



City of Lakeville

Emergency Operations Plan

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CITY OF LAKEVILLE
EMERGENCY OPERATION PLAN

I. Reason for Plan

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Lakeville. Major disasters such as fires, transportation accidents, train wrecks, plane crashes, explosions, hazardous material incidents, public utility failures and national security events pose a potential threat to public health and safety in Lakeville as well. An emergency plan is needed to ensure the protection of the public from the effects of these hazards and anticipate special needs. In addition, natural disasters or a pandemic can directly affect city resources and the ability to provide services. A continuity of operations plan is needed to address how the city will operate in the event there is an emergency that affects city resources. The City of Lakeville's Continuity of Operations Plan are included as annexes to the Emergency Operations Plan.

II. Purpose of Plan

The City of Lakeville has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups in Lakeville including Allina Medical Transportation. 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,**
- **Ensure the continuity of government,**
- **Sustain survivors,**
- **Repair essential facilities and utilities.**

III. Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499, (Superfund Amendments and Reauthorization Act (SARA) of 1986)
- C. Minnesota Statutes, Minnesota Emergency Management Act of 1996, Chapter 12, as amended.

- D. Minnesota Homeland Security and Emergency Management Governor's Executive Order 99-20.
- E. City of Lakeville Resolution No. 05-175. Resolution promoting the use of Intrastate Mutual Aid Agreements.
- F. City of Lakeville Resolution No. 05-90. Resolution adapting the National Incident Management System (NIMS)

IV. Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships are shown on chart A of this basic plan.

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 conduct of emergency operations. The City has in place procedures and back-up plans to protect records deemed essential for continuing governmental functions.

In the City of Lakeville, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The City Emergency Management Director (EMD) will serve in a staff capacity to the City Administrator and will coordinate all aspects of this plan. The City Emergency Management Director will also serve as a liaison with the Dakota County Emergency Management Director.

Any significant loss or potential loss of life, and /or significant damage to property would indicate a potential to activate the **Lakeville Emergency Operations Center (EOC)**. Direction and control of the City's response to a major disaster will take place from the Lakeville Emergency Operating Center.

Primary City EOC **Lakeville Police Station**
9237 183rd Street
Lakeville, MN 55044.

Alternate EOC #1 Central Maintenance Facility
7570 179th St. W.

Alternate EOC #2 Dakota Communications Center
2860 160th Street West
Rosemount, MN 55068

The operating procedures, EOC plan, and resource manual are all on file at the Lakeville Police Station and Fire Station

4. A duplicate of the entire plan and resource materials are on file at Lakeville City Hall. Access to comprehensive GIS data – maps, population densities and city infrastructure is available at Lakeville City Hall, 20195 Holyoke Ave. The Dakota County GIS department also has extensive data available as a back-up resource. Some GIS data is also available via computer access, including Pictometry and Dakota County Parcel Query.

VI. Emergency Responsibility Assignments

- A. A summary of the City of Lakeville emergency responsibility assignments, by function, follows. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this list. All emergency response organizations are responsible for the preparation and maintaining of current response protocols, resource lists and checklists required to effectively respond to any emergency.
- B. Responsibilities are 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-government agencies are involved.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary S = Support C = Coordination

<u>Function</u>	<u>Agency</u>	<u>Assignment</u>
1. Warning and Notifications	Lakeville Police Dept.	P
2. Direction and Control	Mayor	P
	City Administrator	S
	Emergency Management Director	S
	Asst. Emergency Management Director	S
3. Emergency Public Information	City Administrator	P
	Police Chief	S
	City Attorney	C
	Public Information Coordinator	C
4. Search and Rescue	Lakeville Fire Dept.	P
	Lakeville Police Department	P
5. Health/Medical	Allina Medical Transportation	P
6. Security, Evacuation and Traffic Control	Lakeville Police Department	P

7. Fire Protection	Lakeville Fire Department	P
8. Damage Assessment	City Building Inspector	P
	County Emergency Management Director	C
	Red Cross	C
9. Congregate Care	Parks and Recreation Department	C
	Red Cross	P
	Salvation Army	P
	Local Churches	P
10. Debris Clearance	Lakeville Public Works	P
	Mutual Aid	C
	Local Excavation Companies	C
	Demolition Landfill	C
11. Utilities Restoration	Lakeville Public Works	P
	Dakota Electric Association	C
	Xcel Energy	C
	Frontier	C
	Minnesota Energy Resources	C
	Magellan Pipeline Company	C
	MCES	C
	Charter Communications	C

12. Radiological Protection	Dakota County Emergency Mgmt. Director	P
	Lakeville Fire Chief	C
13. Hazmat Response	Lakeville Fire Department	P
	Dakota County Special Operations	S
	State Duty Officer	S
	MN Dept. of Public Safety	C
	MN Pollution Control Agency	C

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 involved will coordinate their services to the maximum extent possible.
- C. The County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources must be utilized to the maximum before state or federal assistance will be made available.
- E. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. The Emergency Management Director will determine and coordinate with the appropriate agencies, department heads and organizations adequate training opportunities or meetings designed to enhance response to emergencies.

VIII. Support

A. National Guard

1. Overview

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

- a. National Guard assistance will complement, and not be a substitute, for city participation in emergency operations.
- b. If made available, National Guard personnel remain under military command at all times but will support and assist city forces in the accomplishment of a specific task or tasks.

2. **Request Procedure**

Lakeville is a class two city and therefore the sheriff must submit the request for assistance to the governor's office. It is the responsibility of the Emergency Management Director to contact the Sheriff. **Requests for activation of the National Guard also should be submitted to the state duty officer by calling 651-649-5451.**

B. State and Federal Agencies

1. Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director.
2. A summary of state and federal programs available to local governments that are experiencing or have experienced a disaster is contained in **Minnesota Disaster Management Handbook**. This document was developed by the Minnesota Division of Emergency Management (DEM), and is on file

with the Dakota County Emergency Management Director as well as on the web at http://www.hsem.state.mn.us/uploadedfile/disman_hand.pdf.

3. Federal Assistance - Hazardous Materials Incidents

The following types of assistance can be accessed through the DEM duty officer.

The **On-Scene Coordinator (OSC)** is the federal official predestinated by the Environmental Protection Agency or the U.S. Coast Guard 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 actions from releases 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 action by state and local governments, the OSC may initiate federal actions, using funding from the Federal Water Pollution Control Act Pollution Fund for oils discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

IX. Plan Updating and Distribution

- A. The Emergency Management Director will have overall authority and responsibility for the maintenance of the plan.

- B. This plan will be reviewed and updated as necessary, but at least once annually. The Lakeville Emergency Management Director will be responsible for ensuring that this updating occurs, designate a planning coordinator who will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the director may request assistance from the County Emergency Management Director.
- C. The City of Lakeville is in compliance with the Division of Emergency Management and Federal Emergency Management Agency exercise requirements as published. First responders and medical personnel are subject to strict annual training requirements assuring adequate response to all anticipated emergencies.
- D. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the City of Lakeville. A plan distribution list will be maintained by the Lakeville City Emergency Management Director.

Annex A - ACRONYMS DEFINITIONS

AEMD – Assistant Emergency Management Director

CAD – Computer Aided Dispatch

CAT – Chemical Assessment Team

CHEMTREC – Chemical Transportation Emergency Center

COOP – Continuity of Operations Plan

DARTS – Dakota Area Resources and Transportation for Seniors

DC ARES – Dakota County Amateur Radio Emergency Services

DC MAAG – Dakota County Mutual Aid Assistance Group (SWAT)

DC SOT – Dakota County Special Operations Team

EAS – Emergency Alert System – Cable, Metro TV, Radio

EC – Emergency Coordinator

EMD – Emergency Management Director

EOC – Emergency Operations Center

FEMA – Federal Emergency Management Agency

HAZMAT – Hazardous Materials

IMT – Incident Management Team

MAC – Metropolitan Airports Commission

MN DEM – Minnesota Division of Emergency Management

MVTA – Minnesota Valley Transit Authority

NGO – Non-Governmental Agency

NIMS – National Incident Management System

OSC – On Scene Coordinator

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PIO – Public Information Officer

Response Level I – An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

Response Level II – An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

Response Level III - An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large-scale evacuation; or an incident requiring the expertise of resources of County, State, Federal, or private agencies/organizations.

SIU – Special Incident Unit

SOP – Standard Operating Procedure

Annex B - Warning and Notification

1. Purpose

- a. To provide an overview of the responsibilities and the procedures whereby the notification of the city officials listed at the beginning of this document and the warning of the general public are accomplished.

2. Responsibilities

- a. The Dakota County Communications Center (DCC) is the Dakota County Warning Point. The County Warning Point is responsible for relaying warnings to the Outdoor Warning Siren System. The police department will serve as the City Warning Point. When deemed necessary, the Lakeville Police Department, may notify the public of needed information. The incident commander, watch commander or OIC should communicate warning information to a command staff level officer.

- i. The city warning point is responsible for ensuring that all warnings and notifications, which it receives, are handled properly. Upon receipt of a warning, the city warning point is responsible for:

- **Notifying the appropriate city government officials**
- **Verification of activation of the city's outdoor warning sirens**

3. Supporting Documents

- a. The Lakeville Policy and Procedure Manual, Order #310 – Activation of Warning Sirens detail the specific warning and notification procedures to be followed by the City Warning Point. The manual is on file at the police department.

Annex C - Direction and Control/EOC

1. Purpose

- i. To describe how direction and control of the City of Lakeville's response to a disaster will be accomplished.

2. Responsibilities

- i. **Mayor:** The Mayor of Lakeville will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

Acting Mayor

City Council

City Administrator or his/her designee

3. **City Emergency Management Director:** The Lakeville
 - i. Emergency Management Director will serve in a staff
 - ii. Capacity to the City Administrator and will coordinate all aspects of this plan.
 - iii. The line of succession to the Lakeville Emergency Management Director is as follows:

Assistant Emergency Management Director

Police Chief

Fire Chief

4. City of Lakeville Emergency Operations Center (EOC)

- a. Direction and control of Lakeville's response to a disaster will be carried out at the Lakeville EOC.

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b. Criteria for EOC Activation

c. The degree of **Lakeville's EOC activation** will be determined by the severity of the emergency.

Type 5:

- The incident can be handled with one or two single resources.
- (Car accident with or without injuries)
- The incident is typically contained within an hour or two
- Examples police traffic stop, an injured person, vehicle fire

Type 4:

- Command staff and General staff functions have been activated
- The incident is typically contained within a few hours
- The agency administrator may have to give a briefing
- Examples armed robbery, small hazmat spill, major structure fire.

Type 3: EOC ACTIVATION SHOULD BE CONSIDERED FOR THE FOLLOWING:

- The incident overwhelms your resources
- All of the Command staff and General staff functions have been activated along with other supporting positions
- The incident will extend out for several operational periods. Operational periods could be shifts of 8 to 12 hours in length
- Examples Hostage/standoff, tornado touchdown EF 2 or 3, major flash flooding

Type 2:

- The incident requires resources from outside the area
- A written Incident Action Plan (IAP) is done for operational periods
- Operations personnel exceed 200 but do not exceed 500
- Examples tornado touchdown EF 4 or 5, earthquake, hurricane

Type 1:

- Type of incident requires national resources
- Operational personnel exceed 500
- Branches of operations are established
- A Joint Information Center (JIC) has been established
- Examples tornado touchdown EF 4 or 5, earthquake, hurricane

5. Responsibility for EOC Activation

Major disaster- EOC staff would be expected to automatically report to the EOC.

City Staff may request the EOC to aid in any type of incident. The Lakeville Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria discussed above. Personnel will be notified through paging system when personnel need to be notified to report to the EOP.

6. Staffing of the EOC

The staffing list is included in Annex S of this document. A copy is also on file at each of the EOCs.

Each department 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.

If determined necessary, the city will activate a communications/mobile command post to serve as an on-scene incident command. The communications /mobile command post will be identified as such by the on-scene commander.

The Incident Commander or Unified Command with the assistance of EOC staff and field personnel will be responsible for coordination of on-scene activities of all City of Lakeville personnel.

EOC Equipment/Supplies

The Lakeville Emergency Management Director is responsible for ensuring the EOC is operational and that necessary computer-generated maps, displays, tables and chairs, logging capabilities, and other information, are on hand and available for use in the EOC. The primary EOC, the Police Station, is a 24-hour, seven day a week working facility and would be expected to become fully operational in a very short time period. Alternate EOC sites are staffed and equipped similarly.

Communications Capability

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The Lakeville Emergency Management Director has been given the responsibility of ensuring all communication systems (primary and alternate) are operational and communication links between response personnel and EOC operations are identified.

EOC Communication Capability

Communication capabilities exist between the EOC and the following organizations:

Organization	Primary	Alternate
City Departments <ul style="list-style-type: none"> • Lakeville Fire Dept • Public Works • City Building Inspector 	Public Safety Radio VHF/800 MHz ARMER system	Telephone/Email
Dakota County EOC <ul style="list-style-type: none"> • DCSOT • DC IMT • DCSO Communicators • DC-ARES (Amateur Radio) 	Public Safety Radio VHF/800 MHz ARMER system	Telephone/Email
State Duty Officer	Telephone	Public Safety Radio VHF/800 MHz ARMER system
Allina Ambulance	Public Safety Radio VHF/800 MHz ARMER system	Telephone
Fairview Ridges Hospital	Telephone	Public Safety Radio VHF/800 MHz ARMER system
Red Cross, Salvation Army or other Non-Governmental Agency (NGA)	Telephone	Email/Amateur Public Safety Radio VHF/800 MHz ARMER system
Congregate Care¹	Telephone	TBD
<ul style="list-style-type: none"> • refer to Annex I 		
Local Excavation Companies	Telephone	TBD
Utilities²	Telephone (unless	TBD (unless noted)

¹ Mass Care sites may have an Amateur Radio provided by Red Cross, Salvation Army or NGA that would be in contact with DC-ARES. If volunteers are to be used, they need to be approved by DC-ARES.

² Each Utility has its own radio system that may or may not be available. If possible, a utility representative with radio capability should be assigned to the EOC.

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<ul style="list-style-type: none"> • Dakota Electric • Xcel • Frontier • Qwest • Aquila Gas • Reliant Energy • Williams Pipeline Co • Metro Waster Control Co • Charter Cable 	noted)	
Transportation ³ <ul style="list-style-type: none"> • Schmitty and Sons 	Telephone	TBD

Emergency Radio Communications

a. Public Safety

- i. Resources to assist with public safety – law enforcement, rescue and fire.

Organization	Primary	Alternate
Dakota County Communicators Trailer	Telephone/Email	Public Safety Radio VHF/800 MHz ARMER system
Burnsville Communications Van	Telephone/Email	Public Safety Radio VHF/800 MHz ARMER system
Eagan Communications Van	Telephone/Email	Public Safety Radio VHF/800 MHz ARMER system
Apple Valley Incident Command Van	Telephone/Email	Public Safety Radio VHF/800 MHz ARMER system

³ Each Transportation company has its own radio system that may or may not be available. If possible, a Transportation representative with radio capability should be assigned to the EOC.

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- G. The Lakeville Emergency Management Director is responsible for ensuring that the National Incident Management System (NIMS) is operational and in use. This determination will be based on severity of the incident, resources available, control of the scene, and length of the operation. The NIMS format should operate under an incident/unified commander with four main divisions: Logistics, Operations, Planning and Finance. The Emergency Management Director will determine who would best fill the division positions.

The NIMS system is fluid and can be molded to fit different situations. Additional branches or the elimination of divisions may be reasonable during certain incidents. The EMD will determine what structure of NIMS is to be established and how it is to operate.

All incidents in the City of Lakeville shall operate using the NIMS system. When needed, an EOC will be activated. The Incident Commander will have direct overview of the incident. The IC will be in communication with the EOC. The EOC will support the IC and Incident Command Post by finding needed resources and planning goals for the next shift and phase of the incident. The role of the EOC is to focus on the "big picture," affecting the entire community. The EOC provides resources and guidance, but strategic and tactical operations shall be the responsibility of the IC.

All outgoing information regarding the incident is to be reviewed by members of the EOC. It is the responsibility of the EOC to forward information updates to the Public Information Division.

- E. The Lakeville Police Department, as a member of the Joint Powers Agreement, can also request the assistance from the Dakota County Special Operations Team (DCSOT) for additional communications capabilities.
- F. The Lakeville EOC has an emergency (back-up) power source. The Water Treatment Facility has a 1,250 KW diesel generator that activates automatically upon power failure and supplies power to all Water Treatment Facility building functions and the power needs of Well 10 located on the same site. The Central Maintenance Facility has a 500 KW generator which automatically

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activates with a power fail and is capable of operating all functions of the building, fueling system and site lighting.

IV. Training

The Lakeville Emergency Management Director shall coordinate with the Dakota County Emergency Management Director to ensure training is done on a regular basis.

IV. Supporting Documentation

The following support materials are kept on file in the Emergency Management Director's office:

- **EOC Standard Operating Procedures.**

Annex D - Emergency Public Information Annex D

I. Purpose

To provide an overview of how emergency public information would be disseminated in the event of a disaster.

II. Spokesperson(s)

The City Administrator or designee will serve as the public information officer. The City Administrator or designee will provide briefings to the press as needed. The only official authorized to serve as the **Public Information Officer (PIO)** for the City of Lakeville is the City Administrator. If the City Administrator is unavailable, the Police Chief would serve as the alternate PIO. These individuals would be given access to all information necessary to carry out their role as PIO for the City of Lakeville.

Information will be released only after reviewed by members of the EOC and when authorized to do so by members of the EOC.

III. Policies and Procedures

- A. If it becomes necessary to establish a news briefing room, Lakeville City Hall will be used for this purpose. News media personnel will be asked to report to this facility or a designated alternate.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis. The city website, public access channels, social media platforms and city listserv may be used to aid in the dissemination of information to the public.
- C. Lakeville Communications and Cable Television employees will be utilized for a Public inquiry/rumor control center and will provide information released by the PIO. The department currently in command of the incident will provide at least one staff member to serve the PIO division to assist in the release of accurate and appropriate information.
- D. Public information will be disseminated through the City Administrator and the Communications Staff.

Annex E - Search and Rescue

1) Purpose

- i) To describe how search and rescue would be accomplished in the City of Lakeville following a disaster.

2) Responsibility

- i) A unified command structure will be utilized to insure coordination of efforts during search and rescue operations.
- ii) Search and Rescue operations should be coordinated from an incident command post and be supported by the EOC.
- iii) Primary Departments conducting Search and Rescue operations include but are not limited to;
 - (1) Lakeville Police Department
 - (2) Lakeville Fire Department
 - (3) Lakeville Public Works Department
- iv) Departments providing support functions include
 - (1) Lakeville Park and Recreation Department
 - (2) Lakeville GIS (Maps)

3) Supporting Agencies/Organizations

a) Canine Search

- 1. Lakeville Police Canine Units
- 2. MN Search and Rescue Dogs

4) The following volunteer organization(s) would be available to assist with a major search and rescue operation:

- i) Mounted Patrol
- ii) Dakota County Sheriff's
- iii) Scott County Sheriff
- iv) Lakeville Police Reserves
- v) Burnsville CERT
- vi) Air Search
 - (1) State Patrol Helicopter
 - (2) Civil Air Patrol
- vii) Dakota County Special Operations Team (SOT)
 - (1) Supported by MN TASK FORCE 1
 - (2) Supporting Standard Operating Procedure (SOP)
- viii) Refer to the Radiological/Hazardous Materials Protection available from the Dakota County Emergency

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Management Director for detailed procedures of chemical identification and decontamination for law enforcement and fire personnel.

ix) Standard Search and Rescue Guideline:

- (1) A preliminary search will be conducted by first responding units.
 - (a) Structures searched should be marked using the FEMA standard structure and searching markings. During a preliminary search, areas to be more thoroughly searched will be reported to the incident commander.
- (2) If applicable, structures searched will be marked with date, time and casualties encountered.
- (3) A map of the search area should be obtained, and the search process should be documented.
- (4) Damaged structures may require assistance from teams with specialized training such as DCSOT or MN Task Force 1.

Annex F - Health/Medical

I. Purpose

To provide an overview of how the health/medical care needs of the residents of Lakeville would be met in the event of a major disaster.

A. All Mass Casualty Incidents are to be considered Crime Scenes and treated as such.

II. Primary Responsibilities

A. The Unified Command will open a medical triage care center as needed.

- a. The Medical Triage Center will be operated by medical group.
- b. START Triage method will be used to provide medical services.

B. Medical Staging

- a. Additional Mutual Aid
 - i. Medic units will be dispatched to a medical staging area.
 - ii. The medical staging area will be determined by the Unified Command Post
 - iii. A medical staging officer will communicate with the EOC and IC to insure adequate resources are on scene and available.
- b. Alternate transportation in the form of school buses, other passenger vehicles may be considered to transport non-critical or “green” tagged patients to a medical facility.

C. Emergency Mortuary Operations

- a. The Hennepin County Coroner has jurisdiction
 - i. MAC- Minneapolis/Saint Paul International Airport Temporary Morgue- 35 or more fatalities
 - ii. DMERT- Portable Morgue Unit
 - iii. Equipment stored in Little Falls, MN
 - iv. DMORT- large scale incident used when local and state resources are overwhelmed.

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- E. **Health Threats:** Serious potential or actual health problems (epidemics, food and/or water contamination, etc.) associated with a disaster would be the responsibility of the Dakota County Disease Prevention and Control Officer who can be contacted through the Dakota County Emergency Management Director.
- F. **Inquiry and Referral Service:**
- a. Requests for information are the responsibility of the Lakeville Public Information Officer and assigned staff.
 - b. Family Assistance Center
 - i. A Family Assistance Center may be opened
- D. The Resource Manual attached contains lists of area hospitals and ambulance services.
- **Fairview Ridges**
201 Nicollet Blvd., Burnsville
Phone: 952-892-2000
Fax: 952-892-2670
 - **Fairview Southdale**
6401 France Ave. So. Edina
Phone: 952-924-5151
Fax: 952-924-5796
 - **Hennepin County Medical Center**
701 Park Ave. So., Mpls.
Phone: 612-873-3000
Fax: 612-904-4242
 - **Regions Hospital**
640 Jackson St. St. Paul
Phone: 651-254-3456
Fax: 651-254-1557
 - **Northfield Hospital**
2000 North Ave., Northfield 55057
Phone: 507-646-1101

Ambulance Resources: Listed below are area ambulance for reference and information.

Burnsville Ambulance	952-895-4570
Health East	651-232-1717 Fax: 651-488-4676
Northfield Ambulance	507-646-1414
LifeLink (24 hr Dispatch)	651-778-0416 Fax: 612-638-4970
Allina Medical Transport	651-222-3728
North Air Care	800-247-0229

Annex G - Security, Evacuation, and Traffic Control

I. Purpose

To outline how evacuation and traffic control would be carried out if they were required due to a disaster in the City of Lakeville.

II. Responsibility

A. In Lakeville, the following official(s) recommend evacuation:

1. An Emergency may require the immediate evacuation of residents and businesses. The INCIDENT COMMANDER has the authority to recommend evacuation if conditions require such.
2. When immediate evacuation is not required, the incident commander shall confer with the Emergency Management Director and EOC staff regarding an evacuation. As an incident continues to develop, the Planning Section of the EOC will consult with the City Administrator, Chief of Police and Mayor regarding evacuations.

B. Within the City of Lakeville, the Police Department is responsible for coordinating an evacuation effort and security of evacuated areas. The Police Incident Commander shall be responsible for the following and designate an officer to coordinate if needed;

1. Maintaining perimeter security on any area affected by storm damage or an incident involving evacuation.
 - a. Perimeter road access points should be staffed to prevent persons from removing or disturbing road blocks.
 - b. Lakeville Public Works will be contacted to provide equipment for blocking roadways.
2. Identifying collector streets needed for response to the incident and close those streets as needed to insure the rapid movement of emergency vehicle and other vehicles involved in the response to the incident. This shall include freeway entrance and exit ramps.
3. Any needed detours will be identified as rapidly as possible and the Lakeville Public Works,

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- Dakota County Highway Dept. and MN DOT notified to sign these detour routes.
4. Requesting assistance from other jurisdictions, police reserves or volunteers to carry out these responsibilities.
 5. Identification system
 - a. Persons authorized to enter the perimeter shall carry official identification and display it on their person.
 - b. Residents or other persons having business inside the perimeter shall be issued a form of identification before being allowed to enter a designated perimeter.

III. Procedures

- A. Appropriate City Officials are notified of the need to evacuate an area of the City.
- B. Residents to be evacuated may be notified of an emergency situation through the following means:
 1. Activation of warning sirens.
 2. Announcements on the Emergency Alert
 3. System on Lakeville's Cable TV system.
 4. Public address system in each squad car.
 5. Door-to-door contact by police reserves and other available volunteers.
 6. Press release to local media.
- C. Destination of evacuees will be determined depending on nature of incident. Congregate care and mass transportation may be necessary. (See Annex J for Congregate Care information).
 1. The incident commander should be prepared to house 1/3 of all evacuated person in a congregate care facility.

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IV. Resources Available

- A. Allina Ambulance Service vehicles may be available if needed, to evacuate non-ambulatory individuals.
- B. Schmitt and Sons Bus Company 952-985-7514 (0500-1800 hours) and 952-873-1326 (1800 – 0200) hours (952-469-2256) would provide buses, if needed, to assist in the evacuation process. School bus companies from the Farmington and Rosemount School Districts would also provide transportation if needed or when appropriate.
- C. MVTA (952-882-7500)

Annex H - Fire Protection

I. Purpose

To summarize how fire protection is provided in the City of Lakeville during major events.

II. Responsibility/Description

a. Primary

i. Fire protection in Lakeville is provided by the Lakeville Fire Department.

b. Support Functions

i. Emergency Management

1. Police Department
2. Public Works
3. American Red Cross
4. Salvation Army
5. Park and Recreation Staff

III. Mutual Aid Agreements

The Lakeville Fire Department participates in mutual aid agreements that include the following fire departments:

- **All cities within Dakota County**
- **Scott County Agencies**
- **State-Wide Mutual Aid**

IV. Communications Capability

a. Primary communications will utilize the metro 800 MHZ radio system.

Annex I - Damage Assessment

1. Purpose

- a. To provide an overview of how damage assessment would be accomplished following a disaster in the City of Lakeville.

2. Responsibilities

- a. The Lakeville City Building official is responsible for
 - i. Appointing a damage assessment "team" composed of municipal and/or private sector agency representatives which will be under authority of the City Building Official.
 - ii. Developing damage assessment procedures with the damage assessment team.
 - iii. Coordinating the damage assessment process following the occurrence of a disaster.
 1. Damage assessment procedures will be conducted according to Minnesota Department of Homeland Security and Emergency Management as well as FEMA guidelines.
- b. City government officials who may assist in a damage assessment effort
 - i. City Building Inspector
 - ii. City Engineer
 - iii. City Finance Department
 - iv. Community and Economic Development Department
 - v. County Emergency Management Department
 - vi. County Engineer
 - vii. County Assessor
 - viii. Minnesota Department of Homeland Security/Emergency Management
 - ix. Private Sector Agencies
 1. MN VOAD Contacts
 2. Realtors, Appraisers
 3. Building Contractors
 4. Hazardous materials clean-up contractors (See the Resource Manual).

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3. Policies and Procedures

- a. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- b. City Building Inspectors will be notified of the incident and will assist as possible
 - i. The primary mission will be to aid in the search and rescue of victims.
 - ii. City Building Inspectors will aid the incident commander in opening streets to provide emergency assistance.
 - iii. Inspectors will aid at the incident in determining the integrity of structures during search and rescue.
 - iv. Inspectors may begin to mark structures for fitness of occupancy.
 - a. Marking will comply with FEMA guidelines.
 - v. Inspectors will aid search and rescue crews by marking street corners and intersections in the event road signs are destroyed
- c. Post Incident Damage Assessment:
 - i. Areas to be assessed for damage may be tasked by geographic area.
 - ii. Debris Estimates will be created and forwarded to the EOC
 1. Vegetation
 2. Construction
 3. Household
 4. Hazardous Materials
 - iii. Property Assessed will include:
 1. Address
 2. Signed right of entry form by the owner
 3. photographs
 4. fitness for occupancy
 5. Insurance Information
 - a. Company Name
 - b. Policy Number
 - c. Insurance Information
 - d. Homeowner Information
 - i. Temporary address
 - ii. Contact phone number
- d. Community Development
 - i. Will aid local business in disaster recovery
 - ii. Liaison with businesses

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4. Equipment Inventory Pre-planning
 - a. EMERGENCY KIT
 - i. Rubbermaid Tub
 - ii. Rubber Boots (preferably knee high)
 - iii. Rain Coat
 - iv. Hard Hat
 - v. Reflective Vest
 - vi. Flashlight
 - vii. First Aid Kit
 - viii. Information handout for Victims
 - ix. Bottled Water and Snacks
 - x. City Map
 - xi. Phone List (emergency phone numbers)
 - xii. Red, Yellow and Green Occupancy Cards
 - xiii. Forms for Homeowner/Renter
 - xiv. Damage Assessment Map Book

5. Supporting Documents

- a. Supporting Documents are stored in the Annex and the Battle Book located in the Emergency Management Folder on the I-Drive

6. Disaster Management Handbook, available on the web at [Disaster Recovery Files](#)

Annex J - Congregate Care

1) Purpose

- a) To describe how the congregate care (emergency housing, feeding, clothing and counseling) needs of City of Lakeville residents and employees would be met in the event of a disaster.

2) Responsibilities

- a) The Lakeville Park and Recreation Department will have overall responsibility for coordinating congregate care needs during manmade or natural event requiring housing and food needs for residents or other persons in Lakeville. The Park and Recreation Department will work with the following agencies, private and public to arrange for congregate care needs. The Park and Recreation Department will also coordinate with these agencies for setting up temporary housing and relief facilities for Emergency Service Workers and Volunteers utilizing the same services;

- i. Emergency housing - American Red Cross
- ii. Emergency feeding - American Red Cross
- iii. Emergency clothing - Salvation Army
- iv. Counseling
 - a. Community Action Council
 - b. Dakota Cty. Mental Health Dept.
 - c. American Red Cross

b) Police Department

i. Animal Care

1. Lakeville Animal Control will facilitate housing of domestic dogs and cats
 - a. Crates, Kennels, and other necessary facilities will be made available to house animals for evacuated or displaced persons.
 - b. Animals of questionable health will be examined by a veterinarian while in the shelter facility.

c) Operational Plans

- i. A shelter may be opened at a facility suitable for short term housing of displaced person. See Reference list for possible sites.
- ii. 1/3 of all displaced persons may need shelter.
- iii. Registration of victims
 1. All persons using congregate care facilities will be documented

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- a. Small numbers of displaced persons may be handled by city staff
 - b. MN VOAD Agencies may be requested to aid in congregate care. These services can be accessed by calling the Minnesota State Duty Officer.
 - i. Park and Recreation will remain the local contact point for these agencies
- iv. Inquiry and Referral regarding disaster victims
- 1. Information collected at the shelter shall be available for inquiry by family or others regarding the location of displaced persons.

Annex K - Debris Management

I. Purpose

To describe how debris management would be accomplished following a disaster in the City of Lakeville.

II. Responsibilities

Within the City of Lakeville, the Public Works Department will be responsible for debris management under direction from the Public Works Director.

III. Policies and Procedures

A. In the event of weather related damage or other natural or man-made disasters, all efforts will be made by the city to assist residents in removing debris from the boulevard and streets. The decision to advise residents to move debris to the boulevard will be made by the Public Works Director, the Emergency Management Director and the City Administrator.

1. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
2. A debris pick up plan will be created by EOC staff.
 - a. Debris causing hazards to transportation, public utility restoration and public health shall receive first priority.
 - b. Household debris affecting public health shall receive second priority.
 - c. Vegetative and construction debris will be removed last.

B. Debris will be sorted according to type and disposed of in an appropriate manner.

1. Sort and Haul from the scene of incident. Debris will be sorted at the boulevard into the following categories:
 - a. Solid waste.
 - b. Building materials and demolition debris.
 - c. Household hazardous waste.
 - d. Appliances and electronics.
 - e. Yard waste.

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2. All efforts should be made to have at least 3 sites in the city pre-approved by the Minnesota Pollution Control Agency for the handling of vegetative material such as downed trees and household debris resulting from damaged homes. Small sites may include the Central Maintenance Facility at 179th and Cedar and the Public Works Storage Facility located on 214th Street and Hamburg in the City of Lakeville.

C. Model Plan

1. Pre-planning

- a. Debris Management Site Identification. The City shall identify at least three locations to the MPCA for approval to use as debris collection sites.
- b. Training. Public Works, Emergency Management, Environmental Services, and Building Inspections staff shall be trained in debris management.
- c. Public Notification. The Communications Department shall be responsible for providing information to residents regarding debris management, collection, and proper disposal.

2. Event causing activation of the plan.

- a. Damage assessment should be conducted according to the annex in this plan.
- b. Estimate of amount of debris to be moved will be performed by the Public Works Department.
- c. Determination of action by city administrator with input from EMD and the Public Works Director.
- d. If debris is to be cleared by city, Communications Department should prepare press releases, written flyers and other appropriate methods of communication to reach those affected by debris.
- e. Call Center- A public works call center may be opened at the CMF to aid staff in receiving phone calls. This center will be staffed by Public Works and Park and Recreation staff. The

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- information obtained will be placed in a data base to aid in route pickup.
- f. Determination and use of methods for the reduction of debris will be made by Public Works Director.
 - g. Public Works will continue to schedule debris clearance in coordination with the Emergency Operations Center.
 - h. If additional assistance for debris removal is needed, it should be requested from Dakota County, neighboring municipalities and private contractors.
 - i. Costs incurred due to the removal of disaster debris shall be documented by all departments involved in debris removal.

IV. Supporting Documents

- A. Information regarding construction contractors which have debris removal equipment and those located in the City are available from the City of Lakeville Public Works Director.
- B. A listing of hazardous materials clean-up contractors is available in the Resource Manual.

Annex L - Utilities Restoration

I. Purpose

To provide an overview of how utility services would be restored following a disaster.

II. Responsibilities

The following government agencies/private sector organizations are responsible for providing utility services for the City of Lakeville in liaison with the Public Works Director. Due to their sensitivity, emergency 24 hour contact numbers for the utility company are accessed via the Dakota Communications Center.

- A. Water/Sanitary Sewer Service - City of Lakeville
- B. Electrical Service – Xcel Energy, Dakota Electric Association.
- C. Gas Service – Minnesota Energy Resources and CenterPoint Energy
- D. Telephone Service – Frontier Communications, CenturyLink, Charter Communications
- E. Radiological Officer - County Emergency Management Director
- F. Fiber Optic Network – Charter Communications

III. Service Restoration

See Resource Manual - Utilities

Annex M - Radiological/Hazardous Materials Protection

I. Purpose

It is recognized that emergency situations could develop in which Lakeville residents could be exposed to hazardous and/or radiological materials. Plans are needed to coordinate the response and recovery efforts of emergency services personnel under the direction of the County Emergency Management Director to potential transportation accidents, industrial accidents, laboratory radiation incidents, military accidents, or war. The purpose of this annex is to elaborate upon this function.

II. Radiological/Hazardous Materials Protection Organization

This group consists of the: Radiological Officer/Hazardous Materials Officer, Dakota County Emergency Management Director and Lakeville Emergency Management Director.

The Lakeville Emergency Management Director reports to the Dakota County Emergency Management Director. In the event of an emergency posing a potential radiological/hazardous materials threat, the Dakota County Emergency Management Director shall request State Chemical Assessment Team (CAT).

III. Responsibilities

The Dakota County Radiological/Hazardous Materials Protection Organization has the responsibility to ensure that the skills and knowledge, data and information (e.g., radiation readings, damage reports, response requirements, chemical properties, exposure estimates) and materials needed to minimize the effects of all radiological/hazardous materials threats in Lakeville are available and utilized in time of emergency.

A. Radiation Incidents

Normally, the Lakeville Emergency Management Director will call upon the Dakota County Emergency Management Director, or if needed, the Radiological Control Section of the Minnesota Department of Health (612-215-5800) for radiological expertise, instrumentation, guidance, decontamination and medical evaluation. However, if this is not possible, such as in time of widespread emergency, the State Duty Officer is to be called at the 24-hour number 651-

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649-5451. Radiological/Hazardous Materials Protection Organization will respond, as necessary, to fulfill this responsibility. The Dakota County Special Operations Team also has radiological monitors and specially trained members that can evaluate a potential threat level of hazardous materials.

- B. Other Hazardous Materials Incidents
There are three response levels. See Attachment M.

IV. Overview of Lakeville's radiological/hazardous materials protection responsibilities:

A. **The Lakeville Fire and Police Department are responsible for:**

1. Supporting emergency operations during radiological/hazardous materials incidents.
2. Assisting in the decontamination of facilities, thoroughfares and public areas.

B. **The Dakota County Radiological/Hazardous Materials Protection Organization is responsible for:**

1. The Dakota County Emergency Management Director is responsible for the radiological protection system development and maintenance. FEMA Civil Preparedness Guide 1-30, "Guide for the Design and Development of a Local Radiological Defense Support System" describes this process in detail. Basically, CPG 1-30 sets forth the requirements, procedures, priorities, planning, capabilities, assignments, and time phases needed to create a complete, operational system that can function to minimize the effects of radiation hazards.
2. The Dakota County Emergency Management Director is responsible for the hazardous materials response system development and maintenance. The National Response Team's "Hazardous Materials Emergency Planning Guide" sets the requirements and planning

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elements established by Title III of the Superfund Amendments and Reauthorization Act of 1986. The Department of Transportation's "Emergency Response Guidebook" contains initial identification and response procedures for first responders. The National Fire Protection Association's Recommended Practice for Responding to Hazardous Material Incidents describes incident management. The Environmental Protection Agency, Federal Emergency Management Agency, and the Department of Transportation have jointly prepared "Site Specific Technical Guidance for Hazardous Analysis: Emergency Planning for Extremely Hazardous Substances" to help emergency planners conduct a hazards analysis for airborne releases of extremely hazardous substances.

V. Operations Policy

A. Radiological Protection

1. Radiological protection operations will be directed and controlled at the scene during a small-scale radiological emergency. During a large-scale radiological incident, operations will be directed from the municipal EOC.
2. During periods of widespread radiological emergency caused by nuclear detonations, each department of local government must be prepared to do expedient radiological training within its department and provide for its own radiological monitoring and decontamination needs in order to carry out its assigned emergency functions.

The Dakota County Radiation Officer will coordinate with all municipal and county departments and agencies to ensure maximum safety for operations personnel.

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3. Radiological intelligence will be obtained from shelter monitors, self-support monitors, and state and regional EOCs when adequate communication exists. The primary center of radiological operations shall be the direction and control staff and advisors operating from the county EOC.

B. Hazardous Materials Protection

1. A hazard analysis must be conducted by the city as the first step in planning for hazardous materials incidents. See the Radiological/Hazardous Materials Protection SOPs for guidance on performing this hazard analysis.
2. Hazardous Materials incident operations will be directed and controlled by the on Incident Commander (IC) and coordinated through the local EOC if the situation warrants, depending on the level of response necessary to stabilize and control the incident.
3. Upon determination that the incident exceeds the capability and resources of local responders, state and federal assistance can be requested. The following federal resources can be requested, as deemed necessary: the Environmental Protection Agency, the Regional Response Team, and the Federal Emergency Management Agency. The state EOC will be activated to coordinate the activities of these agencies.

Attachment M

Radiological/Hazardous Materials Protection

Emergency - RESPONSE LEVEL I

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

Contact:

- Fire Department
- Emergency Medical Services
- Police Department
- State Duty Officer
- Necessary EOC Staff
- Public Information Office
- CHEMTREC

Limited Emergency - RESPONSE LEVEL II

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

Contact:

- All Agencies in Level I
- Dakota County Special Operations Team (SOT)
- State HAZMAT Teams
- All Required EOC Staff
- Public Works Department
- Health Department
- Red Cross
- County Emergency Management Agency
- Minnesota State Patrol
- Public Utilities

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Full Emergency - RESPONSE LEVEL III

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large-scale evacuation; or an incident requiring the expertise of resources of County, State, Federal, or private agencies/organizations.

Contact

- All Level I and II Agencies plus the following as needed:
- Mutual Aid Fire, Police, Emergency Medical
- State Emergency Management Agency
- State Duty Officer
- Federal Emergency Management Agency (FEMA)
- Dakota County Special Operations Team
- Minnesota National Guard
- Incident Management Team

Annex N - Winter Weather Emergency

General. Winter weather in Minnesota can lead to extremes of wind, temperature, and precipitation. These extremes can result in blizzard conditions as well as accumulations of ice and snow on streets and roads that make movement throughout the City hazardous. This annex is the basic planning document for staff to use in responding to snow and/or ice event. The combined efforts and cooperation of City departments are required to execute this annex. A snow or ice event that requires the execution of this annex is considered an emergency.

Roles and Responsibilities.

The Public Works Department is the lead agency for snow and ice removal operations and is supported, as necessary, by staff from other departments during snow or ice removal operations. Snow removal and deicing operations have priority over all other activities within the department.

The Public Works Director has overall responsibility for the management of snow removal and deicing operations and retains control and direction of staff assigned in support of those operations for the duration of the event.

The Streets Superintendent is responsible for establishing staffing levels for the event based on weather and road conditions. The Streets Superintendent may coordinate directly with superintendents in other departments for additional staffing to support snow removal or deicing needs. The Streets Superintendent manages staff directly involved in snow removal and deicing operations.

The Streets Supervisor is responsible for managing the snow removal route structure and directing resources to individual routes.

The on duty Police Supervisor will insure that Standard Operating Policy is followed per Lakeville Police Policy Manual. This includes preparing all 4X4 patrol vehicles for service and requesting additional vehicles from other city departments as needed.

Should the Emergency Operations Center be activated either as a result of the winter weather emergency or as the result of another emergency event, the Public Works Director or designee will continue to manage snow removal and deicing operations and coordinate those activities to support the Emergency Management Director as necessary.

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Execution.

The execution of snow removal and/or deicing operations is based on three distinct stages of winter weather conditions. The stages may be increased as weather conditions increase in severity. The Public Works Director will declare stages and changes to the stages.

Winter Weather Condition 1.

This weather condition is defined as a winter storm with a duration of less than 12 hours. Movement and travel throughout the City may be slowed during periods of intense snowfall or the accumulation of snow and/or ice on roadways. Normal City operations and the delivery of services are not significantly impacted.

Crews respond for snow removal and deicing operations at the direction of the Streets Superintendent.

Additional staffing may be sought from other departments to fill equipment needed to respond to snow removal or deicing operations.

Winter Weather Condition 2.

This weather condition is defined as a winter storm with periods of intense snowfall lasting less than 12 hours or intermittent periods of heavy snowfall lasting up to 18 hours. Movement and travel throughout the City is considered hazardous during periods of intense snowfall, as a result of accumulating or blowing and drifting snow, and/or the accumulation of ice on roadways. Normal City operations and the delivery of services may be impacted based on conditions and the availability of staff.

Crews respond for snow removal and deicing operations at the direction of the Streets Superintendent.

Additional staffing is required from other departments to fill equipment needed to clear streets and roadways throughout the City.

Changes in staff scheduling may be needed to ensure adequate response throughout the duration of the event.

Winter Weather Condition 3.

This weather condition is defined as a winter storm with periods of intense snowfall lasting less than 12 hours or intermittent periods of heavy snowfall lasting more than 18 hours. Periods of intense snowfall, blizzard conditions, rapidly accumulating, blowing, and drifting snow, and the accumulation of hard pack snow and ice on roadways make movement and travel throughout the City hazardous. Normal City operations and the delivery of services are impacted based on conditions and the availability of staff.

All snowplow operators are required to respond.

Additional staffing is required from other departments to fill equipment needed to clear streets and roadways.

Public Works

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Snow removal has priority for all personnel over other winter maintenance activities.

Snow removal and deicing operations will be placed on a 24-hour footing, changes in staff scheduling will be used to ensure adequate response throughout the duration of the event.

Designated staff may be required to sleep in City facilities to ensure availability for snow removal and deicing operations.

Non-essential City staff may be directed to remain at home at the discretion/direction of the City Administrator.

Snowplows will be made available to support emergency services.

Leasing of additional snow removal equipment may be required to perform essential snow removal operations.

A coordination center may be established to handle phone calls from residents, coordinate requests for assistance from emergency services, and notify staff of ongoing operations.

Administration and Logistics.

The Public Works Director may establish a call center to answer resident calls during severe winter weather conditions. This call center will be staffed by Public Works personnel. The Public Works Director or designee may ask for assistance and open the EOC to aid in these operations.

If needed, the Public Works Department will establish a coordination center that will incorporate the functions of the call center as well as coordinating and dispatching vehicles in support of emergency services.

Deicing material will be stockpiled at the Central Maintenance Facility for use during snow removal and deicing operations. The Public Works Department will purchase deicing material through the Minnesota Cooperative Purchasing Venture. If necessary, the department will establish a separate contract for the purchase of deicing material to meet City needs.

Contracting for services and the purchasing or leasing of materials and/or equipment will be in accordance with Minnesota Statutes and the City purchasing policy in effect at the time the contracts or purchases are initiated.

Congregate Care

Any snow event may create a need for congregate care. Events such as a power outage, closing of Interstate 35 or loss of heat or electricity to portions of the city shall be grounds for activation of the congregate care annex. This shall include the care, housing and feeding of city staff working or stranded by any weather condition.

Annex O - Continuity of Operations Plan

I. Purpose

To restore and maintain all affected departmental operations immediately after a major City building has been severely damaged or destroyed. During the recovery, the City shall make every effort not to burden other departments and shall rely on outside companies or contractors to assist with all stages of the recovery.

II. Responsibility

It will be the EMD's responsibility to coordinate relief efforts with the affected department directors and the City Administrator.

III. Policies and Procedures

- A. Until alternate facilities can be obtained, emergency office space for all affected departments would be housed at other city buildings. The Water Treatment Facility, Central Maintenance Facility and Fire Stations would be utilized until relocation could take place.
- B. All affected departments may be relocated in mobile office trailers, which are to be located on the north side of the Water Treatment Facility (WTF). Should that area be inadequate, the offices shall then be placed on the west side of the Central Maintenance Facility. Mobile office trailers can be leased from one of the following providers:
 1. **Satellite Shelters Inc.**
1-877-343-3643
20050 75th Ave. N.
Hamel, MN 55340
- C. Portable electric generators shall act as the main power supply for the mobile office trailers. Portable generators can be leased from any of the following providers and must be installed by a licensed electrician:
 1. Helm Electric Inc. 952-461-2460
 2. Dakota Electric 952-463-2509
 3. Ziegler Cat Generator Rentals 952-445-4292

Shakopee, Minnesota
8050 Count Road 101 East
Shakopee, MN 55379
(p) 952.445.4292 or (952) 887-4550
After Hours: (952) 887-4444 24 hour

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- D. Portable bathrooms shall act as the main bathroom for those working out of the mobile office trailers. Alternate bathrooms can be found in the WTF. Portable bathrooms can be leased from any of the following providers:
- | | |
|-------------------------|--------------|
| 1. Biffs Inc. | 952-403-1221 |
| 2. Porta-Pot Sanitation | 651-430-9134 |
| 3. On Site Sanitation | 651-429-3781 |
| 4. Nature Calls Inc. | 651-454-4441 |
- E. A moving company may be hired to salvage any useable materials from the damaged buildings and relocated at either the new site or in storage, depending on the director's direction.
- F. The WTF shall act as the new storm shelter for those employees working out of mobile office trailers. All employees must seek shelter inside the WTF when severe weather is threatening.

IV. Communications

- A. Phone Service
1. City Hall Phone Servers functioning
 - a. Basic phone service will be restored by the IT department
 - b. salvaged phones, break room phones, and all non-priority VoIP phones will be used as primary devices at the relocation site
 2. City Hall Phone Servers Not functioning
 - a. Frontier will transfer all phone lines to
 - b. Cell phones will be used for basic communications
 - c. Activation of the State EOC
 - d. VHF/800 MHZ radio communications for field services
 - e. Dakota County SOT repeater with VHF capabilities for small area communications

Annex P - Volunteer Management and Coordination

- 1) Purpose: To provide outline, guidance and methods for utilizing volunteers during an emergency event.
- 2) Overview: Localized natural disasters such as severe storms, tornadoes and flooding often result in large amounts of small debris requiring significant amounts of hand labor to sort, pile and remove it. Historically, the citizens of Minnesota have responded to the call to aid their neighbors. The City of Lakeville should be prepared to accept a large number of volunteers to aid clean up of our city. In 1998, 7,000 people responded to the call to aid the city of St. Peter after a tornado devastated that city. Similar numbers should be expected in our city in the event of a localized disaster.
- 3) Responsibility
 - a) The use and utilization of volunteers will be determined by the Emergency Management Director
 - b) The Parks and Recreation Department is responsible for the registration process and the site used for this function.
 - c) The Incident Commander and Emergency Operations staff will plan for duties suitable for volunteers and insure that guidelines for the work to be performed by volunteers are acceptable.
 - d) City departments will provide written requirements for volunteers and provide the guidelines to the Communications Department for press release.
 - i) The lead city department will be responsible for providing volunteer guidelines.
 - (1) The lead city department will be determined by EOC staff.
- 4) Procedures:
 - a) In the event of a search or disaster, the Emergency Operations Center staff will evaluate the need for aid in clean up, searching or other activities that can be performed by volunteers.
 - b) The EOC staff will locate a site suitable for the management of volunteers. The selection of the site should account for the following:
 - i) Large parking lot for parking
 - ii) Bathroom facilities
 - iii) Large room for briefing and training of volunteers
 - iv) Lobby or area for registering volunteers
 - v) Traffic flow for moving of busses or other mass transit vehicles to move volunteers to and from the disaster area.
 - vi) Area suitable for feeding or refreshments for volunteers
 - c) The volunteer management site will NOT be located at the EOC, IC or any emergency responder staging or rehabilitation area or within the disaster/emergency area.
 - d) A use agreement with the site provider will be signed if the site is not owned by the City of Lakeville.

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- e) EOC staff will create a public service announcement calling for volunteers. This announcement will be distributed to the media by the communications department and will include the following information;
 - i) Date and Day of volunteer activities
 - ii) Minimum age of volunteers
 - iii) Identification required for registration
 - iv) Clothing, apparel and safety equipment needed
 - v) Duration of work to be performed
 - vi) Location of volunteer site
 - vii) Description of the work to be performed
 - f) The Parks and Recreation Department can explore and utilize if possible, an on-line pre-registration process.
 - g) The chosen volunteer management site should be prepared with the proper forms, portable or on-site bathroom facilities, and food prep areas. Staffing for the registration process will be coordinated by the Parks and Recreation Department and the EOC.
 - i) Registration may be done electronically or by paper form. A copy of the paper form is included in the resource section of this manual.
 - h) The lead department will provide staff for any training or instruction of volunteers before work is performed.
 - i) The lead department will consider training team leaders to supervise each volunteer group while deployed.
 - i) Volunteers are considered volunteer city employees and subject to all policies pertaining to sexual harassment and other conduct violations.
 - j) Volunteers MUST register with the city BEFORE performing any work. Volunteers who have not registered are not considered volunteer employees and not eligible to work in the disaster area.
 - k) Volunteers will be transported to the work area.
 - i) Team leaders should be appointed to monitor work of volunteers
 - ii) The work area or area assignment of each volunteer will be recorded and available during the work day.
 - l) Volunteers MUST report an injury to a volunteer coordinator at the volunteer registration point. Required IOD forms will be completed on any injured volunteer employee before the volunteer departs for the day unless emergency medical treatment is required.
 - m) Volunteers will be transported back to the volunteer coordination center at the completion of their work.
 - i) Registered volunteers may not self deploy and must receive work assignments through the volunteer coordination center.
- 5) Resources: to aid in the coordination and management of volunteers is available from;
- a) Minnesota Department of Homeland Security
 - b) American Red Cross
 - c) Dakota County Emergency Management
 - d) Burnsville CERT Program
 - e) Lutheran Disaster Services or other MN VOAD assistance group
 - f) Lakeville Police Department

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g) City of Lakeville Emergency Management Division

Mayor's proclamation declaring a local emergency

(under Minn. Stat. §§ 12.29 and 12.37)

Whereas, the Mayor of City of Lakeville finds that the following situation exists:
[List specific facts that support that there is a local emergency]

And Whereas, the Mayor finds that the situation is sudden and unforeseen and could not have been anticipated;

And Whereas, the Mayor finds that conditions in the city have worsened considerably as a result of the situation;

And Whereas, the Mayor finds that this situation threatens the health, safety, and welfare of the citizens of the community;

And Whereas, the Mayor finds that the situation has resulted in catastrophic loss to (property/ environment) or will cause such loss if not immediately addressed;

And Whereas, the Mayor finds that traditional sources of relief are not able to repair or prevent the injury or loss.

Now, therefore, the Mayor declares this situation to be a local emergency effective at (time) on (date).

This declaration of a local emergency will invoke the city's disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

Mayor

Clerk

NOTE: The council must give approval in order for the emergency declaration to last for more than three days

