



City of Columbia Heights PUBLIC-FACING EMERGENCY OPERATIONS PLAN NOTICE

City of Columbia Heights Emergency Management

Portions of the Emergency Operations Plan have been redacted pursuant to Minn. Stat. §§13.37 and 13.82 to protect public safety, emergency response effectiveness, and critical infrastructure security. The redactions are narrowly tailored and do not impair the public's understanding of the City's emergency management responsibilities.

Plan Adopted: 7/01/2017



CITY OF COLUMBIA HEIGHTS EMERGENCY OPERATIONS PLAN

UPDATES FOR THE BASIC PLAN AND EMERGENCY SUPPORT FUNCTIONS

Prepared by: _____ Date: _____
City of Columbia Heights Emergency Management Director

Year	Revision
1967	Original Plan
1984	Plan Updated
1997	Plan Updated
2000	Plan Updated
2007	Plan Updated
2017	Basic Plan Revision and Conversion to ESF's and update to 2015 MNWALK
2019	Plan Reviewed
2021	
2023	
2026	Plan Reviewed



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EMERGENCY OPERATIONS PLAN

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APPROVAL FOR THE BASIC PLAN AND EMERGENCY SUPPORT FUNCTIONS

Approved by: _____ Date _____
Columbia Heights Emergency Management Director

Approved by: _____ Date _____
Mayor, City of Columbia Heights

Approved by: _____ Date _____
Anoka County Emergency Management

Authentication – Each Emergency Support Function has the department head signature, title and date who have accepted responsibility for that Emergency Support Function.



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FORWARD

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

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

EMERGENCY OPERATIONS FRAMEWORK (PUBLIC SUMMARY)

This Emergency Operations Plan (EOP) describes the governance structure, coordination framework, and guiding principles by which the City of Columbia Heights prepares for, responds to, and recovers from emergencies and disasters.

This public version of the EOP is intended to provide transparency regarding:

- Legal authorities and responsibilities
- Organizational roles by function
- Intergovernmental coordination concepts
- The City's commitment to a NIMS-compliant, all-hazards approach
- How the public may receive information during emergencies

The City of Columbia Heights is committed to providing emergency services, public information, evacuation support, and recovery assistance in a manner consistent with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable state and federal civil rights laws. Emergency planning and response activities incorporate considerations for individuals with access and functional needs, including but not limited to mobility, communication, medical, and supervision requirements.

RESTRICTED OPERATIONAL INFORMATION

Certain emergency management information is not included in this public document.

Operational details related to:

- Emergency Operations Center (EOC) locations, activation procedures, staffing, and access
- Internal communications systems and protocols
- Warning point operations and notification sequencing
- Tactical response procedures and resource deployment
- Critical infrastructure protection measures



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- Personnel contact information and internal call-down processes are maintained in restricted, non-public annexes.

These materials are withheld from public release pursuant to Minnesota Statutes Chapter 13, including but not limited to:

- §13.37 (Security Information)
- §13.82 (Law Enforcement and Public Safety Data)
- §13.43 (Personnel Data)

The restriction of this information is necessary to protect public safety, maintain response effectiveness, and safeguard critical infrastructure.

TRANSFER OF OFFICE

RESTRICTED OPERATIONAL INFORMATION

Certain operational details are not included in this public-facing document. Specific data elements related to security information, emergency response tactics, critical infrastructure protection, law enforcement operations, and personnel data may be classified as not public or protected nonpublic pursuant to Minnesota Statutes §§ 13.37, 13.82, and 13.43, as applicable. Data classification determinations are made on a data-element basis in accordance with the Minnesota Government Data Practices Act.



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I. REASON FOR PLAN

Tornadoes, floods, blizzards, droughts and other natural disasters can affect the City of Columbia Heights. In addition, major disasters such as plane crashes, explosions, hazardous material's incidents, terrorism, pipeline leaks, nuclear power plant incidents, and national security emergencies pose a potential threat to public health and safety in the City of Columbia Heights. The City of Columbia Heights has adopted the Anoka County All-Hazards Mitigation Plan.

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

II. PURPOSE, FORMAT, AND SUMMARY OF PLAN

A. PURPOSE

The City of Columbia Heights 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 the City of Columbia Heights. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property.
2. Ensure the continuity of government.
3. Provide support to all areas and political subdivisions in the county which require assistance.

B. FORMAT AND SUMMARY

The City of Columbia Heights Emergency Operations Plan has three primary parts: an all-hazard basic plan with fifteen supporting Emergency Support Functions (ESF), and a resource manual. The basic plan focuses primarily on the assignment of emergency responsibilities and on general operations policies. It is directed at those officials who have overall direction and control responsibilities - the Columbia Heights City Council and the Columbia Heights Emergency Management Director. The ESF's elaborate on the responsibility assignments made in the basic plan. They are of primary value to agency and department heads. The resource manual is an inventory of materials, equipment, supplies, and organizations that could be needed in the event of a major emergency/disaster. It contains information that may be helpful to a variety of government officials.



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III. 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 (Minnesota Emergency Management Act), including but not limited to authorities governing local emergency management, emergency declarations, mutual aid, and coordination with county and state emergency management agencies.
- D. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning and Community Right-to-Know Act.)
- E. Minnesota Statutes, Section 299J, as amended. (The Minnesota Pipeline Safety Act.)
- F. Minnesota Statutes, Section 103F, Subdivision 3. (Emergency Flood Protection Measures.)
- G. Minnesota Division of Emergency Management (DEM) Bulletin No. 89-1.
- H. City of Columbia Heights Municipal Code, Chapter 8, Article VI
- I. Anoka County Emergency Operations Plan
- J. Columbia Heights Resolution No. 2005-45, designating NIMS as the basis for all incident management in the City of Columbia Heights.
- K. Columbia Heights Resolution No. 2005-44 promoting the use of intrastate mutual-aid agreements.
- L. Minnesota State Statute- Chapter 13 Government Data Practices

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 interrelationship 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 are essential to the conduct of emergency operations. This has been provided for as follows:

- A. City Government – The Mayor and City Council retain policy authority. The City Manager, through delegated authority, provides executive coordination of City resources. Tactical and operational control during incident response is exercised in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).
 - 1. The city Emergency Management Director and/or designee will serve in a staff capacity to the City Manager and City Council, will implement this plan, and will coordinate emergency operations. The Emergency Management Director will also serve as the “Community Emergency Coordinator” for the city.



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2. Direction and control of the City of Columbia Heights' response to a major disaster will be carried out at the City of Columbia Heights Emergency Operations Center (EOC.)
- B. County Government – The board of commissioners will be responsible for providing overall direction and control of county government resources involved in the response to a disaster.
1. For additional EOC information such as staffing, communications, etc., refer to the “Direction and Control” section of this document.
 2. The county emergency management director will implement the county plan.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of Columbia Heights emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart.

City departments and agencies are expected to develop whatever SOPs they may need to carry out these responsibilities to include resource lists and incident type checklists.

VII. OPERATIONS POLICIES

- A. In the event of a major disaster a local emergency may be declared. Such a declaration will invoke necessary portions of this plan and will permit the city to take such actions as may be required to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for the public safety. Protection of life and property and alleviation of human distress is the primary goal of city government emergency operations.
- 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 Anoka County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. Local government resources must be utilized to the maximum before State or Federal assistance will be made available.
- E. Each agency, department, or service of government will provide for the maintenance of records during an emergency.
- F. Mutual Aid Agreements in Anoka County in which the City of Columbia Heights participate:



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1. Law Enforcement: Anoka County Joint Law Enforcement Council - On file in the Anoka County Attorney's Office.
2. Fire: Anoka County Fire Protection Council-On file in respective cities.
3. Resolution #2005-44: Promoting the use of intrastate mutual-aid agreements. On file in the Anoka County Emergency Management Office.

VIII. STATE AND FEDERAL SUPPORT

A. GENERAL

The Anoka County Emergency Management Director will be responsible for assisting the City of Columbia Heights in obtaining any state or federal government resources that may be needed in the event of a disaster. In carrying out this responsibility, the Director will contact the Minnesota HSEM Regional Program Coordinator for their county. The regional coordinator can provide technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in [Disaster Response and Recovery: A Handbook for Local Government](#). This document is on file with the County Emergency Management Director.

B. EMERGENCY ASSISTANCE

In the event of a major emergency/disaster which exceeds the resources and capabilities of county government, and which requires immediate state and/or federal assistance, the State Duty Officer may be contacted.

C. NATIONAL GUARD

In the event of a major emergency/disaster which exceeds the capability of local government, support from the National Guard *may* be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the National Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING AND EXERCISES

- A. For regard to this plan, the City of Columbia Heights Emergency Management Director and/or designee will serve as the planning coordinator. As such, the director will have overall authority and responsibility for both the development and maintenance of the plan. The process used by the director to develop/maintain the plan will be as follows:
 1. This plan will be reviewed and updated as necessary, but at least once annually. The City of Columbia Heights Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by Minnesota Homeland Security and Emergency Management. In establishing its schedule and procedures, Homeland Security and Emergency



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Management will consult with the State Emergency Response Commission (SEC), and other appropriate state agencies.

2. 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 county.
3. Emergency responders and City of Columbia Heights employees who respond to hazardous materials incidents within the City of Columbia Heights have received training designed to help them respond to such incidents. At a minimum, in the City of Columbia Heights, primary responders are trained as defined in 29 CFR 1910.120. Training records are maintained by the trained employee's employer/department.
4. The City of Columbia Heights conducts annual exercises, in addition to participating in exercises conducted by Anoka County Emergency Management.

X. ESSENTIAL FACILITIES FOR UTILITY RESTORATION

RESTRICTED OPERATIONAL INFORMATION

Certain operational details are not included in this public-facing document. Specific data elements related to security information, emergency response tactics, critical infrastructure protection, law enforcement operations, and personnel data may be classified as not public or protected nonpublic pursuant to Minnesota Statutes §§ 13.37, 13.82, and 13.43, as applicable. Data classification determinations are made on a data-element basis in accordance with the Minnesota Government Data Practices Act.

XI. VITAL RECORDS

- A. Disaster Recovery Plan for Vital Records is in place in the Information Services Technology Department (IT).
- B. All vital records for the City of Columbia Heights will be properly backed up and kept in an offsite location in accordance with basic continuity of operations planning. Each city department is responsible for the back-up of their vital/critical records. Backups will be coordinated through the City of Columbia Heights IT Department.

XII. RESPONSIBILITIES

Columbia Heights City Council: The Columbia Heights City Council is ultimately responsible for providing direction and control of city government resources involved in disaster response. The day-to-day operations during a disaster will be directed by the City Manager or their designee.

- A. In the City of Columbia Heights, the Emergency Management Director serves as the Emergency Coordinator. As such, the Emergency Management Director has overall



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authority and responsibility for the development and maintenance of the plan, and for implementation of the plan.

XIII. LOCATION OF THE DIRECTION AND CONTROL FACILITY

EMERGENCY OPERATIONS CENTER (EOC)

When incidents exceed routine operational capacity, the City may utilize an Emergency Operations Center (EOC) to support coordination among City departments and with county, state, federal, and private-sector partners.

Specific EOC locations, activation criteria, staffing models, and communications systems are not publicly disclosed for security reasons.

XIV. DIRECTION AND CONTROL FACILITY

The City utilizes an Emergency Operations Center (EOC) to coordinate emergency response activities when incidents exceed routine operational capacity.

XV. FUNCTIONS OF THE EOC

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

- A. Coordinating the city government response to the disaster. *(Including coordinating with the on-scene commander).*
- B. Coordinating with any county or other local government(s) affected by and/or responding to the disaster.
- C. Coordinating with any state and/or federal agencies responding to the disaster.
- D. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
- E. Coordinating with the National Weather Service Office during periods of projected or actual flooding or other weather emergency.
- F. Generating appropriate public information.
- G. Coordinating and channeling the service of volunteers.

XV. EOC ACTIVATION



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XVI. STAFFING OF THE EOC

- A. Each city department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which they are expected to perform at the EOC. The EOC will operate as needed during disaster operations.
- B. The IC will be responsible for implementing a NIMS compliant response operation to staff command and general positions as needed to manage the incident within the EOC.
- C. Other municipalities, departments, agencies may be requested to provide a representative for the EOC. The representative will help local government officials provide assistance to the areas involved.

XVII. EOC COMMUNICATIONS CAPABILITY

COMMUNICATIONS AND PUBLIC INFORMATION

The City coordinates emergency communications in accordance with the National Incident Management System (NIMS).

Public information during emergencies is released through authorized City officials using official communication channels. Information shared with the public is intended to be timely, accurate, and protective of life safety.

XVIII. EMERGENCY POWER AND UTILITIES

RESTRICTED OPERATIONAL INFORMATION

Certain operational details are not included in this public-facing document. Specific data elements related to security information, emergency response tactics, critical infrastructure protection, law enforcement operations, and personnel data may be classified as not public or protected nonpublic pursuant to Minnesota Statutes §§ 13.37, 13.82, and 13.43, as applicable. Data classification determinations are made on a data-element basis in accordance with the Minnesota Government Data Practices Act.



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XIX. WARNING AND NOTIFICATION RESPONSIBILITIES

WARNINGS AND PUBLIC ALERTS

Emergency warnings and public alerts are coordinated through county emergency communications systems in partnership with the City.

Public alerts may include, as appropriate:

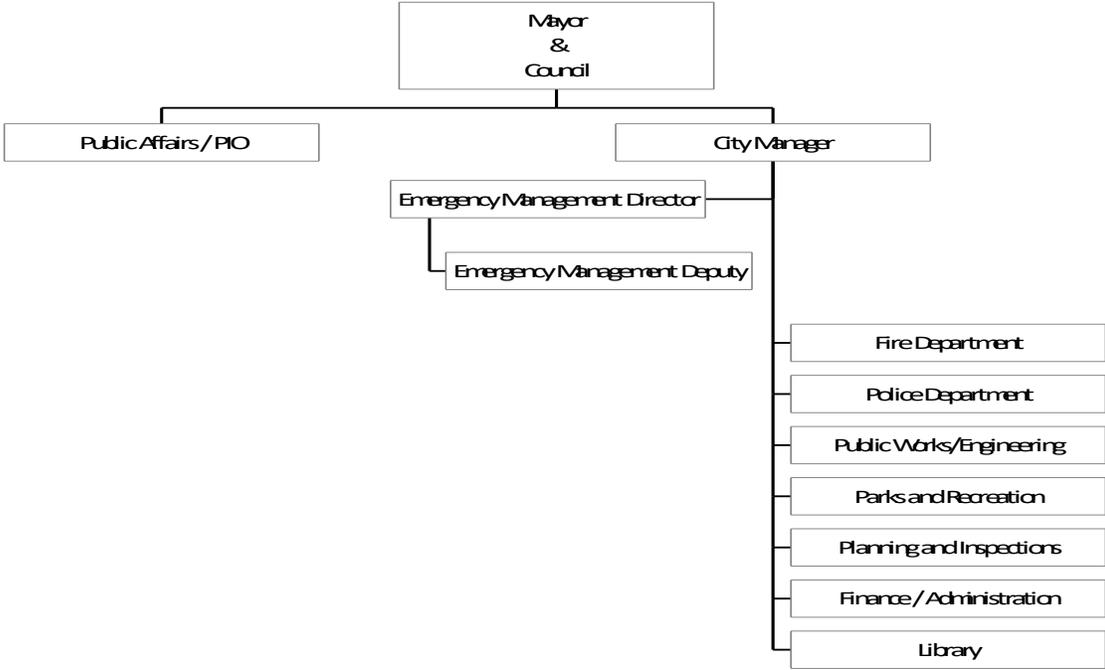
- Outdoor warning sirens
- Emergency Alert System (EAS) messages
- Official City communication platforms

The specific mechanics of warning activation and notification are not publicly disclosed.



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Chart A
**City of Columbia Heights Emergency Management
Organization and Interrelationship**





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Chart B

EMERGENCY RESPONSIBILITY ASSIGNMENT

EMERGENCY SUPPORT FUNCTIONS (ESFS)

Emergency Support Functions (ESFs) identify functional areas of responsibility during emergency operations. ESFs are organized by discipline and coordinated across City departments and external partners as needed.

Detailed operational procedures, resource inventories, and agency-specific response actions are maintained separately and are not part of this public document.

JURISDICTIONAL LIMITS

FUNCTION	RESPONSIBLE AGENCIES
1. Transportation & Evacuation	CH Public Works County Public Works/ Transit County Sheriff CH Police Department City/County Emergency Mgmt.
2. Communications	CH I.S. City/County Emergency Mgmt.
3. Public Works	CH Public Works County Public Works



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4. Firefighting	CH Fire Department CH Police Department County Sheriff City/County Emergency Management
5. Emergency Management	CH Emergency Management County Emergency Management
6. Mass Care	Anoka County Social Services Red Cross Salvation Army/others Anoka County Community Health & Environmental Services Local Building Owners City/County Emergency Management
7. Logistics	CH Finance Department CH Emergency Management City/County Emergency Management
8. Public Health and Medical	Anoka County Community Health Services



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	<p>Allina ALS & BLS</p> <p>Hospitals</p> <p>Clinics</p> <p>City/County Emergency Management</p>
9. Search and Rescue	<p>CH Police Department</p> <p>Anoka County Sheriff</p> <p>CH Fire Department</p> <p>City/County Emergency Management</p>
10. Hazardous Materials	<p>Emergency Mgmt.</p> <p>Anoka County Environmental Services</p> <p>CH Fire Department</p> <p>State HAZMAT Teams</p> <p>State Duty Officer</p> <p>State Health Dept.</p> <p>Anoka County Sheriff</p> <p>CH Police Department</p> <p>Private Contractors</p>



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<p>11. Agriculture & Environmental</p>	<p>Anoka County Environmental Services</p> <p>State Agriculture Dept</p> <p>DNR</p>
<p>12. Energy</p>	<p>Utility Companies</p> <p>CH Public Works</p> <p>City/County Emergency Management</p>
<p>13. Public Safety & Security</p>	<p>CH Police Department</p> <p>Anoka County Sheriff's Office</p>
<p>14. Damage Assessment & Long Term Recovery</p>	<p>Anoka County Assessor</p> <p>CH Building Inspection Department</p> <p>Red Cross</p> <p>City/County Emergency Management</p>
<p>15. External Affairs</p>	<p>CH City Council</p> <p>CH City Administration</p> <p>CH Public Information Officer</p> <p>County/State Public Information Officer (PIO)</p> <p>City/County Emergency Management</p>



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PLAN MAINTENANCE AND REVIEW

This Emergency Operations Plan is reviewed and updated periodically to remain consistent with:

- Minnesota Statutes Chapter 12
- Guidance from Minnesota Homeland Security and Emergency Management
- FEMA Comprehensive Preparedness Guide (CPG) 101
- Applicable county and regional emergency management plans

PUBLIC TRANSPARENCY STATEMENT

The City of Columbia Heights is committed to transparency, accountability, and public trust. This public version of the EOP provides meaningful insight into how the City prepares for emergencies without compromising the safety, security, or effectiveness of emergency operations.