

APPENDIX H: City of Minnetonka Emergency Management Basic Plan - Public Version

City of Minnetonka Water Resources Management Plan

CITY OF MINNETONKA EMERGENCY MANAGEMENT

BASIC PLAN

Public Version

06/07

THIS PAGE DOCUMENTS ORIGINAL APPROVAL FOR THE BASIC PLAN AND ANNEXES

Prepared by: Richard W. Setter Date: 08/26/96

(Title) Emergency Preparedness Director

Approved by: David M. Childs Date: 08/26/96

(Title) City Manager

Approved by: Karen Anderson Date: 08/26/96

(Title) Mayor

Approved by: City Council Date: 08/26/96

Approved by: Regional Review

Committee 7 Date: 09/19/96

FOREWORD

The basic purpose of this plan is to provide a general guide for operation during emergency conditions. The plan is intended to assist key City officials and other emergency organizations in carrying out assigned responsibilities for the protection of life and property under various conditions.

Although some organizations may have the foresight to plan for anticipated emergency situations, planning is of little worth if it is not reduced to written form. Personnel with intimate knowledge of non-written response plans may be unavailable at the very time it becomes necessary to implement these plans. This written emergency plan will serve as a guide to refresh the knowledge of key individuals in emergency responses and may be used to inform persons who are not familiar with emergency response plans.

NOTE-

The Minnesota Data Practices Act, MN. Statute chapters 13.01 through 13.90, require that certain data be classified as public and private. Persons who have access to this emergency plan are responsible for insuring that information is released only in accordance with these statutes. For example, home telephone numbers and home addresses for emergency personnel are private data and cannot be released to the general public. Please check with the City Data Practices Coordinator or City Attorney to insure compliance.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

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

Copy No. _____ Assigned to:
Revised 8/96

TABLE OF CONTENTS

<u>OPERATIONS PLAN</u>	<u>PAGE NO.</u>
I. Reason for Plan	1
II. Purpose of Plan.....	1
III. Corrective Plan Action.....	1
IV. Legal Basis and References	2
Organization	3
Chart A	3
V. Direction and Control	4
VI. Emergency Responsibility Assignments	4
Chart B	5-6
VII. Operations Policies	7
VIII. Support	
A. National Guard	8
B. State and Federal Agencies	8-9
IX. Plan Updating and Distribution	11-12
X. Hazard Chart.....	13
<u>EMERGENCY SUPPORT FUNCTIONS (ESF'S)</u>	<u>TAB</u>
A. Warning and Notification	A
<u>Attachments</u>	
1. Warning system diagram	
2. Siren coverage map	
3. Tornado and Severe Weather information	
4. Hazardous materials response level descriptions	
5. Hazardous materials notification list	

TABLE OF CONTENTS – continued

EMERGENCY SUPPORT FUNCTIONS (ESF’S) TAB

A. Warning and Notification Attachments (continued)

- 6. SARA, Title III Emergency Notification Report
- 7. Procedure for Disconnecting Malfunctioning Outdoor Warning Sirens
- 8. Minnesota Duty Officer Reporting Requirements
- 9. City Hall, Community Center, Ice Arena, Severe Weather, Lightning Procedures

B. Direction and ControlB

Attachments

- 1. EOC personnel directory
- 2. Readiness condition (REACON) actions
- 3. Operational reports and procedures
- 4. EOC floor plans
- 5a Radio communication capability
- 5b Telephone communication capability
- 5c Communications Van capability
- 6. Procedures for operating emergency generator
- 7. Food and water supplies
- 8. Message handling procedures
- 9. Events log

C. Emergency Public InformationC

Attachments

- 1. Public information SOP

D. Search and RescueD

E. Public Health/Medical.....E

F. Security, Evacuation, Traffic ControlF

Attachments

- 1. Map of major roads or evacuation routes
- 2. Map of at risk facilities
- 3. List of at risk facilities

G. Fire ProtectionG

Attachments

- 1. Fire prevention measures

H. Damage Assessment.....H

TABLE OF CONTENTS

EMERGENCY SUPPORT FUNCTIONS (ESF'S) TAB

I. Sheltering/Congregate CareI

J. Debris ManagementJ

K. Utilities Restoration/Health Issues.....K

L. Radiological/Hazardous Materials/Weapons of Mass Destruction (WMD) and TerrorismL

Attachments

- 1. Response level, description, contact
- 2. Radiological/Hazardous materials protection SOP
- 3. SARA, Title I Fire Department's hazardous materials pre-plan
- 4. List of SARA 302 covered facilities/contributing facilities
- 5. Map of Hazardous Materials Threats

* NOTE: Additional/individual location SARA Title III Hazardous Material information (ON FILE WITH FIRE STATION ONE) as well as additional WMD/terrorism information

M. Integrated Emergency Management System (IEMS)M

N. Emergency Operating Plan (EOP) Checklists.....N

SUPPORTING DOCUMENTS

Resource Materials

I. Reason for Plan

The City of Minnetonka is subject to major emergencies/disasters that can pose a significant threat to public health and/or safety. The four general types of such events are: 1) natural disasters, 2) technological disasters, 3) civil emergencies, and 4) national security events. Specific hazards include, but are not limited to: floods, tornadoes, winter storms/blizzards, droughts, heat waves, releases of hazardous materials (intentional or accidental), high-level radioactive material transportation incidents, levee/dam failures, pipeline leaks, explosions, wild fires, terrorism, critical infrastructure/utility failures, cyber-attacks, pandemics, and civil disturbances.

An emergency operations plan is needed to enable government to continue to operate and carry out emergency functions, and to protect the public and the environment from the effects of all of the above-mentioned hazards.

II. Purpose of Plan

The City has many capabilities and resources that could be used in the response to disasters. These include facilities, equipment, personnel and the skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property
- B. Ensure the continuity of government
- C. Sustain survivors
- D. Repair essential facilities and utilities.

III. Corrective Plan Action

At least once annually, the City will hold a planning, tabletop or full-scale exercise to test the planning and operational components of the general operations plan. Upon the completion of the exercise, a briefing will be held to determine strengths and areas that may need corrective action.

In addition to the mock exercise, significant actual events occurring during the year would be recorded and submitted to the Hennepin County Emergency Preparedness Division for exercise validity.

IV. Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499, (Superfund Amendments and Re-authorization Act (SARA) of 1986).
- C. Minnesota Statutes, Chapter 12, as amended.
- D. Minnesota Statutes, Chapter 353, Pipeline Safety Act.
- E. Minnesota Statutes, Chapter 315, Emergency Planning; Community Right-to-Know Act.
- F. City of Minnetonka Code of Ordinances, Chapter 1, Sec. 140.
- G. Minnesota Division of Emergency Management Planning Policy
- H. Hennepin County Emergency Plan.
- I. Mutual aid agreements.
- J. Metro West EMS Operational Plan.
- K. Facility hazardous materials plans.
- L. City Ordinance Code 140, 11/28/94
- M. City Council newsletter 3/3/94

V. Direction and Control

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the continuation of emergency operations.

The Mayor is responsible for providing overall policy direction of City government resources involved in the response to a disaster. The City Manager will serve in a staff capacity to the Mayor and will coordinate aspects of this plan with the Emergency Management Director. The Emergency Management Director will also serve as a liaison with the Hennepin County / Minnesota Homeland Security and Emergency Management Directors/staff.

Generally, direction and control of the City's response to a disaster will take place from the City Emergency Operating Center (EOC).

The on-scene incident commander is the ranking or senior officer at the scene unless designated otherwise. Incident commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario. Principles of the National Incident Management System (NIMS) will be utilized whenever practical.

(For additional EOC information, such as staffing, communications, etc., refer to the Direction and Control Annex to this Plan.)

VI. Emergency Responsibility Assignments

A. A summary of the City's emergency responsibility assignments, by function, is shown on chart B. Directors/heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart.

B. Responsibilities have been assigned by a code letter: "P," "S" or "C."

1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function.
2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.

3. "C" indicates coordination responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-governmental agencies are involved.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S = Support, C = Coordination

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Policy	(P) Mayor/City Council (S) City Manager	
2. Warning and Notification	(P) Police (S) Public Works	
3. Direction and Control	(P) City Manager (P) Emergency Management Director/Fire Chief (S) Assistant E/M Director (S) Deputy/Assistant Fire Chief (S) Public Works Director (S) Police Chief	
4. Emergency Public Information	(P) City Manager or Community Relations Office (S) Emergency Management Director	
5. Search and Rescue	(P) Fire (S) Police	
6. Health/Medical and Sanitation	(P) Henn. County Medical Center (P) Police Department (P) Environmental/Public Health (S) Ambulance Services (S) Fire	
7. Security, Evacuation, and Traffic Control	(P) Police (S) Fire (S) Public Works	

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S = Support, C = Coordination

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
7. Fire Protection	(P) Fire (S) Police (S) Public Works	Mutual Aid Agreements
8. Damage Assessment	(P) Community Development (S) Finance	
9. Congregate Care (Registration, Food, Housing, Inquiry, Transportation, Blankets, Cots, etc.)	(P) Recreation Services (S) Police (S) City Manager's Office (S) American Red Cross (S) Salvation Army (S) Area Churches/Schools	American Red Cross will be contracted for off site feeding and sheltering. They are equipped to staff and handle congregate care needs.
10. Debris Management	(P) Public Works (S) Emergency Management	Mutual Aid Association Local Contract
11. Utilities Restoration	(P) Public Works (P) Community Development (S) Xcel Energy /NSP (S) Qwest Communications (S) CenterPoint Energy/Minnegasco	
12. Radiological/ Hazardous Materials/WMD	(P) Fire (S) Police (S) Public Works	
13. National Incident Management System (NIMS)	(P) Personnel with appropriate areas of responsibility	Incident Commander is in charge of scene

VII. Operations Policies

- A. Protection of life and property during an emergency is the primary responsibility of government at all levels.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions will coordinate their services to the maximum extent possible.
- C. The Emergency Management Director will assist in providing resource coordination between government, private sector, and volunteer agencies.
- D. City government resources must be utilized to the maximum before County, State, or Federal assistance is made available.
- E. Each participating agency will provide for preparation and maintenance of records during prior to and during an emergency. These records should include work hours, equipment hours, supplies and materials, injuries to personnel, SOGs, resource lists, checklists, along with any damage to public facilities and equipment.
- F. Priority consideration should be given by the responding agency to those facilities that are critical to municipal operations.
- G. Staging areas--in the case of situations that require a large response of personnel and equipment, the incident commander shall be responsible for establishing various staging areas to accommodate and coordinate responding personnel. Generally, staging areas shall not be in the immediate area of the incident, but in the general area adjacent to the scene. Staging areas should be designated by purpose, i.e., police, fire, EMS, etc. Open areas such as parking lots with well connecting routes to the emergency scene are desirable.
- H. The City has a data recovery plan in the event that the main City facilities are rendered inoperable. Duplicate copies of all vital data necessary for operations are maintained off-site.

VIII. SupportA. National Guard1. Overview

When a natural disaster or other major emergency is beyond the capability of local government, support from National Guard may be available through the State Duty Officer. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:

- a. National Guard assistance will complement, and not be a substitute for City participation in emergency operations.
- b. National Guard personnel will remain under military command. They will support and assist city forces in the accomplishment of assigned tasks.

2. Request Procedure.

In the case of the County and cities that are not of the first class, such as Minnetonka, the county sheriff must submit a request for assistance to the Governor. In the case of cities of the first class, the mayor, after consulting with the County sheriff, will also submit the request to the Governor for consideration. Requests for activation of the National Guard should be submitted to the State duty officer by calling 651-649-5451.

B. State and Federal Agencies.

1. A summary of State and Federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook for Local Government.

Also available is a guideline entitled Minnesota Emergency Management Director's Handbook. These documents were developed by the Minnesota Division of Homeland Security and Emergency Management (MN-HSEM) and are on file with the Minnetonka Emergency Management Department.

2. Information and assistance in securing State or Federal support may be obtained by contacting the Hennepin County Emergency Management Director, through the City's Emergency Management Department.
3. Federal Assistance - Hazardous Materials Incidents

The following types of assistance can be accessed through the Minnesota Duty Officer.

The On-Scene Coordinator (OSC) is the Federal official pre-designated by the Environmental Protection Agency to coordinate and direct Federal responses and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC will go to the scene and monitor the response of the responsible party of State or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of appropriate State and local governments, the OSC may initiate Federal actions, using funding from the Federal Water Pollution Control Act Pollution Fund for oil and similar discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

The Regional Response Teams (RRT) are composed of representatives of Federal agencies and a representative from the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the National Contingency Plan, RRTs may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs may review plans developed in compliance with Title III, if the local emergency planning committee so requests.

C. Voluntary Agencies and Donations.

1. Minnesota Voluntary Organizations Active in Disaster (MNVOAD). The organizations affiliated with MNVOAD can provide a wide variety of donated resources including volunteers, food, amateur radio operators and search and rescue dogs. MNVOAD's affiliated organizations, and the resources available through them, include:
2. American Red Cross. The American Red Cross can provide:
 - a. Disaster-trained volunteers.
 - b. Canteen services for emergency workers.
 - c. Emergency response vehicles to move resources to the disaster location.
 - d. Flood cleanup kits/comfort kits for evacuees.
 - e. Bulk distribution of relief supplies.
 - f. Individualized services that provide food, clothing, shelter and emergency medical needs for affected families.
3. Civil Air Patrol (CAP). CAP may be able to provide personnel and equipment in support of aerial observation and air and ground-based searches that do not involve law enforcement activities or fires. CAP primarily controls aircraft, but also other vehicles such as trucks and buses, and radio communications and communications vans. They also have access to military surplus. CAP may be contacted through the Minnesota Duty Officer.
4. Salvation Army. The Salvation Army can provide:
 - a. Ministerial support for spiritual and family counseling.
 - b. Disaster-trained volunteers, as well as training and assignments for unaffiliated, emergency volunteers.
 - c. Disaster Response Units for mobile feeding (canteen services for emergency workers).
 - d. Vehicles for transporting survivors to shelters and donated goods.
 - e. The use of Salvation Army facilities/institutions for sheltering, mass feeding or ware-house/storage needs.
 - f. Communications through the SATERN network and NACEC.
 - g. Resources supporting the collection and distribution of donated goods.

5. Other Agencies. In addition to the above-listed agencies, the following are some of the agencies also affiliated with MNVOAD:
 - a. Adventist Community Services
 - b. Animal Humane Society
 - c. ARES/RACES (Amateur Radio Operators)
 - d. Catholic Charities
 - e. Christian Reform Church
 - f. Church of Jesus Christ of Latter Day Saints
 - g. Mennonite Disaster Services
 - h. Minnesota Food Bank Network
 - i. Minnesota Jewish Disaster Relief Fund
 - j. Minnesota Search and Rescue Dog Association, Inc. (SARDA)
 - k. Minnesota-Wisconsin Southern Baptist Convention
 - l. Nazarene Compassionate Ministries
 - m. North American Center for Emergency Communications, Inc. (NACEC)
 - n. United Methodist Church (UMCOR)
6. Search and Rescue Dog Organizations. A list of search and rescue dog organizations is available through the Minnesota Duty Officer or the MNVOAD organization listed above.
7. Army Corps of Engineers (COE). Must be contacted through the Minnesota Duty Officer. COE can provide sandbags, pumps, access to heavy equipment, and technical and contracting services during a disaster.

IX. Planning and Distribution.

- A. For purposes of this plan, the Emergency Management Director shall serve as the planning coordinator. As such, the Director will have overall authority and responsibility for the maintenance and implementation of the emergency operations plan. The Assistant Director will assume this responsibility in the absence of the Emergency Management Director.
- B. This plan and its supporting documents will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is carried out in accordance with the schedule and procedures established by the Minnesota Division of Homeland Security and Emergency Management.
- C. The City of Minnetonka is in compliance with the Hennepin County/Minnesota Department of Emergency Management and the Federal Emergency Management Agency in regard to exercise requirements. Information is on file in the Emergency Manager's Office.

The City of Minnetonka has completed a number of Risk and Hazard Evaluations. The chart below depicts the risks facing the City, and a numerical score assigned to each. The numeric score (1-20, with 1 being least likely and 20 the most likely) is based on likelihood, past events, ability to respond, etc. This list is a reference document, and may be revised based on changing conditions.

Hazard	Numerical Score
Hazardous Materials Incidents	18
Hailstorm	16
Tornado	16
Wild Fire	16
Windstorm	16
Heavy Rain / Flash Flooding	15
Blizzard	15
Computer Hacker, Virus / Worm Attack	15
HVAC Outage	15
Utility Damage	15
Utility Outage	15
Fire Affecting Facility	14
Ice Storm	14
Civic Events	14
Transportation Incident	13
Telephone Outage	13
Road Closure / Access Issue	13
Terrorist Act	13
Civil Unrest / Protest	13
Computer Outage	13
Pandemic / Epidemic	13
Drought	12
Explosion	12
Air Pollution	12
Bomb Actual	12
Bomb Threat	12
Severe Heat	11
Severe Cold	11
Workplace Violence	11
Terrorist Threat	11
Strikes	11
Flood	10
Dam Failure	8
Landslide	8

