



COON RAPIDS Minnesota

City of Coon Rapids Emergency Operations Plan

City of Coon Rapids Emergency Management

This plan is the All Hazards Emergency Operations Plan for the City of Coon Rapids, Minnesota. Material contained within this document is considered For Official Use Only (FOUO) and must have the permission of the City of Coon Rapids Emergency Management Director for any redistribution

Plan Updated: September 3, 2014

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**CITY OF COON RAPIDS
EMERGENCY OPERATIONS PLAN**

Basic Plan

Updates for the Basic Plan and Annexes

CHART A

Commented [.1]: MNWALK Item #2

Prepared by: Brad Wise Date September 3, 2014
Director, City of Coon Rapids Emergency Management

<u>Date</u>	<u>Page</u>	<u>Revision</u>
03/16/2008	All	Complete Upgrade
07/05/2012	All	Complete Upgrade 06/24/04
09/01/14	Various	Conversion to ESF's and update language to new MNWALK

**CITY OF COON RAPIDS
EMERGENCY OPERATIONS PLAN**

Basic Plan

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Basic Plan

Standard Operating Procedures
 Congregate Care Resource Guide
 Pipeline Safety Emergency Response Manual

County Resource Manual
 Emergency Public Information
 Supplement
 Emergency Book - Central Communications

Approval for the Basic Plan and Annexes

Commented [.3]: MN Walk Item #1

Approved by: Brad Wise Date _____
 Director, Coon Rapids City Emergency Management

Approved by: Terry Stoltzman Date _____
 Director, Anoka County Emergency Management

Approved by: _____ Date _____
 Mayor, City of Coon Rapids

Authentication - Each Annex has the department head signature, title and date who have accepted responsibility for that Annex.

Plan Distribution

Title	Plan #
Mayor	1
Councilmember Ward 1	2
Councilmember Ward 2	3
Councilmember Ward 3	4
Councilmember Ward 4	5
Councilmember Ward 5	6
Councilmember-at-large	7
City Manager	8
Assistant City Manager	9
Chief of Police/Emergency Director	10
Fire Chief/Deputy Emergency Director	11
City Attorney	12
Director of Public Works	13
Finance Director	14
Community Development Director	15
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City Engineer	18
IT Manager	19
Chief Building Official	20
Streets Supervisor	21
Parks Supervisor	22
Utilities Supervisor	23

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Manager Golf Course	24
Building Maintenance Manager/Ice Arena	25
Senior Service Program Specialist	26
Fire Station 1	27
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EMERGENCY OPERATIONS PLAN

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.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Copy No. _____ Assigned to: Brad Wise, Director
City of Coon Rapids Emergency Management

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

EMERGENCY OPERATIONS PLAN

I. REASON FOR PLAN

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Tornadoes, floods, blizzards, droughts and other natural disasters can affect the City of Coon Rapids. In addition, major disasters such as train wrecks, 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 Coon Rapids.

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 PLANA. PURPOSE

The City of Coon Rapids 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 Anoka County. 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. Prepare for and respond to emergencies and recover to a state of normalcy.
3. Ensure the continuity of government.
4. Provide support to all areas and political subdivisions in the county which require assistance.

B. FORMAT AND SUMMARY

The City of Coon Rapids Emergency Operations Plan has three primary parts: an all-hazard basic plan with 14 supporting Emergency Support Functions (ESF), a series of standard operating procedures (SOPs), 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 City Manager and the City 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 **SOPs** are detailed procedural documents to be used by the personnel who are expected to carry out the responsibility assignments contained in the basic plan and annexes. The **resource manual** is an inventory of materials, equipment, supplies, and organizations that could be needed in

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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

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Federal Authority

U.S. Constitution Article I, Section 8, Clause 16

U.S. Public Law 920, as amended. (U.S. Civil Defense Act)

U.S. Public Law 93-288, as amended. (Robert T. Stafford Act)

U.S. Public Law 99-499, as amended. (Superfund Amendment and Reauthorization Act [SARA] of 1986) - Complete SARA Title III text included in this manual.

Federal regulations: 10 CFR 70, 10 CFR 71, 10 CFR 73, 44 CFR 350, 49 CFR 171, 49 CFR 172, 49 CFR 173, 49 CFR 177

NUREG-0654/FEMA REP-1, Revision 1; and related Guidance Memoranda.

FEMA REP-5: Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents

FEMA Civil Preparedness Guide (CPG) 1-3 (August 1992) provides guidance for many emergency management program elements. There is a whole series of other CPGs that are listed in the Reference Section on page F-1-1

The Federal Response Plan (for Public Law 93-288, as amended).

The Federal Radiological Emergency Response Plan (FRERP), as amended.

The Federal Oil Pollution Act
Occupational Safety and Health Administration (OSHA) 1910.120 and 1910.119

Disaster Mitigation Act of 2000: Public Law 106-390, 106th Congress

Robert T. Stafford Disaster Relief and Emergency Assistance Act: P.L. 93-288, as amended by P.L. 100-707

Minnesota Laws/Statutes

- 9 Executive Council
- 12 Division of Emergency Management.
- 13 Government Data Practice
- 16A Department of Finance
- 18D Chemical Liability
- 18E Chemical Incident Reimbursement
- 88 Division of Lands and Forestry
- 103D Watershed Districts
- 103E Drainage
- 103F Protection of Water Resources
- 103G Waters of the State
- 103H Groundwater Protection
- 103I Wells, Borings, and Underground Uses
- 115A Waste Management

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- 115B Environmental Response and Liability
- 115C Petroleum Tank Release Cleanup
- 115E Oil and Hazardous Substance Discharge Preparedness
- 116 Pollution Control Agency
- 116C Environmental Quality Board
- 116I Pipeline
- 138 Historical Societies; Sites; Archives; Archaeology; Folklife
- 144 Department of Health
- 169 Traffic Regulations
- 171 Drivers' Licenses and Training Schools
- 190 Military Forces
- 192 National Guard
- 216C Department of Public Service, Energy Division
- 221 Motor Carriers; Pipeline Carriers
- 237 Telephone and Telegraph Companies; Telecommunications Carriers
- 252 Hospital and Community Services for Persons with Mental Retardation
- 273 Taxes; Listing, Assessment
- 299A Department of Public Safety
- 299C Bureau of Criminal Apprehension
- 299D State Patrol
- 299F Fire Marshal
- 299J Office of Pipeline Safety
- 299K Hazardous Chemical Emergency, Planning and Response
- 325E Regulation of Trade Practices
- 327 Hotels, Motels, Resorts, and Manufactured Homes
- 403 Local Emergency Telephone Services.
- 473 Metropolitan Government
- 475 Public Indebtedness
- 604A Tort Liability; Good Samaritans; Charitable and Benefit Activities
- 609 Criminal Code
- 626 Training; Investigation, Apprehension; Reports

**Robert T. Stafford Disaster Relief and
Emergency Assistance Act
P.L. 93-288, as amended by P.L. 100-707**

To view a copy of this Act please go to this link:
http://www.fema.gov/pdf/about/stafford_act.pdf

Local Authority

City of Coon Rapids Ordinance
3-500

To view the complete ordinance please go to this link:
<http://www.ci.coon-rapids.mn.us/citycode/>

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I. 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 C of this basic plan.

II. 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 and Town Government - The mayors/town board chairman of the cities/townships in Anoka County will be responsible for providing overall direction and control of their city/town government’s 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 city emergency management director will implement the city plan.

A. 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. The county emergency management director and/or designee will serve in a staff capacity to the board of commissioners, will implement this plan, and will coordinate emergency operations. The emergency management director will also serve as the “community emergency coordinator” for the county.
- 2. Direction and control of Anoka County’s response to a major disaster will be carried out at the Anoka County Emergency Operations Center (EOC.)

III. EMERGENCY RESPONSIBILITY ASSIGNMENTS

A. A summary of Coon Rapids emergency responsibility assignments, by function, is shown on Chart B. Heads of the various county government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this basic plan. (One annex exists for each of the responsibilities [functions] that are shown on Chart B.) Lastly, city departments

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

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- B. Responsibilities have been assigned by a code letter: “P,” “S,” or “C.”
1. “**P**” indicates **primary** operational responsibility, which means that the official or agency is in charge of, and responsible for making provision for, that function.
 2. “**S**” indicates **support** responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
 3. “**C**” indicates **coordination** responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-government agencies are involved.
 4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and municipal officials will have the corresponding responsibility within city limits.

IV. OPERATIONS POLICIES

- A. In the event of a major disaster, the Mayor of the City of Coon Rapids may declare a local emergency. 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 county 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. These records should include work

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hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

- F. Mutual Aid Agreements in Anoka County:
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 #2005-100: Promoting the use of intrastate mutual-aid agreements. On file in the Anoka County Emergency Management Office.

V. STATE AND FEDERAL SUPPORT

- A. GENERAL The Anoka County Emergency Management Director will be responsible for assisting the county in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the Minnesota HSEM regional program coordinator for his/her 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. The state duty officer telephone numbers are: 1-800-422-0798 outside the Minneapolis/St. Paul metro area and (651) 649-5451 within the Minneapolis/St. Paul metro area.
- 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.
1. OPERATIONAL POLICIES National Guard assistance will complement, *and not be a substitute for* county and/or city participation in emergency operations.
 2. REQUEST PROCEDURE In the case of counties (and all cities that are not of the first class,) the sheriff is the only local government official

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authorized to submit the request for National Guard assistance. **Such requests are to be submitted to the state duty officer.**

VI. PLAN DEVELOPMENT/MAINTENANCE, TRAINING AND EXERCISES

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A. For regard to this plan, the Anoka County 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 Anoka County 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 Management will consult with the State Emergency Response Commission (SEC), and other appropriate state agencies.
2. This plan will be distributed to all county government departments and agencies which have emergency assignments in the event of a major disaster in the county. A plan distribution list will be maintained by the Anoka County Emergency Management Director.
3. Emergency responders and Anoka County employees who respond to hazardous materials incidents within Anoka County have received training designed to help them respond to such incidents. At a minimum, in Anoka County primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

All Police/Sheriff Department personnel are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by the Police Chief at the in their respective departments.

All Fire Department personnel (except new members in training) are trained to, equipped and respond at the Hazardous Material Operations Level, as defined in 29 CFR 1910.120. Training records are maintained by the Fire Chief at the in their respective departments.

All EMS personnel and the designated mutual aid ambulance service(s) are, at a minimum, trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by

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the EMS Chief at the in their respective departments.

Training records for Anoka County employees other than police, fire and EMS are maintained at Anoka County Court House by their respective departments, and by the Directors at the in their respective departments.

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- 4. Anoka County follows HSEM’s EMPG Four-Year Exercise Cycle during the four-year exercise cycle, jurisdictions receiving an Emergency Management Performance Grant (EMPG) must conduct at least one operational exercise that is designed to cover all, or most, of the emergency operating plan (EOP) functions. The remaining three exercises may be discussion or operational exercises that are designed to cover at least four of the emergency operating plan’s functions. Upon completion of the exercise, an after action review/improvement plan (AAR/IP) meeting is held to determine the strengths and areas which may need improvement in the plan. The AAR/IP will follow the Federal HSEEP guidance.

A copy of Anoka Counties current methods and schedules for exercising its emergency plan are located at the Emergency Management Directors Office located at, 2100 3rd Ave, Anoka, MN 55303. Contact the Emergency Management Director for further information.

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I. ESSENTIAL FACILITIES FOR UTILITY RESTORATION

- A. Anoka County Government Center - Anoka
 - 1. 911 EOC, County Administration, Jail, Public Health, etc.
- B. County Complexes - Andover
 - 1. ACSO Patrol Station, Radio Shop and Tower, Highway Department
- C. Human Services Center - Blaine

VII. VITAL RECORDS

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- A. Disaster Recovery Plan for Vital Records is in place in the Information Services Department located in the Anoka County Government Center
- B. All vital record for the county will be properly backed up and kept in an offsite location in accordance with basic continuity of operations planning. Each County department is responsible for the back-up of their vital/critical records. Backups will be coordinated through the County I.T. Department.

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**CHART B
EMERGENCY RESPONSIBILITY ASSIGNMENT**

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CODE: *P - PRIMARY* *S - SUPPORT* *C - COORDINATION*

JURISDICTIONAL LIMITS

FUNCTION	RESPONSIBLE AGENCIES	CITY	COUNTY	REMARKS
1. Transportation & Evacuation	City Public Works	P	P	City Public Works have primary responsibility, County Public Works for assistance. Private Contractors when all other resources are expended.
	County Public Works	S	S	
	Coon Rapids Police Dept.	P For Evac	P For Evac	
	Anoka County Sheriff	P	P	
	City and County Emergency Mgmt.	C	C	
2. Communications	City of Anoka I.T.	P	S	City I.T. coordinates the communications systems recovery within City Operations. County I.T. assists with county systems.
	Anoka County I.T.	C	P	
	City and County Emergency Mgmt.	C	C	
3. Public Works & Engineering	City Public Works	P	S	City Public Works have primary responsibility, County Public Works for assistance. Private Contractors when all other resources are expended.
	County Public Works	S	P	
4. Firefighting	Coon Rapids Fire			

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	Department	P	P	CRFD has primary responsibility. Mutual Aid with neighboring Fire Departments.
	Neighboring Fire Departments Mutual Aid	S	S	
	Coon Rapids Police Dept.	S	S	
	County Sheriff	S	S	
	City and County Emergency Management	C	C	
5. Emergency Management	City Emergency Management	P	S	City of Coon Rapids Emergency Management with assistance and support from Anoka County Emergency Management.
	County Emergency Management	S	P	
6. Mass Care	County Social Services	S	S	Social Services, Red Cross and other volunteer organizations, supported by local building owners.
	Red Cross	P	P	
	Salvation Army/others	S	S	
	Anoka County Mental Health	S	S	
	Anoka County Community Health Services	S	S	
	Local Building Owners	S	S	
	City and County Emergency Management	S	S	
		C	C	
7. Logistics	Purchasing	P	P	City Finance

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	City and County Emergency Management	S	S	Townships and Supports Cities
8. Public Health and Medical	Anoka County Community Health Services	P	P	EMS by Law Enforcement, Fire Departments and Ambulances, Day-Day community health by Community Health Services, clinics, hospitals and other health care facilities.
	Ambulance ALS & BLS	S	S	
	Hospitals	S	S	
	Clinics	S	S	
	Community Health Services (CHS)	S	S	
	City and County Emergency Management	C	C	
9. Search and Rescue	Coon Rapids Police Dept	P	S	All Fire Departments function in a Search and Rescue capacity as well as the Sheriff's Department and Anoka Police Dept.
	County Sheriff	S	P	
	County Fire Departments	S	S	
	City and County Emergency Management	C	C	
10. Hazardous Materials	Emergency Mgmt.	C	C	Immediate needs by City and County agencies. State and private agencies for long term.
	County Environmental	S	S	
	County Fire Departments	P	P	
	State HAZMAT Teams	S	S	

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	State Duty Officer	S	S	
	State Health Dept.	S	S	
	County Sheriff	S	S	
	Local Law Enforcement	S	S	
	Private Contractors	S	S	
11. Agriculture & Natural Resources	Anoka County Environmental	P or S	P	Immediate needs by City and County agencies. State and private agencies for long term.
	State Agriculture Dept	C	C	
12. Utilities Emergencies	Utility Companies	P	P	Immediate needs by City and County agencies. State and private agencies for long term.
	County & City PW	S	S	
	County/ City Emergency Management	C	C	
13. Law Enforcement	Sheriff's Office	S	P	Primary for contract cities sand townships other than the Cities
	Local Law Enforcement	P	S	
14. Long Term Recovery & Damage Assessment	County Assessor	S	P	City Assessors coordinate city assessment. County Assessors handles non-ag areas of County. USDA handles ag. Red Cross assists in all areas.
	City Assessor	P	S	
	Red Cross	S	S	
	USDA	S	S	
	County/ City Emergency	S	S	

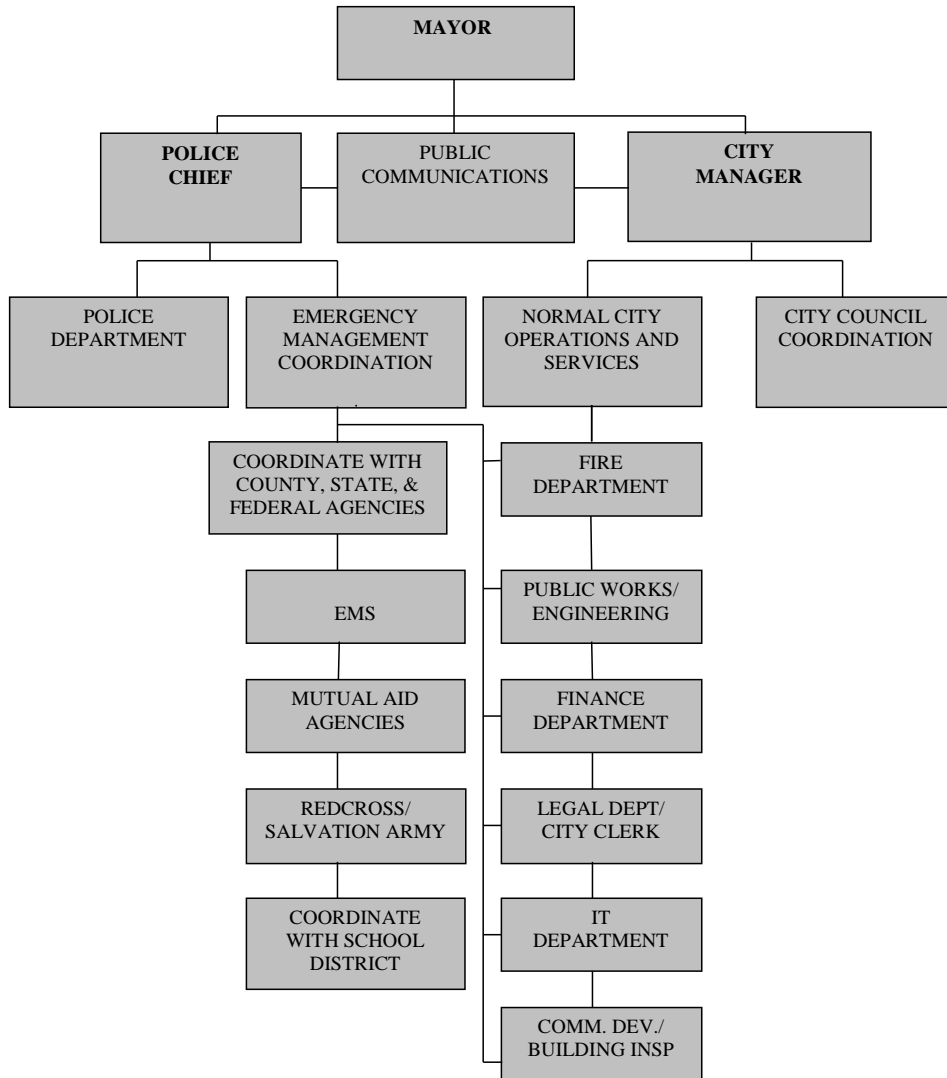
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	Management	C	C	
15. External Affairs	County Board	C	P	The County Board will support the local cities and handle media related issues for County Operations.
	County Administration	S	C	
	County Public Information Officer (PIO)	P	S	
	County Public Information Officer (PIO)	S	P	
	County/ City Emergency Management	S	S	

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EMERGENCY MANAGEMENT ORGANIZATION CHART

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Direction and Control

XII RESPONSIBILITIES

- A. **County Board of Commissioners:** The Anoka County Board of Commissioners are ultimately responsible for providing direction and control of County government resources involved in the response to a disaster. The day to day operations during a disaster will be directed by County Administrator or his designee. The line of succession to the Board of Commissioners is as follows:

- Chairperson
- Vice-Chair
- Commissioner Designees

- C. In the City of Coon Rapids, the Emergency Management Director serves as the Emergency Coordinator. As such, the Emergency Management Director has overall authority and responsibility for the development and maintenance of the plan, and for implementation of the plan. The Emergency Management Director is listed in the Resource Manual located in Anoka County Communications along with Emergency Management Specialists, who is the alternate emergency coordinator, and various other phone and pager numbers of public safety personnel.

- Terry Stoltzman
 - O: 763-323-5761
 - M: 763-274-8021
 - Dispatch: 763-427-1212 (24 hrs)
 - Terry.stoltzman@co.anoka.mn.us

- Emergency Management Specialist
 - Dispatch: 763-427-1212 (24 hrs)

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XIII LOCATION OF THE DIRECTION AND CONTROL FACILITY

- A. Emergency / Limited Scope Disasters
 - 1. An incident management system (IMS) should be established to direct the initial response by county/city forces to the incident/event. **(If IMS is implemented, the first arriving senior public safety official will serve as the incident commander, until he/she is properly relieved. This may be law enforcement or fire depending on the type of incident.)**

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2. If organizational control of the incident escalates beyond the capability of field command, an Emergency Operating Center (EOC) will be activated to provide coordination of the incident focusing on Logistics. **(This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved).**

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B. Disasters

1. The Direction and Control of the response to a disaster will be carried out at an Emergency Operations Center (EOC) located in the affected municipality or at the County Government Center. The EOC at the County Government Center would be utilized in the event of multiple jurisdictional areas are affected and the need for county-wide coordination exists. The County EOC is located in the Law Enforcement Center at the Government Center in the Anoka County Sheriff's Department Training Room. The address for the Anoka County EOC is Government Building, 2100 3rd Avenue, Anoka, MN 55303. If for some reason the EOC area is not usable at the time of a disaster, Fridley Police Department, 6431 University Ave, Fridley, will serve as the alternate EOC. This area encompasses the Emergency Management Department, Human Resources, and other conference areas. The protection factor (PF) of the primary EOC is 100, and the (PF) of the alternate EOC is also 100. Both EOC's have alternate standby generators.

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XIV 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 county/city government response to the disaster. *(Including coordinating with the on-scene commander).*
- B. Coordinating with any 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.

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- G. Coordinating and channeling the service of volunteers. *(Specific task assignments to, and management of volunteers will normally be provided by the applicable service chiefs). Volunteers will be coordinated as noted in the Resources Section of Congregate Care.*

Facilities within the City of Coon Rapids that possess extremely hazardous materials are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous materials.

At a minimum, these facilities are required by law to immediately notify the following in event of an accidental emergency release, and be prepared to state the name of the substance(s) released and the approximate amount:

- Dial 9-1-1 (for local emergency notification)
- Dial 651-649-5451 (State Duty Officer for Greater Metro Area), or
- Dial 800-422-0798 (State Duty Officer for Greater Minnesota)
- Dial 800-424-8802 (National Response Center for federal emergency notification)

Anoka County has determined that all covered facilities within the jurisdiction have implemented the required response plans, with 24 hour contact telephone information; or, new facilities have under development the required emergency response plans. Copies of these facility plans with contact names and procedures are on file at the Anoka County Emergency Management Office. Contact the Anoka County Emergency Management Director and the Emergency Communications Center for further information.

Commented [GH18]: MNWALK Item #13

XV EOC ACTIVATION

- A. Operational Readiness

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

- B. Criteria for Activation

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

Commented [GH19]: MNWALK Item #7

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1. The EOC may be partially activated due to a potential threat to life or property from an emergency/incident, severe weather, hazardous materials incident/accident, and or public security threat.
2. The EOC may be **fully** activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: emergency/incident, severe weather, hazardous materials incident/accident, and or public security threat which requires a coordinated response effort.

C. Responsibility for EOC Activation

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

XVI STAFFING OF THE EOC

- A. The staffing list (EOC PERSONNEL NOTIFICATION LIST) is included in the RESOURCES area of this section. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC. The EOC will operate when needed for 24 hours with 2-12 hour shifts during a disaster operations. The Incident Manager will identify the staffing needs and times for each OC activation. **(Each department/agency shall develop a checklist of responsibilities to be carried out by its EOC representative).**
- B. Each Command and General staff position needed to manage the incident will be staffed within the EOC. Each of these positions will utilize their job aids that include a position checklist as well as the proper Incident Command System form.
- 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.
- D. Space will be provided in the EOC for the state and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. County/City officials, however, will remain responsible for providing direction and control of the county/city's response to a disaster.

Commented [GH20]: MNWALK Item #43

Commented [GH21]: MNWALK Item #38

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- E. All EOC personnel will need proper identification, issued by City of Coon Rapids Emergency Management in order to access the EOC at the time of a disaster.
- E. Law Enforcement will staff the EOC in order to maintain an orderly operation.

XVII **EOC COMMUNICATIONS CAPABILITY**

Commented [GH22]: MNWALK Item#28

The County EOC Communications is primarily telephone at this time. The EOC has been designed to be in close proximity to the 911 Communications Center to assist in radio communications. The Sheriff's Office Communications Manager and Dispatch supervisor will be responsible for coordinating all radio communications needs in the County EOC. Phone communications will be coordinated by Anoka County Information Services.

The EOC has the capability of communicating with: municipalities within the county, neighboring county EOC's, local hospitals, state and regional EOC's, county/city (field) units, and the Anoka County Mobile Command Post through the Anoka County Communications Center. If determined necessary, the Anoka County Public Safety Command Post will be activated to serve as a communications link between field forces and the EOC.

Supporting the overall event and incident communications within Anoka County is the Anoka County RACES group. This group is organized under Emergency Management and has communication equipment vehicle and a trailer that is ready 24/7 to support communication needs or act in the backup role if needed.

Commented [GH23]: MNWALK Item #30

All communications within the EOC are to be considered security sensitive and should not be shared outside of those who are on a need to know basis. Any information, documents, etc. that is considered to be sensitive then it shall be marked with "For Official Use Only (FOUO)". All information will be vetted by the Incident Manager and or Incident Commander with assistance through the PIO and County Government.

Commented [GH24]: MNWALK Item #29

For all incident related communications;

Internal

All internal communications will follow the proper channels per the National Incident Management System protocols for formal and informal communications.

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External

All communications to the public will flow through the Public Information Officer and the Joint Information Center.

XVIII EMERGENCY POWER AND UTILITIES

The EOC has an emergency (backup) power source. This consists of a 100 KW emergency generator which automatically activates with the cessation of normal power. The generator is run off of natural gas. Critical items are run off the generator such as computer servers, lighting and radios.

Commented [GH25]: MNWALK #41

WARNING AND NOTIFICATION

XIX RESPONSIBILITIES

Commented [GH26]: MNWALK #31 & 32

A. The Anoka County Sheriff's Office is the County Warning Point for Anoka County. This is accomplished through the 911 Communications Center. The Anoka County Warning Point is responsible for the proper receipt and dissemination of all emergency notifications received, including notifications of the release of hazardous chemical(s) consistent with the emergency notification requirements of SARA Title III, Section 304. The 24-hour Warning Point is located in the Justice Center Building at the Anoka County Communications Center, Anoka County Government Center, Justice Center, 2100 3rd Avenue, Anoka, MN 55303.

B. The Anoka County Sheriff is the overall Anoka County Warning Point supervisor. As such he will have overall responsibility for ensuring that all notifications received by the warning points are handled properly. However, the Anoka County 911 Communications Center is managed by the Sheriff's Office Manager of Administrative Services and the Dispatch Supervisor. The Manager of Administrative Services and Dispatch Supervisor provide direction and control for the area.

C. Upon being notified of a warning, the Anoka County Warning Point is responsible for:

Commented [GH27]: MNWALK #33

1. Notifying key county/city government and private organization officials, utilizing the call down list contained within the "resource manual".
2. Notifying any other affected municipality.
3. Activating the appropriate outdoor warning sirens.
4. Activating the county indoor warning system.
5. Activating the county fire paging network.
6. Activating the Emergency Alert System (EAS) by following the steps

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outlined in the Notification and Warning. The EAS can be activated by Dispatch Staff, Incident Commander and Incident Manager.

- 7. Notifying affected private and/or public facilities (hospitals, industries, nursing homes, etc.) included in the Notification.

Warning.

D. Notification Procedures for a Hazardous Materials Release

Commented [GH28]: MNWALK Item #14

- 1. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify their appropriate Anoka County Emergency Notification Center (Warning Point), located at Anoka County Government Building. The Emergency Notification Center will notify immediately Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan in Coon Rapids, plus all other public safety officials designated for similar notification in the plan.
- 2. Using prepared criteria (item 4 below), the Emergency Management Director who has responsibility and authority for implementing the emergency plan in Coon Rapids, will determine whether a public notification is appropriate; and, if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)
- 3. The Anoka County Emergency Notification Center, which controls activation of the emergency warning systems in Anoka County, shall immediately carry out such public warning instructions as it may receive from the Incident Commander who has primary responsibility and authority for implementing the emergency plan. The Anoka County Emergency Notification Center can employ several methods of providing emergency warning to the public, including:

Emergency systems: individually, in groups, or all at once.

- TV, cable and radio stations.
 - Localized high-speed automated telephone dialing notification (certain areas). Street-to-street locally via police and/or fire department vehicle loudspeakers.
 - Citizens Emergency Response Team (CERT) network.
- 4. Criteria to be used in determining the need for public notification include, but are not limited to the following:

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- Identification and properties of the hazardous substance released
 - Approximate amount or extent of the release
 - Wind speed and direction
 - Time factors
 - Size and nature of the target population
 - Recommendations of designated on-scene authorities (Item 15)
- F. A list of the Facility Coordinators will be kept on file with each of the cities designated Emergency Management Directors. Each city Emergency Management Director will submit their contact Facility Coordinator list to Anoka County Emergency Management as well as Anoka County Communications to be kept on file in the event a warning affecting their facility is enacted and communicated through the county. The contact list will be updated on an annual basis.
- G. MNHSEM E-Plan web site (<https://erplan.net/eplan/login.htm>) is utilized to keep the most up to date records of regulated facilities in Anoka County. The Anoka County Emergency Management Director and Planning Specialist have access credentials for the records. In addition, a paper copy of the facilities and their contacts are kept in paper form in the EOC.

Commented [.29]: MNWALK Item #17