decontamination as needed for people leaving a restricted area.

### Support Establishment of Re-Entry into the Restricted Zone

Re-entry is the approved, temporary access into a restricted zone for an essential purpose. Counties have the primary responsibility for coordinating and implementing a re-entry program, prioritizing and approving re-entry requests. Priority activities include life safety, incident stabilization, maintenance of critical infrastructure and services, and animal care.

- The SEOC will determine and establish guidelines for the amount of time, including transit time that an individual could remain in a restricted zone and not exceed their dose limits.
- The SEOC will coordinate re-entry protocols.
- The SEOC will assist Ramsey County with coordinating and prioritizing requests for re-entry
- The SEOC will assist Ramsey County in distributing and processing re-entry request forms.
- The County EOC will establish/coordinate the re-entry points into and out of the restricted area. The EOC will determine what will be allowed for transport in and out of this area (e.g., personal vehicles or county provided shuttles).
- St Paul Ramsey County Public Health and the SEOC will coordinate registration, and radiation exposure briefings; the SEOC will coordinate distribution of dosimetry, KI and entry escorts for persons entering the restricted area. Individuals approved for re-entry are designated as emergency workers temporarily. As such they must be provided radiological briefings, just-in-time radiological training, dosimetry, and basic personal protective equipment (PPE) as needed.
- The SEOC will coordinate monitoring for radiological contamination and decontamination as needed for people leaving a restricted area. The SEOC will determine how monitoring and decontamination services will be provided upon completion of re-entry (i.e., existing Emergency Worker Decontamination Centers or set up of an ad hoc facility)

- The County PIO will coordinate with the SEOC PIOs to develop public messaging for re-entry.

### Support Establishment of Return Areas

This is the orderly return of people and reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations. These areas no longer have contamination or there are no long-term exposure health risks from very low level contamination.

- The County EOC will coordinate the verification and establishment of return area boundaries in coordination with the SEOC.
- The County Sheriff will remove traffic control and access points to areas cleared for return to unrestricted residence or use in coordination with the SEOC.
- County Emergency Manager will coordinate the timing of the return with state and local agencies.
- The County PIO and St Paul Ramsey County Public Health PIO, in consultation with MDH and/or other agencies, will coordinate communications for people returning that it is safe to live there but some of these areas may still have low level contamination that may require some ingestion pathway food controls or restrictions.

### Recovery

Recovery refers to the process of reducing radiation exposure rates and concentrations of radioactive materials in the environment to acceptable levels allowing for the return and unconditional occupancy and use by the general public. Recovery involves continued and extensive field sampling, damage/ impact assessments and the coordination of federal assistance and the nuclear insurance benefits.

- The County Emergency Manager will coordinate local damage and impact assessments and forward information to the SEOC.
- The County Emergency Manager will coordinate locations for disaster assistance/recovery centers with the SEOC.
- The County Emergency Manager will coordinate the remediation of contamination and restoration to pre-event conditions with the state.
- The County Emergency Manager will coordinate federal assistance and nuclear insurance benefits with the SEOC.

## **D. Protective Measures for Agriculture and Water Protection**

### **Agriculture Protective Actions**

The area that may be embargoed will be determined based on the conditions at the time of the incident. There is a wide variety of agricultural protective measures that may be implemented as needed and can only be defined at the time of the incident based on release conditions. The Radiological Emergency Information for Farmers, Food Processors and Distributors brochure details some of that information.

The protection of the food supply from contamination of radioactive material is the top priority and actions taken to protect the food supply will be coordinated with the impacted counties during the incident. Protective Actions and guidelines for proper disposal of contaminated products will be coordinated through the SEOC at the time of the incident.

### **Surface or Ground Water Contamination**

The protection of surface and ground water supplies from contamination will be coordinated with the SEOC. It is unlikely that ground water will be contaminated from an airborne release. The following are some examples of actions that may be implemented at the time of the incident.

- Notify and alert downstream users with recommended protective actions.
- Notify watershed districts
- Determine through sampling if water supplies in the area are safe for human and animal consumption. Determine priority for sampling of those supplies.
- Collect raw water samples near the sources of contamination to establish whether or not gross contamination of raw water is evident. The ground water source should be monitored over an extended period of time to insure that it has not been affected.
- Isolate all affected contaminated wells. All open wells, cisterns, barrels and other open water collecting containers should be covered to prevent radioactive fallout from hitting open water surfaces.
- For storage containers which are supplied by runoff from roofs or other surface drain areas, the collecting filler pipe should be disconnected to prevent contaminants from being washed into the storage containers.
- Domestic surface water supplies may be contaminated by either the accidental discharge of contaminated water or by deposition from an atmospheric release. Spring and well water should not be affected by an accidental release of radioactive material to the atmosphere or to waterways.
- The contamination of domestic water supplies following discharge of contaminated water is possible only for downstream supplies using the receiving water body as a source. Adverse impact can be avoided by curtailing intake during the course of the passage of the contaminated water.

- In situations involving the contamination of a water supply, methods of providing an alternative water supply may include rationing of uncontaminated supplies, substitution of other beverages, importing water from uncontaminated areas, and the designation of certain critical users.

## E. Acronym List

DNR	Department of Natural Resources
DPS	Minnesota Department of Public Safety
DRD	Direct Reading Dosimeter
ECL	Emergency Classification Level
EM	Emergency Manager
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
EPZ	Emergency Planning Zone (10-mile)
EWD	Emergency Worker Decontamination
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
HSEM	Division of Homeland Security and Emergency Management
GAR	Governor's Authorized Representative (in the SEOC)
GE	General Emergency
IPTF	Intermediate Phase Task Force
IPZ	Ingestion Planning Zone (50-mile)
IPX	Intermediate/Ingestion Phase Exercise
JIC	Joint Information Center
MDA	Minnesota Department of Agriculture
MDH	Minnesota Department of Health
MDO	Minnesota Duty Officer (at BCA)
MEOP	Minnesota Emergency Operation Plan
MNDOT	Minnesota Department of Transportation
MPCA	Minnesota Pollution Control Agency
MSP	Minnesota State Patrol
NRC	U.S. Nuclear Regulatory Commission
NUE	Notification of Unusual Event
PAC	Planning and Assessment Center (in the SEOC)
PAD	Protective Action Decision
PAG	Protective Action Guideline
PIO	Public Information Officer
RAD	Radiological Accident Deployment (field teams)
REP	Radiological Emergency Preparedness program
RPC	Regional Program Coordinator
RO	Radiological Officer

SAE Site Area Emergency  
SEOC State Emergency Operations Center  
SIM State Incident Manager  
TACP Traffic and Access Control Point  
TEDE Total Effective Dose Equivalent  
TLD Thermoluminescent Dosimeter  
VTC Video Teleconference



Signatory Page:

## **Appendix G: High-Hazard Flammable Train (HHFT)**



Approval on  
09/01/2016

By:

Department Head/Agency Responsible for ESF Coordinating Functions:

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**Coordinating Agency:**

Ramsey County Emergency Management & Homeland Security (RCEMHS)

**Primary Agency:**

Municipal Fire Department

On-Scene Incident Commander (OSIC)

**Support Agencies:**

American Red Cross

Burlington Northern Rail

Canadian Pacific Rail

County Incident Manager (CIM)

MN Department of Transportation (MnDOT)

MN Homeland Security and Emergency Management (HSEM)

MN State Fire Marshall

MN Voluntary Organizations Active in Disaster (MNVOAD)

Municipal Emergency Management Agency (EMA)

Municipal EMS

Municipal Law Enforcement

Municipal Public Information Officer

Municipal Public Works

Municipal Purchasing Dept

Municipal Utilities Agencies

North Suburban HazMat Team

Salvation Army

St. Paul Ramsey County Public Health (SPRCPH)

State Chemical Assessment Teams (CAT)

State Hazardous Materials Unit - St. Paul Fire

US Dept of Transportation (USDOT)

**Table 1 - Initial Emergency Actions for HHFT Response**

Rescue the injured	<ul style="list-style-type: none"> <li>• <b>CONSIDER MUTUAL AID REQUEST</b> if derailment, smoke, fire, or signs of leak/rupture of cars carrying hazardous materials!</li> <li>• Do not expose personnel to smoke, fumes or leaking product without appropriate SCBA &amp; equipment.</li> <li>• Conduct rescue efforts from the upwind side.</li> <li>• Plan an escape route prior to entering the spill area.</li> <li>• When it is safe to do so, remove injured personnel from the accident scene and administer first aid as needed.</li> <li>• Do not risk lives to save property or protect the environment.</li> </ul>
Notify Federal, State, and Local Agencies of the incident	<ul style="list-style-type: none"> <li>• Notify the Railroad 24-hour Emergency Number <ul style="list-style-type: none"> <li>○ BNSF -</li> <li>○ CP Rail –</li> <li>○ See Table 2 for other railroads</li> </ul> </li> <li>• National Response Center –</li> <li>• Minnesota Duty Officer –</li> <li>• Ramsey County Duty Officer – via the ECC Supervisor Direct Line</li> </ul>
Evacuate threatened personnel	<ul style="list-style-type: none"> <li>• Evacuate nonessential personnel from the spill area.</li> <li>• Evacuation of up to 0.5 mile or more, away from accident scene, if necessary due to leak or fire.</li> <li>• Consult the US DOT or AAR Emergency Action Guides for additional evacuation information.</li> </ul>
Secure area	<ul style="list-style-type: none"> <li>• All personnel must be kept at a safe distance pending determination of nature and extent of the materials involved.</li> </ul>
Determine the identity and hazards of materials	<ul style="list-style-type: none"> <li>• If Possible, read Placards and/or Labels and retrieve Waybills, Train Consist, or other available information to determine the materials involved and what precautions to take in the event of a release of product.</li> </ul>
Stabilize situation await expert technical assistance if possible	<ul style="list-style-type: none"> <li>• Trigger mutual aid for foam and foam application resources ASAP if fire, leak, or compromise to cars</li> <li>• After securing personnel and the site perimeter, wait for railroad emergency coordinator to arrive to advise response personnel of suspected dangers.</li> <li>• When personal safety allows, take necessary action to prevent spilling material from entering nearby waterways.</li> <li>• Firefighting activity should be initially directed to facilitate rescue and to protect exposures</li> </ul>

## A. Purpose

This Appendix provides information in support of ESF/Annex-10 activities in response and recovery actions resulting from actual or potential fire incidents involving High-Hazard Flammable Trains (HHFT).

## B. Scope

ESF/Annex-10 provides for a coordinated response to actual or potential hazardous materials incidents of all types. This Appendix is a supplement to ESF/Annex-10 specific to HHFT.

In the Final Rule issued in May, 2015, the US Department of Transportation defines a High-Hazard Flammable Train (HHFT) as "a train comprised of 20 or more loaded tank cars of a Class 3 flammable liquid in a continuous block or 35 or more loaded tank cars of a Class 3 flammable liquid across the entire train. For the purposes of advanced braking systems, this rule also defines a 'high-hazard flammable unit train' (HHFUT) as a train comprised of 70 or more loaded tank cars containing Class 3 flammable liquids traveling speeds at greater than 30 mph. The rule ensures that the requirements are closely aligned with the risks posed by the operation of trains that are transporting large quantities of flammable liquids."

## C. Situation and Assumptions

Trains carrying Class 3 Flammable Liquids in the form of crude oil (specifically light crude originating in the Bakken Oil fields of North Dakota) traverse Ramsey County many times each day. The US DOT and the Federal Railroad Administration have identified Ramsey County as a High Threat Urban Area (HTUA). While new safety rules have been enacted as of May 2015, these trains do pose a clear and present danger to the county specifically due to our high population and high population density near existing railroad tracks used by HHFT. On average, six HHFT trains traverse Ramsey County each day.

### Situation

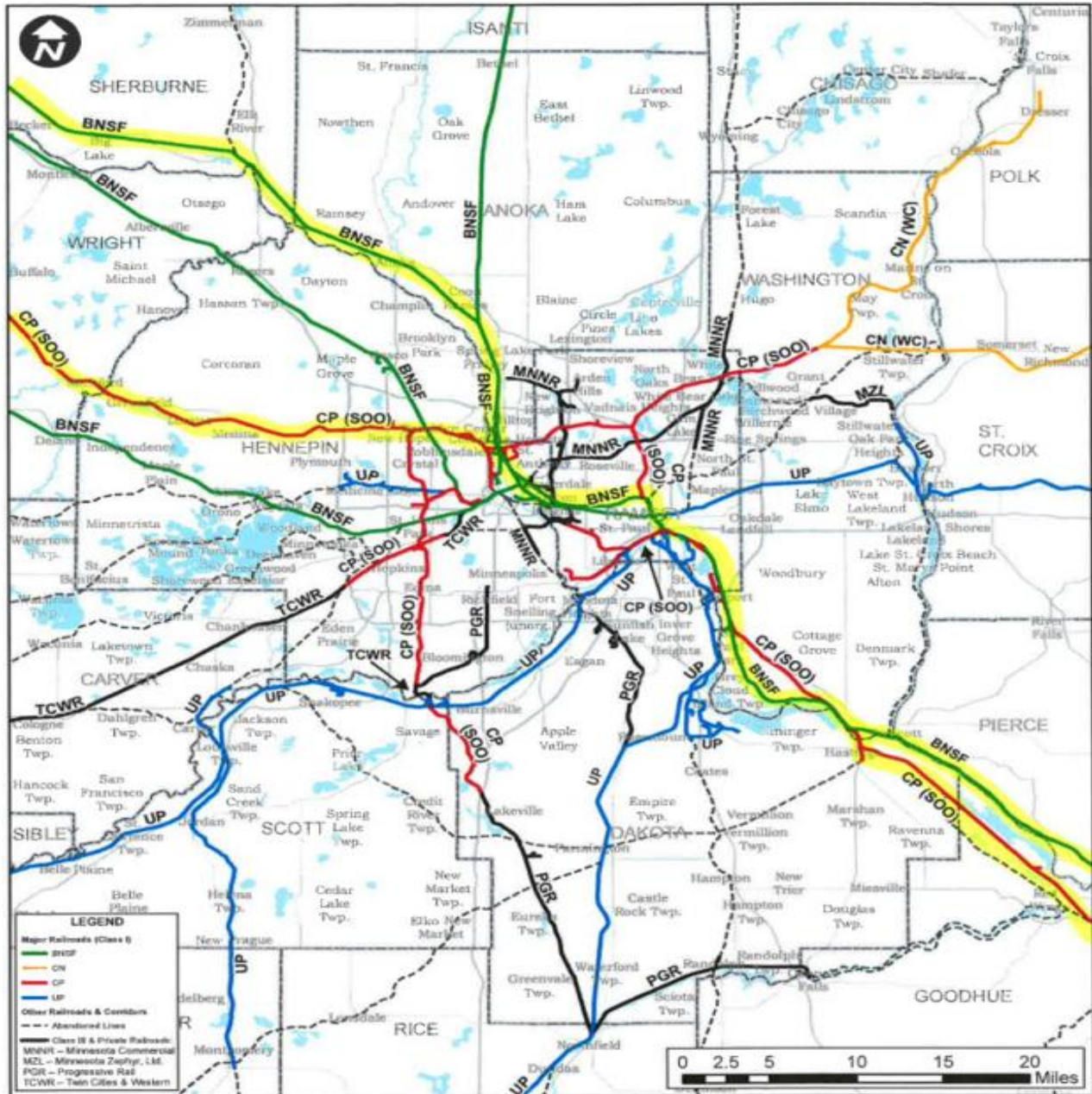
HHFT cross the Mississippi River in Ramsey County. In the event of a spill into the navigable waterway, we will contact the U.S. Coast Guard for assistance. This resource, as well as other federal resources, can be contacted through the **National Response Center (NRC)**

The BNSF Railway and Canadian Pacific Railway originate almost all crude oil shipments from North Dakota's Bakken oil field. The Fort Worth, Tex.-based BNSF (Burlington Northern Santa Fe) railroad transports 75 percent of all North Dakota-produced oil. Most historic railroad

routes are centered around the Twin Cities. As a result, the Twin Cities acts as a major gateway for the transshipment of oil from North Dakota, and there are few other routes that would otherwise be alternatives.



Overall US Rail Infrastructure (Source: United States Department of Homeland Security, April, 2014)



MN Rail Infrastructure 2015 (Source: MN Dept. of Transportation)



## Population Density within ½ Mile of Bakken Rail Line



Population Density near HHFT from North Dakota (Source: United States Department of Homeland Security, April, 2014)

## Navigable Waterways within ½ Mile of Bakken Rail Line



Navigable Waterways w/in HHFT Buffer Zone (Source: United States Department of Homeland Security, April, 2014)



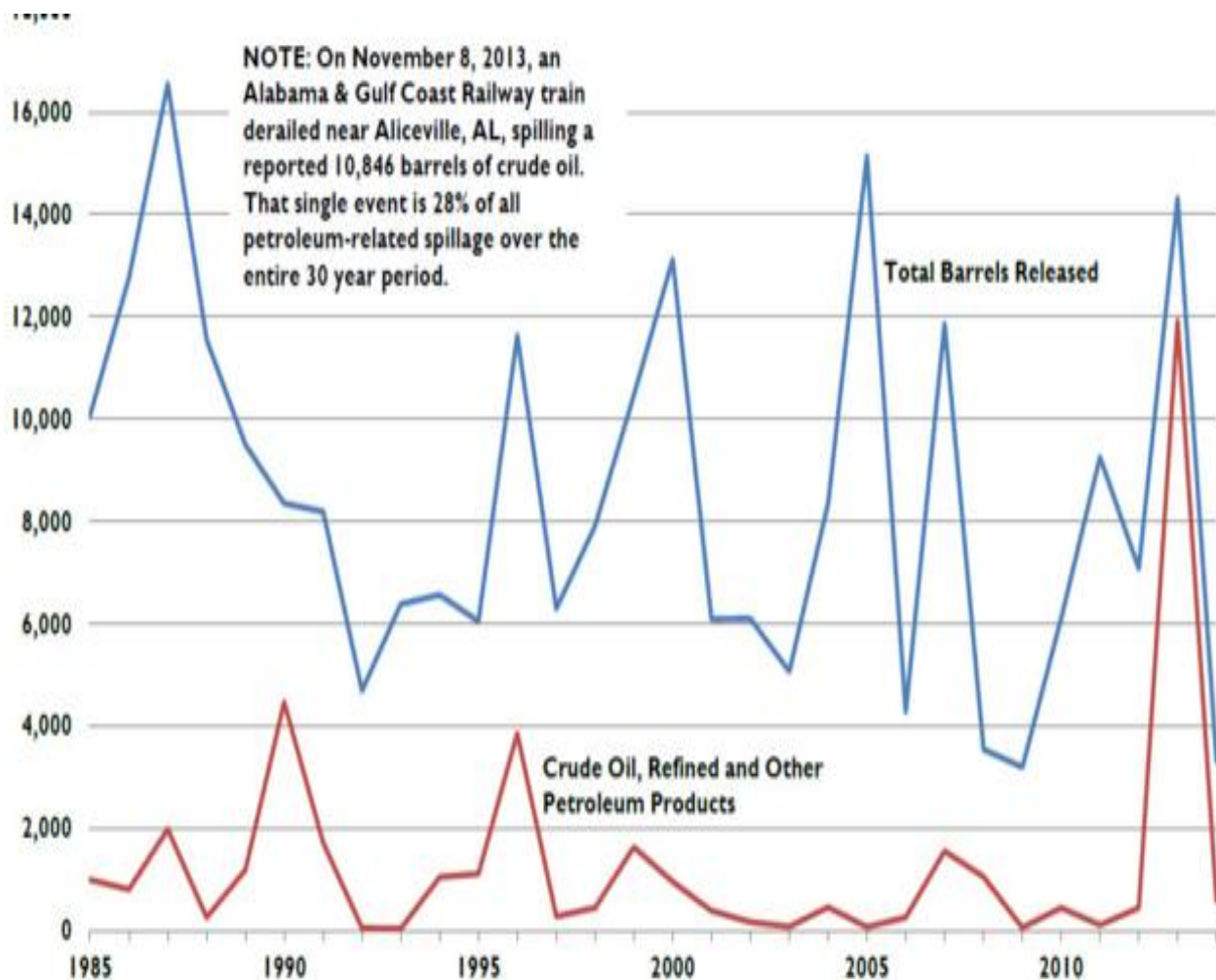
On average, seven oil-carrying trains pass through Minnesota daily, with as many as six through the Twin Cities. Each train carries 3.3 million gallons of oil among 110 loaded cars.

## Trains Moving 1M+ Gallons of Bakken per Week

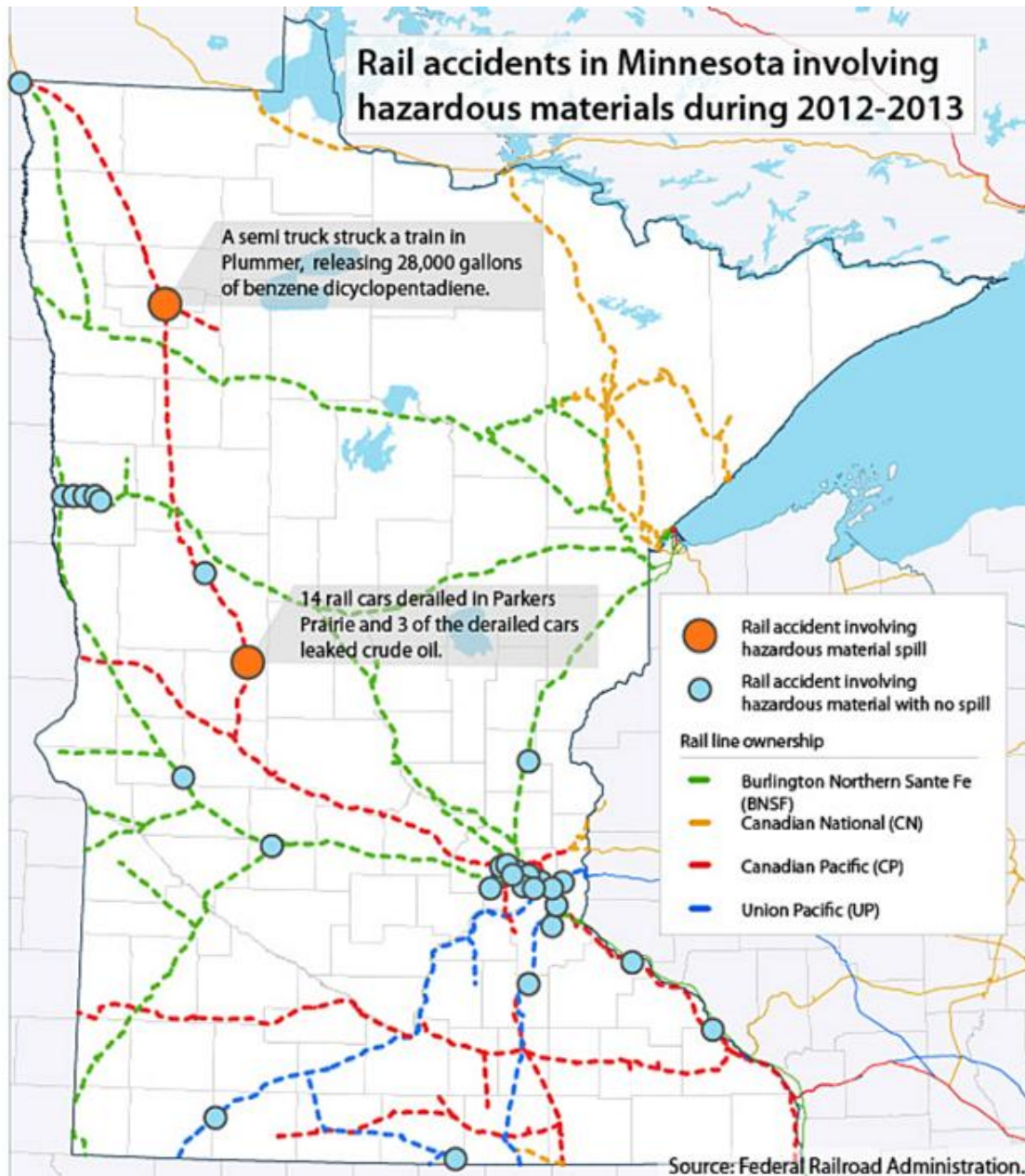


(Source: United States Department of Homeland Security, April, 2014)

HHFT accidents have decreased by 91 percent since 1980. However, a recent string of crude oil accidents has made the possible risks highly visible. The causes of the accidents have been different in each case and have included human error, equipment failure, and track problems. According to tests by the U.S. Department of Transportation, North Dakota crude has been found to be more volatile than originally thought. In May, 2015, the US DOT issued new rules regarding speed of HHFT, braking systems, and tank-car standards. These rules will phase in over the decade leading to 2025.



Petroleum crude oil is a light to dark colored liquid hydrocarbon containing flammable gasses. It is not a uniform substance and its physical and chemical properties may vary from oilfield to oilfield or within wells located in the same oilfield. They are often blended prior to shipment. Light, sweet crude oils often contain flammable gasses such as butane and propane. These gasses can readily ignite if released, when they come in contact with an ignition source such as may commonly occur when a train derailed. These crude oils may also contain hydrogen sulfide, a toxic inhalation hazard material, in the vapor space of the tank car.



Due to the characteristics of crude oil, in an accident scenario, the behavior of this product may range from that of gasoline for the lighter (sweet) crude oils to diesel fuel for the heavier (sour) crude oils. Releases may create vapor/air explosion-like hazards indoors, in confined spaces, outdoors, or in sewers. Typically, what has been seen in many of the incidents reported in the media is not technically an explosion. However, the sudden and significant combustion of the concentrated gasses give off an impressive fireball and accompanying heat wave and we assume that many in the general public and media will report this as an explosion. Volatile

vapors released from the spill area may create flammable atmospheres in confined areas. Some crude oil vapors may be heavier than air and accumulate in low areas, and travel some distance to a source of ignition and flash back. The more volatile materials in crude oil may be present in air in high concentrations creating an inhalation hazard. There is also the possibility that the crude oil may contain varying concentrations of benzene or hydrogen sulfide. Products of combustion may also include toxic constituents. When light crude oil combusts there is typically a rapidly expanding heat wave and fireball posing a substantial threat to persons or structures within approximately 1/2 mile in any direction.

### Assumptions

- First priority will be to ensure the safety of the public and responders.
- Public safety personnel will be willing and able to respond.
- There are several hazardous materials response resources within an hour of Ramsey County and we assume that at least one of these services will be able to respond.
- The primary concern is high-heat fire and very rapid combustion. While not usually explosive in technical terms, the heat wave from a combusting tank car will often behave in a fashion similar to explosion.
- Large numbers of people and structures are likely to be impacted by fire almost immediately.
- The fire in one or more cars poses a threat of release of additional material from other cars over time
- The heat and quantity of fire makes immediate extinguishment of the fire unlikely for some time. Initial firefighting activities will be concentrated on reducing the spread of fire
- There will be a delay in obtaining sufficient quantities of firefighting foam

## **D. Concept of Operations**

### Policies

All HazMat incidents require (MN Stat. Ch. 115e) that the responsible party notify the Minnesota State Duty Officer . If in the opinion of the local Incident Commander (IC) or the EMHS Duty Officer, there is any question as to whether or not this notification has been made (or if either party believes it is in the best interest of public safety) the IC or EMHS Duty Officer should also contact the State Duty officer regarding the incident. Most HazMat responses do not require coordination by EMHS, SPRCDPH or other county agencies, and are undertaken by municipal fire departments and HazMat agencies consistent with their authorities.

At their core, incidents involving HHFT are Hazardous Materials (HazMat) incidents and fall under the operational control of ESF/Annex-10 agencies. However, as light crude oil is of



particular concern to the residents of Ramsey County and are extremely flammable, the IC should consider a larger-than-normal response by local and county authorities in the spirit of this EOP emphasis on "Leaning Forward" in emergency response.

## General

### PRE-INCIDENT PLANNING AND PREPAREDNESS

Public Safety entities in Ramsey County obtain listings of the hazardous commodities transported through the community via the Association of American Railroads (AAR) Circular No. OT-55 protocol. We have identified that large quantities of light crude shale oil are transported through Ramsey County on a daily basis. A copy of the latest version of AAR Circular OT-55 and other related hazardous materials reference materials can be downloaded at <http://www.boe.aar.com/boe-download.htm>.

Emergency responders and the general public can seek planning information and commodity-specific training at [www.TRANSCAER.com](http://www.TRANSCAER.com) and selecting a state or region to determine the designated contacts. The Minnesota Division of Homeland Security and Emergency Management (HSEM) serves as the State Emergency Response Commission (SERC) and the overarching Local Emergency Planning Committee (LEPC) in the state. Ramsey County EMHS convenes a county-centric LEPC (called the Emergency Management Council or "EMC") on a quarterly basis for planning input.

EMHS and local emergency responders have worked with the railroads on security and safety issues for several years, including monthly security meetings chaired by the Ramsey County Sheriff and several exercises and training sessions with Canadian Pacific and BNSF railroads.

The emergency contact numbers for the major (Class I) railroads are listed below:

Table 2 - Class I Railroad 24-hr Emergency Contact Numbers	
Company	Emergency Telephone Number
BNSF Railway	
Canadian National (CN) Railway	
Canadian Pacific (CP) Railway	
CSX Transportation	
Kansas City Southern Rail Network	
Norfolk Southern Railroad	
Union Pacific Railroad	

## INCIDENT COMMANDER INITIAL COURSES OF ACTION

Each DOT-111 or CPC-1232 rail tank cars on HHFT are considered to hold a maximum of 30,000 gal of liquid when full, and 3,000 gal of liquid when empty.

For planning and response purposes, the isolation zone extends 1/2 mile (800m) in all directions from any tank car containing Class 3 flammable liquids involved in the accident. While there are many such liquids, the common planning concepts and scenarios revolve around so-called "light crude" or "shale" oil. In Ramsey County, the majority of HHFT carrying this material carry oil typically identified as "Bakken Crude" referring to the Bakken oil fields in North Dakota.

### PETROLEUM CRUDE OIL

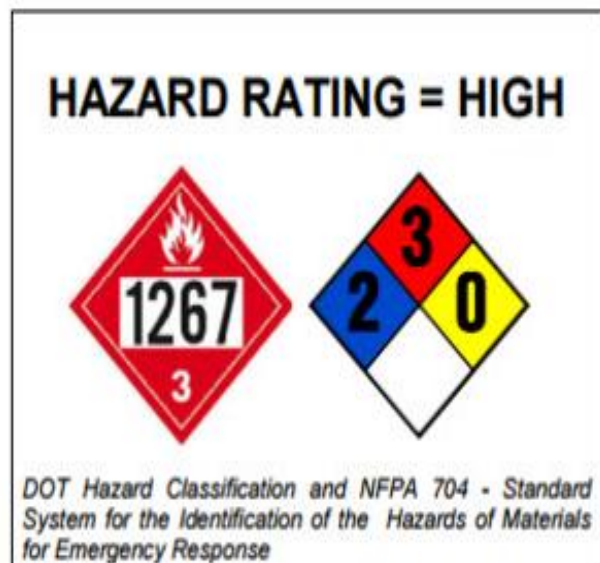
CAS NO. 8002-05-9

UN 1267

DOT Hazard Class: 3

**FLAMMABLE LIQUID**

ERG Guide No. 128



**Table 3 - Initial Survey**

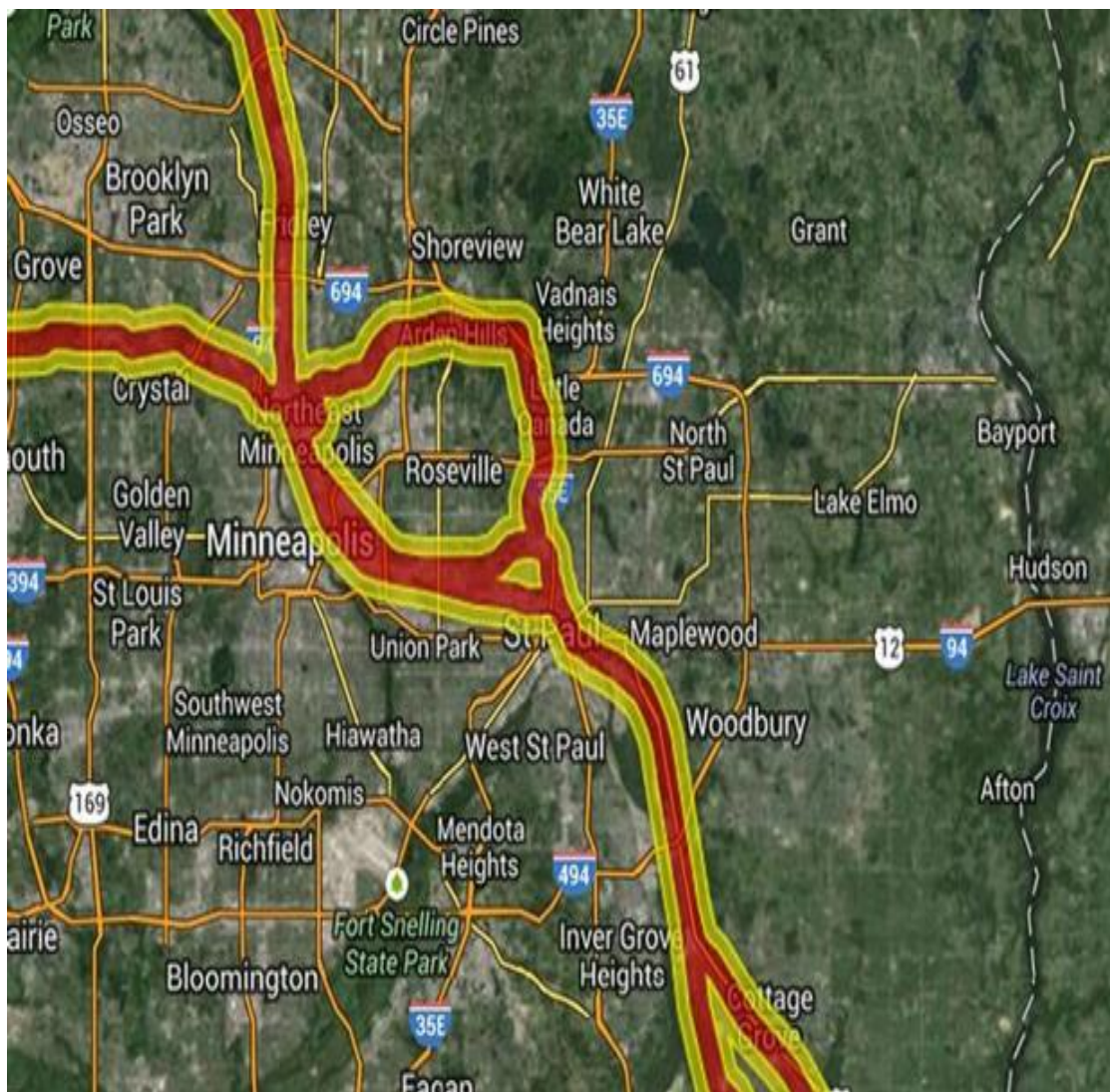
INITIAL SURVEY SHOULD NEVER RISK HUMAN LIFE	
Conduct Initial Survey	<ul style="list-style-type: none"> <li>• Extent of any injuries</li> <li>• Number and position of locomotives and/or railcars derailed</li> <li>• Identify the hazards of the material(s) involved</li> <li>• Presence of fire, smoke or fumes</li> <li>• Overall condition of each railcar involved (Note: structural damage, condition of valves, and condition of the outer tank jacket)</li> <li>• Evidence and Source of leakage (Note: wetness on sides of cars, vapor clouds, and odors)</li> <li>• Amount and rate of leakage; pooling of material, seeping into ground, or entering any waterways</li> <li>• Location of nearby waterways (Note: streams, rivers, lakes, drainage ditches, culverts, sewers, etc.)</li> <li>• Weather conditions (Note: wind direction and speed, precipitation, humidity, temperature, etc.)</li> <li>• Topography and accessibility of the area</li> <li>• Public exposure potential (Note: houses, etc.); and</li> <li>• Initial remedial action(s) conducted (Note: dams or dikes constructed, sorbents applied, etc.).</li> </ul>
Communicate Survey Findings	<ul style="list-style-type: none"> <li>• Communicate findings to IC</li> <li>• Communicate findings to dispatch</li> <li>• Communicate findings to railroad emergency coordinator</li> </ul>

If no fire has ignited, emergency crew will work to safely remove sources of heat, sparks, flame, friction and electricity, including internal combustion engines and power tools. Responders must use caution when approaching the scene and positioning apparatus, implement air monitoring as soon as possible to detect the presence of combustible gasses, and avoid creating ignition sources. This may include but is not limited to the use of non-sparking tools and intrinsically safe/explosion-proof equipment. Responders should wear self-contained breathing apparatus (SCBA) to avoid potential exposure.

The IC should consider the size of the actual and potential fire very early in the response. The IC should consider requesting large quantities of firefighting foam through mutual aid as soon as possible. In many scenarios, the initial fire will be too large for any local department to extinguish. The IC should request additional foam and concentrate on reducing spread of the fire and on establishing control zones.

The Incident Commander should assess the risk of catastrophic combustion and consider evacuation of an initial area of 1/2 mile in all directions- depending on the actual situation at the scene. NOTE: HHFT are so long (Unit Trains are 110 cars, other long trains may have as few as 20 flammable cars), that only a portion of the train is actually affected during an incident. Narrowing the scope to those cars physically impacted will work well to focus resources on the immediate hazard. The evacuation area may be expanded from there, however the IC will quickly deplete the resources available if one over expands rapidly, and could render efforts to secure the area ineffective

The Incident Commander should consider the use of the countywide emergency notification system as part of the evacuation or shelter in place decision. This system can be activated by the Emergency Communications Center and/or the EMHS Duty Officer to provide notification to all landlines in an affected geographic area and also any other contact methods pre-identified by optional subscribers.



Planning Buffer Zone for Ramsey County (Source: Ramsey County GIS 2015)



Early in the incident, the Incident Commander (IC) should carefully consider the need to evacuate an area 1/2 mile in all directions of the affected HHFT cars, and direct the development of a formal Incident Action Plan (IAP) in accordance with the National Incident Management System. The IC and the incident Safety Officer should continuously monitor the situation to determine the need for evacuation (or expansion of any evacuation).

EMHS Duty Officer should consider full notification of ESF/Annex-10 whenever an HHFT-related derailment or fire occurs as these incidents often require robust coordinated response.

The Municipal Emergency Manager should consider activation of the Municipal Emergency Operations Center.

When ESF/Annex-10 is activated, the Ramsey County Emergency Operations Plan (RCEOP) typically serves as the basis for actions taken in support of the affected jurisdiction(s). RCEOP structures and response mechanisms, discussed further below, remain in place when ESF #10 is activated in support of local response and recovery and in coordination with county, state, and federal mechanisms as described in the **Concept of Operations** section.

ESF/Annex-10 applies to all agencies with assigned emergency responsibilities as described in the RCEOP.

## PROCESS FOR NOTIFYING THE PUBLIC OF A RELEASE

First response agencies have various capabilities for alerting the public. The primary methods include:

- Notification via broadcast media
- Emergency Alert System notification in conjunction with the National Weather Service and broadcast media
- Out-bound automatic dialing and messaging of community telephones based on geographic area
- World Wide Web Sites
- Facebook pages
- Use of Twitter (the Ramsey County Duty Officer uses the “tag” #RamseyCoEMHS)
- Physical notification door-to-door (which is often the most effective)
- Public Address via in-vehicle speakers

## PROCEDURES FOR NOTIFICATION OF EMERGENCY RESPONSE AGENCIES

The Ramsey County ECC will notify all emergency response agencies via radio, paging, phone, and text messages.

### **E. Response Agency Responsibilities**

#### Incident Command

All ESF/Annex-10 agencies utilize the Incident Command System for all HazMat responses. Unified Command is typically established within one-minute of arrival at the scene. The affected jurisdiction's Municipal Fire Department is the primary agency for HHFT incidents and will identify an Incident Commander; establish an on-scene command post, request additional assistance as needed, and establish a Unified Command structure.

Agencies and jurisdictions will be included in the Unified Command as required by the primary agency IC and will typically include (but not be limited to): Municipal HazMat team, Municipal Police; Ramsey County Sheriff's Office; State HazMat Team; State Chemical Assessment Team(s) (CAT); St. Paul Ramsey County Public Health; municipal and county Public Works; ESF-1 Transportation providers (as needed) Minnesota HSEM; Ramsey County EMHS. If the incident occurs on a river, the US Coast Guard may be part of the unified command along with the Ramsey County Sheriff's Office.

## Contain/Extinguish

Response agencies' initial activity will typically be directed at containing the incident (protection of exposures and reduction in further spread of fire or material) and rescue/evacuation. The IC should immediately consider the amount of firefighting foam (and application resources) on hand, and request additional foam resources immediately via mutual aid and the state duty officer.

### Initial Activities

The following list identifies many of the primary responsibilities designated to each agency/organization for this ESF/Annex. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Ramsey County Emergency Management & Homeland Security (RCEMHS)	
Preparedness (Pre-Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Review plans and procedures at least annually
2	Assist in identifying, developing, conducting, and/or arranging for training sessions and exercises.
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Activate all EMHS Staff
2	Activate Mobile Incident Command Center and EMHS Support Vehicle
3	Activate ESF-10 Hazardous Materials
4	Notify State Duty Officer and request Region 6 Region Point of Contact
5	Notify SPRCPH Environmental Health
6	Activate Ramsey County EMHS Departmental Operations Center
7	Consider activating Ramsey County EOC
8	Participate in Unified Command
Recovery (Post Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Consider activating Ramsey County EOC
2	Activate Ramsey County EMHS Departmental Operations Center
3	Participate in Unified Command
Vulnerable Needs Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Consider activating Ramsey County EOC
2	Activate Ramsey County EMHS Departmental Operations Center

Primary: Municipal Fire Department

Preparedness (Pre-Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Review plans and procedures at least annually
2	Fire Department IC consider available stock of firefighting foam and application resources. Request additional foam resources via mutual aid and the State Duty Officer.
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Assess incident and request Hazardous Materials Team response as appropriate - IC should consider requesting mutual aid early in the incident.
2	Establish Incident Command (Unified Command)
3	Identify boundaries of an area 1/2 mile in all directions from the affected train cars. Consider evacuation and/or shelter in place and act accordingly.
4	Notify EMHS Duty Officer - give information about: <ul style="list-style-type: none"> <li>• Location of incident</li> <li>• Has there been a release to the environment</li> <li>• Is there currently a fire</li> <li>• Is HazMat on scene or notified</li> <li>• Location of Incident Command Post</li> <li>• Needed resources</li> </ul>
5	Request Mobile Incident Command Post as necessary via the ECC
6	Notify Minnesota State Duty Officer Request state assets (such as State HazMat) as necessary.
7	Notify National Response Center
8	Establish EMS triage areas, decontamination areas, and otherwise follow the SOPs for the response agencies in order to protect lives, property and the environment, mitigate the impact of the release; stop additional release and spread of material as quickly as practicable; and clean-up, decontaminate, and dispose of the material and affected property in a responsible fashion.

Primary: On-Scene Incident Commander (OSIC)	
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Consider the need to request large amounts of firefighting foam via mutual aid very early in the response.
2	Develop, promulgate, and update Incident Action Plan(s) (IAP)

Supporting: County Incident Manager (CIM)	
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Develop, promulgate, and update Incident Action Plan(s) (IAP)

Supporting: Municipal Emergency Management Agency (EMA)	
Preparedness (Pre-Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	

1	Review plans and procedures at least annually
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Activate ESF-10 Hazardous Materials
2	Activate Municipal Emergency Operations Center
3	Participate in Unified Command
Recovery (Post Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command

Supporting: Municipal Public Works	
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command
Recovery (Post Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command

Supporting: North Suburban HazMat Team	
Preparedness (Pre-Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Fire Department IC consider available stock of firefighting foam and application resources. Request additional foam resources via mutual aid and the State Duty Officer.

Supporting: St. Paul Ramsey County Public Health (SPRCPH)	
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command
Recovery (Post Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command

Municipal Police Department	
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command
2	Coordinate security and access control to areas of control
Recovery (Post Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Coordinate security and access control to areas of control
2	Participate in Unified Command

Ramsey County Sheriff's Office (RCSO)	
Response (During Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command
Recovery (Post Event) Actions for Appendix G: High-Hazard Flammable Train (HHFT)	
1	Participate in Unified Command



## Evacuation or Shelter-in-Place

The IC will make the initial decisions regarding isolation zones and the need to evacuate or shelter-in-place. If the incident warrants response by CAT and/or state HazMat teams, the commander of the state team, working in unified command with the Incident Commander, may modify these decisions. It is likely that persons in a larger area need to be requested to evacuate or shelter in place.

## Remediation and Clean-Up

Even before the situation is declared contained and under control, clean-up can begin. The Primary Agency will contact their emergency spill and clean up contractor. The clean-up contractor will operate in accordance with state and federal law to remediate the spill in an environmentally responsible manner.

## Reentry

Once the affected area has been remediated, and in consultation with agencies such as SPRCDPH, the Minnesota and/or US EPA; the MPCA; or others, a decision to allow reentry will be made. The primary agency incident commander will make the final determination regarding reentry after consulting with subject matter experts.

## State HazMat Support

We anticipate that major HHFT incident is beyond the resources available to Ramsey County fire departments. Both the local North Suburban HazMat Team and the State HazMat team from the Saint Paul Fire Department (as well as other state hazmat assets) are available for assistance. The North Suburban HazMat Team can be directly requested by the IC via the Ramsey County ECC. The State HazMat team may be requested from the State of Minnesota. This request may be made through the State Duty Officer at Minnesota Department of Public Safety.

The Minnesota Pollution Control Agency (MPCA) can assist with remediation of HazMat releases, regulatory oversight and inspection; and expertise.

## Municipal Emergency Management Agencies

The Municipal Emergency Management Agency (EMA) acts as the coordinator for the various local emergency organizations and as the local liaison to Ramsey County.

- Participates in the development of training and exercise programs with the first response community.
- Upon the declaration of a local disaster, coordinates resources to support emergency response and recovery efforts.

## Municipal Public Information Officer (PIO)

Coordinates information flow and the release of timely and factual information to the public

## Municipal Public Works/County Public Works

Assists with planning, expertise, and equipment for large incidents

## **F. Resources**

- Each Fire department maintains a current inventory of resources, including trained personnel, which could support these ESF operations.
- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition
- [E-PLAN Emergency Response Information System](#)

## **G. Administration and Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the County, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Contracts, Agreements and Understandings**

All contracts, agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF/Annex-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Record Keeping**

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the local jurisdiction.

### **After Action Reports**

Following the conclusion of any significant emergency event/incident, the primary agency representative will conduct an after action review of the group activities during the event/incident/exercise in concert with EMHS. Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **H. Glossary and References**

**CAT:** Chemical Assessment Team

**CBRNE:** Chemical, Biological, Radiological, Nuclear and Explosives

**EAS:** Emergency Alert System

**EMS:** Emergency Medical Services

**EMHS:** Ramsey County Emergency Management and Homeland Security



**EPA:** Environmental Protection Agency

**HHFT:** High Hazard Flammable Trains (contain 20 or more cars of flammable material in sequence, or any combination with 35 or more flammable cars)

**HHFUT:** High Hazard Flammable Unit Trains (contain 110 flammable cars)

**HSEM:** Minnesota Homeland Security and Emergency Management

**IC:** Incident Commander

**ICS:** Incident Command System

**NIMS:** National Incident Management System

**MN-EPCRA:** Minnesota Emergency Planning Community Right to Access

**MPCA:** Minnesota Pollution Control Agency

**NIMS:** National Incident Management System

**SOP:** Standard Operating Procedure

**SPRCPH:** St. Paul Ramsey County Public Health

## **Annexes**

## **ANNEX I - TESTING, TRAINING, AND EXERCISES /**

### **PLAN MAINTENANCE**

## Test, Training, and Exercises / Plan Maintenance

The RCEOP documents the past, present, and future events that support their Test, Training, and Exercise program for their Ramsey County Emergency Operations Plan. These events are documented below in chronological order starting with the most recent:

**Event Title:** EOP Review process and update conference

Event Date: 8/25/2016

**Event Type:** Plan Maintenance

Event Status: Completed

**Description:**

Met by phone with Hannah Coffey of BOLDplanning to review current plan re-write project status and forward timeline.

Process on schedule for dissemination of edited version to partners in approx. 7 days.

---

**Event Title:** COOP Activation - Shoreview Library and City of Arden Hills and Shoreview

Event Date: 8/23/2016

**Event Type:** Continuity Event/Activation

Event Status: Completed

**Description:**

A power pole transformer in Arden Hills "popped"/exploded resulting in large area power failure to parts of the City of Arden Hills and the City of Shoreview at approx. 1800 hrs.

Shoreview Public Library lost power.

Library closed. Some staff relocated to other libraries. No public services.

Library reopened after 18 hours (approx.).

---

**Event Title:** Mass Fatality FX - deploy DPMU at remote location by DMERT

Event Date: 8/20/2016

**Event Type:** Functional Exercise

Event Status: Completed

**Description:**

The Disaster Mortuary Emergency Team (DMERT) conducted full implementation of the Disaster Portable Morgue Unit (DPMU).

Transport of all DPMU assets to Dakota County Empire Facility (a facility never before used for DPMU)

DMERT personnel from Hennepin Co ME, Ramsey Co ME, Anoka Co ME, MDH, and other supporting agencies respond to site  
DMERT personnel fully deploy all DPMU equipment and set up full morgue capability at site  
DMERT personnel fully demobilize DPMU equipment from site  
DMERT leadership update all packing and inventory control systems  
Orientation to DPMU to various officials.

Location:

DMORT storage and ready facility - MAC Maintenance at the MSP Airport  
Remote site of exercise: 2800 160th St W, Rosemount MN

DMERT Lead and FX coordinator: Shawn Wilson, HCME

---

**Event Title:** COOP Activation - Workforce Solutions

Event Date: 8/09/2016

**Event Type:** Continuity Event/Activation

Event Status: Completed

Description:

Real-world COOP activation at joint MN DEED/RC Workforce Solutions facility  
Building evacuated long term  
All functions and personnel relocated within 12 hours

---

**Event Title:** COOP Activation - RCGC East

Event Date: 8/04/2016

**Event Type:** Continuity Event/Activation

Event Status: Completed

Description:

Construction in street severed power lines to RCGC East building. 100% building systems impacted.  
COOP fully activated.  
Crisis services relocated, all other services shut down for approx. 24-hours

---

**Event Title:** Comprehensive Review and Development Sessions with BOLDplanning

Event Date: 7/20/2016

**Event Type:** Plan Maintenance

Event Status: Completed

Description:

COOP REVIEW

**09:00 – 09:30:** Introductions: Access Check, User Credentials, and Orphaned Users

**10:00 – 11:00:** Grades Comments, Dynamic Grading and Helper Tip Customization and SMS/Mobile Functionality Changes

**11:00 – 11:30:** Report “Ninja” Short Session: Deconfliction and Interdependence

Lunch

EOP REVIEW

**12:30 – 13:30:** MNWalk Signatory Page finalization and format review

**13:30 – 14:30:** BP & Annex Update Content Review: MNWalk Items for 2016 - 2017

**14:30 – 15:00** ESF Action Lists & Department Analysis: Approval Steps Discussion

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**Event Title:** Public Health POD Exercise - WBL

Event Date: 6/26/2015

**Event Type:** Full Scale Exercise

Event Status: Completed

Description:

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**Event Title:** Jail Explosion/Evacuation Full Scale

Event Date: 6/06/2015

**Event Type:** Full Scale Exercise

Event Status: Completed

Description:

---

**Event Title:** Active Shooter Exercise at Army Reserve Facility

Event Date: 5/01/2015

**Event Type:** Full Scale Exercise

Event Status: Completed

Description:

---

**Event Title:** Severe Weather Awareness Week-Metro Skywarn Drill

Event Date: 4/16/2015

**Event Type:** Functional Exercise

Event Status: Completed

Description:

Ramsey County EMHS was net control for the 1345 Tornado Drill.

Metro Skywarn Spotters practiced calling in reportable conditions. Ramsey County EMHS practiced taking the reports and then reporting them to the National Weather Service.

This was done on the HAM radios.

---

**Event Title:** Jail Evacuation Exercise TTX

Event Date: 4/02/2015

**Event Type:** Table Top Exercise

Event Status: Completed

Description:

---

**Event Title:** Procurement Damage Assessment Team

Event Date: 3/19/2015

Event Type: Training

Event Status: Completed

Description:

FEMA PDAT will provide training on PA reimbursement and federal procurement requirements in disaster

---

**Event Title:** G775 EOC training customized

Event Date: 1/29/2015

Event Type: Training

Event Status: Completed

Description:

General training for basic EOC operations personnel. First of what will be a series of such training.

---

**Event Title:** System Rollout Training - Metro Square

**Event Date:** 11/07/2014

Event Type: Training

Event Status: Completed

Description:

Departments present were:

---

**Event Title:** System Rollout Training - Metro Square

**Event Date:** 11/06/2014

Event Type: Training

Event Status: Completed

Description:

Departments present:

---

**Event Title:** System Rollout Training - Metro Square

**Event Date:** 11/05/2014

Event Type: Training

Event Status: Completed

Description:

Initial training. Preset were Emergency Management and Homeland Security; RC Public Works; Medical Examiner; PR&R; Community Human Services; Law Library; ECC; RC Dept of Finance.

---



## **ANNEX II -**

### **TEAMS AND RESPONSIBILITIES**

## County Manager's Executive Team

Ramsey County Executive Leadership. This team reflects the leadership organization of the five structural teams:

### Strategic Team

- County Manager
- Finance
- Human Resources
- Policy and Planning

### Economic Growth and Community Investment

- Community and Economic Development (HRA)
- Libraries
- Parks and Recreation
- Property Management
- Public Works
- Regional Railroad Authority
- Workforce Solutions

### Health and Wellness

- Community Corrections
- Financial Assistance Services
- Healthcare Services
- Public Health
- Social Services
- Veterans Services

### Information and Public Records

- Communications
- Government Relations
- Information Services
- Property Records and Revenue

### Safety and Justice

- County Attorney's Office (Elected Position)
- County Sheriff's Office (Elected Position)
- Emergency Communications Center
- Emergency Management and Homeland Security
- Medical Examiner

## County Manager's Executive Team Members - Ramsey County

Team Member	Team Responsibility/Role
Julie Kleinschmidt - County Manager County Manager's Office Work: 651-266-8009 Work Email: Julie.Kleinschmidt@co.ramsey.mn.us	County Manager
Gail Blackstone - Director of Human Resources Human Resources Work: 651-266-2737  Work Email: Gail.Blackstone@co.ramsey.mn.us	Strategic Team <ul style="list-style-type: none"> <li>Human Resources</li> </ul>
Lee Mehrkens - Chief Financial Officer Finance Work: 651-266-8040 Work Email: lee.mehrkens@co.ramsey.mn.us	Strategic Team <ul style="list-style-type: none"> <li>Finance</li> </ul>
Katrina Mosser - Acting Director County Manager's Office Policy and Planning	Strategic Team <ul style="list-style-type: none"> <li>Policy and Planning</li> </ul>
Heather Worthington - Deputy County Manager Deputy County Managers Economic Growth and Community Investment Work: 651-266-8010 Work Email: heather.worthington@co.ramsey.mn.us	Economic Growth and Community Investment
Patricia Brady - Director of Workforce Solutions Workforce Solutions Work: 651-779-5651 Work Email: Patricia.Brady@co.ramsey.mn.us	Economic Growth and Community Investment <ul style="list-style-type: none"> <li>Workforce Solutions</li> </ul>
Timothy Mayasich - Director of Regional Railroad Authority Regional Railroad Authority Work: 651-266-2762	Economic Growth and Community Investment <ul style="list-style-type: none"> <li>Regional Railroads Authority</li> </ul>

Team Member	Team Responsibility/Role
Work Email: Timothy.Mayasich@co.ramsey.mn.us	
Jill Boldenow - Director of Library Service Ramsey County Library Work: 651-486-2201 Work Email: jill.boldenow@rcldreads.org	Economic Growth and Community Investment <ul style="list-style-type: none"> <li>Libraries</li> <li>(Note: Roseville and Maplewood Libraries are designated relocation and information dissemination sites)</li> </ul>
Jon Oyanagi - Director of Parks & Recreation Parks & Recreation Work: 651-748-2500 Work Email: jon.oyanagi@co.ramsey.mn.us	Economic Growth and Community Investment <ul style="list-style-type: none"> <li>Parks and Recreation</li> </ul>
Bruce Thompson - Director of Property Mgmt Property Management Work: 651-266-2262 Work Email: Bruce.Thompson@co.ramsey.mn.us	Economic Growth and Community Investment <ul style="list-style-type: none"> <li>Property Management</li> </ul>
James Tolaas - County Eng/Director Public Works Work: 651-266-7116 Work Email: James.Tolaas@co.ramsey.mn.us	Economic Growth and Community Investment <ul style="list-style-type: none"> <li>Public Works</li> </ul>
Ryan O'Conner - Deputy County Manager Deputy County Managers Health and Wellness Work: 651-266-4415  Work Email: ryan.t.oconnor@co.ramsey.mn.us	Health and Wellness
Leon Boeckermann - Manager County Manager's Office Healthcare Services	Health and Wellness <ul style="list-style-type: none"> <li>Healthcare Services</li> </ul>
Tina Curry - Director Financial Assistance Services Work: 651-266-4365 Work Email: tina.curry@co.ramsey.mn.us	Health and Wellness <ul style="list-style-type: none"> <li>Financial Assistance Services</li> </ul>
Womazetta Jones - Director Social Services	Health and Wellness <ul style="list-style-type: none"> <li>Social Services</li> </ul>

Team Member	Team Responsibility/Role
<p>Work: 651-266-3882 Work Email: womazetta.jones@co.ramsey.mn.us</p>	
<p>John A Klavins - Director of Corrections Community Corrections Administrative Services Work: 651-266-2384 Work Email: john.klavins@co.ramsey.mn.us</p>	<p>Health and Wellness</p> <ul style="list-style-type: none"> <li>• Corrections</li> </ul>
<p>Anne Barry - Director of Public Health St. Paul Ramsey County Public Health Work: 651-266-2424</p> <p>Work Email: anne.barry@co.ramsey.mn.us</p>	<p>Health and Wellness</p> <ul style="list-style-type: none"> <li>• Public Health</li> </ul>
<p>Maria Wetherall - Veterans Service Officer Veterans Service Work: 651-266-2544 Work Email: maria.wetherall@co.ramsey.mn.us</p>	<p>Health and Wellness</p> <ul style="list-style-type: none"> <li>• Veterans' Services</li> </ul>
<p>Johanna Berg - Deputy County Manager Deputy County Managers Information and Public Records Work: 651-266-3483 Work Email: Johanna.Berg@co.ramsey.mn.us</p>	<p>Information and Public Records</p>
<p>Calaudia Brewington - IGR Coordinator County Manager's Office Intergovernmental Relations Work: 651-266-8022</p>	<p>Information and Public Records</p> <ul style="list-style-type: none"> <li>• Government Relations</li> </ul>
<p>Jim Hall - CIO Information Services Admin Work: 651-266-3483 Work Email: jim.hall@co.ramsey.mn.us</p>	<p>Information and Public Records</p> <ul style="list-style-type: none"> <li>• Information Services</li> </ul>

Team Member	Team Responsibility/Role
<p>Chris Kuefler - Administrative Assistant Property Records and Revenue Administration Work: 651-266-2195</p> <p>Work Email: chris.kuefler@co.ramsey.mn.us</p>	<p>Information and Public Records</p> <ul style="list-style-type: none"> <li>Property Records and Revenue</li> </ul>
<p>John Siqveland - Director Public Communications County Manager's Office Communications Work: 651-266-8017</p> <p>Work Email: john.siqveland@co.ramsey.mn.us</p>	<p>Information and Public Records</p> <ul style="list-style-type: none"> <li>Communications</li> <li>County Communications Director</li> <li>County Public Information Officer</li> </ul>
<p>Scott Williams - Deputy County Manager Deputy County Managers Safety and Justice Work: 651-266-7721</p> <p>Work Email: Scott.Williams@Co.Ramsey.Mn.Us</p>	<p>Safety and Justice</p>
<p>Jack Serier - County Sheriff Ramsey County Sheriff's Office Work: 651-266-8660 Work Email: jack.serier@co.ramsey.mn.us</p>	<p>Safety and Justice</p> <ul style="list-style-type: none"> <li>Ramsey County Sheriff</li> <li>(Coordinates through Deputy County Manager)</li> </ul>
<p>John Choi - County Attorney Ramsey County Attorney's Office Work: 651-266-3079 Work Email: john.choi@co.ramsey.mn.us</p>	<p>Safety and Justice</p> <ul style="list-style-type: none"> <li>Ramsey County Attorney</li> <li>(Coordinates through Deputy County Manager)</li> </ul>

Team Member	Team Responsibility/Role
<p>Diane Lee Carlson - Deputy District Administrator Courts Administration Work: 651-266-9223</p> <p>Work Email: diane.carlson@courts.state.mn.us</p>	<p>Safety and Justice</p> <ul style="list-style-type: none"> <li>Courts Planning Lead</li> </ul>
<p>Judson M Freed - Director of Emergency Management and Homeland Security Emergency Management and Homeland Security Emergency Management and Homeland Security Work: 651-266-1014</p> <p>Work Email: judd.freed@co.ramsey.mn.us</p>	<p>Safety and Justice</p> <ul style="list-style-type: none"> <li>Emergency Management</li> <li>Homeland Security</li> </ul>
<p>Dr. Michael Boyd McGee - Chief Medical Examiner Medical Examiner's Office Work: 651-266-1700</p> <p>Work Email: michael.b.mcgee@co.ramsey.mn.us</p>	<p>Safety and Justice</p> <ul style="list-style-type: none"> <li>Medical Examiner</li> </ul>
<p>Nancie Pass - Dispatch Services Manager Emergency Communication Center Work: 651-266-7732</p> <p>Work Email: nancie.pass@co.ramsey.mn.us</p>	<p>Safety and Justice</p> <ul style="list-style-type: none"> <li>Emergency Communications Center</li> </ul>

## County Senior Management Team

The Ramsey County Senior Management Team (SMT) consists of the highest ranking officials and key decision makers within the organization. This team is designed to create an overarching decision and policy assessment and recommendation group which plans, assesses, and coordinates the county's activities on a regular basis - serving as an advisory body to the County Manager. Through the County Manager, the SMT serves in an advisory capacity to the County Board of Commissioners. As individual department heads, the SMT serves also to carry out the policies of the Board of Commissioners.

In response to events that disrupt continuity of operations, the SMT will serve as the advisory and policy recommendation group to the County Manager. Members represent their respective area of expertise and make sound recommendations which serve in the best interest of the county and its overall operations.

The SMT Consists of:

- County Manager
- Deputy County Manager
- Chief Financial Officer
- Chief Information Officer
- Ramsey County Attorney
- Ramsey County Court
- Ramsey County Sheriff
- County Director of Communications
- County Director of Community Human Services
- County Director of Corrections
- County Director of Emergency Communications Center
- County Director of Emergency Management and Homeland Security
- County Director of Human Resources
- County Director of Libraries
- County Director of Parks and Recreation
- County Director of Public Works
- County Director of Property Management
- County Director of Property Records and Revenue
- County Director of Veterans Services
- Director of Ramsey County Regional Railroad Authority
- Director of Saint Paul Ramsey County Public Health
- Director of Workforce Solutions



## County Emergency Management Agency

MN Stat. Ch. 12 requires each county to provide and maintain an Emergency Management Agency (EMA) and to appoint a Director and one or more deputies in order to fulfill the statutory requirements. In Ramsey County, the EMA is the Ramsey County Emergency Management and Homeland Security Department (EMHS).

EMHS maintains the 24/7 County Duty Officer program for emergency notification, and coordinates the countywide COOP efforts.

In the event of a major disruption, EMHS will be involved in coordination of immediate response and recovery, and as subject matter experts for affected departments and agencies. The Director of EMHS serves as the County Incident Manager for many large-scale events, and provides for the Emergency Operations Center leadership.

### County Emergency Management Agency Members - Ramsey County

Team Member	Team Responsibility/Role
<p>Judson M Freed - Director of Emergency Management and Homeland Security Emergency Management and Homeland Security Emergency Management and Homeland Security Work: 651-266-1014</p> <p>Cell: 651-325-5760</p> <p>Work Email: judd.freed@co.ramsey.mn.us</p>	<p>Department Head - COOP and Emergency Management lead Designated Emergency Manager Homeland Security Director liaison and assessment Default County Incident Manager</p>
<p>Kristy Stauffer - Deputy Director Emergency Management and Homeland Security Emergency Management and Homeland Security Work: 651-266-1018 Work Email: kristy.stauffer@co.ramsey.mn.us</p>	<p>Deputy Director of department Liaison to City of Saint Paul Training and Exercise Officer Operations Lead</p>
<p>Karma Kumlin-Diers - Coordinator Emergency Management and Homeland Security</p>	<p>Coordinator - Community outreach and information. Liaison to western suburbs and NGOs. Skywarn and intel planning lead.</p>

Team Member	Team Responsibility/Role
Emergency Management and Homeland Security Work: 651-266-1013 Work Email: karma.kumlin-diers@co.ramsey.mn.us	Department PIO Warning and Notification
Bryan Mayer - Coordinator Emergency Management and Homeland Security Emergency Management and Homeland Security Work: 651-266-1020  Work Email: bryan.mayer@co.ramsey.mn.us	Mitigation Officer Tactical operations lead Department Technology lead Temporary East Side community coordinator
Bryan Gorman - Specialist Emergency Management and Homeland Security EMHS Special Projects	
Brent Fox - Specialist Emergency Management and Homeland Security EMHS Special Projects  Work Email: brent.fox@co.ramsey.mn.us	
Duty Officer RC EMHS - On Call Duty Officer Emergency Management and Homeland Security Duty Officer via the ECC Supervisor	24/7 Emergency Notification contact.

## **ANNEX III - FILE ARCHIVE ATTACHMENTS**

The following attachments for the EOP are located in the Ramsey County File Archive. Each file listed below includes the name of the file, a description of the file, and the most recent date the file was uploaded.

#### 2015 Severe Weather Awareness/Tornado Drill

**Sign in for tornado radio drill.pdf** - Sign In Sheet - Date Uploaded: 4/16/2015

#### AARs

**AAR for Table Top Exercise.docx** - Jail Evacuation Table Top Exercise AAR - Date Uploaded: 8/11/2015

**AAR Full Scale Exercise.docx** - Jail Evacuation Full Scale Exercise AAR - Date Uploaded: 8/11/2015

**AAR.docx** - University of Northwestern St. Paul - Date Uploaded: 10/13/2015

**AAR1.docx** - Bethel College - Date Uploaded: 10/13/2015

**Army AAR.docx** - - Date Uploaded: 10/13/2015

**FinalAAR.docx** - IEMC - Date Uploaded: 10/13/2015

**Operation Rising Phoenix AAR.docx** - Operation Rising Phoenix AAR - Date Uploaded: 8/09/2016

#### Catalog of Available Equipment

**Cache Catalog.pdf** - Cache Catalog - Date Uploaded: 4/08/2015

**Introduction.pdf** - - Date Uploaded: 4/08/2015

**Minneapolis Cache Index.pdf** - Index of Equipment - Date Uploaded: 4/08/2015

**Table of Contents.pdf** - - Date Uploaded: 4/08/2015

**Warehouse Pictures.pdf** - Photos of Equipment - Date Uploaded: 4/08/2015

#### Contacts

**150501 MN EM Directors.doc** - 2015 May MN Directors List - Date Uploaded: 5/04/2015

#### Debris Management

**DEBRIS ESTIMATION.docx** - Debris Estimation - Date Uploaded: 10/09/2015

**DEBRIS ESTIMATION1.pdf** - Debris Estimation Fill-able Form - Date Uploaded: 10/23/2015

**DEBRIS REMOVAL ACCESS AGREEMENT.docx** - Debris Removal Access Agreement - Date Uploaded: 10/12/2015

**DEBRIS REMOVAL ACCESS AGREEMENT.pdf** - Debris Removal Access Agreement Fill-able Form - Date Uploaded: 10/23/2015

**DebrisManagement11x17.pdf** - Collection Sites Map - Date Uploaded: 6/15/2016

**JOB ACTION SHEET - DEBRIS MANAGEMENT SUPERVISOR.docx** - Job Action Sheet - Debris Management Supervisor - Date Uploaded: 10/12/2015

**JOB ACTION SHEET - DEBRIS MANAGEMENT SUPERVISOR.pdf** - Job Action Sheet - Debris Management Supervisor - Date Uploaded: 10/23/2015

**PERSONNEL DIRECTORY.docx** - Personnel Directory - Date Uploaded: 10/12/2015

**PERSONNEL DIRECTORY.pdf** - Personnel Directory Fill-able Form - Date Uploaded: 10/23/2015

RC\_debris plan\_WORKING\_DOCUMENT\_FOR\_DECEMBER\_2015\_review - no markup.docx -  
Debris Management Plan - Date Uploaded: 1/08/2016

#### DLAN Guides and Instructions

**DLAN and Incidents.pdf** - DLAN Basic Use Instructions - Date Uploaded: 4/08/2015

**DLAN User Registration Fillable Form 11062013.pdf** - DLAN Access Request Form - Date  
Uploaded: 4/08/2015

**Resetting a DisasterLAN Password or Username.pdf** - DLAN Password Reset Instructions - Date  
Uploaded: 4/08/2015

#### EOP Adoption

**Arden Hills EOP.pdf** - Arden Hills RCEOP Adoption - Date Uploaded: 5/21/2015

**Gem Lake EOP.pdf** - Gem Lake RCEOP Adoption - Date Uploaded: 5/21/2015

**Maplewood EOP.pdf** - Maplewood RCEOP Adoption - Date Uploaded: 5/21/2015

**Mounds View EOP.pdf** - Mounds View RCEOP Adoption - Date Uploaded: 5/21/2015

**New Brighton EOP.pdf** - New Brighton RCEOP Adoption - Date Uploaded: 5/21/2015

**North Oaks EOP.pdf** - North Oaks RCEOP Adoption - Date Uploaded: 5/21/2015

**North St Paul EOP.pdf** - North St Paul RCEOP Adoption - Date Uploaded: 5/21/2015

**Roseville EOP.pdf** - Roseville RCEOP Adoption - Date Uploaded: 5/21/2015

**Shoreview EOP.pdf** - Shoreview RCEOP Adoption - Date Uploaded: 5/21/2015

**Vadnais Heights EOP.pdf** - Vadnais Heights RCEOP Adoption - Date Uploaded: 5/21/2015

**White Bear Lake EOP.pdf** - White Bear Lake RCEOP Adoption - Date Uploaded: 5/21/2015

#### Equipment Ops Plans

**C & B Ops Plan.pdf** - Cots & Blankets Ops Plan - Date Uploaded: 4/08/2015

**LMT Ops Plan.pdf** - Limited Mobility Transport Equip Ops Plan - Date Uploaded: 4/08/2015

**SAS Ops Plan.pdf** - Small Animal Shelter Equip Ops Plan - Date Uploaded: 4/08/2015

**SN Ops Plan.pdf** - Special Needs Equip Ops Plan - Date Uploaded: 4/08/2015

**Tent Ops Plan.pdf** - Tent Ops Plan - Date Uploaded: 4/08/2015

#### Financial Forms

**Invoice.pdf** - Sample Invoice - Date Uploaded: 4/08/2015

**Shipping Paper.pdf** - Sample Shipping Paper - Date Uploaded: 4/08/2015

#### Hazards / Risk Assessment

Comments and responses regarding proposed HHFT Train EOP Annex.docx - DRAFT responses  
and comments - Date Uploaded: 5/21/2015

**DRAFT Annex H - HHFT.docx** - Annex H DRAFT - Date Uploaded: 5/19/2015

**FEMA Approval Mitigation Plan 2012.pdf** - FEMA Mitigation Plan Approval 2012 - Date  
Uploaded: 10/30/2014

Ramsey County CI Maps PPT.pptx - - Date Uploaded: 2/12/2016

**Ramsey County THIRA FINAL.docx** - 2013 THIRA Final - Date Uploaded: 10/30/2014

**THIRA Capability Estimation.xlsx** - THIRA Capability Estimation - Date Uploaded: 10/30/2014

**THIRA RCEOP Executive Summary.pdf** - 2013 THIRA Executive Summary - Date Uploaded: 10/30/2014

Jurisdiction Specific Plan Documents

**LRT OEMP 2016 v 11 signed.pdf** - MetroTransit Light Rail Plan - Date Uploaded: 2/01/2016

Maps

**July 2008 Downtown St Paul Map.pdf** - St. Paul Downtown - Date Uploaded: 1/06/2017

**July 2008 St Paul Skyways.pdf** - St. Paul Skyways - Date Uploaded: 1/06/2017

Maps - Area Facilities and Infrastructure

**Bus Garages.pdf** - Bus Garages - Date Uploaded: 1/06/2017

**EMS\_ServiceAreas.pdf** - EMS Public Service Areas - Date Uploaded: 1/06/2017

**FireDept\_ServiceAreas.pdf** - Fire Dept Public Service Areas - Date Uploaded: 1/06/2017

**Railroads.pdf** - Railroads - Date Uploaded: 1/06/2017

**Maps - CI/KR**

**Area Airports Attachment7.pdf** - Area Airports - Date Uploaded: 1/06/2017

**Area Hospitals Attachment4a.pdf** - Hospitals - Date Uploaded: 1/06/2017

**Emergency Shelters Attachment6.pdf** - Shelters - Date Uploaded: 1/06/2017

**Emergency Sirens Attachment3.pdf** - Sirens - Date Uploaded: 1/06/2017

**EmergencySirensBuffer\_Attachment3a.pdf** - Sirens - Buffers 2014 - Date Uploaded: 1/06/2017

**Licensed Daycare Providers Attachment4b.pdf** - Day Cares - Date Uploaded: 1/06/2017

**Nursing Homes Attachment4c.pdf** - Nursing Homes - Date Uploaded: 1/06/2017

**Red Cross Emergency Shelters Attachment6.pdf** - Shelters - Red Cross - Date Uploaded: 1/06/2017

**Schools Attachment4.pdf** - Schools - Date Uploaded: 1/06/2017

**Maps - Pipelines**

**Pipelines Attachment5.pdf** - Pipelines - Date Uploaded: 1/06/2017

Maps - SARA 302 312 313 Locations

**302 312 313 Facilities Attachment1.pdf** - 302 212 & 313 Locations - Date Uploaded: 1/06/2017

**Maps - SARA Transportation Routes**

**Transportation Routes Attachment2.pdf** - Transportation Routes - Date Uploaded: 1/06/2017

MNWalk

**2011 MNWalk for the RRC ONLY.docx** - 2011 MNWalk - Date Uploaded: 5/21/2015

**2012 MNWalk Crosswalk.docx** - 2012 MNWalk - Date Uploaded: 5/21/2015

**2014 MNWalk for the RRC ONLY.docx** - 2014 MNWalk - Date Uploaded: 5/21/2015

**2015-MNWALK.pdf** - 2015 MNWalk - Date Uploaded: 5/21/2015

MNWalk Compliance Documents

**Copy of Ramsey County media outlets (2017).xls** - MnWalk #19 - List of Media Resources -  
Date Uploaded: 1/04/2017

**Mutual Aids / MOU**

**CERES Debris MGMT and General EM.pdf** - CERES Debris Mgt Master Contract - Date  
Uploaded: 6/07/2016

DPMU Fact Sheet (09.10.15).docx - - Date Uploaded: 11/12/2015

**ME-MAC Mass Fatalities MOU.pdf** - - Date Uploaded: 11/12/2015

**North Sub HazMat JointPowersAgreement.pdf** - North Sub HazMat JPA - Date Uploaded:  
2/25/2015

**T.F.R. Enterprises Debris Management.pdf** - TFR Enterprises Debris Management Master  
Contract - Date Uploaded: 6/07/2016

Plan Refresh and Update Draft Documents

2016 DRAFT

update\_Appendix\_D\_\_\_Evacuation\_\_\_Shelter\_in\_Place\_\_\_and\_Re\_Entry\_Annex.docx - Evac  
update DRAFT - Date Uploaded: 6/06/2016

**2016 Edits BASE PLAN.docx** - - Date Uploaded: 6/07/2016

**DebrisManagement11x17.pdf** - Debris Management Locations - Date Uploaded: 6/07/2016

Draft Updates for\_ESF\_5\_\_\_Emergency\_Management\_Annex.docx - ESF 5 DRAFT update - Date  
Uploaded: 6/06/2016

Policy Documents

**Cache Deployment Agreement.pdf** - Cache Deployment Agreement - Date Uploaded:  
4/08/2015

**Cache Policy March 6 2015.pdf** - 2015-16 Cache Policy - Date Uploaded: 4/08/2015

**Emergency\_Purchase\_Policy - Final.pdf** - Emergency Purchasing Policy 3.4.5 - Date Uploaded:  
6/03/2015

Prior EOP Annexes and Appendices

**Annex E Debris Management NOT FOR USE.docx** - Original Annex E Debris Management - Date  
Uploaded: 9/01/2016

OLD Working Draft December 2015

Ramsey\_County\_APPENDIX\_Z\_\_\_WORKING\_DEBRIS\_MANAGEMENT\_PLAN\_\_\_ACTIVE\_1\_8\_15  
\_Annex.docx - December 2015 Revised Debris Management Annex - Date Uploaded: 9/01/2016

RC Board Resolutions

**Res Creating Countywide Plan.pdf** - Resolution Creating Countywide Plan - Date Uploaded:  
5/21/2015

RC Purchasing

**ESF 7 Emergency\_Purchase\_Policy - Final.pdf** - Emergency Purchasing Policy 3.4.5 - Date  
Uploaded: 8/05/2015

References / Authorities

**!2015 Ramsey County EOP - FOUO from Ramseyplans.docx** - 2015 EOP For Official Use Only -

Date Uploaded: 7/06/2015

**2015-mnwalk-user.pdf** - 2014 MNWalk - Date Uploaded: 10/30/2014

**County EM Directors Guide to Assessing and Documenting Disaster Damage.pdf** - County

Guide to Assessing & Documenting Damage - Date Uploaded: 2/25/2015

**County EOC Positions Chart.jpg** - County EOC Positions Chart - Date Uploaded: 2/25/2015

**CPG\_101\_V2.pdf** - CPG 101 - Date Uploaded: 2/25/2015

**Municipal EOC Positions Chart.jpg** - Municipal EOC Positions Chart - Date Uploaded: 2/25/2015

Regional Disaster Supplies Cache (Minneapolis)

**Procedure - Request, Deploy & Recovery.pdf** - Cache Request Procedure - Date Uploaded:

4/08/2015

Request Forms

**Request Form.pdf** - Cache Request Form - Date Uploaded: 4/08/2015

**RPS Info Sheet.pdf** - Requesting Party Information Sheet - Date Uploaded: 4/08/2015

**RPS Receipt of Equipment.pdf** - Requesting Party Receipt Verification - Date Uploaded:

4/08/2015

**Trans Receipt of Equipment.pdf** - Transport Agent Receipt Verification - Date Uploaded:

4/08/2015

**SARA Facility Maps**

**EHS\_Facilities\_13656.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_14367.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9066.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9077.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9117.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9118.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9125.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9137.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9153.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9154.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9162.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9195.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9272.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9286.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9290.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9294.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9341.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9362.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9376.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9378.pdf** - - Date Uploaded: 1/06/2017

**EHS\_Facilities\_9435.pdf** - - Date Uploaded: 1/06/2017



**EHS\_Facilities\_9457.pdf** - - Date Uploaded: 1/06/2017  
**EHS\_Facilities\_9465.pdf** - - Date Uploaded: 1/06/2017  
**EHS\_Facilities\_9486.pdf** - - Date Uploaded: 1/06/2017  
**EHS\_Facilities\_9557.pdf** - - Date Uploaded: 1/06/2017  
**EHS\_Facilities\_9574.pdf** - - Date Uploaded: 1/06/2017  
**EHS\_Facilities\_9599.pdf** - - Date Uploaded: 1/06/2017  
**EHS\_Facilities\_9660.pdf** - - Date Uploaded: 1/06/2017  
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