

**CITY OF  
COTTAGE GROVE**

**ALL HAZARD PLAN**

Plan Development March 2004

Modified September 2004

Modified November 2006

Modified January 2009

Approved by State of MN September 2004

**CITY OF**  
**COTTAGE GROVE**  
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Plan Development March, 2004  
Modified: September 2004, November 2006, September 2007, January 2009  
Approved by State of MN September 2004

**THIS PAGE DOCUMENTS APPROVAL FOR THE CITY OF COTTAGE GROVE ALL HAZARD PLAN.**

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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Emergency Management Director

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Craig Woolery  
Director of Public Safety

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Ryan Schroeder  
City Administrator

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Myron Bailey  
Mayor, City of Cottage Grove

## EMERGENCY OPERATIONS CENTER STAFF CONTACTS

FUNCTION POSITION	NAME & ADDRESS	WORK NUMBER	HOME NUMBER
Mayor	Myron Bailey 8251 River Acres Road	651-768-3677	651-459-1355
Council	Justin Olsen 7165 71st St S		651-439-6336
Council	Mark Grossklaus 7795 68 <sup>th</sup> St Ct		651-458-1879
Council	Jen Peterson 8152 Hornell Ave S		651-458-9482
Council	Pat Rice 8833 75 <sup>TH</sup> Street		651-458-3538
City Administrator	Ryan Schroeder 838 Laurel Ave. St. Paul, MN	651-458-2822	651-224-3315
Finance Director	Ron Hedberg 14170 Foxtail Lane Apple Valley,	651-458-2832	952-997-3276
Accounting Supervisor	Brenda Peper 7954 Ivystone Ct	651-458-2830	651-458-8293
Community Development	Howard Blin 933 Cedarleaf Court, Mahtomedi	651-458-2824	651-773-8760
Sr. Planner	John McCool 9441 71 St. So.	651-458-2874	651-459-4430
Director of Public Safety	Craig Woolery 2015 Orono Trail Hastings, MN 55033	651-458-6014	651-480-8224
Administrative Assistant	Nikki Getschel 6934 Idsen Ave. So.	651-458-6006	651-459-0271
Fire Chief	Bob Byerly 1032 Park Ave Mahtomedi, MN 55115	W 651-458-2860 C 651-755-8211 P 651-610-4678	651-426-9834
Emergency Management Coordinator	Donna Honeyman, Captain CGFD 9438 Hallmark Avenue South	W 651-458-6000 C 651-238-3512	651-458-9212

## RECORD OF BASIC PLAN AND ANNEX REVISIONS

Page	Revision Date	Page	Revision Date	Page	Revision Date
<b>Annex A 1-69</b>	<b>March 2006</b>				
<b>Annex L 3&amp;4</b>	<b>March 2006</b>				
<b>General Plan</b>	<b>November 2006</b>				
<b>Annex A</b>	<b>November 2006</b>				
<b>Annex B All</b>	<b>November 2006</b>				
<b>Supporting Documents</b>	<b>September 2007</b>				
<b>Table of Contents</b>	<b>September 2007</b>				
<b>Added Coop</b>	<b>September 2007</b>				
<b>Updated Council Member info</b>	<b>January 2009</b>				

## **FOREWARD**

The purpose of this plan is to provide a guide for emergency operations.

**The Plan is organized into three major sections:**

1. **The General Plan** - outlines the basis and purpose of emergency planning.
2. **Operating Procedures** - describe the basic functions of emergency response for various organizations within the City of Cottage Grove.
3. **Hazard Analysis Section** - Describes specific hazards in the community including hazardous materials as required under State and Federal Emergency Planning and Community Right-to-Know laws.

**This Document Shall Remain the Property of:**

**The City of Cottage Grove**

Upon termination of office the holder of this document shall transfer it to a successor or to the City of Cottage Grove Emergency Management Director.

Copy No. \_\_\_\_\_ Assigned to: \_\_\_\_\_

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## Hazard Analysis

## Attachment 1: Additional Facilities at Risk

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■ **MAPS: 302/312 Listing Maps (33 qty.)**

### 3M Cottage Grove (Map)

### 3M Cottage Grove (Product Listing)

## Advance Corporation

## Aggregate Industries

## Allied Systems

## Cottage Grove Booster Station

# Cottage Grove Pool 85<sup>th</sup> Street

## Cottage Grove Junior High

## Cottage Grove Senior High

## Cottage Grove District 833 Transportation

# Cottage Grove Well #1

## Cottage Grove Well #2

## Cottage Grove Well #10

### Eagle Point WWRF (Metro Waste)

## Qwest Communications

## LSP Power Cottage Grove

**Marathon Ashland Tank Farm 85<sup>th</sup> Street**

# Minnesota Pipeline Tank Farm 85<sup>th</sup> Street

## Highway Transportation Corridor

## Railroad Transportation Corridor

## River Transportation Corridor

## Minnesota Pipeline Corridor

## Northern Natural Gas Pipeline Corridor



- **MAPS:** Highway Corridor  
Railroad Corridor  
River Corridor  
Pipeline Corridors

**Annex P                      Resource Information List**

**Glossary and Acronyms**

**Supporting Documents**

**Standard Operating Procedures**

**Continuity of Operations Plan**

## **The General Plan**

Plan Development March, 2004  
Modified September 2004  
Approved by State of MN September 2004  
Updated May 2005  
Update November 2006  
Updated January 2009

## **I. REASON FOR THE ALL HAZARD PLAN**

Tornadoes, floods, blizzards, and other natural disasters can affect the city of Cottage Grove. In addition, major disasters such as transportation accidents, explosions, releases of hazardous materials, nuclear power plant emergencies, levee failures and national security emergencies pose a potential threat to public health and safety in Cottage Grove. Environmental emergencies related to hazardous materials may also present risks to the community through potential exposures in the air, surface water, ground water or soil.

## **II. PURPOSE OF PLAN**

The purpose of this plan is to coordinate the effective use of City and area resources so as to:

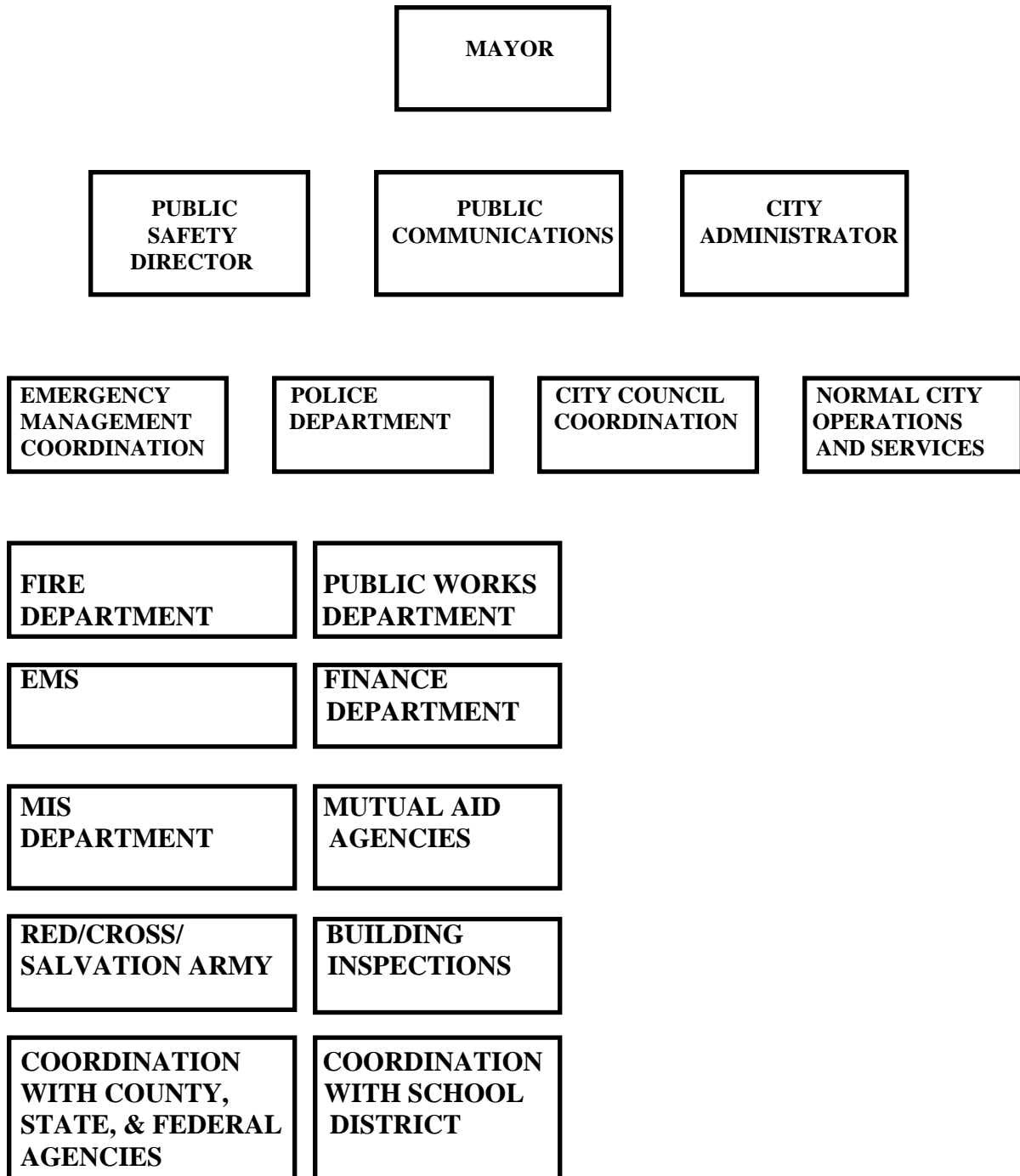
- A. Mitigate the loss of life and property, and the environment,
- B. Prepare for emergencies,
- C. Respond to emergencies,
- D. Recover from the emergency to a state of normalcy,
- E. Provide support to political subdivisions in the county, which require assistance.
- F. All hazard emergency operation will be conducted and planned for on a continuing basis and updated annually.

## **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, Chapter 12, as amended.
- D. Minnesota Statutes, Section 299K.ZeroI (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. Division of Emergency Management BULLETIN No. 90-1
- H. Washington County Resolution 99-100, dated August 24, 1999
- I. Facility hazardous materials plans

**IV. ORGANIZATION** City agencies will perform emergency activities related to those they perform on a day-to-day basis.

**CHART A**  
**Emergency Management Organization Chart**



**V. DIRECTION AND CONTROL** The direction and control of government operations is essential to conduct emergency operations. This has been provided for as follows:

- A. City Government - 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/Fire Chief, Department Heads and the Emergency Management Coordinator serves in a staff capacity to the Mayor and will coordinate the implementation of the plan. The City Emergency Management Director will also serve in a liaison role when obtaining state and federal-level resources. Direction and control of Cottage Grove's response to a major disaster may be carried out at the Cottage Grove Emergency Operating Center (EOC) located at 8641 80th Street So. Cottage Grove, MN. 55016.

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

- B. The order of responsibility in the absence of the Mayor is the Mayor Pro Tem as established by City Code followed by the next senior Council person. In the absence of all elected officials the City Administrator followed by the Finance Director will have responsibility for the City.

## **VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS**

A summary of Cottage Grove emergency responsibility assignments, by function, is shown in Direction and Control. Heads of the various city Departments and agencies are responsible for carrying out the assignments shown on this chart.

**Responsibilities have been assigned by a code letter:**

1. "P" indicates primary operational responsibility, which means the official, agency, or department in charge is responsible to make provision for that function.
2. "S" indicates support responsibility, which means the agency 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.

## CHART B

### Emergency Responsibility Assignments

Codes: **P=Primary**, **S=Support**, **C=Coordinate**

Function	Responsible Agency/ Department	Remarks
Warning & Notification	<b>P</b> -Police Division <b>S</b> -Metro EBS <b>S</b> -Wash.Co. Sheriff <b>S</b> -Local Cable	Dispatch/Comm CTR Radio & TV EBS
Direction & Control	<b>P</b> - Mayor / City Council <b>S</b> - City Administrator	
Emergency Public Information	<b>P</b> - City Admin. or Designee <b>S</b> - Council	Washington County Sheriff / EM Appropriate
Search & Rescue	<b>P</b> - Fire Division <b>S</b> - Police Division <b>S</b> - EMS Division <b>S</b> - MN. State Patrol	Washington Co. Amateur Radio Operators as Necessary
Health & Medical	<b>P</b> - EMS Division <b>S</b> - St. Paul Regions Hospital	
Evacuation, Traffic Control and Security	<b>P</b> - Police Division <b>S</b> - State Patrol <b>S</b> - Wash. Co. Sheriff <b>S</b> - National Guard	Fire Division as Appropriate
Fire Protection	<b>P</b> - Fire division <b>S</b> - Mutual Aid Depts.	
Damage Assessment	<b>P</b> - City Bldg. Official <b>S</b> - City Finance Director <b>S</b> - City Public Works <b>S</b> - Area Realtors <b>S</b> - Private Contract <b>S</b> - Private Contract	
Congregate Care	<b>P</b> - City Community	

	Development Director S- Red Cross S- Salvation Army	
Debris Clearance	P- City Public Works S- County Roads S- State D.O.T. S- Private Contract	
Utilities Restoration	P- City Public Works P- Excel Energy P- Northern Natural Gas P- US West Comm. P- Minnegasco	Water, Sewer, Electrical, Gas & Telephone
Radiological/ Hazardous Materials	P- Fire Division S- Police Division S- EMS Division S- MN Department of Health S- MN Emergency Management/HSEM S- MPCA S- MDOT S- MDA S- MPCA S- FEMA	

## 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. Local government resources must be fully utilized before county, state, or federal assistance will be made available.
- D. Each agency, department, or service of 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.

- E. The Emergency Management Director (Fire Chief) will coordinate plan development and maintenance.
- F. The City Administrator and City Clerk will administer a program and make arrangements to protect records deemed essential for continuing governmental functions and reconstituting the government if the current location is lost or destroyed, either through storage, scanning or copying. Hard copy documents are stored in a fireproof safe and computer generated materials are downloaded and backed up daily.

## **VIII. STATE AND FEDERAL SUPPORT**

- A. The Emergency Management Director will be responsible for assisting the City in obtaining county, state or federal government resources needed as a result of a disaster.
- B. In the event of a major disaster the state duty officer should be contacted. (**State Duty Officer Number 651-649-5451**)
- C. Support from the National Guard may be available. Only the Governor has the authority to activate the Guard through the Washington County Sheriff.

### **1. OPERATIONAL POLICIES**

- a. National Guard assistance will complement, not substitute for city and or county participation in emergency operations. As a matter of general guidance, the City Emergency Management Director may not request state resources unless city resources will be exhausted.
- b. If made available, National Guard personnel will remain under military command at all times, but will support and assist county and or city forces in the accomplishment of a specific task or tasks.

### **2. REQUEST PROCEDURE**

**ONLY THE SHERIFF IS AUTHORIZED TO SUBMIT THE REQUEST FOR NATIONAL GUARD ASSISTANCE BY CALLING THE STATE DUTY OFFICER AT 651-649-5451**

### **REQUEST SEQUENCE**



1. DIRECTOR OF PUBLIC SAFETY  
↓
2. MN DIVISION OF HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT  
↓
3. COUNTY SHERIFF  
↓
4. GOVERNOR OF THE STATE  
↓
5. ACTIVATION OF THE GUARD

#### **IX. PLAN UPDATING, EXERCISING AND DISTRIBUTION**

- A. The Emergency Management Director shall serve as the planning coordinator. Input for plan development will be received from the Mayor and City Council, business and industry, public health and safety agencies in the City, City Department Heads, and the community.
- B. This plan will be reviewed and updated as necessary, in accordance with the Schedule and procedures established by the State Division of Emergency Management/MN WALK. The Director of each department, as identified on the Plan Distribution List, will be responsible to update SOG's, resource lists and checklists required to support the organizations operations.
- C. This plan will be distributed to all city government departments and agencies which have emergency assignments. A plan distribution list will be maintained by the City Emergency Management Director.
- D. The City of Cottage Grove will comply with state and federal training and exercise requirements as published which is located online at [HTTP://www.hsem.state.mn.us](http://www.hsem.state.mn.us).
- E. At least once annually, the Emergency Management Director will hold either a planning, tabletop, functional, or full-scale exercise to test the planning and operational components of the general operational plan. Upon the completion of the exercise, a briefing will be held to determine strengths and area that may need corrective action

**Emergency Operation Plan  
Distribution List**

<b>Title</b>	<b>Person</b>	<b>Date Obtained</b>	<b>Plan#</b>	<b>Printed or CD</b>	
				Printed	CD
Mayor	Myron Bailey	_____	11	_____	_____
City Administrator	Ryan Schroeder	_____	07	_____	_____
Public Safety Director	Craig Woolery	_____	12	_____	_____
Deputy Public Safety Director	Brian Wilson	_____	24	_____	_____
Deputy Public Safety Director	Pete Koerner	_____		25	_____
Fire Chief	Bob Byerly	_____	4	_____	_____
Deputy Chief	Al Beasley	_____	30	_____	_____
Deputy Chief	Rick Redenius	_____	14	_____	_____
Community Development Director	Howard Blin	_____	8	_____	_____
Public Works Director	Les Burshten	_____		_____	_____
Public Works Supervisor	Harry Taylor	_____		_____	_____
Park and Recreation Manager	Zac Dockter	_____		_____	_____
Station 1		_____		_____	_____
Station 2		_____		_____	_____
Station 3		_____		_____	_____
Station 4		_____		_____	_____
Building Inspector	Bob Labrosse	_____	16	_____	_____
Finance	Ron Hedberg	_____	10	_____	_____
Washington County EM	Deb Paige	_____		_____	_____

## **X Hazard Analysis**

### **Natural Hazards**

Tornadoes/Straight-line Winds  
Severe Thunderstorms  
Large Rain Falls with Flash Flooding  
Extreme & Prolonged Heat Temperature  
Drought  
Extreme & Prolonged Winter Cold Temperatures  
Severe Hail Storms

Extreme Ice Storms  
Severe Winter Storm Accumulations  
Extreme & Prolonged Fog  
Extreme & Prolonged Fog  
Large Scale Wild Fires/Grass and  
Forest  
Earthquake

### **Technological Hazards (Human Created)**

Fixed Facility Hazardous Materials Incident  
Transportation Hazardous Mat Incident  
Large/Multiple Structure Site w/high occupancy  
Utility Failure: Water, Sewer, Gas, Electric, etc.

International Hazardous Materials  
Dumping  
Large Scale Transportation Accident  
Large/Multiple Structure Collapse

### **National Security/Terrorism/Manmade**

Terrorist Bombing/Mass Homicide/Assault  
Terrorist Act Against Government/Society  
Enemy Military Invasion

Hostage Taking Incident  
Large Scale Civil Disorder/Riot  
Chemical/Biological Weapon Attack

## **Hazard Probability Analysis:**

### **More Likely to Occur**

Tornadoes/Straight-line Winds  
Severe Hail Storms  
Extreme & Prolonged Winter Cold Temperatures  
Extreme & Prolonged Heat Temperatures  
Extreme Ice Storms  
Transportation Hazardous Materials Incident  
Utility Failure – Water, Sewer, Gas, Electric, etc.  
Large/Multiple Structure Fire w/high occupancy  
Severe Thunderstorms  
Severe winter Storm Accumulations

Large Rain Falls with Flash  
Flooding  
Drought  
Facility Hazardous Materials  
Incident  
International Hazardous Materials  
Dumping  
Large Scale Transport Accident  
Large Scale Civil Disorder/Riot  
Incident

### **Less Likely to Occur**

Terrorist Hostage Taking Incident  
Large Scale Wild Fires/Grass and Forest  
Earthquake, Large/Multiple Structure Collapse  
Terrorist Bombing/Mass Homicide/Assault  
Terrorist Act Against Government/Society  
Extreme & Prolonged Fog  
Enemy Military Invasion  
Chemical/Biological Weapon Attack

### **XI. Training/Response by Public Safety Responders**

All Cottage Grove Fire Department personnel are trained in terms and methodology of the Incident Command system as related to NIMS. NIMS and the IC system are utilized by CGFD while operating at incidents and during training exercises. Emergency responders and city employees who respond to hazardous materials incidents within the City of Cottage Grove have received training designed to help them respond to such incidents. At a minimum, city personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records and schedules for city employees other than fire are maintained at city hall 7516 80<sup>th</sup> street by their respective departments, and at the Public Works Building, 8635 Pt. Douglas, for their personnel. The methods and procedures of response are on file in each department, i.e. police, fire, other EMS personnel.

Cottage Grove Police Department is trained to, and responds at the first Responder Awareness Level, as defined in 29 CFR 1910.120. Training records and schedules are maintained in police training files at the police department 7516 80<sup>th</sup> Street.

Police paramedics and fire-staffed ambulances(s) are the primary EMS transport in the City of Cottage Grove. These personnel and the designated mutual aid ambulance services are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1920.120 at a minimum.

Cottage Grove Fire Department is trained to, equipped and responds at HazMat Operations Level as defined in 29 CFR 1910.120 9 (except new firefighters). Training records and schedules are maintained by the Fire Department at 8641 80<sup>th</sup> Street.

Training schedule programs are designated each year during budget development. Training programs are scheduled as follows: Fire: Deputy Chief, Captains and Emergency Management Division. Police: Public Safety Director, Deputy Director and Operations Captain; EMS: EMS Coordinator.

# **Annex A**

## **Warning and Notification**

Developed March 2004  
Modified September 2004  
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## **Warning and Notification**

### **Page Number**

- 8. Severe Weather Alerting System General Order
- 13. Weather Related Notification List
- 13. Warning System Testing Procedure
- 14. Hazardous Materials Response Level Descriptions
- 14. Hazardous Materials Incident Notification
- 15. Hazardous Materials Alerting System General Order
- 19. Sample EBS announcement for a Response Level I Hazardous Materials Incident
- 19. Sample EBS announcement for a Response Level II Hazardous Materials Incident
- 20. Sample EBS announcement for a Response Level III Hazardous Materials Incident
- 21. SARA Title III Emergency Notification Report
- 23. MAP: Cottage Grove Existing Siren System
- 24. Siren Locations by address and Map

## **WARNING AND NOTIFICATION**

### **PURPOSE**

This procedure is intended to provide for the proper receipt and dissemination of all warnings and notifications of natural or man-made disasters. They provide procedures to disseminate warning to the general public within the jurisdictional areas of Cottage Grove and to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

### **I. General**

- A. The Washington County Warning Point is responsible for disseminating all watches and warnings to the City of Cottage Grove, except warnings for conditions generated within the City itself.

The Washington County Warning Officer is the Sheriff. The alternate is the Shift Commander.

The Cottage Grove Warning Point is the Public Safety Communications Center in Cottage Grove, which has a 24-hour warning capability.

The Cottage Grove Warning Officer is the Director of Public Safety. The alternate is the on-duty supervisor.

- B. The Cottage Grove Warning Officer (Director of Public Safety) is responsible for ensuring that all warnings and notifications are properly received and disseminated.

### **II. Actions to be taken by the Cottage Grove Communication Center when there is an immediate threat to life:**

#### **A. Warning received from Washington County Warning Point:**

##### **1. Weather Related Emergency**

- a. Notify the on-duty police vehicles by radio.
- b. Notify Fire Division by paging all personnel and inform them of the warning by radio. Notify Fire Command staff by Metrocall, phone, or pagers.
- c. Notify the Emergency Management Director by phone or pager.

- d. Notify residents by activation of the outdoor warning sirens at the Public Safety Communication Center.
- e. Notify population not covered by the outdoor warning system by house-to-house contact, including alerting the individuals with special needs.
- f. Notify county for activation of the Emergency Broadcast system.
- g. Notify Cottage Grove Public Safety Managers, key support staff, manager and public facilities.

## **2. Hazardous Materials Incident - Life Threatening**

The Public Safety Dispatcher upon receipt of a hazardous materials incident will obtain as much information as possible. Probable chemicals involved and area affected.

- a. Notify on-duty police vehicles by radio.
- b. Dispatch the Fire Division to the scene of the incident.
- c. Contact Fire Chief by telephone or pager.
- d. Notify affected residents by outdoor siren, EBS, and/or police public address system.
- e. Notify special needs population by house-to-house, including alerting the deaf and blind. (See pages 19 and 20)
- f. Notify Public Safety Managers.
- g. Notify key support staff members.
- h. Notify public facilities within the City.

## **3. Hazardous Materials - Non-Life Threatening**

- a. The Public Safety Dispatcher, upon receipt of a hazardous materials incident will obtain information necessary to the extent possible.
- b. Notify on-duty police vehicles by radio.



- c. Dispatch the Fire Division to the scene of the incident.
- d. Implement all other procedures as directed by the Fire Division Incident Commander.

#### **4. Nuclear Generating Plant Accident**

Upon notification by the State of MN of an accident at the Prairie Island Nuclear Generating Plant and when the state recommends activation of the EOC, obtain the name and call back number from the State or County representative making the notification.

**NOTE:** Ingestion pathway protective actions will not be of an immediate emergency nature. Therefore, it will not be necessary to activate the regional or local EAS system for notification of the public. County officials will be notified of recommended protective actions. The public will be notified of recommended protective actions via news conferences and news statements issued at the Joint Public Information Center (JPIC) in St. Paul.

#### **B. Warning received from within the city:**

##### **1. Weather Related Emergency**

- a. Complete steps A.1.a. through A. 1.g. listed above (as appropriate).
- b. Notify Washington County Warning Point of the emergency incident and actions taken by the City. Relay the information to Local National Weather Service Office.

##### **2. Hazardous Materials Emergency**

- a. Complete steps A.2.a.through A.2.h listed above (as appropriate).
- b. Notify Washington County Warning Point of the emergency incident and actions taken. Relay the information to the local National Weather Service Office, if they have not already been contacted.

**III. Actions to be taken by the Washington County City Public Safety Communications Center for report of incidents not involving an immediate threat to public safety:**

- A. Notify the Director of Public Safety and/or the appropriate Division Commander. See Attachment "Notification of Director of Public Safety/Police Chief/Fire Chief" General Order.
- B. Notify the County Warning Point of the situation as appropriate.

**IV. Testing Procedures**

State policy is that state, counties, and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month. Counties and municipalities are encouraged to make advance announcements of each test through local radio, television, and newspapers.

- A. At 1:00 p.m. the first Wednesday of each month the Cottage Grove Communications Center will take the following actions:
  - 1. Be prepared to receive and acknowledge the TEST warning message from the Washington County Warning Point.
  - 2. Activate the outdoor siren warning system.
- B. At 1:00 p.m. the first Wednesday of each month the Cottage Grove Communications Center will take the following actions to activate the outdoor siren alert warning system in St. Paul Park, Newport and Cottage Grove.
  - 1. Test the outdoor warning sirens in the following ways:
    - a. Sound the (Test) ALERT signal. This is a steady tone or blast of sirens, horns, whistles, or other devices for a period of one (1) minute.  
  
- Wait one minute -
    - b. Sound the (Test) ATTACK WARNING signal. This is a wailing tone on sirens or a series of short blast on horns, whistles, or other devices for a period of one (1) minute.
  - 2. Be prepared to receive and acknowledge the TEST warning from the Washington County Warning Point.

3. Test municipal alert lists and other emergency procedures as delineated in municipal warning point standard operating procedures. (If municipality's plan is part of the county plan.)
4. Activate the local Cable TV Alerting System.
5. Confirm the operations of all alerting system.

## **SEVERE WEATHER ALERT SYSTEM GENERAL ORDER**

**SCOPE:** To establish procedures for the receipt of Warning of Severe Weather Conditions and to provide a means and procedure to disseminate this warning to the general public within the jurisdiction area of this municipality.

To establish procedures for altering the County Civil Defense Coordinator, other government officials, and important facilities of this municipality to insure that immediate action is taken in order to minimize the effects of severe weather.

**Responsibility:**

- A. The Cottage Grove Warning Officer is the Director of Public Safety/Chief of Police, or the Public Safety Dispatcher.
- B. The Cottage Grove Warning Officer (Director of Public Safety or Public Safety Dispatcher) is responsible for the receipt and proper discharge of all instructions contained in this policy, and other written instructions, or as received verbally from the County Civil Defense Director or other local authority.

## **SEVERE THUNDERSTORM OR TORNADO WATCH**

This indicates the possibility of large hail, heavy rain, damaging winds, or a tornado during a prescribed period of time (usually 3-12 hours). **ALERT SIRENS ARE NOT USED.**

- A. Responsibility of Supervisor
  - 1. Notify all on-duty personnel.
  - 2. The shift supervisor shall determine the need to alert all outdoor public functions within the City. The supervisor shall delegate to squads the notification to:
    - a. Athletic events
    - b. Picnics
    - c. Parks
    - d. Municipal swimming pool and ice arena
    - e. All schools, if in session

3. The shift supervisor shall report to the station and start procedures to maintain the most current weather information via police CRT, official weather monitor and the weather radio and television broadcasting station KSTP FM.
4. The shift supervisor shall determine the need to alert staff personnel.

B. Responsibility of Dispatcher

1. Notify shift supervisor of latest weather information
2. Notify and inform, at the direction of the shift supervisor:
  - a. Director of Public Safety/Chief of Police
  - b. Fire Chief / Emergency Management Director
  - c. Notify all city employees (if during work hours) not previously notified via city radio

C. Responsibility of Officers

1. Thoroughly familiarize yourself and notify all public functions within your assignment district if directed by the shift supervisor.
2. Stay tuned to KSTP FM and maintain updated radio weather information. Keep alert to developing local weather conditions and advise the Communications Center accordingly.

Weather watches are not warnings, and are used only to guide the activities of local government and citizens in preparing for severe weather.

## **SEVERE THUNDERSTORM WARNING**

This indicates confirmation of a line of severe thunderstorm approaching our area, usually within a one hour period. Heavy rain, hail and damaging winds can be expected. The Civil Defense Alert Sirens will be activated by giving a steady five minute TAKE COVER tone.

### **A. Responsibility of supervisor**

1. Notify all on-duty personnel
2. See that public gathering of people are notified by officers
  - a. Athletic events
  - b. Picnics
  - c. Parks
  - d. Municipal swimming pool and ice arena
  - e. Major shopping centers
3. Shift supervisors report to the station
  - a. Keep updated as to developing weather conditions
  - b. Assist with dispatching and notification procedure  
Evaluate the need for additional dispatching personnel
  - c. Assign squads to key locations within the city to observe  
developing storm conditions

### **B. Responsibility of dispatcher**

1. Notify the shift supervisor and update him on current weather information
2. Notify and inform:
  - a. Director of Public Safety/Chief of Police
  - b. Fire Chief / Emergency Management Director
  - d. Mayor
  - e. City Administrator

- C) Responsibility of squad officers
  - 1. Notify public functions within your assigned area
  - 2. Stay tuned to KSTP FM radio; observe weather
  - 3. As severe weather conditions develop, report them to the dispatcher

### **TORNADO WARNING**

- A. This indicates confirmation by radar or visual sighting a tornado has been confirmed in the area. If the warning is via the news media, it will include the location, path and time in which the tornado will move into our area and/or if the sighting has been within the following areas:
  - 1. South Washington County area
  - 2. The northern half of Dakota County moving north or northeast
  - 3. The southern half of Ramsey County moving south or southeast

The Civil Defense Alert Sirens will be activated by giving a five minute, TAKE COVER tone.

**IF THE SIGHTING IS REPORTED IN THE CITIES OF COTTAGE GROVE, NEWPORT, ST. PAUL PARK, OR GREY CLOUD ISLAND, THE DISPATCHER, AFTER ACTIVATING THE ALERTING SYSTEM, WILL NOTIFY THE NATIONAL WEATHER SERVICE.**

- B. The following persons have the authority to direct the activation of the alert sirens:
  - 1. Director of Public Safety/Chief of Police
  - 2. Fire Chief
  - 3. Emergency Management Director
  - 4. Mayor
  - 5. City Administrator
  - 6. On-duty Police Supervisor
- C. After a severe weather or tornado warning or watch, an all clear will be issued via the public safety radio and news media. After receiving this officers shall inform those persons previously warned when it is practical to do so. Alert sirens will not be used to sound on all clear.
- D. Officers should then assess the damage in their area and report to the dispatcher as conditions indicate. Remember, power shortages may mean

- security alarm failures; thus patrol business areas accordingly. Special attention should be given to display window breakage caused by high winds.
- E. During severe weather conditions all officers will be busy, particularly the dispatcher. Keep this in mind when using your radio and that the dispatcher has responsibilities to other departments. At the time you may not receive an immediate acknowledgment. If you have an emergency so indicate by stating your radio call number and the word "**emergency**". This will alert the dispatcher that you have a priority message and your transmission will be treated accordingly.

### **ALL OTHER DISASTERS**

Upon the receipt of a warning concerning any other type of peacetime disaster, the dispatcher will dispatch the appropriate city agency and immediately notify the following and take action as directed by them:

- A. Director of Public Safety/Chief of Police
  - B. Fire Chief / Emergency Management Director
  - C. Mayor
  - D. City Administrator
- .



## City of Cottage Grove

### Weather - Related Notification List

Title	Name	Work Number	Home Number	Cell Number
Director of Public Safety	Craig Woolery	651-458-6014	651-480-8224	651-248-7246
Fire Chief / Emergency Mgt. Director	Bob Byerly	651-458-2860	651-426-9834	651-755-8211
Mayor	Myron Bailey	651-768-3677	651-459-4734	651-276-8908
City Administrator	Ryan Schroeder	651-458-2822	651-224-3315	

### CIVIL DEFENSE TESTING PROCEDURE

State policy is that counties and municipalities test their Public Warning Systems at 1300 hours (1 p.m.) on the first Wednesday of each month. At 1300 hours (1 p.m.) on the first Wednesday of each month the Cottage Grove Civil Defense Public Warning System will be tested in the following manner:

- A. Sound (test) Alert Signal. This is a steady tone of the siren for a period of one (1) minute.
- B. Wait one (1) minute.
- C. Sound the (test) Attack Warning Signal. This is a wailing tone on the siren for a period of one (1) minute.

The previously described testing will be in accordance with standing operating procedures.

## **HAZARDOUS MATERIALS RESPONSE LEVEL DESCRIPTIONS**

### **Response Level I - Potential Emergency Conditions**

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 or site specific 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 or resources of county, state, federal, or private agencies/organizations.

## **HAZARDOUS MATERIALS INCIDENT NOTIFICATIONS**

Hazardous Materials notifications will be made by the Cottage Grove Dispatcher at the discretion of the Fire Division Incident Commander. Notifications may include the following:

- > State Duty Officer: 1-800-422-0798 (651-649-5451)
- > National Response Center: 1-800-424-8802 or 1-202-426-2675 or 1-202-267-2675

The state duty officer is responsible for notifying all appropriate state and federal agencies; therefore, it is essential to keep the state duty officer aware of the situation. This may be done from the scene by the incident commander or his designee, generally, however all notifications will be made by the Cottage Grove Dispatcher.

The State Duty Officer must be contacted within 24 hours if cost reimbursement is being pursued and, immediately if siren activation is required.

<b>TITLE</b>	<b>NAME</b>	<b>WORK NUMBER</b>	<b>RESIDENCE NUMBER</b>	<b>CELL NUMBER</b>
Director of Public Safety	Craig Woolery	651-458-6014	651-480-8224	651-248-7246
Fire Chief/Emergency Management Director	Bob Byerly	651-458-2860	651-426-9834	651-755-8211
On Duty Police Supervisor	Pete Koerner Brian Wilson	651-458-6003 651-458-6002	651-768-8400 651-459-5814	651-248-3064 651-248-1743
City Administrator	Ryan Schroeder	651-458-2822	651-224-3315	
State Duty Officer		651-649-5451		
Mayor	Myron Bailey	651-459-2553	651-459-4734	651-459-8908
Public Works Director	Les Burshten	651-458-2810	651-777-6297	

Dependent on the incident, notification may also be made to other City staff to active the Emergency Operations Center, city engineer, private contractors, the Red Cross or Salvation Army.

#### **HAZARDOUS MATERIALS ALERT SYSTEM GENERAL ORDER**

To establish procedures for the receipt of warning of a Hazardous Materials Incident, and to provide a means and procedure to disseminate this warning to the general public within the jurisdiction area of this municipality.

To establish procedures for alerting the County Emergency Services Manager, other government officials and important facilities of this municipality.

Hazardous Materials incident.

#### **RESPONSIBILITY:**

- A. The Cottage Grove Warning Officer is the Director of Public Safety/Chief of Police, or the Public Safety Dispatcher.
- B. The Cottage Grove Warning Officer (Director of Public Safety or Public Safety Dispatcher) is responsible for the receipt and proper discharge of all instructions contained in this policy, and other written instructions, or as received verbally from the County.

## **LEVEL I HAZARDOUS MATERIALS INCIDENTS:**

The owner or operator of the facility shall immediately provide notice of a potential or actual release of a hazardous material to the community Emergency Management Director through the Cottage Grove Communications Center via 911.

### **RESPONSIBILITIES OF THE DISPATCHER:**

1. Activate the appropriate fire, police, and EMS response.
2. Notify the fire chief/Emergency Management Director
3. Notify the shift supervisor of the reported incident.
4. All other notifications as requested by the Fire Division Incident Commander.
5. Call 3M Cottage Grove Security and obtain wind direction and speed and relate information to the Incident Commander.

## **LEVEL I - RESPONSIBILITIES OF THE SUPERVISOR**

Insure that sufficient personnel are directed to the Communications Center to assure for the efficient management of the Communications Center operations.

Coordinate with the Incident Commander and establish the appropriate Command Post as indicated.

## **LEVEL II HAZARDOUS MATERIALS INCIDENTS:**

### **RESPONSIBILITIES OF THE DISPATCHER:**

1. Notify the on duty police shift supervisor.
2. Activate the appropriate fire, police, and EMS responses.
3. Notify and inform:
  - a. Fire Chief
  - b. Director of Public Safety
  - c. Emergency Management Director
  - d. The City Administrator
  - e. Mayor
  - f. State Duty Officer - Phone: 651-649-5451
  - g. Activate City siren and Cable TV Alerting System as directed by the Incident Commander.

## **RESPONSIBILITIES OF THE ON DUTY POLICE SUPERVISOR:**

Ensure that the Communications Center is staffed adequately to effectively manage the operations of the Communications Center.

If the Incident Commander has ordered the activation of the City's siren and Cable TV Alerting System, the supervisor shall ensure the public notified, as appropriate for the incident.

- a. Athletic events
- b. Parks
- c. Municipal Swimming Pools
- d. Ice Arena
- e. All schools, if in session
- f. Major shopping centers
- g. Library

Coordinate with the Incident Commander and establish the appropriate Command Post as indicated.

## **RESPONSIBILITIES OF POLICE SQUAD OFFICERS**

1. Notify public functions within the area.
2. Establish incident perimeter security as directed by your supervisor, incident command, or apparent as needed.
3. Be prepared to implement evacuation procedures as directed.

## **LEVEL III HAZARDOUS MATERIALS INCIDENTS:**

### **Responsibilities of the Dispatcher**

1. Notify the on-duty police supervisor and the other on duty communities; call back all off-duty Public Safety personnel.
2. Activate the appropriate Fire, police, and EMS responses
3. Notify and inform:
  - a. Fire Chief/Emergency Management Director
  - b. Director of Public Safety
  - c. City Administrator
  - d. Mayor
  - e. State Duty Officer - Phone: 651-649-5451
  - f. Activate City siren and Cable TV Alerting System as directed by Incident Commander.
  - g. Be prepared to establish an on-site communications center as directed.

## **RESPONSIBILITIES OF THE ON-DUTY POLICE SUPERVISOR**

Ensure that the Communications Center is staffed adequately to effectively manage the operations of the Communications Center.

If the Incident Commander has ordered the activation of the City's siren and Cable TV Alerting System, the supervisor shall ensure the public is notified, as appropriate for the incident.

- a. Athletic events
- b. Parks
- c. Municipal Swimming Pools
- d. Ice Arena
- e. All schools, if in session
- f. Major shopping centers
- g. Library

Coordinate with the Incident Commander and establish the appropriate Command Post as indicated.

## **RESPONSIBILITIES OF POLICE SQUAD OFFICERS**

- 1. Notify public functions within the area.
- 2. Establish incident perimeter security as directed by your supervisor, incident commander or apparent as needed.
- 3. Be prepared to implement evacuation procedures as directed.
- 4. Establish perimeter security for the City of Cottage Grove as directed.

### **SAMPLE RESPONSE LEVEL I EBS ANNOUNCEMENT**

This is Bob Byerly, Emergency Management Director for the City of Cottage Grove.

The fire department has advised that the release of \_\_\_\_\_ is confined to the site located at \_\_\_\_\_ and there is no danger to life or property within the community.

We will keep you informed of any further developments.

Update on the (description of incident) located at \_\_\_\_\_ on scene reports indicate that an incident has occurred at the above location which resulted in the release of a small amount of \_\_\_\_\_.

### **SAMPLE RESPONSE LEVEL II EBS ANNOUNCEMENT**

This is Bob Byerly Emergency Management Director for the City of Cottage Grove.

The \_\_\_\_\_ Plant located at \_\_\_\_\_, reports that a problem at the site has occurred. The problem may result in the release of toxic fumes into the atmosphere which may extend beyond the site's area.

Therefore, upon the direction of the Mayor of Cottage Grove  
\_\_\_\_\_ has ordered all residents who live within a  
\_\_\_\_\_ mile radius of the site are requested to evacuate the area in a  
\_\_\_\_\_ direction, using highway(s) \_\_\_\_\_  
\_\_\_\_\_.

### **SAMPLE RESPONSE LEVEL III EBS ANNOUNCEMENT**

This is Bob Byerly Emergency Director for the City of Cottage Grove.

A (description of incident) \_\_\_\_\_ (i.e. one mile north)  
of \_\_\_\_\_.

The Fire Department has advised that there is a release of toxic fumes that may be carried by the wind.

Due to the potential threat to life, the Mayor has ordered that all residents who live within a \_\_\_\_\_ miles of \_\_\_\_\_ evacuate immediately.

Those persons requiring transportation assistance should call 911.

The sirens are being sounded in the City to notify the public to evacuate the involved area and to turn to local radio and TV stations.



**TITLE III  
EMERGENCY NOTIFICATION REPORT**

COMM. CENTER  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Reporting Facilities must, per Title III, Section 304, provide all of the following information.**

**Caller's**  
**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Representing** \_\_\_\_\_ **facility**  
**at**

\_\_\_\_\_  
\_\_\_\_\_

**Contact person for additional information:**

**Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

\_\_\_\_\_

**Chemical name/ identification involved in the release:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is this an reportable** chemical as listed in SARA,Section 302 (A)? ☐ yes ☐ no

**Incident Specifications:**

Quantity spilled / released into the environment: \_\_\_\_\_

Time of release \_\_\_\_\_ AM / PM, Duration of release \_\_\_\_\_ Hr. \_\_\_\_\_ Min.

Released into: ☐ air ☐ water ☐ soil ☐ paved area

\_\_\_\_\_

Any know / anticipated acute or chronic health risks associated with this release: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any advice, regarding medical attention necessary for exposed individuals: \_\_\_\_\_

\_\_\_\_\_

The affected are for each precautionary  
action: \_\_\_\_\_

\_\_\_\_\_

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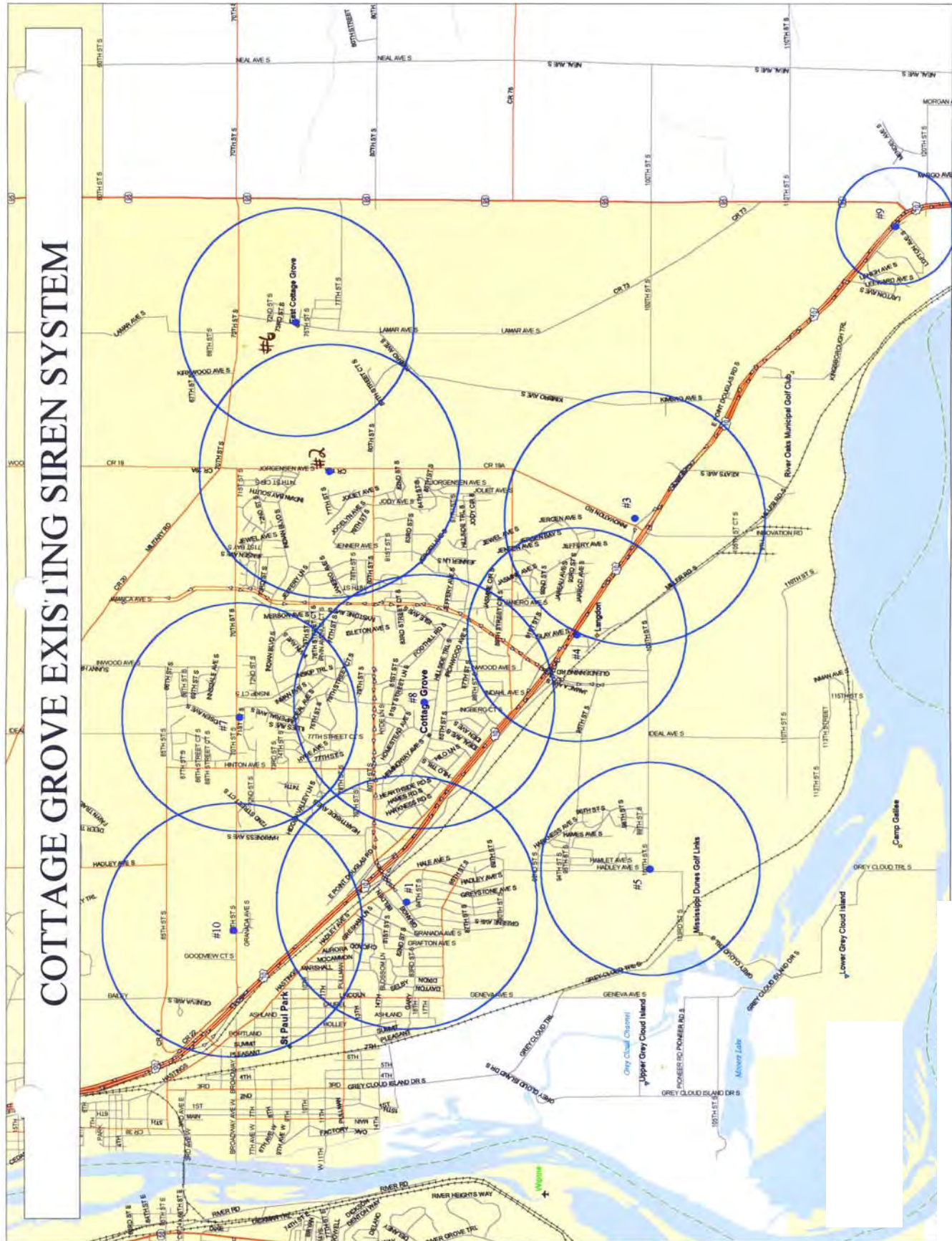
Other individuals notified, including other States, or State agencies:

Name / Representing	Time	Telephone Number
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**Follow-up Emergency Notice**

This information must, by law, be provided by the facility, in writing to the State Emergency Response Commission at the following address:

Minnesota Department of Public Safety  
Emergency Response Commission  
444 Cedar Street  
Suite 223  
Saint Paul, MN 55101



### **Cottage Grove Siren Locations**

1. 8183 Grange Blvd. (Fire Station 1)
2. Keats Ave. South at 77<sup>th</sup> Street South
3. Highway 61 at Kimbro Ave. South
4. Islay Ave. South at 95<sup>th</sup> Street South
5. Hadley Ave. South at 100<sup>th</sup> Street
6. Lamaar Ave. South at Upper 74<sup>th</sup> Street South
7. 70<sup>th</sup> Street South at Inwood Ave. South
8. 8323 81<sup>st</sup> Street Lane South
9. 11730 Highway 61 (61 Marine & Sports)
10. 6950 Meadowgrass Ave. South
11. 110<sup>th</sup> & Ideal

### **Cottage Grove Siren Locations**

1. 8183 Grange Blvd. (Fire Station 1)
2. Keats Ave. South at 77<sup>th</sup> Street South
3. Highway 61 at Kimbro Ave. South
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7. 70<sup>th</sup> Street South at Inwood Ave. South
8. 8323 81<sup>st</sup> Street Lane South
9. 11730 Highway 61 (61 Marine & Sports)
10. 6950 Meadowgrass Ave. South
11. 110<sup>th</sup> & Ideal

## **Annex B**

### **Direction and Control**

Plan Development March, 2004  
Updated March, 2006  
Updated November, 2006

# **Annex B**

## **Direction and Control**

Plan Development March, 2004  
Updated March, 2006  
Updated November, 2006  
Updated January 2009

**DIRECTION AND CONTROL STANDARD OPERATING PROCEDURE.**

**page**

- 3. Direction and Control
- 7. Activation of the EOC
- 8. Emergency Operations Facility
- 8. EOC Emergency Power
- 8. Supplies and Equipment
- 9. Communication Capabilities
- 11. EOC Staff Contacts/Directory
- 17. Readiness Condition Actions (REACON)
- 19. Operational reports and procedures
- 22. EOC telephone assignments
- 23. MAP: EOC Location Map
- 24. Radio Communications Frequencies
- 28. Evacuation Proclamation and Emergency Declaration
- 30. Procedures for operating emergency generator
- 35. EOC Personnel Duties
- 48. EOC Registration Form
- 49. EOC Record Keeping
- 50. Layout and Setup
- 52. EOC Position and Function Check Lists



## **DIRECTION AND CONTROL**

### **PURPOSE**

An Incident Command System (ICS), which will follow the National Incident Management System (NIMS), will be established to direct the initial response by emergency services to an emergency. ICS is a commonly accepted incident management system throughout Washington County. State and Federal Laws related to hazardous materials emergencies mandate the use of ICS.

The Emergency Operations Center (EOC) is a facility where City Government Officials and staff can direct and control emergency operations during any type of disaster. Activation of the EOC is generally reserved for major, long term, or complex events.

### **NATIONAL EMERGENCY MANAGEMENT SYSTEM USE**

#### **Incident Management System Guidelines**

#### **I. Command Function – Single Command IC**

The Command Staff is responsible for the overall management of the incident. Single Command IC shall be designated for incidents that occur within the single jurisdiction of Cottage Grove with no functional agency overlap or when all parties to a cross-jurisdictional or multifunctional response agree to Single Command IC.

IC shall develop incident objectives on which subsequent incident action planning will be based. IC shall approve the Incident Action Plan and all requests to the ordering and releasing of incident resources.

#### **II. Command Function – Unified Command IC**

Unified Command is an important element in multi-jurisdictional or multi-agency domestic incident management. Unified Command overcomes much of the inefficiency and duplication of effect that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

Unified Command shall be established when agencies from other jurisdictional authority or functional responsibility for any or all aspects of an incident and there able to provide specific resource support participation in the incident.

Unified Command shall be used to determine overall incident strategies, selecting objectives, joint planning tactical activities in accordance with approved incident objectives, integrating tactical operations and approving, committing, and making optimum use of all assigned resources.

### III. Incident Action Plan – Unified Command

The Incident Action Plan is an integral part of successful operations and key component of the National Incident Management System. Under Unified Command the Incident Action Plan will be developed by the Planning Section Chief and will be approved by the Unified Command. The Operations Section Chief directs the actual implementation of the Incident Action Plan. The Operations Section Chief will normally come from the agency with the greatest jurisdictional involvement. Unified Command will agree on the designation of the Operations Section Chief.

### IV. Information and Intelligence Function

The analysis and sharing of information and intelligence are important elements of the Incident Command system. Intelligence includes not only security such as risk assessments, medical intelligence, weather information, structural designs, toxic contaminate levels, and utilities and Public Works data, that may come from a variety of different sources.

Information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. Information and intelligence must be analyzed and shared with personnel designated by the IC who have the need to know to ensure that they support decision-making.

### V. Information and Intelligence Function (Organization)

The information and intelligence function may be organized in one of the following ways:

1. Within the Command Staff. This may be the most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting agency representatives.
2. As a unit within the Planning Section. This may be the most appropriate in an incident with some need for tactical intelligence and when no law enforcement entity is a member of the Unified Command.

3. As a Branch within the Operations Section. This may be the most appropriate in incidents with a high need for tactical intelligence and when law enforcement is a member of the Unified Command.
4. As a separate General Staff Section. This may be the most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information.

The Information and Intelligence function is also responsible for developing, conducting, and managing information related security plans and operations directed by IC. These can include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it so they can effectively and safely conduct their missions. The information and intelligence function also has the responsibility for coordinating information and operational security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may affect information or operational security.

#### VI. Joint Information System

Joint Information System shall be established to provide organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in crisis. Included should be plans, protocols, and structures to be used in providing information to the public during incident operations. Joint Information System shall encompass all public information operations related to an incident, including all Federal, State, local and private organization PIO's, staff and JIC's established to support an incident.

The major responsibilities of the Joint Information System will be to perform interagency coordination and integration, develop and deliver coordinated messages, provide support for decision-makers and be flexible, modular, and adaptable.

#### VII. Joint Information Center

Adhering to NIMS guidelines, a Joint Information Center shall be established. The Joint Information Center shall include representatives of each jurisdiction, agency, private sector organization and non-governmental organization involved in incident management activities.

Multiple Joint Information Centers shall be established when required by the circumstances of the incident.

Each Joint Information Center shall be responsible to communicate and coordinate with other Joint Information Center's and other appropriate components of the Incident Command System organization.

#### VIII. Managing Resources – Mobilizing Resources

Managing Resources when mobilizing resources is an integral part of incident management and shall be utilized when resources are notified and respond to an incident. Managing Resources will start at the time of notification of resources through established channels. Resource tracking shall include as much of the following as deemed necessary by the type of incident: date, time and place of departure, mode of transportation to the incident, date and time of arrival, reporting location, incident assignment, resource order number, incident number and applicable costs and funding codes.

Depending on the type and size of incident the Incident Management Team will ensure: source organizations are promptly notified when their deploying personnel formally check in on scene, emergency operation centers and incident managements teams comply with standard interagency mobilization guidelines and demobilization planning begins as soon as possible.

## **FUNCTIONS OF THE EOC**

- A. Coordinating the city response to the disaster. (Including coordination with the on-scene incident commander.)
- B. Coordinating with other local governments 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 business/industry directly affected and/or responding to the disaster.
- E. Coordinating with the national Weather Service office during periods of projected or actual flooding. Monitoring precipitation and river stages during flood prone periods.
- F. Generating appropriate public information.
- G. Maintaining accurate records related to County Personnel functions, equipments use, damage assessment, disaster related expenditures and other accounting/finance duties.
- H. Support operations with decision making and resources.

## **RESPONSIBILITIES OF COMMAND AND CONTROL PERSONNEL**

All Department heads or assigned personnel will update their pertinent sections, resource lists and checklist on a continuing, yearly basis.

## **ACTIVATION OF THE EOC**

The Mayor with the City Emergency Management Director, implementing this policy, will activate the EOC and its staff as required to support emergency operations.

The EOC staff will be responsible for the operations of their particular service or assignment as outlined in the Emergency Responsibility Policies of the Basic Plan.

Coordination of the EOC will be the responsibility of the Emergency Management Director.

The Emergency Management Director will alert the EOC staff through the communication center via telephone or radio or pager.

Only staff as determined necessary will report depending on the disaster situation.

Operational reports will be handled as required by the Emergency Management Director.

The law enforcement services will assign personnel to secure the EOC as required and monitor personnel for proper identification.

## **EMERGENCY OPERATIONS FACILITY**

**The primary EOC is located at 8641 80th Street South.** The EOC provides some protection from fallout radiation. Attachment 4 shows the individual floor plans of the EOC.

## **EOC EMERGENCY POWER**

Emergency Power is supplied to the primary EOC by a 120 KW generator. This generator is an automatic start upon loss of utility supplied power. Instructions for manually starting the generator are contained in the switch panel located in the north office basement of the EOC building. Emergency power is supplied to the secondary EOC and the communications center by a 180 KW generator. This generator is an automatic start upon loss of utility supplied power.

The emergency (backup) power source has fuel reserves and does keep the ventilation system operational. Both the main EOC and alternate have a built in security system that only public safety personnel have access. In the event of a terrorist situation, security will be extended with police personnel guarding the EOC. Should water flow become non-functional, staff can bring water to the EOC.

## **SUPPLIES AND EQUIPMENT**

- A. The office equipment to be used in the EOC is the same as that which is used in daily routine operations and/or is stored in the EOC.
- B. Communications equipment will consist of landlines, cellular phones and radio equipment, and amateur radio communications as necessary.
- C. Each City department is required to supplement equipment and supplies, depending on the situation. Each department should be prepared to supply any special equipment necessary, such as laptops or computers.
- D. Food will be supplied to the EOC from local restaurants, caterers, food markets, or Salvation Army.
- E. EOC staff personnel will be advised to bring any necessary clothing and special medications for possible long-term operation.
- F. EOC staff must be prepared to provide sufficient personnel for one or more shift changes in the event of a long-term operation.
- G. Add Nextel ERT information.

## COMMUNICATION CAPABILITIES

Cottage Grove EOC has communication capabilities with the following in order carry out their emergency responsibilities through radio, telephone, fax, television, and internet access.

- A. EOC Capabilities - The Cottage Grove EOC Center has communications with the following organizations:

ORGANIZATION	BY	REMARKS
CITY FIRE	RADIO & TELEPHONE	7 "C"PHONES ARE AVAILABLE
CITY POLICE	RADIO & TELEPHONE	
CITY PUBLIC WORKS	TELEPHONE	COMM CTR. RADIO HAS CAPABILITY with PW
Washington Co. Emergency Management	Radio & Telephone	Wash Co CD 154.085 159.045
WASHINGTON SHERIFF	RADIO & TELEPHONE	FROM COMM AND BACK-UP
MUTUAL AID FIRE  WOODBURY HASTINGS ST. PAUL PARK NEWPORT INVER GROVE HGTS. LOWER ST. CROIX ROSEMOUNT MAPLEWOOD PRESCOTT	RADIO & TELEPHONE	COMM CTR. NOT CAPABLE OF ALL FREQUENCIES FOR FIRE  State Wide Fire MA 154.295 Washington Co Fire MA 154.265
3M COTTAGE GROVE	TELEPHONE	3M is 800 MHz. ONLY the FIRE CHIEF has equipment for T & X
MARATHON/ASHLAND REFINERY	TELEPHONE & RADIO	STATEWIDE & COUNTY FIRE
STATE DUTY OFFICER	TELEPHONE & RADIO	STATE WIDE Police & Fire
COUNTY EMERGENCY MGT	TELEPHONE & RADIO	SELECT PORTABLE RADIOS HAVE COUNTY CD CAPABILITIES
STATE / FEDERAL AGENCIES NATIONAL WEATHER MPCA MDH EPA	TELEPHONE ONLY	Monitor frequency 162.055

ORGANIZATION	BY	REMARKS
STATE / FEDERAL AGENCIES FEMA	TELEPHONE ONLY	Monitor frequency 162.055
CITY CABLE TV	TELEPHONE	THE PRIMARY EOC IS CAPABLE OF CABLE TRANSMISSION
BROADCAST COMMERCIAL TV	TELEPHONE	See PIO information
EBS	EBS SYSTEM	From Comm Center
BROADCAST COMMERCIAL RADIO	TELEPHONE	See PIO information



## **DEPARTMENT HEAD/SUPERVISOR DIRECTORY**

### **Community Development Director**

#### **Howard Blin**

933 Cedarleaf Court  
Mahtomedi, MN 55115  
O: 651-458-2824  
H: 651-773-8760

### **Public Works Director**

#### **Les Burshten**

2442 Beam Avenue  
North St. Paul, MN 55109  
O: 651-458-2810  
H: 651-777-6297  
C: 612-790-4561  
P: 651-610-2325

### **Fire Chief**

#### **Bob Byerly**

1032 Park Avenue  
Mahtomedi, MN 55115  
O: 651-458-2860  
H: 651-426-9834  
C: 651-755-8211

### **Ice Arena Manager**

#### **Zac Dockter**

6829 Meadow Grass Lane  
Cottage Grove, MN 55016  
O: 651-458-2846  
C: 612-735-9703  
P: 651-610-1761

### **Finance Director**

#### **Ron Hedberg**

14170 Foxtail Lane  
Apple Valley, MN 55124  
O: 651-458-2832  
H: 952-997-3276

**Public Safety Director**

**Craig Woolery**

20315 Orono Trail  
Hastings, MN 55033  
O: 651-458-6014  
P: 651-650-5565  
C: 651-248-7246  
H: 651-248-7246

**City Clerk**

**Caron Stransky**

7713 Jocelyn Avenue South  
Cottage Grove, MN 55016  
O: 651-458-2814  
H: 651-459-5507

**Public Works Supervisor**

**Harry Taylor**

8539 Hamlet Avenue South  
Cottage Grove, MN 55016  
O: 651-458-2853  
H: 651-459-6212  
C: 651-402-3592  
P: 651-610-2333

**Deputy Director of Public Safety**

**Brian Wilson**

O: 651-458-6002  
H: 651-459-5814  
C: 651-248-1743  
P: 612-650-5566

**Deputy Director of Public Safety**

**Pete Koerner**

O: 651-458-6003  
H: 651-768-8400  
C: 651-248-3064  
P: 612-880-4577

**EMERGENCY OPERATIONS CENTER**  
Contact List

FUNCTION / POSITION	NAME & ADDRESS	WORK NUMBER	HOME NUMBER
Mayor	Myron Bailey 7788 Jasmine Avenue So	651-768-3677	651-459-4734
Council	Justin Olsen 7165 71 <sup>st</sup> Street So	651-459-6336	
Council	Mark Grossklaus 7795 68 <sup>th</sup> St Ct	651-458-1879	651-458-1879
Council	Jen Peterson 8152 Hornell Ave So	651-458-9482	651-271-2287
Council	Pat Rice 8833 75 <sup>TH</sup> Street		651-458-3538
City Administrator	Ryan Schroeder 838 Laurel Ave. St. Paul, MN	651-458-2822	651-224-3315
Finance Director	Ron Hedberg 14170 Foxtail Lane Apple Valley,	651-458-2832	952-997-3276
Accounting Supervisor	Brenda Peper 7954 Ivystone Ct	651-458-2830	651-458-8293
Community Development	Howard Blin	651-458-2824	
Sr. Planner	John McCool 9441 71 St. So.	651-458-2874	651-459-4430
Director of Public Safety	Craig Woolery 20315 Orono Trail Hastings, MN 55033	651-458-6014	651-480-8224
Administrative Assistant	Nikki Getschel 6934 Idsen Ave. So.	651-458-6006	651-459-0271
Fire Chief	Bob Byerly 1032 Park Ave Mahtomedi, MN 55115	W 651-458-2860 C 651-755-8211 P 651-610-4678	651-426-9834

**EMERGENCY OPERATIONS CENTER**  
Contact List

FUNCTION / POSITION	NAME	WORK NUMBER	HOME NUMBER
Director of Public Works	Les Burshten 2442 Beam Ave. North St. Paul	W 651-458-2810 C 612 790-4561 P 651-610-2325	651-777-6297
Assistant Director of Public Works	Harry Taylor 8539 Hamlet Ave	W 651-458-2828 C 651-402-3592 P 651-610-2333	651-459-1877
Recreation Supervisor	Zac Dockter 9207 78 <sup>th</sup> Street So.	651-458-2846	612-735-9703 or 459-0869
Chief Building Official	Bob LaBrosse 13150 22 <sup>nd</sup> St. No. West Lakeland Township	651-458-2828	651-36-1588
Manager, Ice Arena	Zac Dockter 9207 78 <sup>th</sup> Street So.	651-458-2846	612-735-9703 or 459-0869
City Clerk	Caron Stransky 7713 Jocelyn Ave. So.	651-458-2814	651-459-5507
Police Admin. Captain	Brian Wilson	651-458-6002	651-459-5814
Police Patrol Division Captain	Pete Koerner	H 651-768-8400 W 651-458-6003	651-248-3064
Fire Marshal	PJ McMahon	W 651-458-2862 C 651-755-8212	
Support Servicesr	Kathi Buss 1442 Portland Ave. St. Paul Park, MN	W 651-458-2835 P 612-648-4236	651-459-9907
MIS Coordinator	Jenny Jennings	W 651-458-2884 C 651-226-0096	651-730-1256
Emergency Management Coordinator	Donna Honeyman 9438 Hallmark Ave. So. Cottage Grove, MN 55016	W 651-695-2713 C 651-238-3512	651-458-9212
EMS Coordinator	Wesley Halvorsen 2210 Namekagon Street Hudson, WI 54016	W 651-458-2854 C 651 755 8212 C 715 821 0384 P 612 648 0008	

### EMERGENCY OPERATIONS CENTER CONTACTS

The following is a list of the names of personnel to fulfill positions if the EOC is activated. Any position not filled will be assigned at the time of EOC activation.

<b>POSITION / FUNCTION</b>	<b>SUPPORT STAFF</b>	<b>NAME</b>	<b>TELEPHONE NUMBER</b>	<b>PAGER NUMBER</b>
Notification & Warning <i>Fire</i>	2	Bob Byerly	H 651-426-9834 W 651-458-2860 C 7651-55-8211	Cell 651-755-8211
Direction & Control <i>Government</i>		Sandra Shiely	H 651-459-1335 W 651-768-3700	
Public Information Officer <i>Government</i>		Ryan Schroeder	H 651-224-3315 W 651-458-2822	
Search & Rescue <i>Fire</i>	1	Bob Byerly	H 651-426-9834 W 651-458-2860	Cell 651-755-8211
Health/Emergency Medical <i>EMS</i>	2	Pete Koerner	H 651-768-8400 W 651-458-6003	651-248-3064
Evacuation Determination <i>Fire</i>		Bob Byerly	H 651-426-9834 W 651-458-2860	Cell 651-755-8211
Traffic Control & Security <i>Police</i>		Brian Wilson	H 651-459-5814 W 651-458-6002	651-248-1743
Fire Protection <i>Fire</i>		Bob Byerly	H 651-426-9834 W 651-458-2860 C 651-755-8211	651-610-4678
Damage Assessment <i>Building Inspection</i>		Bob LaBrosse	H 651-436-1588 W 651-458-2828	612-650-1768
Congregate Care & Planning <i>Community Development</i>		Howard Blin	H 952-942-5884 W 651-458-2824	
Debris Clearance & Planning <i>Public Works</i>		Les Burshten	H 651-777-6297 W 651-458-2810 C 612-790-4561	
Utilities Restoration <i>Public Works</i>		Les Burshten	Above	

Radiological & Hazardous Materials <i>Fire</i>		Bob Byerly	Above	
Emergency Management Director		Bob Byerly	Above	
Finance/Administration <i>Government</i>		Ron Hedberg	H 651-458-2832 W 952-997-3276	
Recorder/ Documentation		Caron Stransky	H 651-459-5507 W 651-458-2814	

## **READINESS CONDITION (REACON) ACTION**

### **READINESS CONDITION 3**

This condition depicts a worsening international situation to the point that a possible break in those relations may occur.

This information would be received from the Federal Emergency Management Agency through NAWAS (National Warning System).

#### **THE FOLLOWING ACTIONS ARE TO BE TAKEN:**

1. The Emergency Management Director will notify the mayor and the mayor will notify the city council.
2. The Emergency Management Director will mobilize key staff personnel and will check the operating procedures of the respective emergency government services.
3. The Emergency Management Director will advise the public emergency procedures are being reviewed by the county and local government. No public action will be required.

### **READINESS CONDITION 2**

This condition depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Federal Emergency Management Agency through NAWAS.

#### **THE FOLLOWING ACTIONS ARE TO BE TAKEN:**

1. The Emergency Management Director will notify the mayor and the mayor will notify the city council.
2. The Emergency Management Director will notify key staff personnel and place them on a standby basis.
3. The Emergency Operating Center will be activated and placed in a readiness condition.
4. The public information should consist of advising the public as to the situation and the action local government is taking to be prepared.
5. The public is further advised to review their individual and family emergency action plans.
6. The federal authorities may direct implementation of removal of people from potential target areas.

### **READINESS CONDITION 1**

This condition depicts a situation where the president of the United States has advised the governor and the public that war is imminent or hostilities may have already occurred.

#### **THE FOLLOWING ACTIONS ARE TO BE TAKEN:**

1. The mayor will convene the city council in an emergency session.
2. The emergency operating center is to be activated for 24-hour operation.
3. The staff will be fully mobilized.
4. Civil defense / emergency preparedness officials will prepare to open public shelters.

Warning procedures via the State Warning Systems may be received prior to or concurrent with Readiness Condition 1.



## **OPERATIONAL REPORTS AND PROCEDURES**

The purpose is to establish a uniform system of reporting information that is essential for emergency operations at local, state, and federal levels.

### **Types of Reports**

Reports are divided into three general categories: the reports used during the pre-emergency phase to increase readiness, those used during a disaster showing the situation, and reports of recovery efforts that are used after a disaster.

#### **A. Pre-emergency**

A member of the Department of Public Safety Homeland Security Emergency Management (HSEM) staff will be on duty at all times as duty officer to insure proper handling of reports.

1. Readiness Condition Reports
2. Increased Readiness Reporting (IRR) local status form.

A **FEMA IRR** report will be used to evaluate public and government action and readiness posture for emergency action HSEM regional coordinators will designate which local and/or emergency managers will make the IRR report which is to be s the HSEM regional coordinator. He/she will consolidate the reports and submit them to the state office.

#### **B. Emergency**

The following reports will be sent upon a disaster occurrence by officials to HSEM regional coordinators and from them to state and federal authorities by flash message over NAWAS, FNATS, or FNARS.

##### **1. Initial Report**

- a. Nuclear Detonation (**NUDET**)

The reports include sighting location, damage area, and air surface burst evaluation.

- b. Fallout Arrival

This report is made when 0.5R/hr is first detected.

## **2. Basic Operating Situation Report**

This report is flashed by voice to the regional office as is information is available on either fallout or fire, or on C Recovery from the previously reported condition.

## **3. Operational Situation Report**

A summary situation report will be submitted to the state from HSEM regional coordinators after the first day of peace-time-type of emergency, as of 0800 and 1800 hours daily. These reports will be summarized daily and sent by the state to Region Five, FEMA, at 1500 hours.

A summary situation report will be submitted to the state from HSEM regional coordinators in a nuclear emergency, as of 0800 and 2400 hours daily. A report will be made to Region Five, in a nuclear situation only as an "exception type" report covering the following situations:

- a. Request for Aid-resources not available in state
- b. Population Status (**POSTAT**)-when status is determined
- c. Government Status (**GOVSTAT**)-local government destroyed or not functioning and actions taken
- d. Facility Status (**FACSTAT**)-damage or destruction of facilities specified as critical
- e. Fire Situation (**FIRESIT**)-mass fire outside of the blast area

## **4. Natural Disaster Damage Assessment Reports**

### **C. Recovery**

Action reports will be submitted by counties to HSEM regional coordinators showing recovery efforts following a disaster. This report will cover the following:

1. Scope of the disaster, including casualty list and property damage sustained by both public and private property; nature of resources and where used; and personnel involved in rescue, security provisions, and restoration operations.
2. State whether applications will be submitted for state and/or federal financial assistance.

3. State to DEM Region Reports

The reports received at the state office from Region Five concerning IRIS summaries, fallout warnings, and damage summaries, will be sent to the HSEM regional coordinator addition, reports received from one HSEM region command will be sent to other HSEM regions that have an operational requirement for the information.

**BUSINESS PHONE AND FAX NUMBERS**

ORGANIZATION	TELEPHONE	FACSIMILE
CG FIRE	651-458-2809	651-458-2863
CG POLICE	651-458-2811	651-458-2820
CG CITY HALL	651-458-2800	651-458-2897
PUBLIC WORKS	651-458-2808	651-458-6080
MN EMERGENCY MGT.	651-296-2233 DUTY OFFICER 651-649-5451	
WASHINGTON CO. EMERGENCY MGT.	651-430-6701(6725)	651-430-6730

**FIRE DIVISION PORTABLE CELLULAR PHONES**

**Number (651)Assigned to:**

- 755-8211 **Bob Byerly**
- 755-8212 **Wesley Halvorsen**
- 755-8213 **Rick Redenius**
- 755-8215 **Al Beasley**
- 248-5469 **PJ McMahon**

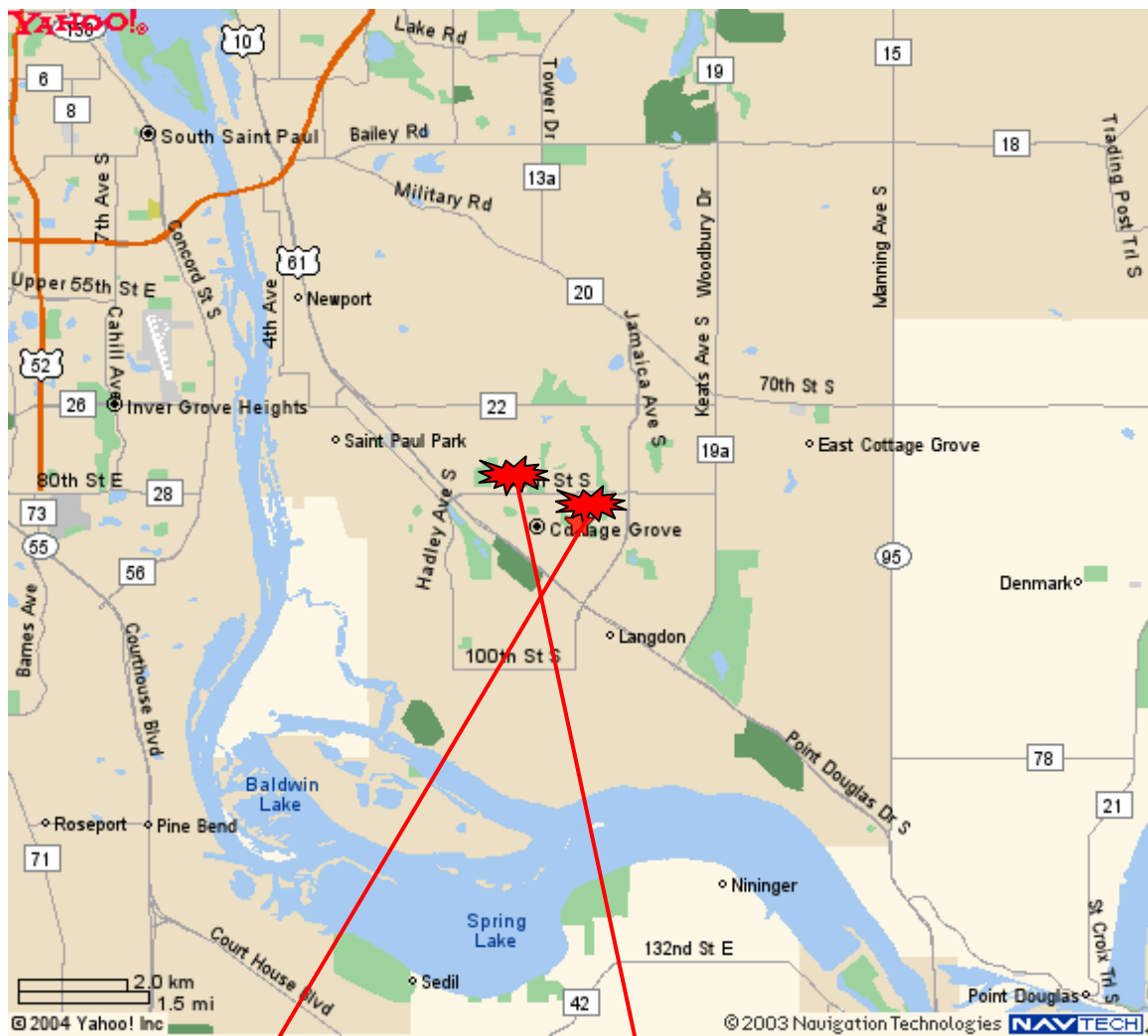
### EOC PHONE ASSIGNMENT

DEPARTMENT/ AGENCY	NAME	PHONE BLOCK ASSIGNMENT	PHONE NUMBER
EM DIR/PIO	Bob Byerly	19	651-458-6063
Recorder	Caron Stranksy	19	651-458-6064
Bldg. Insp.	Bob LaBrosse	22	651-458-6073
Congregate Care	Howard Blin	22	651-458-6072
Public Safety Fire	As Assigned	22	651-458-6071
Public Safety EMS	As Assigned	20	651-458-6067
Public Works	Les Burshten	21	651-458-6068
Public Safety Police	As Assigned	21	651-458-6070
State	As Assigned	20	651-458-6066
County	As Assigned	19	651-458-6065
City Administration 6075		MEETING ROOM	651-458-
EOC Fax out only		FAX	651-458-6074
Out Only Line		21	651-458-6085

### STATION II NUMBERS

LOCATION	NUMBER
GENERAL RECEPTION	651-458-2809
FIRE CHIEF	651-458-2860
DAY ROOM / KITCHEN	651-458-2864
APPARATUS BAY	651-458-2866
WATCH OFFICE / COMMUNICATIONS CTR	651-458-2858 & 6062
CAPTAINS OFFICE	651-458-2861
CONFERENCE ROOM	651-458-2865
INSPECTION OFFICE	651-458-2862

City of Cottage Grove  
Emergency Operations Center Locations



**PRIMARY EOC**  
**CGFD - Station 2**  
**8641 South 80<sup>th</sup>**

**SECONDARY EOC**  
**City Hall**  
**7516 South 80<sup>th</sup>**

**ALL FREQUENCIES ARE AVAILABLE ON THE EOC RADIO AT FIRE  
STATION II**

<b>CHANNEL LICENSE</b>	<b>TRANSMIT</b>	<b>RECEIVE</b>
CG PUBLIC SAFETY MAIN	155.085	155.085
WASHINGTON CO. SHERIFF	156.090	155.090
PUBLIC WORKS	37.18	37.18
MNSEF	155.475	155.475
POINT TO POINT	154.085	154.085
CG REPEATER <b>Main</b>	159.075	155.085
	<b>FIRE CHANNELS</b>	
STATE WIDE FIRE	154.295	154.295
WASHINGTON CO FIRE	150.875	154.265
FIRE TAC C	150.775	150.775
FIRE TAC B	153.830	153.830
FIRE TAC A	154.010	154.010
FIRE TAC 4 COUNTY HAZ MAT	155.370	155.370
	<b>SELECT FIRE RADIOS</b>	
DAKOTA CO. FIRE	154.445	154.445
WASHINGTON CO. CD	154.085	154.085
WASHINGTON CO. CD	159.045	154.085
WASHINGTON CO. SHERIFF	156.09	156.19

**SELECT FIRE RADIOS - CONTINUED**

<b>CHANNEL LICENSE</b>	<b>TRANSMIT</b>	<b>RECEIVE</b>
DAKOTA CO. SHERIFF	154.89	155.595
RAMSEY CO. FIRE	154.22	154.22
MAPLEWOOD FIRE	154.19	154.19
NWPT. STPP POLICE	151.235	151.235
INVER GROVE HGTS FIRE	154.175	154.175
EMS	155.34	155.34
EMS	155.325	155.325
NATIONAL WEATHER SERVICE		162.550

**THE EOC AT FIRE STATION 2 IS ALSO EQUIPPED WITH AN AMATEUR  
RADIO BASE STATION.**

**A list of licensed amateur radio operators is located in Annex P (page 17).**

## **LOCAL EMERGENCIES**

- A. Declaration: A local emergency may be declared only by the Mayor or his/her legal Successor. It shall not be continued for a period in excess of (3) days except by or with the consent of the Council. Any order, or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed in the office of the City Clerk.
- B. Use of Disaster Plans: A declaration of local emergency shall invoke necessary portions of the response and recovery aspect of applicable local or interjurisdictional disaster plans, and may authorize aid and assistance thereunder.
- C. Jurisdiction: No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an interjurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.
- D. Utilize City Personal and Equipment: The EM Director shall utilize personnel, services, equipment, supplies and facilities of the existing departments and agencies of the City to the maximum extent practicable. The officers and personnel of all City departments and agencies shall, to the maximum extent practicable, cooperate with and extend such services and facilities to the City Emergency Organization and to the Governor upon request. The head of each department or agency in cooperation with the Director shall be responsible for the planning and programming of such emergency activities as will involve the utilization of the facilities of the department or agency.

## **SAMPLE EVACUATION PROCLAMATION**

WHEREAS, a disaster proclamation has been issued; and

WHEREAS, the disaster resulted in a state of emergency existing in our community; and

WHEREAS, it is reasonable to believe that a threat to the lives and health of our citizens exists:

NOW, THEREFORE, I, \_\_\_\_\_

do hereby proclaim that the area bordered by \_\_\_\_\_

on the North, \_\_\_\_\_ on the South,

\_\_\_\_\_ on the East and

\_\_\_\_\_ on the West

be immediately evacuated.

This proclamation is in effect until further notice.

In testimony whereof I have hereunto set my hand.

Done at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



**RESOLUTION TO GOVERNOR REQUESTING AN EMERGENCY  
DECLARATION**

WHEREAS the County of Washington, State of Minnesota has been subjected to

(Description of Emergency)\_\_\_\_\_ ; and

WHEREAS the above described emergency presents a continuing threat to life, public health, and property; and

WHEREAS \_\_\_\_\_ is  
(description of specific federal / state assistance)

needed for an effective response; and

WHEREAS without this assistance a worst disaster could result.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council for, and on behalf of the citizens of Cottage Grove, Washington County, request

the governor of the State of Minnesota to petition the President of the United

States to declare the County of Washington, Minnesota an emergency area.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signed Chairman of the County Board

ATTEST:

\_\_\_\_\_  
County Auditor

### **City Disaster Declaration**

A State of Disaster will be declared in each case when the City foresees the possibility of expending all City resources which will make it necessary to request County, State or Federal assistance to respond to or recover from an incident.

As soon as possible following a catastrophic incident, the City Damage Assessment team will assemble to view damage to public and private property. The purpose of the damage assessment is to determine if a Declaration of Emergency is necessary and to develop a disaster recovery plan. The Damage Assessment Team shall consist of the following staff and elected officials. Each member shall provide a person as a back-up to the team.

#### **Damage Assessment Team**

<b>Name</b>	<b>Representing</b>	<b>Phone</b>	<b>Pager</b>
Bob Byerly	Emergency Management	H 651-426-9834 W 651-458-2860 C 651-755-8211	612-640-0267
Myron Bailey	Mayor	H 651-459-4734 W 651-768-3677	
as available	Council Member		
Les Burshten	Public Works	H 651-777-6297 W 651-458-2810 C 612-790-4561	
Ryan Schroeder	Administration	H 651-224-3315 W 651-458-2822	

## **SAMPLE DISASTER DECLARATION**

WHEREAS, a disaster, namely\_\_\_\_\_.  
has occurred in the City of Cottage Grove; and

WHEREAS, because of such emergency conditions, the Common Council is unable to  
meet with promptness; and

WHEREAS, this disaster has caused the City of Cottage Grove to expend all of its  
available resources; and

WHEREAS, because of the severity of the disaster, the City of Cottage will commit all of  
its available resources; and

WHEREAS, the City of Cottage Grove is requesting County assistance and  
further requests the County to advise the State of Minnesota of our Emergency  
condition;

NOW, THEREFORE, as Chief elected official, of the City of Cottage Grove I do hereby  
proclaim that a state of emergency exists in the City of Cottage Grove.

In testimony whereof I have hereunto set my hand and have caused the great seal of the  
City of Cottage Grove to be affixed.

Done at the City Hall this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOW, FURTHER, THEREFORE, pursuant to State Statute\_\_\_\_\_  
I, as Chairman of Washington County Emergency Government Commission, do hereby  
concur that a state of emergency exists in the City of Cottage Grove.

In testimony whereof I have hereunto set my hand.

Done at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

## **EMERGENCY GENERATOR STARTING PROCEDURE**

### **Automatic Starting**

- 1) In the event of a power failure, the emergency generator will normally start automatically with little, if any, power interruption. If this does not occur, the generator will have to be manually started. Instructions for starting the generator at the primary EOC are located in the switch box which is in the "office" basement (nearest the generator) at Fire station II

### **Manually Starting**

1. Should the emergency generator fail to start automatically during a power failure, the following procedure should be implemented.
2. Obtain the keys for the emergency generator located next to the Emergency Generator Transfer Switch. (main power cabinet)
3. Unlock both doors labeled 1 and 2 on the generator housing cabinet and inspect the interior for leaking fluids (motor oil, fuel, antifreeze) or any visible signs of damage that could account for the malfunction.

Inside the generator housing cabinet door labeled No. 1, there is a toggle switch labeled (run/stop/auto). Make sure that switch is in the AUTO position.

4. In the hallway between the garage and the cell area within the main power cabinets, is the emergency generator transfer switch labeled No. 3. There are two toggle switches located on the face of that cabinet. The top toggle switch marked "Transfer Test" should always be in the right position marked "Normal Position". The lower toggle switch should be in the left position.

Manually move the "Transfer Test" switch at the left and hold until the generator starts (no more than 2 minutes). If the generator starts and you have power within the building release the "Transfer Test" switch and return to the generator and secure the housing cabinets.

**The generator will now shut off when the normal power is returned.**

**If the Generator does not start.**

5. Release the "Transfer Test" toggle switch and return to the generator.
6. Inside the door labeled No. 2, is a small canister labeled No. 4. Directly behind this tag is a small handle. This handle should be pushed down towards the motor block. (This will reset the unit).
7. Return to the Emergency Generator transfer switch and repeat the procedure in step four.

**If the Generator still does not start.**

8. Release the "Transfer Test" toggle switch and return to the Generator.
9. Inside the generator housing cabinet door labeled No. 1, there is a toggle switch labeled (run/stop/auto). The switch will be in the AUTO position. Manually move the switch to the left to the RUN position. The generator should now start.

**Note when the generator is started by this method, you must closely monitor when the XCEL Power comes on. The generator will not automatically shut off. when the NSP Power comes on, you must return the (run/stop/auto) switch to the STOP position.**

10. Emergency Maintenance Service must be notified along with the Staff Officer on call.
11. If the generator does not start after Step 9, call Public Works for a mechanic and notify the Staff Officer on call.

**EMERGENCY MAINTENANCE**

Interstate Detroit Allison, Inc.  
2501 East 80th Street  
Bloomington, MN  
952-854-5511

Kato Engineering Company  
1 -507 - 625 - 4011  
1 -507 – 625-7604

## **EOC EMERGENCY GENERATOR WEEKLY MAINTENANCE SCHEDULE**

Tests for both the primary EOC generator and the secondary EOC generator will normally be conducted on Friday morning between 7 AM and 10 AM. The tests will be conducted by Cottage Grove Public Works.

1. All readings are within normal limits, the test form will be filed in the Test Form Log book.
2. If any readings are not within normal limits or if the generator does not start during these testing procedures, notify the Fire Chief and Director of Public Safety or Police Shift Commander.

## **ALTERNATE EOC**

An alternate EOC is located in the Cottage Grove Public Safety Police Department Dispatch and Operations area (7516 South 80<sup>th</sup> Street). This building has a back-up generator with 100% electrical back-up and 300 gallons fuel reserves. Security would be maintained by on duty Police Department personnel. Water sanitation and ventilation would be contained in the normal functions of the building.

An additional EOC would be located at the 3M Complex – off of Highway 61 and Innovation Drive. Due to business security and confidentiality, no information is available for the 3M Complex.

**EOC GENERATOR MAINTENANCE LOG**

<b>DATE</b>	<b>TIME START</b>	<b>TIME SPOPPED</b>	<b>WORKED PROPERLY YES NO</b>	<b>SERVICE REQUIRED</b>	<b>NAME OF PERSON PERFOR MING TEST</b>

**COTTAGE GROVE EOC GENERATOR  
WEEKLY CHECK LIST**

DATE TESTED:\_\_\_\_\_

TIME STARTED:\_\_\_\_\_ TIME COMPLETED:\_\_\_\_\_

(GENERATOR SHOULD BE RUN FOR 30 MINUTES)

**Fluid Levels**

OIL\_\_\_\_\_ Main Circuit Breaker on\_\_\_\_\_

Batteries\_\_\_\_\_ Field Circuit Breaker on\_\_\_\_\_

Fuel\_\_\_\_\_Gallons Engine Control Switch Auto\_\_\_\_\_

**Generator Operation**

After 15 minutes of running

AC Amps	Frequency	Hours	Volts
<div style="border: 1px solid black; width: 100px; height: 40px;"></div>	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>
Reading	Reading Should be 60-62	Reading	Reading Should be 208-210

Amps	Oil	Temp
<div style="border: 1px solid black; width: 100px; height: 40px;"></div>	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>
Reading Should be on the Plus + Side	Reading Should be 40-60	Reading Should be 180

Signature\_\_\_\_\_



## **EOC PERSONNEL DUTIES**

### **EOC Operations**

#### **Law Enforcement**

##### **Cottage Grove Police**

- Report to the Emergency Operations Center or send representative.
- Obtain an initial “size-up” of the situation. Prepare an initial report to EOC Command (Emergency Services Manager).
- Identify Field Incident Commander(s).
- Determine immediate Law Enforcement needs in terms of additional officers, vehicles, etc. Call off-duty officers and reserves as needed.
- Does the incident area constitute a potential crime scene? If yes, has crime scene been adequately protected?
- Is dispatch adequately staffed? Call off-duty dispatchers as needed.
- Is this going to be an extended 24hr per day operation? Is mutual aid law enforcement needed? Identify who will be requested, shift rotation schedule and how they will be integrated into the field operations.
- Are there adequate law enforcement resources available to maintain police service to areas of the community not affected by this incident?
- Has scene security and traffic control concerns been adequately addressed?
- Update and advise EOC Command of the situation and status.

##### **Ongoing Concerns**

- Are overall law enforcement activities being adequately addressed?
- Directing and controlling traffic
- Assisting with evacuation of people at risk
- Perimeter and scene security
- Assisting with damage assessment (helicopter, squad routes, etc)

Is evacuation necessary? Coordinate with EOC Command on evacuation concerns.

- Routes
- Road capacity expansion
- Entry control for outbound routes
- Perimeter control on inbound routes
- Traffic flow, including dealing with breakdowns
- Establishment of rest areas
- Secure and limit access to evacuated areas

Are mass care facilities established? Do mass care facilities need security? Does a communication link need to be established from the mass care facility to the EOC?

Provide security to medical facilities and to health and medical field personnel upon request.

Will damage areas or crime scene need 24hr security over an extended period of time? Will more resources be needed to accomplish this? Are enough mutual aid resources available to accomplish this?

Is there enough food, transportation, fuel, and equipment available to support your field operations? If not, notify logistics section to obtain needed resources.

Is an ID system needed to maintain security in restricted areas?

Will the National Guard be required? If so, notify the MN Duty Officer, 651-649-5451, as soon as possible to begin the process of requesting the Guard. Identify a contact liaison that the Guard will be assigned to.

If this is a crime scene, will outside agencies be called? (FBI, ATF, BCA, NTSB etc.)

If incident involves a multi-jurisdictional criminal investigation, are work areas and phones readily available for the investigators? (The EOC may not be available to handle specialized response personnel if it is being used by the County responders.)

## **EOC Operations Public Works**

### **Immediate Concerns**

Report to the Emergency Operations Center or send representative.

Obtain an initial “size-up” of the situation. Prepare an initial report to EOC Command (Emergency Management Director).

Is this going to be a 24hr per day or extended operation? Is staff adequate to handle the situation and cover scheduled shifts or is mutual aid assistance going to be required?

Provide information through the Public Information Officer (PIO) to the news media on road closures, hazards etc.

Contact and coordinate with private sector utilities (e.g., power and gas) on shutdown and service restoration.

Manage all public works resources and direct public works operations.  
Debris removal operations

- Assist in search and rescue efforts if requested
- Conduct damage assessment activities and documentation to public infrastructure
- Provide emergency generators, fuel, lighting, etc., to support emergency responders at the emergency scene and the EOC
- Assist in identifying appropriate evacuation needed
- Coordinate with utility companies to restore power and gas to disaster victims

Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

Ensure appropriate public works information is made available to the EOC Command.

Verify structural safety of roads, bridges etc.

Designate someone to coordinate with field operations. Assign this person to the incident command post to act as liaison between public works operations and emergency operations.

Identify any hazardous areas that crews will not be able to enter or pass through. Temporary ID's may be needed in secured areas (Law Enforcement should be able to verify).

Will barricades be needed to secure the incident site? Are temporary traffic signs or signal changes needed to help re-route traffic and provide for safety?

Is heavy equipment support for rescue operations needed or anticipated?

For large scale utility disruptions, designate someone as a liaison with the utility companies. This person should keep you and the Public Information Officer (PIO) informed on time estimates for utility restoration.

If debris is blocking streets over a widespread area, work with the field incident commander to establish priority routes to be cleared.

### **Ongoing Concerns**

Large scale debris removal operations may require a well coordinated debris removal plan and schedule. Can it all go to one dump site or will it need to be separated? Should debris be piled in temporary holder locations within the city and hauled out later? (Debris removal consisting of hazardous waste will need to be coordinated with Public Health and Environment. Large scale tree removal may need to be coordinated with the DNR).

If natural gas utilities have been disrupted, will utility companies need assistance with relighting pilot lights before service is restored?

A comprehensive damage assessment inventory of public facilities and infrastructure will be needed. An estimated dollar value of the damage will be required if a disaster declaration is being sought. (This information will need to be provided to the Emergency Services Manager as soon as possible).

Is there significant damage to public facilities that will force a change in County operations or service delivery? Will alternate sites be needed or events or projects postponed?

Are city resources adequate to handle the situation and support continued operations or will outside resources be needed?

If the incident involves a crime scene (e.g., airplane crash, car bang, etc.) special procedures may be imposed on field operations to preserve and protect evidence. Work with the incident commander or the person in charge of the crimes scene for directions.

**EOC Operations**  
**Fire, HazMat, Rescue**

**Fire Chief**

**Immediate Concerns**

Report to the Emergency Operations Center or send representative when requested.

Obtain an initial “size-up” of the situation. Prepare an initial report to EOC Command (Emergency Management Director).

Review Emergency Operations Plan Annex and Standard Operating Procedures as necessary.

Is this going to be a 24/hr per day or extended operation? Is staff adequate to handle the situation and cover scheduled shifts or is mutual aid assistance going to be required?

Use all County resources including personnel (reserves and auxiliaries), equipment and supplies before requesting assistance. Make specific request to the Emergency Management Director.

Is the incident command under control? Are more resources needed at the scene? Are there additional mutual aid resources that need to be utilized?

Is incident command well established and functioning properly? Is the current IC up to the task or is a change needed? Remind IC that once the EOC PIO is on duty, all media information release should be coordinated through the PIO.

Are there areas that need to be evacuated or could potentially need evacuation? If so, consult with law enforcement and the Emergency Management Director to develop an evacuation plan.

Are adequate EMS resources available? If a mass casualty incident, have EMS units responded appropriately and set up Triage, Treatment and Transport operations.

Are units available to provide fire/rescue services to areas of the community not affected by the incident?

For HAZMAT incidents, have police, public works and other responders been made aware of the hazard area and how to safely approach the scene?

Has the State Duty Officer been notified of the incident? If not, (651) 649-5451.

### **Ongoing Concerns**

If resources are needed beyond those available through mutual aid, such as heavy rescue and debris removal equipment, work with EOC staff to acquire.

If a mass casualty incident, are resources in place to handle a large number of bodies? (Ice arena?) Has Medical Examiner's office responded with extra personnel? Should area funeral directors be alerted?

If operations will continue over an extended period, plan on how crews will be relieved, fed, etc. Will more resources be needed to relieve exhausted personnel?

If incident command is expected to transfer from fire to police, or public works, plan in advance how the transition will occur so that it is done smoothly.

If crews are working an incident that could be a crime scene, consult with law enforcement on steps to preserve evidence.

Consider the need for a critical incident stress debriefing for responders. Coordinate with police, EMS and public works managers as appropriate.

Does the Fire Chief Division Officer need relief? If so, contact the State Duty Officer 651-649-5451 to request a Fire Chiefs Assistance and Support Team (F.A.S.T.).

## **EOC Planning – Congregate Care/Planning**

### **Community Services**

#### **Immediate Concerns**

Report to the Emergency Operations Center or send representative.

Obtain and initial “size-up” of the situation. Prepare an initial report to EOC Command (Emergency Management Director).

Review Emergency Operations Plan Annex and Standard Operating Procedures as necessary.

Is this going to be a 24hr per day or extended operation? Is staff adequate to handle the situation and cover scheduled shifts or is mutual aid assistance going to be required?

Use all County resources including personnel (reserves and auxiliaries), equipment and supplies before requesting assistance. Make specific request to EOC Command.

Notify American Red Cross to assist with mass care needs.  
St. Paul Chapter 651-291-4648 or Duty Officer

If immediate evacuation or sheltering is necessary:

- Unless absolutely necessary, don’t open a shelter without consulting with Red Cross on shelter location. They have shelter agreements in place with various schools and churches. If the incident involves neighboring cities, shelters may already be open nearby.
- Have Public Information Officer announce locations of shelters (include evacuation routes if appropriate. Some roads may be blocked or in a dangerous area).
- Are there victims that will need transportation to shelters?
- Does the Red Cross need help with shelter operations?

#### **Ongoing Concerns**

Monitor the effectiveness of the mass care efforts. Are more resources going to be needed? Consult with Red Cross representative regarding anticipated needs.

Does the Red Cross need help with disaster welfare inquiries from relatives and friends of victims.

## **EOC Planning Damage Assessment**

### **Building Department**

#### **Immediate Concerns**

Report to the Emergency Operations Center or send representative.

Obtain an initial “size-up” of the situation. Prepare an initial report to EOC Command (Emergency Services Manager).

Is this going to be a 24/hr per day or extended operation? Is staff adequate to handle the situation and cover scheduled shifts or is mutual aid assistance going to be required? (Local building officials, insurance adjusters, etc.)

Notify personnel needed for damage assessment team. (Assessors, building inspectors, public works engineers, etc.)

If damage is widespread, teams of building inspectors and assessors will be needed to accomplish a thorough damage assessment report. Begin by identifying all available building officials from other communities. When calling personnel, be sure to tell them where to report, who their contact person will be and to have credentials or picture ID available upon request. Make sure they will be able to report to the meeting location you have specified (e.g., no security barriers, impassable roads etc.)

Coordinate a plan for systematically assessing the damaged buildings in the affected area. Buildings will need to be placarded (available in EOC) and an estimated dollar value placed on the amount of estimated damages. Consider teaming building inspectors with assessors. Try to assign at least one city employee with each team. Red Cross will be its own damage assessment. It may or may not be advantageous to team up. (FEMA forms will need to be filed if a declaration is going to be sought, you may want to use these forms so you do not need to duplicate paperwork. Form available in the EOC).

Collect placards, forms, maps, radios, cell phones and other materials that will be needed by the assessment teams.

Coordinated damage assessment field team activities with the incident commander so as not to interfere with ongoing emergency response activities or place damage assessment teams in jeopardy.

ID badges and identification will be needed in the field.

Ensure appropriate damage assessment information is made available to EOC Command.



### **Ongoing Concerns**

Large scale rebuilding efforts will likely create more of a workload for inspectors than they can handle. Arrangements may have to be made for extended hours of operation and employee overtime. In addition, temporary employees may need to be hired to handle the incident.

Consider whether the building permitting process will need to be streamlined or relaxed for building repairs. Will inspection staff be able to keep up with inspections or building repairs or will “minor” and “cosmetic” repairs be allowed without a permit to help the community get back to normal more rapidly? These are policy decisions that will have to be made by the municipalities affected.

Monitor rebuilding efforts for contractor compliance with permit requirements and contractor fraud. It may be necessary to prepare public information releases advising property owners how to avoid fraudulent contractors. Be proactive on this issue as much as possible to protect the affected citizens.

## **EOC Planning Health and Medical**

### **Emergency Medical Services**

#### **Immediate Concerns**

Report to the Emergency Operations Center or send representative.

Obtain an initial “size-up” of the situation. Prepare an initial report to EOC Command (Emergency Management Director).

Is this going to be a 24hr per day operation? Is staff adequate to handle the situation and cover scheduled shifts or is mutual aid assistance going to be required?

Identify any public health concerns that must be addressed immediately. Is a public warning necessary? If so, consult with Public Information Officer for information dissemination.

Coordinate with clinics, hospital and nursing homes to assess their needs, help them obtain resources, and ensure necessary services are being provided.

Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance. (MDH, USPHS, CDC, etc.)

Coordinate with incoming groups such as American Red Cross, Salvation Army and Disaster Medical Assistance Teams (DMAT) as well as screening individual health and medical volunteers; ensure that positive identification and proof of licensure is made for all volunteers.

Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations. (EOC Logistics)

Provide information to the Public Information Officer (PIO) to the news media on the number of injuries, deaths, etc.

Provide health and medical services information to the EOC Command.

Coordinate with others to provide accurate and timely information in response to inquiries from family members concerned about loved ones. (American Red Cross will assist with this).

Direct services of the Department of Public Health and Environment. Contact other department managers to alert them of the situation.

Identify potential concerns regarding purity and usability of all foodstuffs, water, drugs, and other consumables exposed to the hazard.

Establish epidemiological surveillance, case investigation, and follow-up.

Establish operations for immunizations or quarantine procedures, if required.

Establish preventative health services, including the control of communicable diseases such as influenza, particularly in shelters.

Monitor food handling and mass feeding sanitation service in emergency facilities, commercial feeding establishments and facilities used to feed disaster victims and responders.

### **Environmental Health Issues**

Monitor and evaluate environmental health risks or hazards and ensure appropriate actions to protect the health and safety of disaster victims, responders, and the general public.

Implement actions necessary to prevent or control vectors such as flies, mosquitoes, and rodents.

Detect and inspect sources of potential contamination.

Inspect damaged buildings for health hazards. (e.g., exposed sewage and/or asbestos etc.).

Coordinate with the water, public works, or sanitation department to ensure the availability of potable water, an effective sanitary sewer system, and sanitary garbage disposal.

Coordinate with animal care and control agencies to dispose of dead animals and care for the injured.

Ensure that adequate sanitary facilities are provided in emergency shelters and for response personnel, including hand washing facilities.

Ensure safe/proper sorting, handling and disposal of hazardous and solid wastes.

## **Ongoing Concerns**

Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families. (Coordinate with CISD Team, HIS, Chaplains, ARC etc.)

Is enough personnel available to staff all functions needed? (Rotate staff and provide time off).

Is hazardous waste management being handled appropriately?

Whether a threat to public health is real or perceived, accurate and timely public information will be critical in order for citizens to respond appropriately and not panic. An imaginary problem can cause as much concern and stress in victims as a real one. Try to anticipate the public's needs and concerns for information on events related public health concerns. Work with the PIO on a plan to get the necessary information to the public.

## **Finance Director Immediate Concerns**

Report to the Emergency Operations Center or send representative.

Obtain an initial "size-up" of the situation. Prepare an initial report to EOC Command (Emergency Management Director).

Review Emergency Operations Plan Annex and Standard Operating Procedures as Necessary.

Is this going to be a 24hr per day or extended operation? Is staff adequate to handle the situation and cover scheduled shifts or is mutual aid assistance going to be required?

Use all resources including personnel (reserves and auxiliaries), equipment and supplies before requesting assistance. Make specific requests to EOC Command.

Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and permitted by the laws of the jurisdiction).

Establish disaster cost center for all departments so that city costs associated with response to the disaster can be billed appropriately. (It is very important to maintain accurate records of the costs associated with responding to the disaster if a Presidential Disaster Declaration is being sought.)

Is emergency council action required to facilitate emergency purchases?

### **Ongoing Concerns**

Ensure that all departments are aware of the disaster cost center and purchase procedures.

Make periodic reports to the EOC Command and the Governing body at the EOC.

Ensure that all receipts are kept and documentation is updated regularly.

**REGISTRATION FORM  
COTTAGE GROVE EOC REGISTRATION**

Name (Please Print)	Department	Time In	Time Out	Staff	Visitor	VIP
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16. <b>RECORD KEEPING</b>						

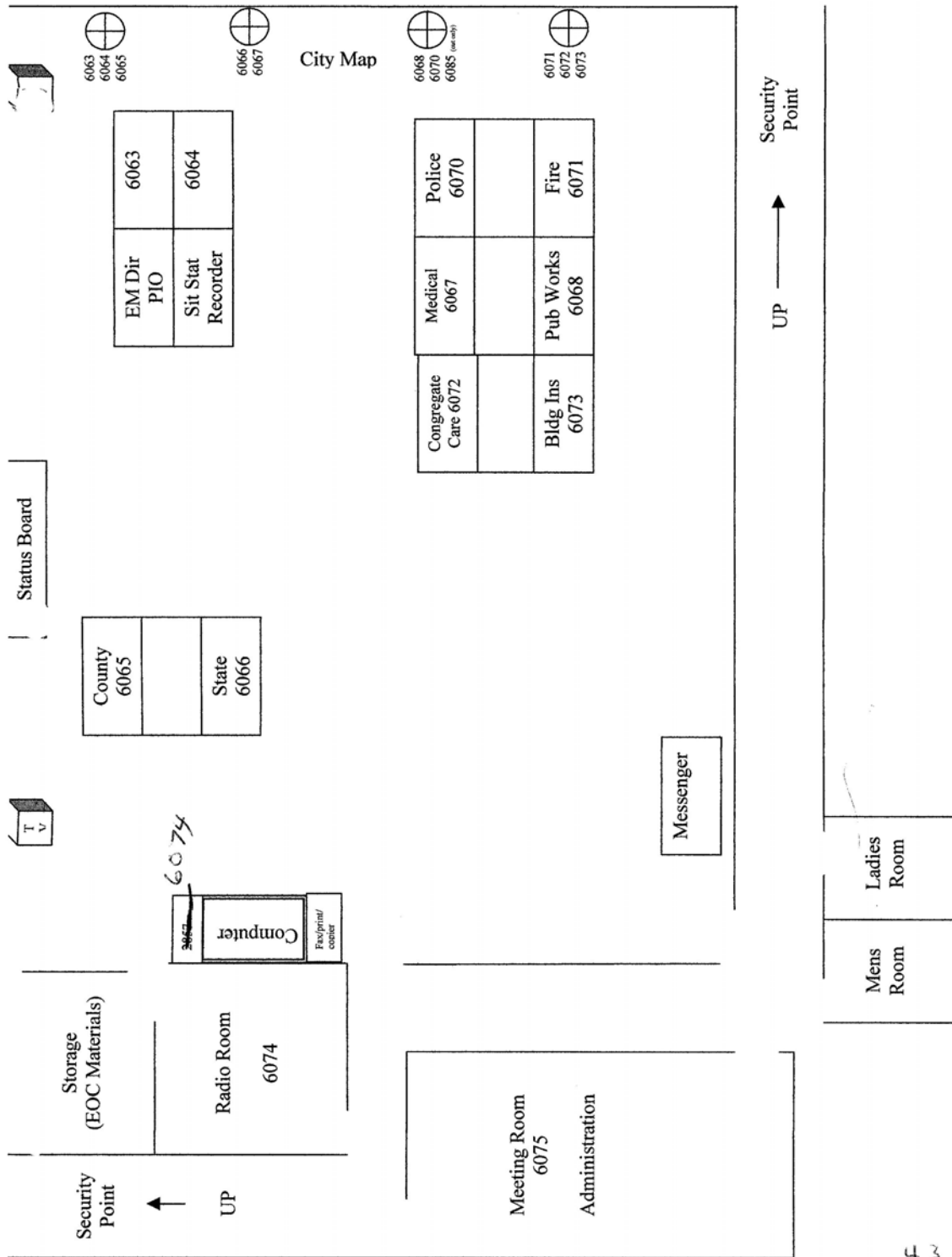
Records are necessary for evaluating our emergency plan and may provide a basis for reimbursement of some expenses. For example, if a major disaster declaration is made by the President, some expenses can be reported to the Federal Emergency Management Agency (FEMA) for reimbursement.

The items to emphasize in record keeping include:

- Equipment: Truck, pumps, earth movers, light systems, etc.  
Note: Include the borrow area equipment.
- Labor: Staff hours worked during the event.  
Note: Break out overtime hours from normal duty hours.
- Contracts: Equipment rental, fill, and supplies, etc.
- Debris clearance: Costs of removing debris caused by disaster from public property in the public buildings.
- Protective measures: Cost of work done such as pumping, sandbagging, and construction of levees. Expenses for barricades, signs, extra police, emergency repairs to public buildings.
- Public buildings and equipment: Restoration of water systems, storm drainage, sanitary sewer or any other public utility.
- Private non-profit facilities: Cost incurred to restore buildings or other facilities.

Departments should produce records of their equipment and personnel duty time during their shifts and turn them in to the EOC/Emergency Management Director. The reports should be reviewed on a daily basis to ensure accuracy and to help monitor progress of disaster operations.

If there is a question of whether a particular item should be recorded, record it to be safe. The Emergency Management Director will determine the status of reimbursement programs and assist with the required paperwork after the disaster.





## **EOC SETUP INSTRUCTIONS**

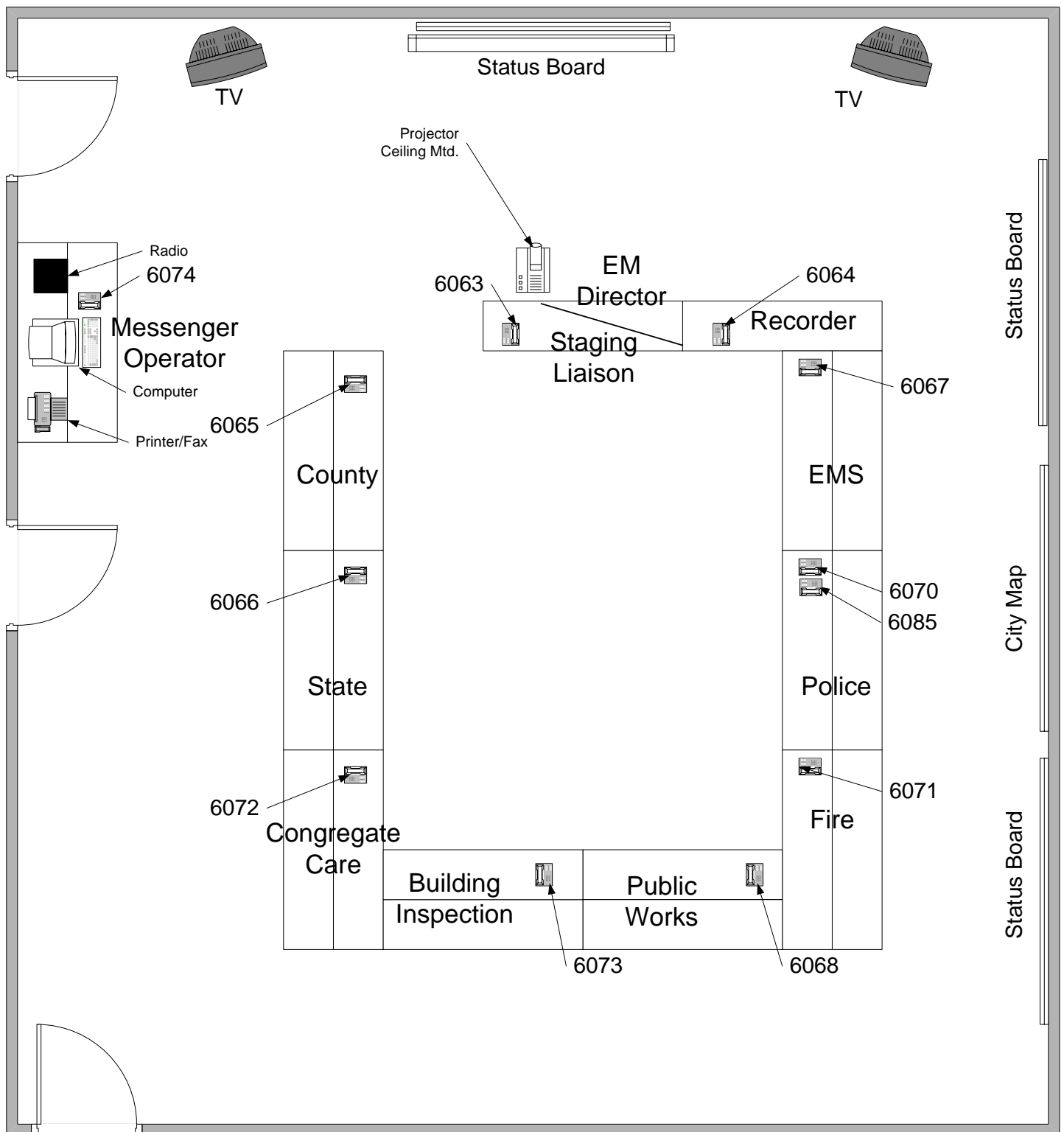
- Layout tables as diagramed on reverse side.
- Place EM Director/Recorder table 4-1/2' – 5' from wall, centered between phone jacks.
- Place set of 6 tables 4-1/2' – 5' from wall with front of tables even with rear edge of City Map.
- Place State/County tables in line with and 4-1/2' – 5' from EM Director/Recorder tables.
- Containers for each EOC position are located on shelves in EOC/Training storage room. Setup each EOC position with container contents.
- When all phones and phone lines are in place, cover phone lines in walk area with mats (3) located on top of EM Director container.
- Test phones and EM Director contact IC to advise of EOC activation.
- Status boards for use in EOC are located in EOC/Training storage room as well as miscellaneous supplies and reference material in EOC filing cabinet.
- Approximate setup time and operation readiness time of 30 minutes.

## EMERGENCY MANAGEMENT INCIDENT CHECKLIST COMMAND

This position is responsible for overall management of the incident. All responsibilities and assignment remain with this position until they are assigned.

### Date and Time

_____	Establish Incident Management System	
_____	Who is in Command?	
_____	Identify scope of incident	
_____	Establish positions as needed	
		<b><u>Who Assigned</u></b>
_____	Finance/Administration	_____
_____	Logistics	_____
_____	Operations	_____
_____	Planning	_____
_____	PIO/Media	_____
_____	Safety	_____
_____	Liaison	_____
_____	Volunteer Coordinator	_____
_____	Display Incident Management (IC) Assignments	
_____	Assign someone to document command decisions – recorder	
_____	Assign Four personnel to assist with message handling and documentation	
_____	Chart with Major Decisions – Time and who made decision	
_____	Assign someone to document the incident (Video, camera, etc.).	
_____	Activate employee recall as needed	
_____	Establish communications systems as needed	
		<b><u>Assigned to &amp; Channel/Number</u></b>
_____	Radio	_____
_____	Phone	_____
_____	Pagers	_____
_____	Cell Phone	_____
_____	Batteries/Camera	_____
_____	Video Tape Camera	_____



Prepared By:  
Deputy Chief Dennis Leonard  
Emergency Management

NOTE:  
Government is setup in a separate room



City of Cottage Grove  
Emergency Operations Center  
Revised February 7, 2006

### COMMAND (Cont.)

#### Date and Time

_____	Do we need to activate the EOC?	
_____	Establish positions as needed	
		<b><u>Who Assigned</u></b>
_____	Command	_____
_____	Operations	_____
_____	Planning	_____
_____	Logistics	_____
_____	Finance/Administration	_____
_____	Congregate Care/Planning	_____
_____	Utilities	_____
_____	Damage Assessment	_____
_____	Public Health	_____
_____	PIO/Media	_____
_____	Liaison	_____
_____	Volunteer Coordinator	_____
_____	If established: Post signs by functions (operations, PIO, etc.)	
_____	ID System for internal access (passes).	
_____	Brief elected and appointed officials as needed	
_____	Request Emergency declaration if needed	
_____	Determine Resources needed – people, equipment, etc.	
_____	Request Mutual Aid as needed	
	(City, County, State, Federal)	
_____	Notify County EM as needed	
_____	Notify State Duty Officer as needed	
_____	Schedule Briefings – EOC and Media. Set time limits and be specific with what you need. Interagency and Media briefings are to be conducted in separate room.	
_____	Determine need for Critical Incident Stress Debriefing (CISD)	
_____	Identify unique hazards and/or concerns	



## **FINANCE/ADMINISTRATION**

### **Government (note: Government is in separate room than EOC)**

**Scope:** This position is responsible for the orderly documentation, administration, and payment of all incident related costs. Establish liaison with elected and appointed positions.

#### **Date and Time**

\_\_\_\_\_ Notification of key elected and appointed city/county officials

\_\_\_\_\_ Establish communications systems as needed

#### **Assigned to & Channel/Number**

\_\_\_\_\_ Radio \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Pagers \_\_\_\_\_

\_\_\_\_\_ Cell Phones \_\_\_\_\_

\_\_\_\_\_ Batteries/chargers \_\_\_\_\_

\_\_\_\_\_ Video Tape/Camera \_\_\_\_\_

\_\_\_\_\_ Amateur Radio \_\_\_\_\_

\_\_\_\_\_ Request emergency finance resolution

\_\_\_\_\_ Establish purchase order system or accounting process as needed

\_\_\_\_\_ Notify county or city insurance programs

\_\_\_\_\_ Document all financial decisions

\_\_\_\_\_ Implement liaison with State Division of Homeland Security  
Emergency Management to establish documentation needs for  
state or federal assistance.

\_\_\_\_\_ Support all sectors with staffing and financial needs

\_\_\_\_\_ Suspend or adjust level of government provided services

\_\_\_\_\_ Obtain legal contact as needed

\_\_\_\_\_ Establish contact with outside governmental agencies (state,  
federal, etc.)

\_\_\_\_\_ Establish contact with outside non-governmental agencies  
(state, federal, etc.)

\_\_\_\_\_ Provide support needs to the (state, federal, etc.)

\_\_\_\_\_ Identify unique concerns

## OPERATIONS (Fire, Police, and EMS)

**Scope:** This position is responsible for coordination of all tactical activities involving incident “field” operations.

### Date and Time

_____	Establish communications systems as needed	
_____		<b><u>Assigned to &amp; Channel/Number</u></b>
_____	Radio	_____
_____	Phone	_____
_____	Pagers	_____
_____	Cell Phones	_____
_____	Batteries/chargers	_____
_____	Video Tape/Camera	_____
_____	Amateur Radio	_____
_____	Establish and maintain scene security – this includes EOC security	
_____	Establish response area (sectors) as needed	
_____		<b><u>Who Assigned</u></b>
_____	Law Enforcement	_____
_____	Traffic control	_____
_____	Fire	_____
_____	HAZMAT	_____
_____	EMS	_____
_____	Hospital notification	_____
_____	Coroner/Medical Examiner	_____
_____	Public Works	_____
_____	Debris Clearance and sorting	_____
_____	Search and Rescue	_____
_____	Utilities	_____
_____	Accountability	_____
_____	Liaison	_____
_____	Evacuation	_____
_____	Special/Mass Transportation	_____
_____	Establish Rehab area	_____
_____	Staging	_____
_____	Mutual Aid Needed	_____
_____	Volunteer Coordinator	_____
_____	Conduct operations briefing with operations staff on a regular basis	
_____	Develop plan for incident responder CISM issues	
_____	Identify unique concerns	

## **BUILDING INSPECTION/PUBLIC WORKS/CONGREGATE CARE PLANNING & LOGISTICS**

**Scope:** This position is responsible for identifying the needs and resources, and developing a plan that will be required for the incident. The goal of this position is to plan ahead of current events and identify resources before they are needed.

### **Date and Time**

_____	Establish communications systems as needed
	<b><u>Assigned to &amp; Channel/Number</u></b>
_____	Radio _____
_____	Phone _____
_____	Pagers _____
_____	Cell Phones _____
_____	Batteries/chargers _____
_____	Video Tape/Camera _____
_____	Amateur Radio _____
_____	Anticipate support needs for incident staff
_____	Prepare an alternate plan. Define short and long term needs
_____	Identify and assign responsibility for monitoring weather forecasts
_____	Develop plan for evacuation of shelter in place as necessary
_____	Identify a plan for providing relief personnel
_____	Establish volunteer coordinator if needed
_____	Identify congregate care sites, resources, and communication needs
_____	Develop plan for community wide mental health issues
_____	Develop re-entry procedures as needed
_____	Develop a debris removal and disposal plan
_____	Develop a special needs and mass transportation plan
_____	Identify the Specialized Supplies (i.e. Sandbags, generators, portable toilets, drinking water, etc.)
_____	Develop an emergency building permit plan



- \_\_\_\_\_ Identify unique hazards and/or concerns
- \_\_\_\_\_ Obtain resource manual
- \_\_\_\_\_ Locate and distribute phone books – contact lists
- \_\_\_\_\_ Establish inventory and storage process for donated goods.  
Assign staff as needed
- \_\_\_\_\_ Establish early contact with private industry resources
- \_\_\_\_\_ Identify and establish maps, EOC supplies, etc.
- \_\_\_\_\_ Identify and support technology needs – computer, fax, etc.
- \_\_\_\_\_ Identify community needs and resources

## PIO and SUPPORT STAFF Government

**Scope:** This position is responsible for the dissemination of information about the incident to the command staff, government officials, and the general public.

## Date and Time

	Establish communications systems as needed	<u>Assigned to &amp; Channel/Number</u>
	Radio	
	Phone	
	Pagers	
	Cell Phones	
	Batteries/chargers	
	Video Tape/Camera	
	Amateur Radio	
	Organize, schedule, and attend Regular internal and external briefings	
	Facilitate individual interviews	
	Write media releases	
	Establish a media center (location)	
	Establish parking for satellite trucks as needed	
	Identification resources needed	
	Establish an identification system for the media	
	Proactively deal with rumors by distributing information on:	
	Public Voice Mail Line	
	Newsletter	
	Flyer	
	Cable Access	
	Coordinate video taping of briefings and relevant meetings related to the incident	
	Establish Community “Hot Points” – central information dissemination point(s)	
	Plan for VIP arrival and tour of area and assign liaison for visiting VIP	
	Identify unique concerns.	

**LIAISON (for use at incident site)**

**Scope:** Responsible to assist other agencies at the incident, as needed.

**Date and Time**

_____	Establish communications systems as needed	
		<b><u>Assigned to &amp; Channel/Number</u></b>
_____	Radio	_____
_____	Phone	_____
_____	Pagers	_____
_____	Cell Phones	_____
_____	Batteries/chargers	_____
_____	Video Tape/Camera	_____
_____	Amateur Radio	_____
_____	Identify unique concerns	

**STAGING LIAISON (in EOC and at incident site)**

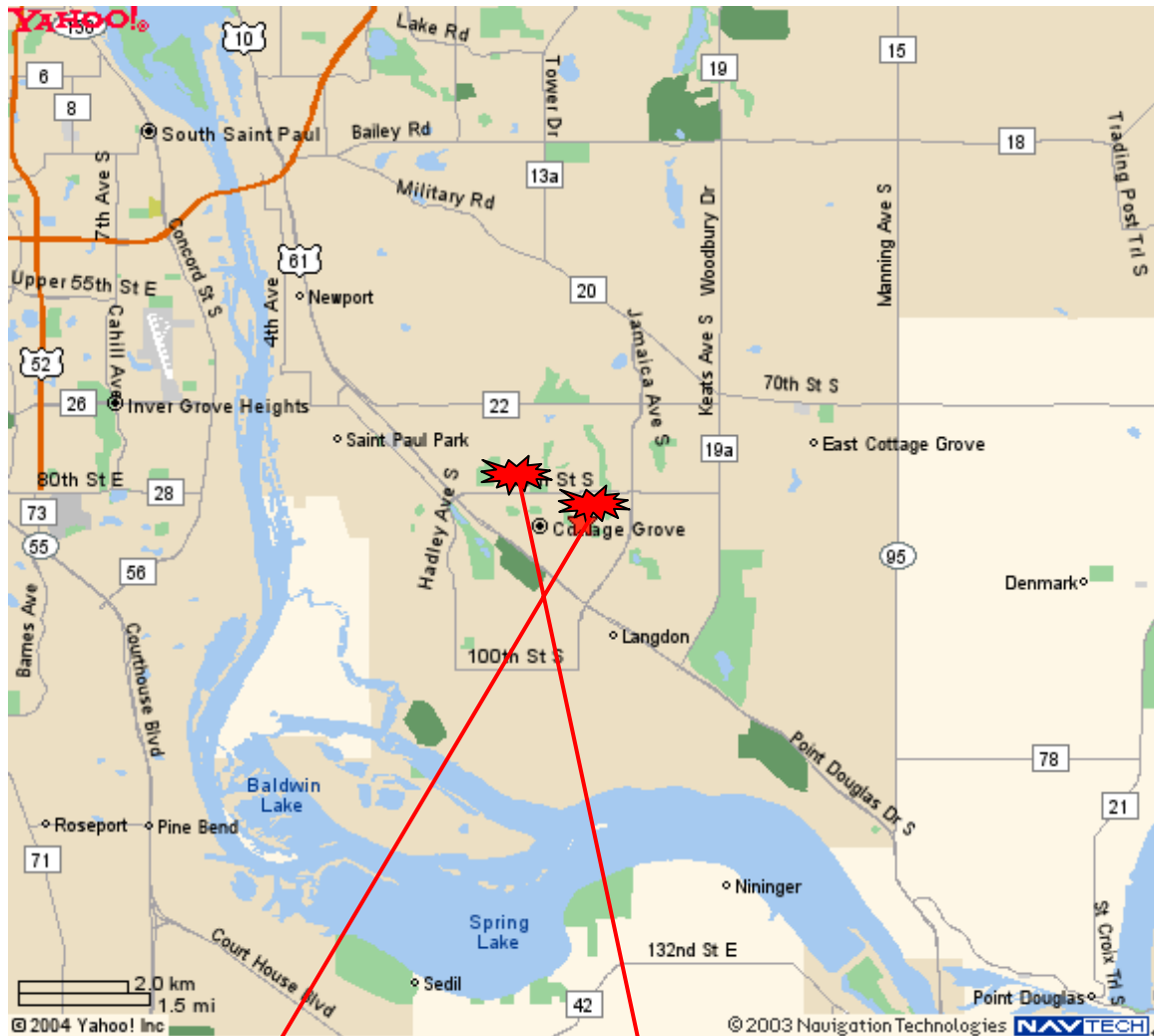
**(for use at incident site and in EOC to ensure tasks are being completed)**

Scope: This position is responsible for coordinating all resources necessary to accomplish the incident objectives (Emergency Management Director will assign).

**Date and Time**

_____	Assign Staging Officer and Identify (vest, radio)
_____	Define Major Site of Operations _____
_____	Identify multiple site(s) of Operations _____
_____	Identify large area for staging location to be set up (Need multiple entrances and exits)
_____	Assign a channel for communications with the Command/EOC
_____	Obtain and use maps for identification of work areas
_____	Obtain vehicle for staging officer to use as work area (Obtain from Mutual Aid?)
_____	Assign someone to document decisions – recorder.
_____	Continually update Command with status of resource
_____	Assign Coordinator for Sub-groups
	Fire _____
	Law Enforcement _____
	EMS _____
	Public Works _____
	Amateur Radio _____
	Volunteers _____
_____	Organize response teams for specific area/sectors
	Each team should have the following:
	Fire/Rescue, Law Enforcement, EMS, Public Works
	Others – Amateur Radio, Volunteers
_____	Brief incoming resources on specialized uses
	(i.e. radio channels, instructions, commanding officers, etc.)
_____	Consider setting up a portable fuel area for vehicles.
	(Call in fuel sources as needed)
_____	Setup a rehabilitation (Rehab) area.
	(Location, portable toilets, food/beverage supply)
_____	Consider security needs
_____	Coordinated rehabilitation site and logistics needed

### City of Cottage Grove Emergency Operations Center Locations



**PRIMARY EOC**  
**CGFD - Station 2**  
**8641 South 80<sup>th</sup>**

**SECONDARY EOC**  
**City Hall**  
**7516 South 80<sup>th</sup>**

## **Annex C**

### **Emergency Public Information**

## EMERGENCY PUBLIC INFORMATION

### **Purpose.**

To describe how information and instructions will be disseminated to the general public in a disaster situation and to coordinate all informational releases during pre-emergency, emergency, and post-emergency situations.

A Public Information Officer (PIO) may be assigned depending on the nature, severity and length of an incident. When a PIO is not assigned, information relating to an incident will only be released through the Incident Commander. The Incident Commander may be the Emergency Management Director, Fire Chief, Police Chief, or a Division Director dependent on the nature of the incident.

- A. When the Emergency Broadcast System (EBS) is in effect, the Public Information Officer (PIO) will edit and consolidate all releases for radio and TV from the staff.
- B. All releases to the news media by various staff will be through the Public Information Officer (PIO). (City Administrator, Mayor or Emergency Management Director).
- C. **All Messages are to be cleared with the Public Information Officer before they are issued.**
- D. During a serious emergency the designated PIO shall:
  - 1. Contact key public information staff members such as those having responsibility for preparedness information: Warning Officer, Shelter, Transportation, Human services, Health, Agriculture, etc.
  - 2. Notify appropriate Washington County Officials i.e. Sheriff, County Health Dept, County Warning Point.
  - 3. Review the prepositioned copy of the Emergency Public Information (EPI) supplement.
  - 4. Inform the media of public information capabilities and plan.
  - 5. Establish a Public Information Service Center for the media and public inquiries. Staff PISC as may be necessary to handle incoming and outgoing information. (Clerical, copiers, typists, aids). Cottage Grove Fire Station2, at 8641-80<sup>th</sup> Street S. will be the official location for media during an emergency.

6. Release prepared messages to the media and to all civil defense/emergency services units. Copies of all releases shall be forwarded to Emergency Management as appropriate.



### MEDIA RESOURCES

	TELEVISION	
Organization	Phone	Fax
<b>Associated Press</b> 511 11 <sup>th</sup> Ave S. #404 Mpls., MN 55415	612-332 2727	612-342-5299
<b>KARE 11 Television</b> 8811 Olson Memorial Hwy Mpls., MN 55427-4762	763-797-7203 763-546-1111	612-546-8606
<b>KMSP 9 Television</b> 11358 Viking Drive Eden Prairie, MN 55344-7258	952-944-9999	612-942-0455
<b>KSTP 5 TV</b> 3415 University Ave St. Paul, MN 55114-2099	651-642-4412 651-646-5555	651-642-4406
<b>KTCA &amp; KTCI TV</b> 172 E 4 <sup>th</sup> Street St. Paul MN 55101-1400	651-222-1717	651-229-1184
<b>WCCO 4 TV</b> 90 S. 11 <sup>th</sup> Street Mpls., MN 55403-2450	612-330-2522 612-339-4444	612-330-2767

	<b>PRINT</b>	
<b>Organization</b>	<b>Phone</b>	<b>Fax</b>
<b>St. Paul Pioneer Press</b> 345 Cedar Street St. Paul, MN. 55101	651-228-5496 651-228-5490	651-222-6129 651-228-5500
<b>Star Tribune</b> 425 Portland Ave. So. Mpls., MN 55488	612-673-1729 612-673-4414	612-673-4359 612-673-4359
<b>Washington County</b> Bulletin	651-459-3434	651-459-9491
	<b>Radio</b>	
<b>Organization</b>	<b>Phone</b>	<b>Fax</b>
<b>KQRS FM</b>	612-617-4000	612-676-8292
<b>KSTP AM</b> 3415 University Ave. St. Paul, MN	651-642-4615	651-642-4148
<b>KSTP FM</b> 3415 University Ave. Mpls., MN 55414-3348	651-642-4165	651-642-5084
<b>Minnesota News Network</b> 331 11 <sup>th</sup> St. South Mpls., MN 55404-1009	612-321-7211	612-321-7222
<b>Minnesota Public Radio</b> 45 E. 7 <sup>th</sup> Street St. Paul, MN 55101-2274	651-290-1500	651-290-1295
<b>KDWB FM</b> 100 N. 6 <sup>th</sup> Street #306C Mpls., MN 55403-1504	612-340-9000	612-340-9856
<b>KQQL FM</b> 60 S. 6 <sup>th</sup> Street #930 Mpls., MN 55402-4409	612-333-8118	612-333-1616
<b>WCCO AM</b> 625 2 <sup>nd</sup> Ave. So. Mpls., MN 55402-1912	612-333-9181	612-370-0410

## **I. QUESTIONS MEDIA WILL ASK**

### **WHAT THE NEWS MEDIA WILL ASK IN A CRISIS**

#### **1. CASUALTIES**

- a. Number killed or wounded.
- b. Number who escaped.
- c. Nature of injuries.
- d. Care given to the injured.
- e. Where injured are being cared for or were taken
- f. Disposition of the dead.
- g. Prominence of anyone who was killed, injure, or escaped.
- h. How escape was hindered or prevented.

#### **2. PROPERTY DAMAGE**

- a. Estimated value of loss.
- b. Description (type, kind of building, etc.).
- c. Importance of the property (historic value, environmental value, etc.).
- d. Other property threatened.
- e. Insurance protection.
- f. Previous emergencies in the area.
- g. How property was destroyed.

#### **3. CAUSES**

- a. Testimony of participants and witnesses.
- b. Testimony of key responders (Crisis Management Team, Police, Fire, etc.).
- c. How emergency was discovered.
- d. Who sounded the alarm.
- e. Who summoned aid.
- f. Previous indications of danger.

#### **4. RESCUE AND RELIEF**

- a. The number engaged in rescue and relief operations.
- b. Any prominent persons in the relief crew.
- c. Equipment used.
- d. Handicaps to rescue.
- e. Care of destitute and homeless.
- f. How emergency was prevented from spreading.
- g. Acts of heroism.

**5. DESCRIPTIONS OF THE CRISIS OR DISASTER**

- a. Spread of the emergency.
- b. Blasts and explosions.
- c. Crimes or violence
- d. Attempts at escape or rescue.
- e. Duration.
- f. Collapse of structures.
- g. Color of flames.
- h. Extent of spill.

**6. ACCOMPANYING INCIDENTS**

- a. Number of spectators, spectator attitudes and crowd control.
- b. Unusual happenings.
- c. Anxiety, stress of families, survivors, etc.

**7. LEGAL ACTIONS**

- a. Inquests, coroner's reports.
- b. Policy follow-up.
- c. Insurance company actions.
- d. Professional negligence or inaction.
- e. Suits stemming from the incident.

**II. PREVENTIVE MEASURES AND THE MEDIA**

- A. Issue "Help Mail" news releases as appropriate to inform the public and to assist in their planning for a potential crisis.
- B. Promote news coverage through articles, TV, cable-casts and radio stations that pertain to crisis preparation.
- C. Coordinate with the Emergency Services Manager and the media as to how the city has planned for handling crisis situations through news releases and on-site workshops. Inform and discuss with media as to how communications will be handled during and after a crisis situation in the County.
- D. The City Administrator, acting as the PIO, will be responsible for public inquiries and rumor control regarding an emergency situation. The City Council, Emergency Management Director and Public Safety Director will provide assistance as needed.

# **Annex D**

## **Search and Rescue**

Plan Development March, 2004

## **I. PURPOSE**

To describe how search and rescue would be accomplished.

## **II. RESPONSIBILITY**

- A. Inside city limits search and rescue is normally the responsibility of the Cottage Grove fire or police departments.
- B. Outside city limits the Sheriff's Office is responsible for performing search and rescue.

## **III. SUPPORTING AGENCIES/ORGANIZATIONS**

### **CONTACT MN STATE DUTY OFFICER AT 651-649-5451 TO REQUEST**

- A. Aircraft for search and rescue operations may be available from:
  - The Civil Air Patrol
  - Minnesota Department of Transportation
  - Department of Natural Resources
  - Minnesota National Guard
  - Minnesota State Patrol (includes Forward Looking Infra-Red capabilities)
- B. The National Guard may be available to assist in search and rescue operations.
- C. The Minnesota Search and Rescue Dog Association
- D. Washington County Sheriff's Mounted Patrol

## **SEARCH AND RESCUE STANDARD OPERATING PROCEDURES**

1. To Contact the Minnesota Search and Rescue Dog Association, 7335 – 223<sup>rd</sup> Avenue NW, Elk River, MN 55330, Call:

MinnSAARDA Callout  
Emergency Dispatch  
Anoka County Central Communications

**(612) 427-1212 (24-hour number)**

- A. Give Dispatcher the name of your agency and the name and phone number of contact person. A MinnSARDA representative will return your call ASAP.
- B. To cut travel time for live searches greater than 250 miles from the Twin Cities, MinnSARDA can arrange transport through the Civil Air Patrol or DNR.
- C. When MinnSARDA returns your call, provide:
  - 1. Local weather report,
  - 2. Two local contact numbers, and
  - 3. Directions from the Twin Cities. Before MinnSARDA's arrival, have the following information available:
    - 1. Point last seen,
    - 2. Missing person's last activity,
    - 3. Description of clothing,
  - 4. Person's habits and
  - 5. Maps of search area (topographical preferred).

# **Annex E**

## **Health and Medical**



## **Health & Medical**

### **Page**

- 3. Cottage Grove EMS Ambulance MCI/Disaster Plan
- 4. East Metro Communications Plan
- 8. MRCC Notification
- 11. MRCC Backup
- 13. EMS General Order, Hazardous Materials Response
- 16. Hazardous Materials Zones
- 27. East Metro Ambulance Services
- 29. Hospital List
- 30. Mass Casualty Organization Chart

Appendix: Metro Region EMS Guidelines for MCI

**HEALTH AND MEDICAL**  
**COTTAGE GROVE EMS AMBULANCE MASS CASUALTY AND DISASTER PLAN**

**PURPOSE:** To provide a uniform operational plan for the treatment and transportation of victims in major disaster and/or mass casualty incidents.

**RESPONSIBILITY:** Cottage Grove Public Safety Paramedic personnel have the primary responsibility for the treatment, care and transportation of all patients.

**CHAIN OF COMMAND:** The senior Paramedic at the scene of a disaster or mass casualty incident will assume command of emergency medical operations branch under the Incident Command Structure until relieved by his/her superior officer.

**PROCEDURE:** The emergency care Paramedic coordinator will determine the extent of the incident and the number of pre-hospital personnel necessary to provide treatment/transportation and implement the following procedure:

1. Initiate medical treatment.
2. Coordinate through the incident command post.
3. Notify additional medical personnel in accordance with department policy.
4. Notify East Metro Medical Central and institute communications disaster plan.
5. Assign triage coordinator. Establish as needed and assign a treatment coordinator.  
Establish as needed and assign a transportation coordinator.
6. Establish as needed and assign a medical staging area coordinator.
7. Establish as needed and assign a support services coordinator.
8. Maintain communications with all coordinators and incident commander to ensure needs are being met.
9. Establish as needed and assign a support services coordinator.
10. Maintain communications with all coordinators and the Incident Commander to ensure needs are being met.

## **EAST METRO RESOURCE CONTROL CENTER COMMUNICATIONS DISASTER PLAN**

### **1. Purpose of Plan**

This document is designated as an operational communications plan for the MRCC operator in a major disaster (man-made or natural) or mass casualty incident (accidents producing multiple victims, i.e., car accidents, home explosions, industrial accidents, etc.) when it is anticipated that due to such situations radio traffic through “East Metro Control” will become quite heavy. This plan will allow for maximum utilization of the radio system to operate in a restricted manner for the use of other non-incident involved services. Coordination of a disaster resulting in multiple casualties will be based on the Incident Command System.

### **II. Disaster or Mass Casualty Incident (MCI) Authority**

Authority at the scene of a disaster or MCI rests with the ambulance provider and/or other local authorities, i.e., police, fire, Civil Defense, etc. MRCC communications with the on-scene authority and ambulance provider(s) should accomplish the following:

#### **A. Coordinate with on-scene disaster of MCI authority to determine:**

1. Type of disaster or MCI
2. Geographical area involved (i.e., large area of a city as with a tornado, or localized to a building such as in a fire or explosion).
3. Number of possible or confirmation of number of victims involved in the situation and estimate an actual number of patients to be transported for medical attention.
4. Type and severity of injuries.
5. If triage area(s) will be established.
6. If possible, number of ambulance and names of ambulance and names of ambulance services involved.
7. Transport destination of all patients (if applicable).
8. Other pertinent information as it relates to the incident.

9. When a command post is set up at the scene of a disaster or MCI, it should identify itself and call sign to East Metro Control, and all East Metro MRCC communications should be done through this command post in regards to any on-the-scene information.
  10. If patient information will be relayed by a “Transport Officer” or each individual ambulance.
- B. Coordinate with in-transit ambulance or “Transport Officer” to determine and provide:
1. Number of patients they are transporting.
  2. Injury types and severity of patients.
  3. Intended transport hospital(s) and ETA.
  4. Provide in-transit ambulances with medical control and direction as necessary to the needs of the patient(s) and abilities of the ambulance crews.
  5. Provide in-transit ambulances with other services within the scope of the MRCC operator’s job and abilities at the time.

### **III. Initiation of Disaster or MCI Communications Plan**

- A. Situations requiring implementation of the East Metro MRCC disaster communications plan may include, but are not limited to:
1. Three (3) or more ambulances dispatched to the same incident.
  2. Any situation requiring special EMS response (i.e., large transportation accidents – bus, train, or aircraft: large fires, police action involving multiple EMS response, mutual aid responses).
  3. All airport alerts.
  4. When requested by Hennepin County MRCC to activate and handle overload from a disaster or MCI in the West Metropolitan area.

### **IV. The Casualty Management Center**

The Casualty Management Center (CMC) is located at St. Paul Regions Medical Center in the Medical Resource Control Center (MRCC). It is a private direct line communications system providing 2-way conversations between the Casualty Management Center and the other St. Paul area hospitals. Other capabilities of the communications system exists to the St. Paul Police Department, the St. Paul Fire Department, the American Red Cross and the St. Paul Emergency Operating Center (Courthouse).

**V. Casualty Management Center Coordinator**

- A. The Casualty Management Center Medical Coordinator is the Chief of the Emergency Medicine Department (or the Senior Emergency Medicine staff physician on duty), and is authorized to activate this center.
- B. The coordinator decides if the Casualty Management Center should be activated, based on the situation as it relates to the number and types of casualties.
- C. Casualty Management Center Coordinator also keeps an inventory list of items from the various hospitals. These items include: casualties already received, beds available and staff on hand. This data will be used to disseminate information and to give direction to hospitals and other agencies that support casualty care. Redistribution of personnel and material can also be directed by the Casualty Management Center Coordinator.

**VI. Patient Triage**

- A. The host ambulance service will establish triage and collection points in regards to their pre-established mass casualty disaster plan. Triage and treatment in pre-hospital disaster plans are only applicable to casualties at the disaster scene. In-hospital triage and treatment are functions of each hospital's disaster plan.
- B. Triage of casualties at the disaster scene will be the responsibility of the host ambulance provider.
- C. The host ambulance provider shall be responsible for notification of additional ambulance services while it is unable to meet the demands for patient transportation. The MRCC should not be used for the dispatch of mutual aid services unless absolutely necessary.
- D. Triage points should be established by the host ambulance provider if ambulance transportation resources are overwhelmed.
- E. If necessary, treatment of casualties at the disaster scene will be directed over the radio by the medical director for the host ambulance service or their designee. St. Paul Regions Medical Center Emergency Department staff physicians may direct the MCI from the MRCC to those services who normally received medical control from other hospitals if so directed by that hospital's medical control physician. (If this is to be one, it should be done early on in the incident so as to provide continuity of control.)
- F. The random discovery and treatment of casualties at widely separated points might make triage and transportation collection points impractical.

## **VII. Patient Distribution**

- A. In a large mass casualty situation, the host ambulance provider should coordinate all casualty transportation from the disaster scene and distribute patients under the direction of the Casualty Management Center Medical Coordinator.
- B. Patient distribution will depend upon the specific type of injury, proximity of incident to receiving hospitals and the number of patients that any one hospital can accommodate. The Casualty Management Center Coordinator will plan ahead (before there is a point at which any one facility could not provide effective care) to distribute patients appropriately in order to provide the most effective medical care.
- C. All St. Paul area hospitals will be notified by the Casualty Management Center Coordinator as to the status of the anticipated casualty load. Each hospital has the option of calling the Casualty Management Center to monitor the situation or to ask for updated information and directions.
- D. The host ambulance provider shall be responsible for notification of additional ambulance services when it is unable to meet the demands for patient transportation. The MRCC should not be used for the dispatch of mutual aid services unless absolutely necessary.
- E. The four City of Cottage Grove Fire Stations are identified as potential facilities that can be converted to emergency treatment centers for victims of mass casualties and disease outbreak.
- F. If necessary, treatment of casualties at the disaster scene will be directed over the radio by the medical director for the host ambulance service or their designee. St. Paul Regions Medical Center Emergency Department staff physicians may direct the MCI from the MRCC for those services who normally receive medical control from other hospitals if so directed by that hospital's medical control physician. (If this is to be done, it should be done early on in the incident so as to provide continuity of control.)
- F. The random discovery and treatment of casualties at widely separated points might make triage and transportation collection points impractical.
- G. In addition, the Casualty Management Center will notify all other hospitals when Regions Hospital or any other receiving hospital goes on an Orange Alert Status.
- I. West Metro MRCC may be contacted for information relating to Minneapolis area hospitals bed availability.

### **VIII. Notification to MRCC of Disaster or MCI.**

- A. Upon being dispatched to a possible disaster or MCI, the responding ambulance should:
  - 1. Notify East Metro Control of the possible incident they are responding to and any other particular facts that may apply. BLS units should contact MRCC on Statewide EMS **155.340**. ALS units should contact MRCC initially on **Med Channel 9**; they will then be assigned a Med Channel to be used for the duration of the MCI. Any hospital matrix indicated will be made in the usual manner.
- B. Upon arrival at the scene, the first ambulance should:
  - 1. Confirm or deny a disaster or MCI in progress.
  - 2. Estimate the number of possible victims.
  - 3. Advise if command post and triage areas will be established or if individual ambulance units will treat and transport (if this information is known).
- C. It is imperative that the MRCC be kept updated on the situation and apprised of changes with time, especially as they relate to the number of casualties.

### **IX. MRCC Disaster or MCI Procedures**

- A. Upon being notified of an ambulance responding to a possible disaster or MCI, the MRCC operator will:
  - 1. Notify the ER monitoring physician of the possible situation in progress.
  - 2. Confirm with the monitoring physician as soon as it is known if the call is actual or not, or of a lesser degree.
- B. Upon confirmation of an actual disaster or MCI, the MRCC operator will:
  - 1. Notify the Chief of the Emergency Medicine Department (or the senior Emergency Medicine staff physician on duty), at St. Paul Regions Medical Center who may then activate the Casualty Management Center.
  - 2. Determine the magnitude of the incident through information provided by on-scene ambulance(s) or authorities.
  - 3. If BLS units are on-the-scene, communications will be handled on VHF 155.340 with 155.325 as a secondary channel. Services with VHF communication capabilities of 155.385 may use that frequency as an alternative.

4. If ALS units are on-the-scene, communications will be on UHF Med Channels as assigned by the MRCC operator.

NOTE: Med Channel 9 may be the best channel for disaster operations because of the tower repeater capability, which allows all communications to be heard by all units on this channel. If Channel 9 is utilized for disaster operations, all non-involved services must be informed to use an alternate channel for routine common calling for the duration of the MCI.

5. The MRCC operator may call in a nurse from the ER to act as a second MRCC operator if radio traffic is quite heavy.
6. The MRCC director is to be notified of all incidents for which the Casualty Management Center is activated or if it appears by the magnitude of the incident that extra MRCC help will be necessary. If the MRCC director is unavailable, (1) MRCC operator may be called back.
7. If the disaster or MCI warrants, the MRCC operator may assign and designate more Med channels as necessary. The MRCC operator may request to borrow (1) Med Channel from Metro MRCC if necessary.

Non-incident or disaster involved units will use open channels, and their communications shall be of normal type prudent to the operations of the MRCC at the time.

## **X. Communicating Patient Information**

Because it is expected that there will be numerous radio communications during a disaster or MCI, it is imperative that units or "Transport Officers" involved with the current incident give short and precise information in regards to the patient(s) being transported.

- A. Information should consist of:
  1. Ambulance unit and number.
  2. Number of patients being transported.
  3. Patients should be numbered – no names (i.e., pt. X1, pt. ~C2).
  4. A brief physical finding of patient's condition, level of consciousness and type of injuries sustained should be given.
  5. A brief description of treatment given.



6. The Casualty Management Center or monitoring Medical Control may then direct the unit to the appropriate receiving hospital. (Depending on types of injuries, proximity to hospitals, hospital patient loads and other factors as determined by the CMC.)
7. ETA to receiving hospital should then be given.

NOTE: Medical direction may be direct radio contact pre-established protocols of the individual service depending upon the magnitude of the situation by the medical control physician.

- B. Extra channels may be allocated by the MRCC operator if necessary, and the ability exists to monitor all channels.
- C. MRCC operators should record all information given.
- D. ECG telemetry should not be sent in these situations as it keeps channels busy and unavailable for other units.

## **XI. Miscellaneous Procedures**

- A. General communications between units in the field should be handled on Statewide EMS 155.340 or as directed by on scene incident commander.
- B. Units operating on UHF frequencies can, if necessary, be patched to more than (1) Med channel at a time (i.e., Channel 4 can be patched to Channel 3), this allows ambulances to hear communications on other channels, and also means their communications will be heard by other units on different patched channels.
- C. If absolutely necessary, a physician or other authority without radio communications can be telephone patched to a unit or units in the field operating on the UHF frequencies (to be used only when deemed absolutely necessary).
- D. East Metro MRCC shall stand ready to assist with the MCI in any way, as instructed by Medical Direction or MRCC Director.
- E. Any requests for information by the media shall be referred to "Press Information", extension 2191. MRCC operators are not authorized to release any information regarding any incident.

## **EAST METRO MRCC COMMUNICATIONS BACK-UP PLAN**

This is an operational communications back-up plan for the MRCC operator in the event the East Metro MRCC has to be evacuated or there is sustained radio failure. This plan provides for West Metro MRCC (Hennepin County Medical Center) to act as communications back-up.

### **A. MRCC Loss of Operations Radio Base**

1. Radio failure (short term) UHF, less than 2 hours.

In the event of total UHF radio failure in the MRCC, the MRCC operator shall immediately:

- a. Notify MRCC director.
- b. Notify St. Paul Radio service at 651-292-3592.
- c. Notify West Metro MRCC and advise them to assume back-up operations with all East Metro ALS Services.
- d. Notify St. Paul Fire Department to have all ambulances implement back-up communications with West Metro MRCC.
- e. Notify all remaining ALS services to implement back-up radio communications, Channel 9 only.

2. Radio failure (short term) VHF, less than 2 hours.

In the event of total VHF radio failure in the MRCC, the MRCC operator shall immediately:

- a. Notify MRCC director.
- b. Notify St. Paul Radio services at 651-292-3592.
- c. Notify West Metro MRCC and advise them to assume VHF back-up operations.
- d. Notify all East Metro BLS services to implement back-up radio communications with West Metro MRCC on 155.340 statewide EMS. BLS units may elect to relay information through their dispatchers.

3. Radio Failure (long term) UHF, greater than 2 hours.

In the event it is certain or determined that the UHF radio system will be down for greater than 2 hours, the MRCC operator shall immediately:

- a. Implement all items as listed for (A.1.) short term UHF radio failure.
4. Radio Failure (long term) VHF Radio Failure, greater than 2 hours.

In the event it is certain or determined that the VHF radio system will be down for greater than 2 hours, the MRCC operator shall immediately:

- a. Implement all items as listed for (A.2.) short term VHF radio failure.

## **EMERGENCY MEDICAL SERVICES – GENERAL ORDER**

### **HAZARDOUS MATERIALS INCIDENT RESPONSE**

#### **SCOPE:**

To establish a uniform procedure for a safe and effective response to hazardous material incidents by Emergency Medical Services personnel.

**SEE FIRE DIVISION HAZARDOUS MATERIALS SOP REGARDING SPECIFIC RESPONSE PROCEDURES.**

#### **PROCEDURE:       First Arriving Unit**

**The Fire Division Incident Commander shall assume overall command of a Hazardous Materials incident.** The first arriving medical unit will assume command if no Incident Command Post has been established or in conjunction with the Incident Commander (if already established) assess the situation, request additional resources as indicated, institute the Department's Incident Command System and shall:

- A.    Approach incident location from upwind and uphill, or as conditions dictate.
- B.    Position personnel and equipment back from the incident location, as conditions dictate.
- C.    Avoid entering or close approach to any vapors or smoke, and do not drive through or walk through spilled product, vapor or smoke.
- D.    Assess the incident from as safe a distance as possible.
- E.    Consider all unidentified containers or release products (including smoke) as a hazardous material, until identified as non-hazardous.
- F.    Identify the type of incident and conditions involved:
  - 1.    Hazardous material release with fire
  - 2.    Hazardous material release with no fire
  - 3.    Hazardous material involved, no release apparent with fire
  - 4.    Direction of leak and toxic clouds or vapors
  - 5.    Other pertinent information – odors, color of smoke, etc. If no leak or fire, look for stressed containers with potential for fire or release.

- G. Advise Dispatcher and other responding units of type of incident, and appropriate response entry route, location of an Initial Command Post and staging area.
- H. Identify or categorize the release product if safe to do so:
  - 1. Visual observation through use of binoculars is necessary
  - 2. Verbal information, drivers, employees, company officials, etc.
  - 3. Placards, labels and/or shipping papers
  - 4. Identify container shapes and sizes and quantity
  - 5. Preplans
- I. Get as much information regarding the incident as possible. Notify Incident Commander.
- J. Identify any potential high life hazards in area, i.e., schools, daycares, nursing homes, building ventilation systems, fresh air intakes, etc.
- K. Utilize the EOC Hazardous Materials Computer Database, reference books and Department of Transportation Emergency Response Guidebook for transportation incidents and other appropriate references for recommended action. This reference lists evacuation zone for first 30 minutes. Books are available in police squads.

## **Rescue**

- A. If immediate rescue is indicated, perform ONLY with awareness of hazard, minimum number of personnel required and full protective gear. Avoid as much personal contact as possible.
- B. Rescue should only be attempted while wearing proper protective clothing and only when the risk to personnel is known. Use caution.
- C. When the hazard is unknown, rescue should not be initiated until a Hazardous Material Emergency Response Team has assessed the situation.
- D. EMS personnel shall not enter the Hot Zone unless properly trained and wearing the appropriate protective gear.
- E. Self contained breathing apparatus will only be used by persons trained in their use.

- F. Rescued persons are to be decontaminated prior to their leaving the Warm Zone for either treatment or transportation.

### **Triage Treatment**

When a triage treatment area becomes necessary due to the number of patients, one EMS person will be assigned by the EMS Branch Commander and responsible for the following:

- A. Select a suitable location in the Cold Zone and report that location to the EMS Branch Commander.
- B. Evaluate resources required for patient treatment and report these needs to the EMS Branch Commander.
- C. Provide suitable "Priority 1" and "Priority 2" treatment areas.
- D. Collection, assembly and assessment of the "walking wounded" patients with obvious minor medical needs at a location separate from the "Priority 1" and "Priority 2" treatment area.
- E. Identify each patient with an appropriate med tag.
- F. Resource allocation.
- G. Assignment, supervision and coordination of personnel within the area.
- H. Report progress to the EMS Branch Commander.
- I. Coordinate with Transportation Coordinator.

### **Transportation**

When an incident requires that several patients with varying degrees of medical problems need transportation to medical facilities, one person will be assigned by the EMS Branch Commander to coordinate transportation and be responsible for the following:

- A. Determine patient transportation requirements and obtain appropriate transportation.
- B. Establish ambulance staging (if incident command has not already done so) and loading areas.
- C. Establish and operate a helicopter landing site. See helicopter attachment.

- D. Communicate with St. Paul Regions East Metro Control Center to obtain medical facility status and treatment capabilities.
- E. Coordinate patient allocation and transportation with the triage/treatment coordinator, dispatch and East Metro Control Center.
- F. Record each patient transported and to what medical facility they were taken.
- G. Report resource requirements to the EMS Branch Commander.
- H. Report progress to the EMS Branch Commander.
- I. Report when last patient has been transported.

### **Hazardous Materials Zone Definitions**

- A. **HOT ZONE** – is the area of maximum hazard and should be restricted to essential personnel wearing proper, full protective clothing, and having a particular activity or function. Tight security shall be maintained in the Hot Zone.
- B. **WARM ZONE** – The Warm Zone surrounds the Hot Zone and is also a restricted area. The level of personnel protection required may be less than that of the Hot Zone. Within the Warm Zone, relief, support and security personnel will be assembled. Entry to the Warm Zone should be restricted to one entry, and only essential personnel shall be allowed in the area. Decontamination may be within the Warm Zone, or an area between the Hot and Warm Zone.
- C. **COLD ZONE** – is the unrestricted outer perimeter of the incident scene area beyond the outer perimeter of the Warm Zone.

## **HEALTH AND MEDICAL COORDINATION WITH WASHINGTON COUNTY**

### **I. PURPOSE**

The purpose of this standard operating procedure is to provide a description of how Public Health services would be provided in an emergency situation.

### **II. PUBLIC HEALTH SERVICES**

- A. The Department of Public health and Environment offers services in the following program areas:

Community/Personal Health Services

- Public Health Nursing
- Epidemiology
- Immunizations
- Health Education
- Nutrition

Environmental Health

- Solid Waste
- Hazardous Waste
- Food Service and Lodging
- Manufactured Home Parks
- Recreational Camping Areas
- Septic – Waste Water Treatment
- Groundwater Protection

Emergency Services

- Emergency Management
- Emergency Medical Services Coordination

Clerical/Support Services

- Receptionist
- Word Processing
- Data Entry
- Bookkeeping

- B. In the event of a widespread emergency affecting Cottage Grove and Washington County the Department of Public Health and Environment may provide certain services essential to an effective response and recover. A brief description of such services is provided below:

1. **PUBLIC HEALTH NURSING:** These personnel may be available to assist in health screening, health assessments, identifying clients/persons with special needs or at risk for injury/illness in evacuation or search and rescue, and



emergency medical care (in certain situations). Nursing services may be especially critical in situations where large numbers of persons are being sheltered or temporarily housed in congregate care centers. Congregate care and the health screening process is generally a function of the Red Cross, but many require supplemental staff assistance from the Public Health and Environment Department. The Department of Public Health and Environment may also be able to provide assistance in recovery needs such as: prescription drugs, respirators, eyeglasses, etc. The Red Cross personnel at the shelter sites should be considered to be “the lead agency” due to the fact that it is within their scope and mission to perform this type of nursing service.

- a. Coordinate with American Red Cross  
St. Paul Chapter 651-291-6789 (24-hour switchboard)  
St. Croix Valley Chapter 651-439-0031
2. **EPIDEMIOLOGY:** The Department of Public health and Environment has an Epidemiologist on staff. It is the Epidemiologist’s primary function to investigate disease outbreaks within the communities of Washington County. In the event of a widespread, sudden outbreak of disease in the community, the epidemiologist should be a primary member of the Emergency Operations Staff, and should have a major role in the development of response procedures and public information regarding the emergency situation.
  - a. Coordinate with Public health and Environment Director in EOC
  - b. Communicate with Minnesota Department of Health
3. **IMMUNIZATIONS:** Emergency situations may arise where there is an immediate need for the immunization of large numbers of persons. Documented records of rescue efforts in disaster situations have shown that large numbers of emergency room visits following the emergency required such routine services as cleansing superficial wounds and provide a Tetanus immunization. Many times the rescuers themselves are the persons in need of such services due to minor cuts/scratches sustained in the debris and/or wreckage of the emergency. Washington County Department of Public Health and Environment is capable of providing personnel and may have vaccine for immunizations services.
  - a. Coordinate with Public Health and Environment Director in EOC
  - b. Coordinate with local hospitals and clinic staff
4. **HEALTH EDUCATION:** A crisis situation often demands effective communication of information to a large population group affected by the emergency. The Public Health Educator has many skills in the development of public information materials which will concisely, and accurately, deliver information to the public. Community officials may be in need of assistance in disseminating health information following a disaster. Situations such as floods, tornadoes and hazardous materials incidents may raise concerns which need to

be addressed by an authoritative source. The Health Educator will work in coordination with the city's Public Information Officer to assist in the development and dissemination of information regarding health services after a disaster.

5. NUTRITION: There could arise situations where after an emergency situation food supplies are in short supply, are destroyed or contaminated. The Department of Public Health and Environment may be a source of food stuffs for infants, e.g., formula. In such circumstances the need for information regarding healthful food sources and nutritional value will be very important. Especially impacted by an emergency may be those persons which are already limited in access to nutritional food sources for them selves and/or families. Congregate care centers called upon to shelter and feed large numbers of persons following a disaster may require the services of qualified nutritionists to assist in the development of meal services to be serve the sheltered population.

- a. Coordinate with American Red Cross/Community Services

6. INDIVIDUAL SEWAGE TREATMENT SYSTEMS: Disaster damage to private and public property may present safety hazards to the public. It is necessary that such damage property be evaluated to determine if it is habitable. Department of Public Health and Environment staff have expertise in septic system construction/maintenance. These personnel will be an important part of the County's damage assessment and recovery process.

One of the most immediate needs in the aftermath of a disaster is to arrange for temporary sewage sanitation control methods. Portable toilets must be accessed and provided to disaster areas as soon as possible, if necessary. In a prolonged recovery effort this is a very important and costly consideration. The Public Works department can assist in this role.

- a. Primary role is damage assessment/Guidance on recovery and re-entry

7. WASTE MANAGEMENT: Major disasters such as tornadoes, floods, airline crashes, building collapses, etc., generate a large amount of solid waste. This debris often needs to be expediently cleaned up. This will not only assist in rescue efforts but is also important because it serves an important role in the community's psychological process of recover. (The "what we can't see can't hurt us" syndrome.)

To assure that acceptable solid waste procedures are followed, to the extent possible, and where necessary to have the appropriate permits and licenses obtained or waived, the Solid Waste/Public Works Department Program staff should provide technical assistance in the following areas: debris removal, contaminated soil disposal, disposal site identification, and recycling efforts.

- a. Coordinate with Municipal Public Works
  - b. Coordinate with County Department of Transportation and Physical Development
  - c. Provide Direction/information to public
  - d. Coordinate with Public Information in EOC
8. **HAZARDOUS WASTE:** The containment, storage and disposal of hazardous waste is an important component of Community Health Services. The accidental or intentional release of hazardous chemicals can cause significant damage to personal health and the environment. In a disaster situation the expertise of those persons trained to deal with hazardous waste materials will be a valuable resource. The disaster may in fact be a technological disaster caused by a release of a hazardous chemical, or the release of hazardous chemicals may be secondary to a natural hazard, such as a tornado, flood, earthquake, etc.
- Cottage Grove Public Works and the Department of Public Health and Environment personnel may provide technical expertise on the proper procedures and resources identification for dealing with the containment, storage and/or disposal of hazardous waste materials in the event of a disaster. The public health department does not provide a first response emergency team to contain, plug, patch or mitigate the release of hazardous chemicals. This remains primarily a function of local fire services and/or private contractors. (See Radiological/Hazardous materials Protection SOP for more detailed information on hazardous materials.)
- a. Coordinate with Waste Management, Minnesota Pollution Control Agency and Public Health and Environment Director in EOC
9. **ENVIRONMENTAL HEALTH:** Proper FOOD HANDLING AND LIVING CONDITIONS PLAY AN IMPORTANT ROLE IN CONGREGATE CARE SERVICES. The Department of Public Health and Environment Food Service and lodging program is responsible for the licensing and inspection of the food establishments in Washington County. Proper food preparation, storage and handling procedures are enforced through this program. In a disaster situation there will be a need to maintain proper food service practices and sanitary living conditions amid such needs a temporary housing and sheltering. Restaurants and motels affected by the disaster will want to return to operation as soon as possible and must be monitored for proper practices in doing so. Safe and sanitary procedures should be maintained as practical.

In certain disasters, such as floods or hazardous materials releases, food and water supplies may become contaminated. The fire department can work with appropriate State and Federal agencies to monitor and communicate information related to the safety of food and water.

10. CLERICAL/SUPPORT SERVICES: The activities involved with disaster response and recovery require accurate and careful documentation for legal and financial reasons. The Department of Public health and Environment has clerical support staff which could be assigned to assist in the disaster response/recovery efforts of Washington County as necessary. Computer data entry and record keeping, incident status recording and telephone answering will all be necessary tasks to be performed. The preparation of various public information and press releases will also require clerical personnel. Photocopying and fax machines will become valuable equipment for decision makers at the local and state/federal levels. The personnel familiar with such equipment should be available to operate and “troubleshoot” as necessary.
  - a. Coordinate with Emergency Service Manager in EOC
- C. REQUEST FOR ASSISTANCE
  1. To request services from Washington County Department of Public Health and Environment in an emergency situation, community officials should contact:

Mary McGlothlin, Director  
Washington County Department of Public Health and Environment  
651-430-6659  
or  
Deb Paige, Emergency Services Manager  
Washington County Department of Public Health and Environment  
651-430-7621
  2. All personnel will operate under the direction of the EOC Manager and Public Health and Environment Director and as employees of Washington County. The County Administrator or his designee may recall, order and terminate the use of such personnel when the need for their use no longer exists, or earlier, when at the discretion of the County it appears in the best interest of Washington County.

## **HEALTH AND MEDICAL MASS CASUALTY**

### **I. PURPOSE**

The purpose of this standard operating procedure is to provide for a coordinated response to emergencies or disaster situations involving mass casualties.

### **II. MASS CAUSUALTY RESPONSE**

All treatment should be provided based on established standard operating procedures. Some disaster situations may dictate that only basic/immediate care may be able to be provided. Limited time, personnel and equipment may require that EMS personnel set priorities and carefully assess where these resources are best utilized.

### **III. TRIAGE AND TREATMENT**

Triage is the function concerned with receiving victims, sorting them into categories based on the severity of their injuries, establishing treatment areas as required, transporting victims to appropriate medical facilities, recording the destinations of victims and establishing a communication link for hospital assignment.

It is essential that a standardized system for the treatment of victims is established. Such a system will provide more efficient use of personnel and resources. Clearer lines of responsibility and communication will also result. The Metro Region EMS Committee has developed recommended guidelines for ‘EMS Response to a Mass Casualty Incident.’ These guidelines are included as part of this plan and are recommended by the Public Health Department for use by all Washington County emergency medical services providers.

### **IV. CORONER**

Cottage Grove contracts with the Ramsey County Medical Examiner for Coroner duties. The Ramsey County Medical Examiner will be requested by Public Safety Dispatch in the event of an incident with Mass Fatalities. The Medical Examiner will be responsible for coordinating mortuary services, operating temporary morgues, and identifying victims.

### **V. DISASTER SUPPLY PROGRAMS**

The Washington County EMS Council and the Department of Public Health and Environment have developed disaster supply programs. Five disaster supply bags are located throughout the County and contain pre-packaged supplies for immediate treatment of life threatening conditions. “Porta-Board” backboards are also located at each of the identified fire station to be used in disaster response. The procedure for accessing these supplies has been sent to each police, fire and ambulance service in Washington County. In addition, each Public Safety Communications Center has been asked to post these procedures and familiarize their personnel with them.

## PROCEDURES FOR EMS DISASTER SUPPLIES

PURPOSE: To provide necessary emergency medical supplies to Washington County Ambulance and rescue personnel in the event of a large scale incident.

TYPES OF INCIDENTS FOR WHICH THEY MAY BE NEEDED: Natural disasters, transportation accidents, building collapse/structure failure, or other major incidents with multi-casualty response.

**\*\*Supplies may be used for mutual aid responses outside of Washington County which involve Washington County EMS personnel, however, THE SUPPLIES ARE NOT TO BE USED IN EMERGENCY EXERCISES/DRILLS.**

### HOW TO ACCESS THE SUPPLIES:

1. EMS command at the scene determines the need for the supplies.
2. Contact Washington County Sheriff's Department communications center and request the disaster supplies from the nearest available location. (When possible) specify which station the supplies should be activated from.
3. The Washington County communications center will notify the appropriate department to deliver the EMS supplies to the Scene of the emergency. See County Resource file for additional resources.

STATION	SUPPLIES
Forest Lake Fire Department	10 backboards/1 disaster bag
Scandia Fire Department	10 backboards
Marine on St. Croix Fire Department	10 backboards
Mahtomedi Fire Department	12 backboards
Stillwater Fire Department	10 backboards/1 disaster bag
Oakdale Fire Department	10 backboards/1 disaster bag
Lake Elmo Fire Department	10 backboards
Bayport Fire Department	10 backboards
Lower St. Croix Fire Department	10 backboards/1 disaster bag
Newport Fire Department	10 backboards
Cottage Grove Fire Department	10 backboards/1 disaster bag
<b>TOTAL</b>	<b>112 backboards/5 disaster bags</b>

**MAINTENANCE AND INVENTORY:** After the incident, the Washington County Emergency Services Manager should be notified of the use of the supplies. Include date and nature of incident and an inventory of supplies used. Washington County Department of Public Health and Environment is responsible for the re-stocking and purchase of supplies. There will be an annual inventory/inspection of the supplies.

**FOR FURTHER INFORMATION:** Contact Deb Paige, Emergency Services Manager, Washington County Department of Public Health and Environment at 651-430-7621.

## HEALTH AND MEDICAL – MENTAL HEALTH EMERGENCY OPERATIONS PLAN

### I. PURPOSE

The purpose of this standard operating procedure is to describe how mental health services will be delivered in a disaster affecting Washington County.

### II. MENTAL HEALTH SERVICES

Existing agencies and personnel involved in mental health services in Washington County on a daily basis will be called upon to assist in disaster response. These agencies and personnel include:

- A. Human Services, Inc. (HIS) – Located at 7066 Stillwater Blvd., in Oakdale, MN. HIS is the primary provider of mental health services in Washington County. Call 651-777-5222.
- B. The American Red Cross – The St. Paul Chapter of the American Red Cross has a Disaster Stress Team designed to serve the community's mental health needs in crisis situations. Call 651-291-6789.
- C. The Metro Region CISM/Peer Counseling Program – Designed to counsel and debrief emergency responders after a critical incident or as needed to help deal with psychological stress of emergency work. Call 612-347-5710.
- D. Community Clergy – Religious leaders in the community provide an existing resource which much of the public will turn to in a time of need for counseling and consolation.
- E. Funeral Home Operators – These professionals deal with grieving families and loss of life on a daily basis and are very well qualified to assist in providing mental health services related to disaster.
- F. Voluntary assistance – It is likely that volunteer help will arrive in the community to assist with mental health services. Such help will need to be adequately trained and coordinated if they are to be effective in this role.

### III. POLICIES

- A. **EMPLOYEE NEEDS:** City and County personnel involved in disaster response may feel frustrated or guilty about not being with family members. Every effort will be made to give employees adequate time to contact family members and, as appropriate, leave the workplace to be with them.

Sufficient numbers of mental health workers must be present to allow for rotation of personnel and time off. These workers may also need services



available to them after listening/working with victims. Workers providing “relief” to other personnel should be briefed on what the situation is and the types of problems.

- B. **STRESS SYMPTOMS:** Stress may cause physical symptoms such as headaches, upset stomach, restlessness and irritability.
- C. **BEVERAGES:** Avoid excessive use of alcohol and caffeinated products such as tea, coffee, and some sodas.
- D. **VICTIM RESPONSE TO DISASTERS:** Humor helps ease tension. However, use it carefully as persons affected by the disaster or co-workers may take things personally. “Gallows humor/raunchy jokes” is often a defense mechanism for some persons. Do not be surprised by them.

Victims of disaster may be very receptive to immediate response and assistance. later, after the disbelief or shock of the incident is past, they may become angry and looking to blame someone. Local government and government officials may become “scapegoats”. This reaction should be expected and not deemed to be a personal attack on any one’s character or professional conduct.

Avoid any comments such as, “You’re lucky,” or “it could have been worse”. To most victims of disaster the experience is anything but luck and they cannot imagine it being worse. Instead, tell them that you are sorry such an event has occurred and you want to understand how to assist them.

The mission of the mental health workers will change throughout the incident There will be immediate needs; to grieving; to long term recovery.

Don’t do psychotherapy with victims. Sit with them, share with them, support them.

- E. **CONFIDENTIALITY:** Confidentiality must be respected and maintained. If you have questions related to data privacy, contact Washington County Attorney’s office.
- F. **IDENTIFYING THOSE IN NEED:** Many victims will deal with the problem by leaving the immediate area. They will seek out a location were things are “safe” and where they can be with family and loved ones. Make extra efforts to seek out potential victims.
- G. **PROVIDE MATERIALS TO VICTIMS:** Handouts are important. Items such as a business card or brochure will give the victim something to hold on to. This gives them a sense of being taken care of and not abandoned. They may also need to hear/read/see information several times to be able to appropriately react to it.

#### **IV. STATE AND FEDERAL SUPPORT**

Federal funds for crisis counseling assistance and training are available in a Presidentially declared disaster. Community mental health providers must apply to the State Department of Human Services. The State Department of Human Services applies to the Federal Emergency Management Agency (FEMA). FEMA and the national Institute of mental Health will review the application. Communities must apply within 60 days of the disaster declaration.

#### **V. SUPPORTING DOCUMENTS**

The Emergency Services Manager, Department of Public Health and Environment has a videotape entitled, "Disaster Victim Psychology". This program provides information on reactions of victims of disaster and how to work with them. This 30-minute program will be an excellent orientation for personnel responding to the emergency. Mental Health coordinators may wish to schedule this for briefing personnel or in training prior to emergency activation.

**EAST METRO AMBULANCE SERVICES**

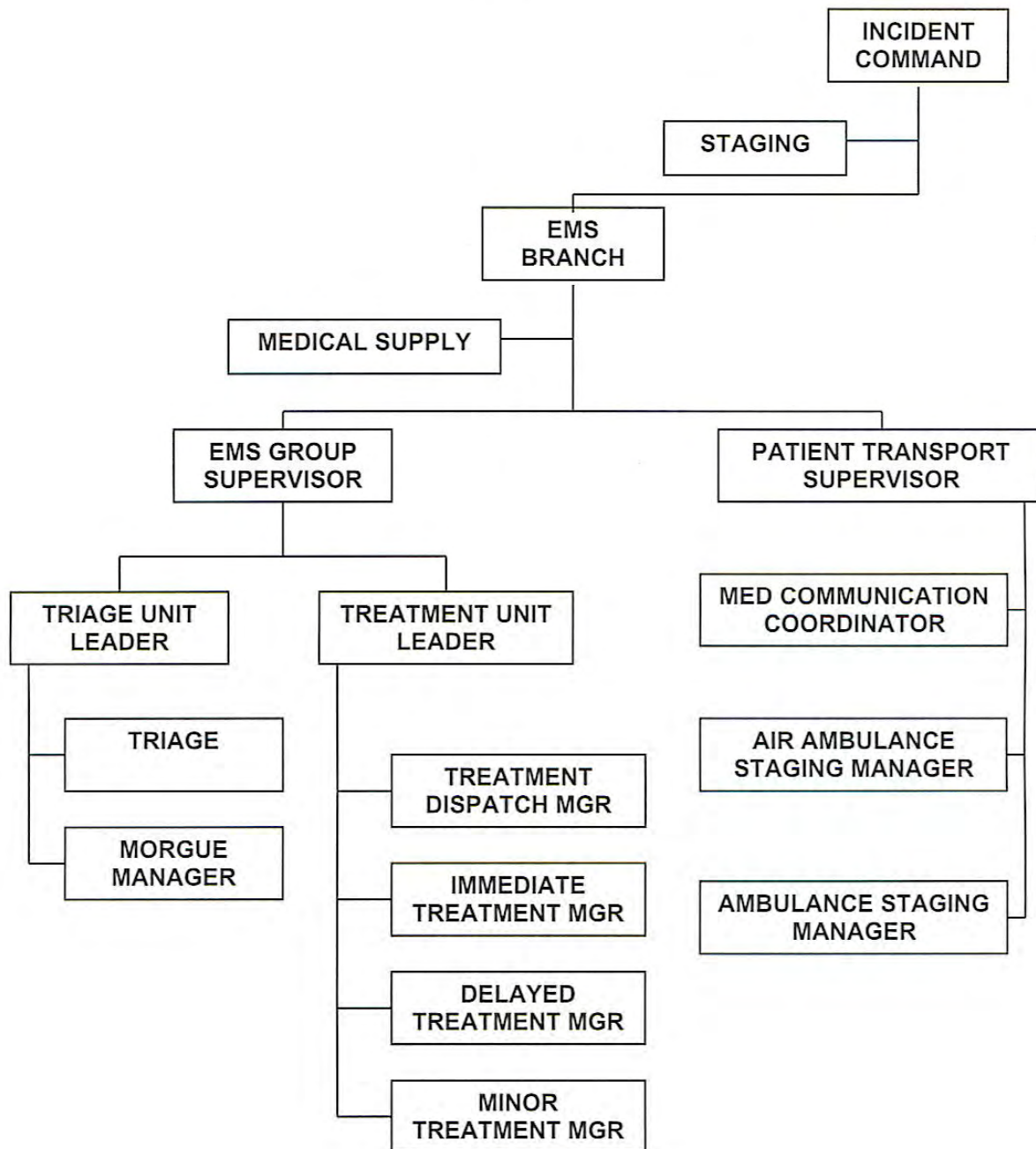
<b><u>AMBULANCE SERVICE</u></b>	<b><u>TELEPHONE NUMBER</u></b>	<b><u>LEVEL OF SERVICE</u></b>
ALF	(952) 432-2911	ALS
Cottage Grove PS	(651) 458-2811	ALS
HealthEast Ambulance	(651) 232-1717	ALS
Allina	(651) 222-0555	ALS
LifeLink	(612) 378-5465	ALS
Hastings Fire Department	(651) 437-3126	ALS
Hennepin County Ambulance	(612) 347-2140	ALS
Lakeview/Stillwater Ambulance	(651) 439-9381	ALS
Lower St. Croix Ambulance	(651) 439-9381	EMT-D
Mahtomedi	(651) 439-9381	ALS
Maplewood	(651) 777-8191	ALS
North Air Care	(763) 520-5870	ALS
Oakdale	(651) 777-8191	BLS
St. Paul Fire Department	(651) 224-7375	ALS
White Bear Lake	(651) 429-8568	ALS
Woodbury	(651) 714-3700	ALS
Hastings Ambulance	(651) 480-6150	ALS

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**METRO AREA HOSPITAL EMERGENCY ROOMS**

Abbott Northwestern	(612) 863-4233
Buffalo Hospital	(763) 682-1212
Children's Minneapolis	(612) 813-6117
Fairview-Ridges	(952) 892-2020
Fairview-Riverside	(612) 273-6402
Fairview-Southdale	(952) 924-5151
Hennepin County Medical Center	(612) 347-3131
Hudson (Wisconsin)	(715) 386-9321
Lakeview (Stillwater)	(651) 439-5330
Mercy	(763) 421-8888
Methodist	(952) 993-5353
North Memorial	(763) 520-5542
Regina (Hastings)	(651) 480-4100
St. Francis (Shakopee)	(952) 445-2322
St. John's-Northeast	(651) 232-7348
St. Joseph's	(651) 232-3348
Regions Hospital	(651) 221-2121
United	(651) 220-8755
Unity	(763) 236-4144
University of Minnesota	(612) 626-2700
Veterans Administration	(612) 725-2000
West Metro MRCC	(612) 347-5710
Woodwinds	(651) 232-0348

## MASS CASUALTY ORGANIZATION



## **Annex F**

# **Evacuation, Traffic Control, and Security**

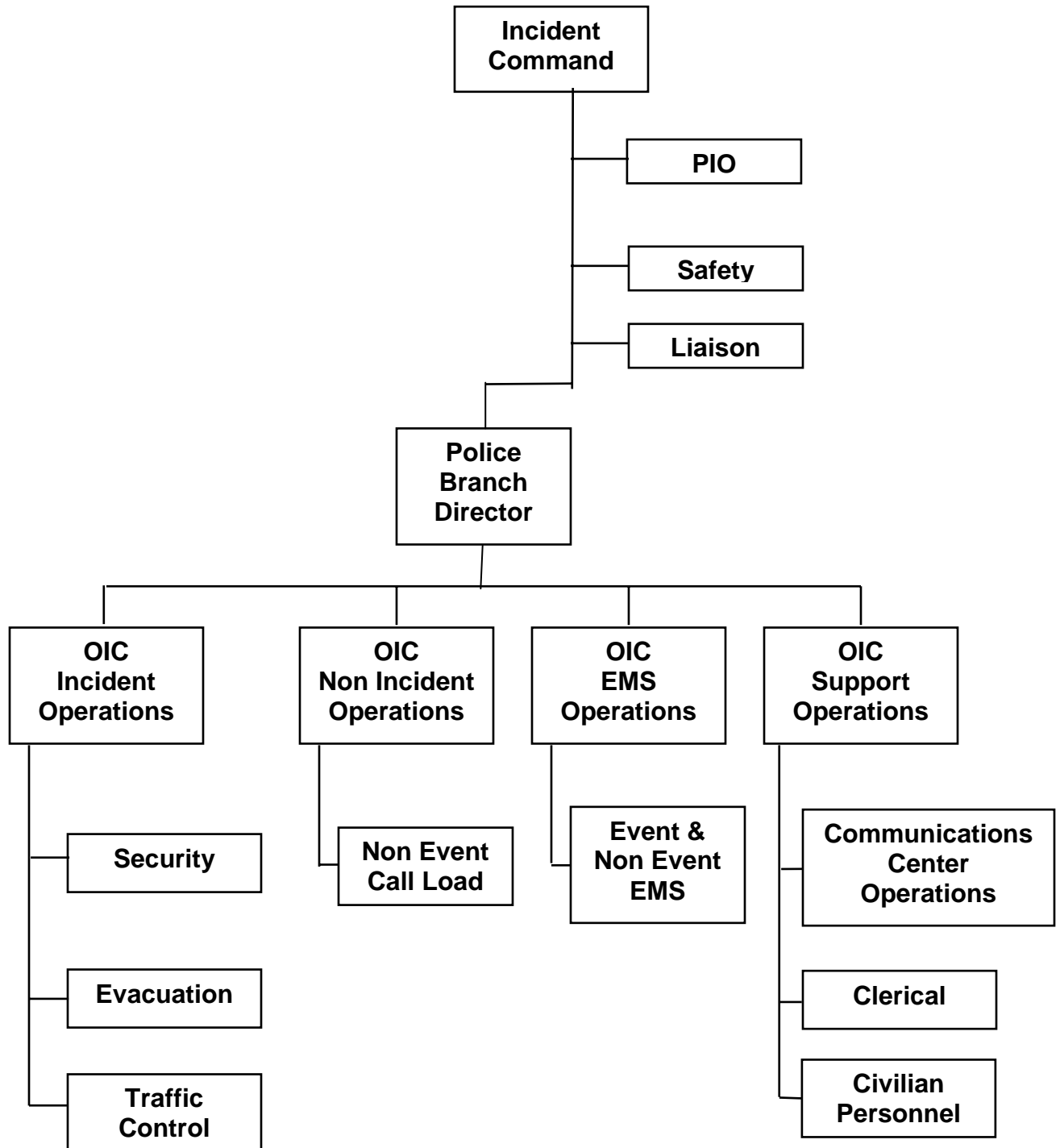
Plan Development March, 2004

## **Evacuation, Traffic Control and Security**

### **Page number**

- 3. Police Organizational Chart**
- 4. Evacuation, Traffic Control and Security**
- 6. Staging Areas**
- 7. Evacuation – Shelter in Place**
- 9. SARA Covered Facilities – attached is addendum of State of MN listing of 302/312 facilities and chemicals**
- 9. Evacuation Procedures 3M**
- 10. Evacuation Park Sr. High**
- 10. Traffic Control Points Major Evacuation**
- 12. Reception Centers**
- 13. Evacuation Due to Hazardous Materials Release**
- 14. Sample Evacuation Proclamations**
- 15. Evacuation Notice**
- 16. Sample EBS Announcement**
- 17. MAP: Evacuation Routes**

### **POLICE EVACUATION ORGANIZATIONAL CHART**





## **EVACUATION, TRAFFIC CONTROL AND SECURITY**

### **PURPOSE**

This standard operating procedure is to provide for the evacuation of Cottage Grove residents from a hazard area to a reception area, and to provide for the control of traffic to, from, and within the city while an evacuation mode is in effect.

1. At the time of a relocation order, Cottage Grove City residents will be advised by radio and TV that their city or part of the city is being evacuated at the government's request.
2. Highways 61, 10, WI 63 will be the main routes of transit for hazard area residents evacuating to host area.
3. Traffic control points and reception centers will be established at major intersections. Two-way traffic will be maintained on all highways and streets.
4. Rest areas will be established for the aid and convenience of people passing through the city enroute to neighboring reception areas. Evacuees will be able to obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
5. People requiring transportation should report to one of the staging areas below. Mass transportation to the reception area will only be provided from these points. Mobility-impaired persons or those unable to get to one of these locations should call the Department of Public Safety, 458-2811 or 911 for assistance.

### **RESPONSIBILITIES**

The rationale for evacuation, whether for a large or small-scale emergency, is that moving the affected population to an area of lesser risk can best mitigate hazardous conditions or potentially hazardous conditions. Prior to recommending evacuation due to an actual/potential hazard threat, city officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors [both internal and to the outside], windows, and fireplace dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering land staying away from windows, and [in buildings] minimizing the use of elevators.)

- A. In the City of Cottage Grove, the following official(s) will be responsible for recommending evacuation or to shelter in placed:

**Official**

Public Safety Director/  
Fire Chief or designee:

**Type of Incident**

HAZMAT, Fire, Structural Damage, Radiological

Public Safety Director or  
designee: Incident Commander

Law Enforcement Related  
Weather Related/all other types

- B. The Public Safety Director in cooperation with county officials, when appropriate, will be responsible for conducting and coordinating any large-scale or precautionary evacuation of the city. This coordination will include the evacuation activities of other participating agencies and jurisdictions. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary, using motor pool vehicles. Back up assistance would be available from Woodbury Police Department Reserves, Mutual Aid Police Departments/Sheriff, and Public Works Department. Relocation/Security for critical resources would be the responsibility of the city related department.
- C. The Public Safety Department will coordinate all transportation resources used in an evacuation as well as direction and control of traffic during an emergency.
- D. The Public Safety Department, Police Division, will provide security in the affected area in order to protect private and public property. The Police Division has a system to provide residents from the affected area a security card that will allow them access to their homes. Non-residents will not be allowed access until the situation is resolved (residents back occupying their homes and the hazard removed). Repair/maintenance companies will be allowed access if confirmed with the victims, but they will be monitored.
- E. The Public Safety Director will designate an individual to coordinate all private and public transportation resources.
- F. The EMS Coordinator will work with the Washington County Department of Public Health and Environment to coordinate evacuation of special needs population.
- G. Evacuation and sheltering of pets will be conducted by the volunteer Washington County VOAD, which is a member of MNVOAD.

## **PROCEDURES**

- A. Residents to be evacuated would be notified of the need to evacuate by outdoor warning sirens, radio, TV, door to door, and public address systems. Evacuation routes, assembly points and assistance instructions will be announced.
- B. Law enforcement personnel would establish traffic control points (if necessary).
- C. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Public Safety Department.

## **STAGING AREAS:**

1. Transportation from the staging areas to reception areas will be provided by South Washington County School District 833. The District 833 Transportation offices number is 458-4245. Administrative Number is 458-6300 or 458-6660.
2. Reception centers will register and assign evacuees to shelters. Evacuees will be given information to assist them to locate their facility. This information will consist of routes, shelter locations, parking spaces, eating assignments, and medical aid, if needed.
3. The State Patrol, the sheriff's department, and local law enforcement will coordinate assistance to any vehicles having mechanical problems during evacuation.
4. Local law enforcement officers, with backup volunteers, will be assigned as security to each congregate care parking facility.

There are essentially two ways to protect the public from the effects of toxic gas discharge. One is evacuation of an area to a safe location. The other involves instructing people to remain inside of buildings until the danger passes.

### **Evacuation may be considered when:**

1. There is a strong potential for a toxic discharge, the discharge has not yet taken place, and there appears to be time available to safely relocate people.
2. The discharge has taken place but people are sufficiently far downwind to permit time for evacuation.
3. People not yet in the direct path of a cloud or plume are threatened by a future shift in the wind direction.
4. The safety hazards of evacuation are outweighed by the benefits of the action.

5. Telling people that shelter-in-place might not fully protect them from serious consequences:

### **Shelter In-Place**

Situations may arise where the best means of protecting life is to recommend “shelter in-place” procedures. If conditions are present which do not allow adequate time for evacuation or where the risk from the emergency incident will be minimal or very short in duration, officials should consider recommendation for people to shelter in-place.

### **Emergency Actions**

If shelter in-place is recommended, the following instructions should be given to residents:

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better locked).
2. Shut-off all ventilation systems that take in outside air including heating systems, air-conditioners. Seal around window air conditioners with tape and plastic and switch inlets to “closed” position.
3. Turn off all exhaust fans in kitchens, bathrooms and other spaces.
4. Close fireplace dampers.
5. Close as many internal doors as possible.
6. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grills, range vents, dryer vents and other openings to the outside. Include any obvious gaps around external windows and doors.
7. If the gas starts to bother you and it is soluble or partially soluble in water, holding a wet cloth over your nose and mouth will help filter or wash the air. A higher degree of protection, can be attained by going into the bathroom, closing the door, and turning on the shower.
8. If an explosion is possible outdoors, close drapes, curtains, and shades over windows and stay away from external windows.
9. Minimize use of elevators in buildings. These tend to “pump” outdoor air in and out of buildings as they travel up and down.
10. Turn into the Emergency/Broadcast System on your radio or television for further information and guidance.

### **Evacuees Return**

Evacuees will be allowed to return when deemed safe to do so by the Public Safety Director/Fire Chief or designee in cooperation with County Officials as needed.

Evacuees will be notified they are allowed to return by Public Service Broadcasts and local authorities.

**SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT  
COMMUNITY RIGHT-TO-KNOW ACT OF 1986**

**COVERED FACILITIES**

FACILITY	3M Cottage Grove 10746 County Road 19 Cottage Grove, MN
CONTACT PHONE	Security 458-2000
GENERAL	Multiple chemicals stores

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FACILITY	Park Sr. High 8040 80 <sup>th</sup> Street So. Cottage Grove, MN
CONTACT PHONE	Principal 458-4225
GENERAL	Chlorine

**Evacuation Procedures 3M Cottage Grove**

**Zone 1**

**Location:** Cottage Grove residents who reside south of Highway 61 and west of Innovation Road.

**Route:** Residents to proceed to Highway 61. North by Highway 61.

**Zone 2**

**Location:** Cottage Grove residents who reside east of County Road 19 and North of 100<sup>th</sup> street

**Route:** Residents to proceed to County Road 19 or Highway 95. North on County Road 19 or north on Highway 95.

### **Zone 3**

**Location:** Cottage Grove resident who reside south of 100 Street and east of Innovation Road.

**Route:** Residents to proceed to highway 61. South on Highway 61.

#### **Traffic Control Points/Cottage Grove Police Department.**

**A1** County Road 19 at Highway 61

**A2** County Road 19 and Jamaica

#### **Evacuation Procedures – Park Senior High School (See map)**

**Location:** Students and staff in entire school

**Route:** All students and staff should proceed on foot westbound to Crestview Elementary School

#### **Traffic Control Points/Cottage Grove Police Department**

**A1** 80<sup>th</sup> Street ice arena exit

**A2** 80<sup>th</sup> Street high school entry

**A3** 80<sup>th</sup> Street high school exit

**A4** Ideal Avenue high school entry and exit

#### **Traffic Control Points Major Evacuation/Cottage Grove Police Department**

- C1 Highway 61 at Jamaica
- C2 County Road 19 and 90<sup>th</sup> Street
- C3 Ideal and 65<sup>th</sup> Street
- C4 100<sup>th</sup> Street and Hadley Ave. So.
- C5 County Road 19 and 70<sup>th</sup> Street
- C6 County Road 95 and 70<sup>th</sup> Street
- C7 Highway 61 and Highway 95
- C8 70<sup>th</sup> Street at Harkenss Ave.

### **Barricades/Cottage Grove Public Works Department**

- D1 65<sup>th</sup> Street and Geneva
- D2 Hadley at the Woodbury boarder
- D3 Inwood at the Woodbury boarder
- D4 Lamar at the Woodbury boarder
- D5 Highway 95 and 77<sup>th</sup> Street
- D6 Highway 95 and 100<sup>th</sup> Street
- D7 Higway 95 and Lehigh

### **Major Traffic Control Points**

1. Highway 61 and the 70<sup>th</sup> Street overpass area
2. Highway 61 and the 80<sup>th</sup> Street overpass area
3. Highway 61 and the Jamaica overpass area
4. Highway 61 and Innovation
5. Highway 61 and Kimbro
6. Highway 61 and Highway 95
7. Ideal and 65<sup>th</sup> Street
8. Mililtary Road and Jamaica
9. 70<sup>th</sup> Street and County 19 area
10. 70<sup>th</sup> Street and Highway 95
11. 80<sup>th</sup> Street and Highway 95
12. 80<sup>th</sup> Street and Hinton
13. 80<sup>th</sup> Street and Ideal
14. 80<sup>th</sup> Street and Jamaica
15. 70<sup>th</sup> Street and Hinton
16. 70<sup>th</sup> Street and Jamaica
17. Hadley Avenue and 90<sup>th</sup> Street



**Local Reception Centers and Main Access Routes**

**Location 1:** Pinehill School  
9015 Hadley Avenue South

**Main Access Route:** Hadley Avenue

**Location 2:** National Guard Armory  
8180 Belden Boulevard South

**Main Access Route:** 80<sup>th</sup> Street to Hadley Avenue and Hadley Avenue to Belden

**Location 3:** Crestview School  
7830 80<sup>th</sup> Street South

**Main Access Route:** 80<sup>th</sup> Street

**Location 4:** Park Senior High 8040 80<sup>th</sup> Street

**Main Access Route:** 80<sup>th</sup> Street

**Location 5:** Hillside School  
8177 Hillside Trail South

**Main Access Route:** Hillside Avenue off Jamaica, Hyde or East Point Douglas

**Location 6:** Armstrong School  
8855 Inwood Avenue South

**Main Access Route:** Jamaica to 90<sup>th</sup> Street to Inwood Avenue Boulevard.

## **EVACUATION DUE TO HAZARDOUS MATERIALS RELEASE**

### **A. Release from a Fixed Facility**

1. The potential “populations at risk” that may require evacuation due to a hazardous materials release from specific (Section 302) facilities in Washington County have been pre-identified. (See Hazard Analysis Section of this plan.)
2. Pre-identified primary and secondary evacuation routes for the “populations at risk” for specific (Section 302) facilities are included in the Hazard Analysis Section of this plan.

### **B. Evacuation may be required due to hazardous materials spills/releases that do not involve a Section 302 facility. Transportation accidents involving trucks, trains or barges present risks which could cause evacuation. An assessment by on-scene personnel will determine the appropriate area and populations to be considered for evacuation.**

### **C. Once it has been determined that evacuation of an area is necessary:**

1. Establish a Command Post
2. Identify wind and weather conditions.
3. Establish perimeter security control.
4. Identify areas for evacuees to gather (e.g. parking lots, playgrounds, etc.)
5. Arrange for transportation for evacuees.
6. Use squad cars with sirens and PA systems or other means of alerting resident to evacuate.
7. In areas not in immediate danger, use available personnel to go door-to-door (in addition to #6 above).
8. Evacuated homes should be identified, a mark on the driveway or rag, cloth or towel in the door handle may be used.
9. Consider special problems: handicapped persons, young children with no supervision, persons without transportation, pets, nursing homes, schools, etc.
10. If anyone refuses to leave, record their address and move on.
11. Anticipate changing weather conditions.

## **SAMPLE EVACUATION PROCLAMATION**

**WHEREAS, a disaster proclamation has been issued, and**

**WHEREAS, the disaster has resulted in a state of emergency existing in our county,  
and**

**WHEREAS, it is reasonable to believe that a threat to the lives and health of our  
citizens exists,**

**NOW, THEREFORE, I do hereby recommend that the area bordered by**

\_\_\_\_\_ on the north \_\_\_\_\_, on the South,

\_\_\_\_\_ on the West, \_\_\_\_\_, on the East

**be immediately evacuated.**

**This proclamation is in effect until further notice.**

**Done at** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_

**Attest to:**

## **SAMPLE EVACUATION NOTICE**

### **ATTENTION:**

There has been a chemical incident in your area. Listen carefully. For your safety, you are advised to evacuate immediately. Take with you items you may require, such as glasses, medicine, special foods, baby needs, pets. Listen to the radio for more information as you leave. You should go to (location) \_\_\_\_\_ where you will receive additional information.

I repeat, this is an emergency. Please evacuate your home immediately and go to \_\_\_\_\_ for additional information. If you do not have transportation, dial 651-430-7620 for assistance, I repeat, dial 651-430-7620 for assistance. Drive safely and obey all traffic laws during this evacuation. Repeat Entire Message.

## **SAMPLE SHELTER IN PLACE MESSAGE**

### **ATTENTION:**

There has been a chemical incident in your area. Listen carefully. Get indoors immediately and remain in your home. Bring pets inside if it can be done quickly. Close and lock all window and doors. Close and cover any vents to outside air. Turn off all heaters, air conditioners and fans. Cracks and openings around doors and windows can be sealed with tape or damp towels. Stay off your phone, public safety officials may need to call you with more information.  
You will be contacted when the emergency is over.

### **SAMPLE RESPONSE LEVEL 1 EBS ANNOUNCEMENT**

This is \_\_\_\_\_, Emergency Management Director for the City of Cottage Grove.

The fire department has advised that a release \_\_\_\_\_ is confined on \_\_\_\_\_ (the site) \_\_\_\_\_ and there is no danger to life or property within the community.

We will keep you informed of any further developments.

The (description of incident) located at \_\_\_\_\_ reports that a problem has occurred at the above location which resulted in the release of a small amount of \_\_\_\_\_.

### **SAMPLE RESPONSE LEVEL 2 EBS ANNOUNCEMENT**

This is \_\_\_\_\_, Emergency Management Director for the City of Cottage Grove.

The \_\_\_\_\_ (facility) \_\_\_\_\_ located at \_\_\_\_\_ Reports that a problem at the site has occurred. The problem may result in the release of toxic \_\_\_\_\_ fumes into the atmosphere, which may extend beyond the site's area. Therefore, the Mayor of Cottage Grove has ordered all residents who live within a (specific area) \_\_\_\_\_ mile radius of the site are requested to evacuate the area in a (direction) \_\_\_\_\_ using highway(s) \_\_\_\_\_.

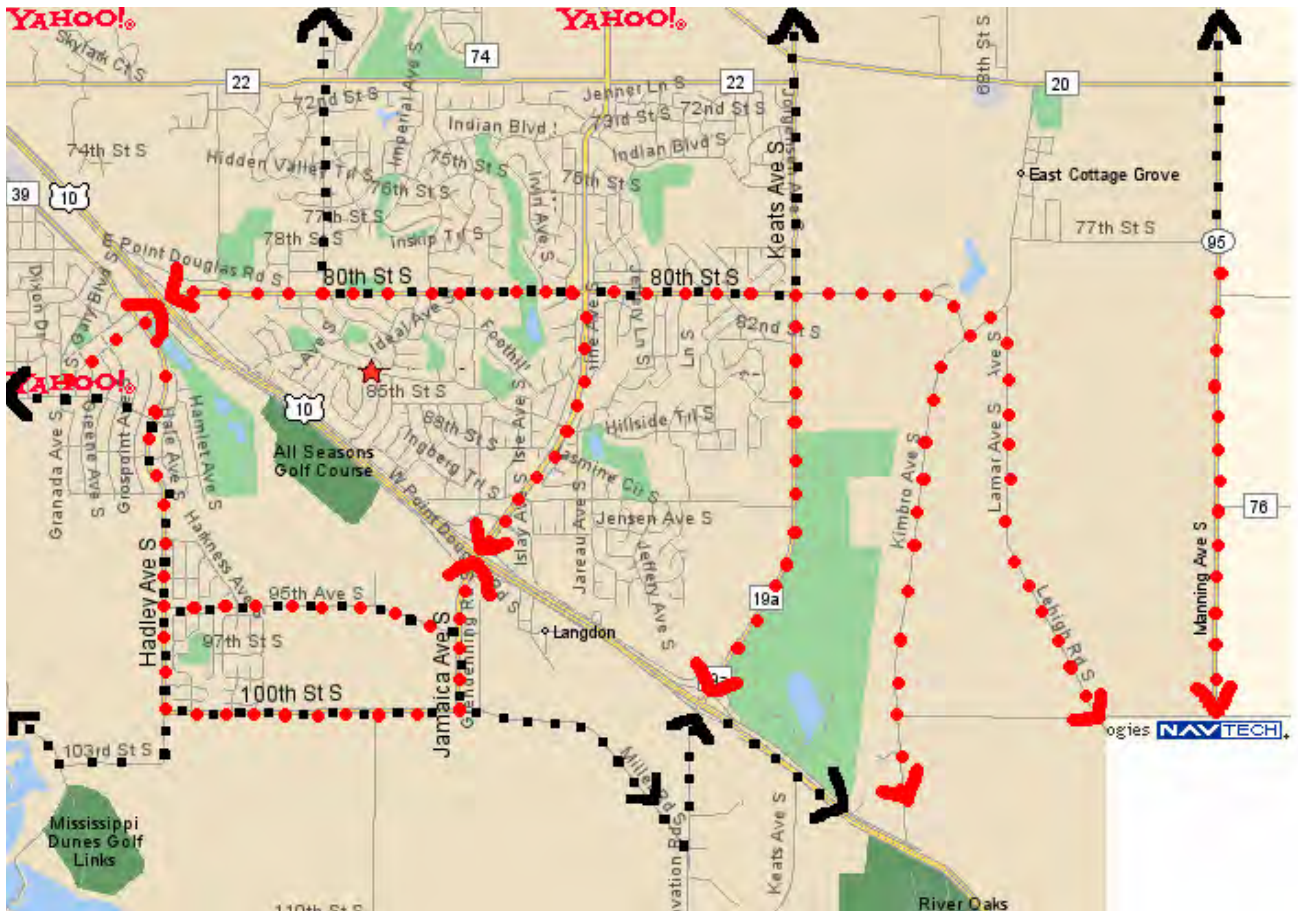
The sirens within the city have been sounded in order to notify the public of the need to turn to local radio and TV stations.

### **SAMPLE RESPONSE LEVEL 3 EBS ANNOUNCEMENT**

This is \_\_\_\_\_, Emergency Management Director for the City of Cottage Grove.

A \_\_\_\_\_ (description of incident) \_\_\_\_\_ has occurred. The Fire Department has advised that there is a release of toxic fumes that may be carried by the wind.

Due to the potential threat to life, the Mayor has ordered that all residents who live within \_\_\_\_\_ (specified distance) \_\_\_\_\_ evacuate immediately to \_\_\_\_\_. Those persons requiring transportation assistance should call 911. The sirens are being sounded in the city to notify the public to evacuate the involved area and to turn to local radio and TV stations.



### EVACUTATION ROUTES

Primary: ● ● ● ●

Secondary: ● ● ● ●

# **Annex G**

## **Fire Protection**

Plan Development March, 2004

## **HAZMAT, Nuclear Readiness Condition and Procedures**

### **Page**

- 4. Hazardous Material General Order
- 4. Command
- 5. First Arriving Fire Unit
- 10. Hazardous Materials Zones
- 10. Nuclear Increased Readiness (RECON)
- 14. Hazardous Materials Incident Notification list.
- 15. Shelter Log
- 16. Anhydrous Ammonia
- 19. Anthrax
- 23. Chemical and Biological Warfare Agents
- 41. Clandestine Drug Laboratories/Meth
- 44. Bomb Response
- 46. Cottage Grove Armory Relocation Center/Location and Floor Plan



## **HAZMAT, NUCLEAR READINESS CONDITION AND PROCEDURES**

### **Purpose**

To establish a uniform procedure for the Fire Division response to either a peacetime or nuclear catastrophe.

### **Warning Period**

1. Upon receipt of a notification of a readiness condition (REACON), attack warning, or a natural disaster, the Fire Chief will order the activation of the Fire Division.
2. Various options may be initiated to protect the population such as evacuating possible disaster areas or target areas under a REACON 2; or directing the populace to the best available shelter with little or no advance notice. The coordinator of the fire and rescue service will coordinate the realignment of fire and rescue resources in the event of an evacuation.
3. The Fire Chief will evaluate the relocation of fire apparatus and personnel to give the best support to the geographical area of the greatest need.

## **HAZARDOUS MATERIALS INCIDENT GENERAL ORDER**

### **Scope:**

To establish a uniform procedure for the Fire Division when responding to hazardous materials incidents in order to coordinate the respective efforts of the Fire, Police and Emergency Medical Services. Cottage Grove Fire and Police units will utilize Minnesota Incident Management System (MIMS) for all incidents.

**FOR SPECIFIC OPERATIONS AND GUIDELINES FOR THE FIRE DIVISION REFER TO HAZARDOUS MATERIALS STANDARD OF OPERATIONS AND THE FIRE DIVISION MANUAL OF POLICY REGULATIONS AND PROCEDURES.**

### **General Provision**

- A. It must be recognized that no emergency response plan can address all situations. There can be no substitute for the exercise of sound judgment in the management of any incident by the person or persons involved. When addressing a hazardous materials incident, the safety of all responders and the community shall always be the primary consideration.
- B. This procedure is intended to provide a basic philosophy and strategic response plan for hazardous materials incidents. All Cottage Grove Fire Division policies and procedures remain in effect unless directly superseded by this plan.
- C. Hazardous materials encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions and explosions. Hazards could involve toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions and danger to the environment.

### **COMMAND**

- A. Director of Public Safety shall be notified by the incident commander of hazardous material incidents.
- B. The Senior Fire Officer on the scene shall establish Incident Command in conjunction with the Police Branch and Emergency Medical Services Branch Coordinators per the Cottage Grove Incident Command System (see Fire Division Manual of Policy Regulations and Procedures). All Fire Division operations shall be under the command of a fire officer.
- C. Command is responsible for assessing the nature and severity of the incident and for directing adequate resources to terminate the incident.

- D. Because of the potential complexity of a hazardous materials incident, command may have to use extensive secularization to maintain the proper span of control and to insure adequate means to control the incident and to provide for the safety of civilians and responders.
- E. The Incident Commander may appoint personnel in Branch, Division, Sector or Group Leader positions as necessary in order to maintain span of control. The Incident Commander shall designate a Safety Officer knowledgeable in fire fighting, rescue operations and hazardous substance handling procedures.
- F. When the Safety Officer determines activities to be unsafe, or to involve imminent danger, the Safety Officer shall have the authority to alter, suspend or terminate those activities, he shall immediately notify the Incident Commander of these actions.
- F. The Incident Commander shall designate additional Command Staff positions as necessary such as PIO, Government Liaison, Medical, Logistics, Planning, Operations, Staging to assist in control of the incident.

### **FIRST ARRIVING FIRE UNIT**

The First Arriving Fire Unit will assume command, assess the situation, request additional resources as indicated, and shall:

- A. Approach incident location from upwind and uphill, as conditions dictate
- B. Position incoming apparatus at a safe distance back from the incident location, as conditions dictate
- C. Avoid entering or close approach to any vapors or smoke and do not drive through or walk through spilled product, vapor or smoke
- D. Assess the incident from as safe a distance as possible
- E. Consider all unidentified containers or released products (including smoke) as a hazardous material, until identified as non-hazardous
- F. Conduct initial size-up to identify the type of incident and conditions involved:
  - 1. Hazardous material release with fire
  - 2. Hazardous material release with no fire
  - 3. Hazardous material involved, no release apparent with fire

4. Direction of leak and toxic clouds or vapors
  5. Other pertinent information i.e., odors, color of smoke, etc. If no leak or fire, look for stressed containers with potential for fire or release
- G. Advise Dispatcher and other responding units of type of incident, and appropriate response entry route or location of staging area.
- H. Identify or categorize the release of product if safe to do so as follows:
1. Visual observation through use of binoculars is necessary
  2. Verbal information, drivers, employees, company officials, etc.
  3. Placards, labels and/or shipping papers
  4. Identify container shapes and sizes and quantity
  5. Pre-plans
- I. Get as much information regarding the incident as possible. Notify Incident Commander.
- J. Identify any potential high life hazards in area, i.e., schools, daycares, nursing homes, building ventilation systems, fresh air intakes, etc.
- K. Utilize reference books and Department of Transportation Emergency Response Guidebook for transportation incidents and other appropriate references for recommended action. Books are available on fire apparatus or in Command cars.

#### **REQUEST APPROPRIATE ASSISTANCE**

- A. Fire Division vehicles/equipment.
- B. Hazardous Materials Unit shall be requested to all incidents involving hazardous materials requiring special handling.
- C. Police
- a. Traffic control
  - b. Perimeter control
  - c. Evacuation

**D. Technical Support**

- a. Cottage Grove Hazardous Materials Technical Advisor
- b. Poison Control Center
- c. Facility Technical Staff
- d. Medical Response

**Protective Measures**

- A. Based on the hazardous substances, and conditions present, the Incident Commander shall implement appropriate emergency operations and assure that personal equipment worn is appropriate for the hazards.
- B. Self-contained breathing apparatus (SCBA) will be worn at all times by responders in the WARM ZONE or the HOT ZONE if exposure to hazardous materials exists. Only positive pressure SCBA shall be used. Only persons trained to NFPA Standards in the use of SCBA shall be allowed in the hazard area.
- C. The Incident Commander shall limit the number of personnel at the emergency site to those actively involved in emergency operations. All operations in hazardous areas shall be performed with a proportionate number of back-up personnel standing by.
- D. A pre-established evacuation route and alternate route shall be established before entry to the building, or hazard area, is made.
- E. NO ACTION shall be taken until product is identified and hazards are known.

**Site Management**

**A. Rescue**

- 1. If immediate rescue is indicated, perform ONLY with awareness of hazard and minimum number of personnel required.
- 2. Rescue shall only be attempted while wearing proper protective clothing and only when the risk to personnel is known.
- 3. When the hazard is unknown, Command shall determine a course of action in conjunction with the State HazMat Team assessment.

**B. Isolate**

Large scale evacuation in response to toxic gas or vapor hazards are best considered when:

1. There is a strong potential for discharge but the discharge has not yet taken place, and there appears to be sufficient time to relocate people.
2. The discharge has taken place but people are sufficiently far downwind to permit time for evacuation.
3. The safety hazards of evacuation are outweighed by benefits of the action.
4. Sheltering-in-place might not fully protect people from serious consequences. (See Annex F - Evacuation, Traffic Control and Security Section for additional information.)

**C. Control**

1. Confine and contain product to as small an area as possible through absorbents dike or diversion.
2. Prevent additional container failure.

**D. Exposures**

1. Protect exposures
2. Extinguish fires only if appropriate and safe
3. Contain contaminated run off water
4. Prevent hazardous and toxic materials from entering sewers, waterways, etc.

## **E. Response Action Considerations**

Actions should be avoided until product is identified and hazards known. Consider if the actions indicated will have a positive affect on the incident. The prime considerations of Command are Responder Safety, Public Safety, Property and Environment. Other considerations include:

1. Sufficient personnel, equipment and resources to perform the task.
2. Is proper full protective equipment available and being utilized.
3. Approach from upwind and uphill.
4. Avoid direct contact with product.
5. Limit exposure time as much as possible.
6. Limit spread of contamination.

## **NO ACTION**

If product cannot be identified and/or personnel cannot perform with relative safety:

7. Isolate immediate release area.
8. Maintain perimeter security and control.
9. Evacuate as necessary.
10. Await arrival adequate resources to perform desired function.
11. Limit spread of contamination.

## **Training**

The Cottage Grove Fire Division shall insure that all Cottage Grove Fire personnel receive a minimum of 4 hours training annually, including Hazardous Material awareness Class. This training will be documented and relevant to Cottage Grove Public Safety Department response. All Hazardous Materials Training shall be based on NFPA 471 and 472, 1500 and OSHA 1910.129 Standards. CGFD trains every Thursday of the year, morning and evening drill, not to exceed 36 Thursdays per year, 3-4 hours per drill. This covers medical and fire training also.

## **Medical**

- A. The Fire Chief, or his/her designee, shall insure the maintenance of a Chemical/Hazardous Exposure Record on all Fire Division employees.
- B. The Fire Chief, or his/her designee, shall insure that all members receive a complete physical examination on an annual or semi-annual basis.

## **Critique**

- A. All hazardous materials incidents shall be critiqued as soon as possible after the incident.
- B. A written record of the critique shall be maintained by the Training Officer. "Lessons Learned" may be incorporated into future training exercises.

## **DEFINITIONS**

- A. **HOT ZONE** – is the area of maximum hazard and should be restricted to essential personnel wearing proper, full protective clothing, and having a particular activity or function. Tight security shall be maintained in the Hot Zone.
- B. **WARM ZONE** – The Warm Zone surrounds the Hot Zone and is also a restricted area. The level of personnel protection required may be less than that of the Hot Zone. Within the Warm Zone, relief, support and security personnel will be assembled. Entry to the Warm Zone should be restricted to one entry, and only essential personnel shall be allowed in the area. Decontamination may be within the Warm Zone, or an area between the Hot and the Warm Zone.
- C. **COLD ZONE** – is the unrestricted area beyond the outer perimeter of the Warm Zone.

## **NUCLEAR INCREASED READINESS (REACON) CONDITIONS PROCEDURES**

Upon being notified of a natural, technological, or nuclear emergency the fire service chief will alert communications center. The communications center, in turn, will notify personnel on duty and all personnel who are off duty.

**REACON** Actions are as follows for the Fire Division.



### **REACON 3**

1. Review emergency assignments.
2. Ensure continuous fire surveillance.
3. Arrange for concentrated and accelerated training for any new recruits, regulars, or volunteers; to include radiological monitoring.
4. Assist fire departments in the Wakota Mutual Aid Agreement in correcting deficiencies, and to maintain readiness of fire facilities, equipment supplies, including any requirements for water supply and vehicles.

### **REACON 2**

1. Continue REACON 3 Actions.
2. All personnel will be on standby basis at EOC or fire station locations.
3. Coordinate accelerated inspection of all assistance centers and fallout shelters within the city for possible fire hazards and state of readiness.
4. Arrange for augmentation of fire department vehicles, identify vehicles and equipment with citizen band radios, if possible, to aid in maintaining mobile communication among lodging facilities, fallout shelters, reception centers, and to disseminate radiological reports; and to support law enforcement agencies in control of movement in the vicinity of congregate care facilities and fallout shelters.

### **RECON 1**

#### **ATTACK WARNING**

1. Continue REACON actions to protect life and property until directed to shelter.
2. Coordinate with fire departments in the county to provide for fire safety within shelters.
3. Ensure the enforcement of fire safety regulations.

#### **POST ATTACK**

1. Coordinate with law enforcement agencies on movement to shelters during a shelter emergency.

2. Coordinate with Radiological Service for radiological monitoring.
3. Coordinate with fire departments when returning to normal fire suppression and fire prevention operations.
4. Coordinate with Public Works in decontamination operations.
5. Request additional fire support from area emergency operating center, if necessary.
6. Maintain incident maps and records, and summarize reports and damage assessments from the city EOC to the county EOC. Maintain list of all fire fighting equipment and availability.

#### **FIRE PREVENTION MEASURES**

1. Coordinate all fire and rescue personnel with other city departments to help control the orderly movement of relocates.
2. Set up surveillance teams for fire watch to cover the community during and after the community has been evacuated. Coordinate with law enforcement division.
3. Survey and coordinate the fire needs, and move personnel and equipment for standby assistance.
4. Provide inspection teams for fire prevention measures in all buildings and shelters.
5. Perform frequent fire safety inspections for fire hazards in congregate care facilities, other occupied areas due to relocation, and areas of flammable materials storage.
6. Establish, publish and enforce temporary fire safety regulations for congregate care facilities, particularly in regards to smoking, cooking and heating.
7. Assist in training residents and others in fire prevention and suppression techniques.
8. Assist in the return of evacuees to their homes.

**See Fire Division SOP for Specific Hazardous Materials Response Procedures.**

**CITY OF COTTAGE GROVE  
HAZARDOUS MATERIALS INCIDENT NOTIFICATION LIST**

\* For **all** hazardous materials response levels, the following agencies are to be contacted unless otherwise advised.

STATE DUTY OFFICER	651-649-5451
NATIONAL RESPONSE CENTER	(800) 424-8802 (202) 426-2675 (202) 267-2675
NATIONAL WEATHER SERVICE	952-361-6671 952-361-6680

\* Contact the following as necessary or requested by the Incident Commander

POSITION/NAME	WORK PHONE	HOME PHONE	PAGER
Director of Public Safety John A. Mickelson	(651) 458-6011	(651) 458-5197	(612) 650-3622
Fire Chief Bob Byerly	Cell (651) 755-8211 (651) 458-2860	(651) 426-9834	(651) 610-4678
City Administrator Ryan Schroeder	(651) 458-2822		
Mayor Sandy Shiely		(651) 459-1355	
State Duty Officer	(651) 649-5451		
Cable TV Alert System	(651) 458-1866		

<b>SHELTER LOG</b>	
Shelter Number _____	Located at _____

Event #	Date	Time	Description of Event	Action

## **ANHYDROUS AMMONIA**

Accidents may range from releases that affect only responders to those that can affect an entire community. Accidents may also involve victims who have been splashed with ammonia. Contact the State Duty Officer at 694-5451.

1. Anhydrous ammonia burns under certain conditions; it is classified as a caustic (corrosive) liquid and poison gas in other parts of the world. U.S. manufacturers identify the hazards as flammable, toxic and corrosive.
2. Anhydrous means “without water.” Anhydrous ammonia (NH<sub>3</sub>) is a colorless liquefied gas that is free of water; for that reason, it has a high affinity for water. Thirteen hundred gallons of ammonia vapor will dissolve in just one gallon of water. It has a very sharp, intensely irritating odor.
3. Ammonia gas is lighter than air and is easily liquefied by pressure. It has an auto ignition temperature of 1,204 degrees Fahrenheit and a flammable range of 16-25%.

It does, however, burn, and has injured and killed firefighters when it ignited. Anhydrous ammonia is toxic with a threshold limit value (TLV) Of 25ppm in air. Inhalation of concentrated fumes may be fatal.

### **Necessary Protection**

Responders to incidents involving anhydrous ammonia will require Level A chemical protective clothing and self-contained breathing apparatus (SCBA) to protect them or to perform rescue. Anhydrous ammonia is also a very cold liquid, as it is released from a tank its temperature is -28F, clothing to protect responders from the severe cold of the liquid. When released, the liquid ammonia quickly returns to the gas state at the expansion rate of 850 gallons of ammonia gas for every gallon of liquid.

1. Mild exposure to anhydrous ammonia can cause irritation to eye, nose and lung tissues. When NH<sub>3</sub> is mixed with moisture in the lungs, it causes severe irritation. Ammonium hydroxide is actually produced in the lungs. Prolonged breathing can cause suffocation. The human eye is a complex organ made up of nerves, veins, and cells. The front of the human eye is covered by membranes, which resist exposure to dust and dirt. None of these can keep out anhydrous ammonia, because the entire eye is about 80% water. A shot of ammonia under pressure can cause extensive, almost immediate damage to the eye. The ammonia extracts the fluid and destroys eye cells and tissue in minutes.

2. If you get a shot of anhydrous ammonia in your eye, the first few seconds are crucial. Immediately flush the eyes with copious amounts of water. If wearing contact lenses, remove them. Eyes doused with ammonia close involuntarily, but they must be forced open so water can flush the entire eye surface and inner lining of the eyelids. Continue to flush the eyes for at least 15 minutes. Get professional medical help as soon as possible to prevent permanent damage. If water is not available, fruit juice or cool coffee can be used to flush the eyes. Remove contaminated clothing and thoroughly wash the skin.
3. Clothing frozen to skin by liquid ammonia can be loosened with liberal application of water. Wet clothing and body thoroughly, then remove the clothing. Leave burns exposed to the air and do not cover with clothing or dressings. Immediately after first-aid treatment with water, get the burn victim to a physician. Do not apply salves, ointments or oils-these can cause ammonia to burn deeper. Let a physician determine the proper medical treatment. Remove the victim to an area free from fumes if an accident occurs.
4. If a patient is overcome by ammonia fumes and stops breathing, get the person to fresh air and give artificial respiration. The patient should be placed in a reclining position with head and shoulders elevated. Basic life support should be administered if needed. Oxygen has been found useful in treating victims who have inhaled ammonia fumes. Administer 100% oxygen at atmospheric pressure. Any person who has been burned or overcome by ammonia should be placed under a physician's care as soon as possible. Begin irrigation with water immediately. The rescuer should use fresh water if possible.
5. If the incident is a farm accident, there is a requirement for water tanks for irrigation of the eyes and body on the anhydrous ammonia tank. Open water in the vicinity of an anhydrous ammonia leak may have picked up enough  $\text{NH}_3$  to be a caustic aqua ammonia solution. This could aggravate the damage if used in the eyes or for washing burns. The victim should be kept warm. Especially to minimize shock. If the nose and throat are affected, irrigate them with water continuously for at least 15 minutes. Take care not to cause the victim to choke. If the patient can swallow, encourage drinking of some type of citrus drink such as lemonade or fruit juice. The acidity will counteract some of the affect of the anhydrous ammonia.

## **Emergency Response**

Response to anhydrous ammonia emergencies can present many challenges to emergency responders. Ammonia is colorless, so there may be no visual indications of where the gas is. There are things to watch for. Ammonia gas will quickly turn vegetation brown. If it's a time of year where the vegetation is expected to be green, then look for brown vegetation. You can also watch for animal or bird kill, which may have resulted from exposure to the ammonia gas in a release. Ammonia also has a strong odor; you can smell it before reaching a lethal dose. However, as with all hazardous materials, Responders should not be in a position to smell materials.

Firefighter turnouts do not provide protection from ammonia gas or liquid, although SCBA will protect the respiratory system. Ammonia vapors will seek out locations on the bodies of responders where there is moisture. The eyes are a major concern as they can be damaged or blindness can occur from ammonia contact. Areas in the groin and armpits are also potential moisture spots. However, firefighters in full turnouts can sweat and moisture can be present on any part of the body, depending on ambient temperatures. First responders in firefighter turnouts should avoid contact with ammonia vapors or liquid.

Because of its great affinity to water, first responders can use hose streams to decontaminate victims exposed to ammonia vapors or liquid. They can also use fog streams to dissolve ammonia gas from the air to protect victims or those in harm's way. Remember, however, that water and ammonia form ammonium hydroxide, a corrosive liquid. After victims receive emergency decontamination, efforts should be made to control the runoff.

Anhydrous ammonia can cause corrosion on metals, particularly copper, brass or galvanized.

## **ANTHRAX**

**INITIAL RESPONSE ACTIVITIES:** Contacting the State Duty Officer will provide access to State and Federal Agencies.

**Call the Minnesota State Duty Officer at 1-800-422-0798 or 651-649-5451**

- Implement an incident management system
- Approach the incident from upwind-if outside
- Stay alert; be looking for the unusual
- Size-up the incident and request assistance as needed
- Establish a command post and implement a “Unified Command Structure”
- Notify the Minnesota State Duty Officer 1-800-422-0798 or 651-649-5451
- Secure the scene, separate potentially exposed from non-exposed
- Shut off air handling systems
- Evaluate the potential of the incident
- Establish a public information officer

### **1. Person receiving material**

- Places material in clear zip-lock plastic bag and then in another bag
- Washes hands with soap and water
- Calls 911 to report the incident
- Calls building maintenance to turn off air system
- Doesn't disturb anything while waiting for EMS/Police to arrive
- Consider the availability of a personal shower and change of clothes.

### **2. 911 Dispatcher**

- Directs police, fire, EMS to scene
- Reminds responders to follow universal precautions for blood/airborne pathogens to include personal protective equipment (HEPA mask, gloves, etceteras)
- Reminds caller to place material in a clear plastic zip-lock bag and then into another bag.
- Instructs the caller to wash their hands with soap and water
- Instructs the caller to contact building maintenance to turn off air handling system
- Instructs the caller to not disturb the scene and to restrict access to the scene
- **Notifies the Minnesota State Duty Officer**



**3. Police**

- Secure the scene
- Prevent entrance by unauthorized personnel
- Prevent people in the area from leaving until authorized.
- Wears protective gloves and HEPA mask (standard equipment used in protection against airborne pathogens)
- Coordinated investigation and interviews with FBI

**4. EMS**

- TRANSPORT TO A HOSPITAL IS NORMALLY NOT NECESSARY FOR THIS TYPE OF THREAT
- Wears protective gloves and HEPA mask (standard equipment used in protection against airborne pathogens)
- Provides first aid to persons who are upset or panicked
- Collects information from persons identifies as exposed

**5. Fire**

- Provides assistance in securing the scene, managing exposed individuals
- Coordinates the decontamination and tracking of exposed persons

**6. Minnesota State Duty Officer**

- Notifies FBI
- Notifies designated public safety officials
- Notifies the Minnesota Department of Health
- Alerts HAZ-MAT teams when requested
- Alerts Bomb Squads when requested
- Alerts State Agencies as needed

**7. DEM/FBI**

- Coordinates management of material to be packaged and removed from the scene
- Sends and / or delivers the material to identified testing facility

**8. FBI**

- As appropriate, closes air space during investigation
- Notifies U.S. Marshall for Planned Parenthood clinics
- Interviews persons with information about the event coordinates with police and fire

- At the end of the investigation, declares the crime scene clear and approves re-entry for clean-up
- Coordinates laboratory analysis and notification of test results with local and state officials

## **9. HAZ-MAT Team**

A Haz-Mat team response is not generally needed, no chemical protective clothing is required, and only minor decontamination may be warranted.

- Assists individuals to be decontaminated (individuals remove clothes and place in plastic bag, close bag. Shower and put on clean clothes.
- Clothing to be held on site until laboratory results are known.

## **10. Minnesota Department of Health**

- Coordinates with public health, as appropriate
- Collects information from local authorities on exposed individuals (name, work/home phone numbers, amount and type of exposure)
- Recommends/approves clean up procedures (example: bleach solution wipe down by individuals wearing respirator mask, gloves and gown). Clean up may be performed by facility manager, public health personnel, or through other arrangements.
- Approves re-entry of the facility after clean-up
- Distributes information about symptoms to watch for and what to do for exposed individuals
- Distributes information to facility manager, others in the vicinity, or others as appropriate about what steps to take next and what to watch for.

## **11. Media**

- Low profile is the best, try not to draw attention to the event
- Joint statement at time of event by FBI/HSEM/MDH/police/fire and local officials only if needed
- Statements should be reassurances that steps have been taken, individuals are being managed appropriately, and no immediate danger to the public exists, and estimated time until test results will be known.

**AFTER EVENT:**

**FBI**

- Receives test results from testing facility
- Notifies HSEM, MDH, local officials and facility manager of test results
- Once MDH states individuals have been notified, notifies media of test results

**MDH**

- Notifies individuals identified as exposed of test results

All involved agencies should meet shortly after the event / test results to identify successes, problems and make modifications to the plan as warranted.

**AVAILABLE RESOURCES:**

Minnesota Duty Officer  
Department of Public Safety  
State of Minnesota Authorized Bomb Squads  
State of Minnesota contract Hazardous Materials Response Teams  
Minnesota Department of Health Staff  
State Emergency Operations Center  
FBI

**INTERAGENCY COMMUNICATIONS:** Utilize an incident management system with a unified command structure

**EVIDENCE/PRODUCT COLLECTION:** The FBI will determine what lab will be used and how the evidence / product will be transported

**PERSONAL PROTECTIVE EQUIPMENT:** Standard equipment used in the protection from blood and airborne pathogens should be used. The primary routes of infection are inhalation and ingestion. Using HEPA type filter masks and rubber gloves or higher levels of personal protective equipment should be sufficient for responder protection. Simple decontamination with soap and water will reduce the potential spread of contaminate.

## **CHEMICAL AND BIOLOGICAL WARFARE AGENTS**

**A. NERVE AGENTS:** All are heavier than air and can be absorbed through the eyes/lungs/skin.

- GA Tabun
- GB Sarin
- GD Soman
- GF (no name)
- VX (no name)

### **MAJOR SIGNS/SYMPTOMS OF EXPOSURE:**

- Pinpoint pupils (miosis)
- Runny nose/salivation
- Tightness of the chest, coughing
- Jerking and twitching
- Difficulty breathing nausea/vomiting/diarrhea sudden loss of consciousness convulsions/apnea

**B. Blood Agents:** AC is lighter than air and CK is heavier than air.

- AC Hydrogen Cyanide
- CK Cyanogen Chloride

**MAJOR SIGN/SYMTOMS OF EXPOSURE:** Besides these effects, CK may cause burning/stinging on contact with eyes, exposed skin or respiratory tract.

- Headaches
- Strong stimulated breathing
- Loss of consciousness
- Convulsions, apnea

**C. Blister Agents:** All are heavier than air and can be absorbed through the eyes/lungs/skin.

- HD Sulfur Mustard (delayed)
- HN Nitrogen Mustard (delayed)
- L Lewisite (effect immediate)

**MAJOR SIGN/SYMPTOMS OF EXPOSURE:** Signs/symptoms may not present until 2-24 hours after exposure to Mustard agents.

- Reddening of eyes/gritty irritation
  - Reddening of skin
- (continued on next page)*

- Severe itching/burning of skin
- Blisters with/without pain
- Sore throat, hoarseness
- Dry cough/nausea/vomiting

**D. CHOKING AGENTS:** All are heavier than air.

- CG Phosgene
- PS Chloropicrin
- C1 Chlorine

**MAJOR SIGNS/SYMPTOMS OF EXPOSURE:** Riot control agents have more severe irritant effects on the eyes, nose and throat, with some shortness of breath and coughing immediately after exposure.

- Mild irritation of eyes, nose, throat (immediate)
- Shortness of breath, coughing, frothy secretions (2-24 hours later)
- Nausea/vomiting
- Pulmonary edema

## **INTRODUCTION**

International terrorism has been a global issue and threat for many years. These events, for the most part, have occurred in other countries. Recently, two terrorist acts in the United States – the World Trade Center and Oklahoma City Federal Building bombings – have heightened awareness of this threat within our borders. Terrorist acts may be carried out by either groups or individuals but the patterns of terrorism are rapidly changing.

### **Chemical and Biological Agents: An Overview**

Chemical and biological agents are classes of hazardous materials that are unique to military arsenals and are usually classified as secret or top secret. As such, the characteristics of these agents are difficult to recognize, identify, and treat and are unfamiliar to most emergency responders. These agents can be lethal in extraordinarily small concentrations and can be released on a target or into the environment by various surreptitious and relatively unsophisticated methods.

At the incident site, acquiring necessary information about these agents may be much more difficult than it is to obtain data about other hazardous materials. This document is a compilation of the unclassified technical information needed to fill that void. This information, once understood and integrated into local jurisdictions' training programs, will provide a foundation upon which an effective response to such exposures can be planned, organized, and implemented.

### **The Role of the Emergency Responder**

Before emergency response personnel can hope to be effective at the scene of a chemical agent incident, they must be aware of the nature and characteristics of chemical agents. This awareness is essential for self-protection; it also provides the capability to render aid and assistance to those affected.

### **Awareness Equals Readiness**

All emergency responders should recognize the proximity of a potential terrorist target within their community (such as military installations, federal and state offices, etc.), but these should not be considered the only threatened locations. Chemical and biological agents must be produced, packaged, and delivered to the intended place of use. Emergency responders should not be complacent there are no obvious terrorist targets in their first-due area.

Consequently, emergency responders should be sensitive to the possibility of discovering a clandestine laboratory that is making something other than designer drugs, a storage locker filled with unusual chemicals, or an unplacarded vehicle containing an unexpected cargo.

Another ominous possibility results from the current availability of chemical agent information from underground publishers, as well as on the computer networks that comprise the growing information superhighway. The potential of a botched experiment with recipes obtained from books or the Internet would not be considered unlikely.

### **Chemical Agents**

Today, the most common chemical agents are those chemicals expressly selected and produced because of their ability to cause injury or incapacitation. Chemical warfare agents are generally classified into broad categories based on their intended use.

- Lethal agents
- Incapacitating agents
- Harassing agents

Another more recognizable categorization based on physiologic effects includes nerve agents, blister agents, blood agents, choking agents, and irritating agents.

### **New Agents**

Nerve agents are specific organophosphorus compounds that are considered to be the most dangerous of the chemical warfare agents. Similar physiological effects are produced by carbonates and other organophosphate based pesticides. However, nerve agents are 100-500 times more potent than these other compounds.

There are two major classes of nerve agents. Most chemical agents are commonly designated by one- or two-letter symbols. The first letter represents the type, group, or the developer, and the second letter represents a specific agent within the type or group. Common nerve agents are basically the same compounds originally synthesized in the 1930's by the Germans. Accordingly, the nerve agents are designated GA, GB, GD, and VX.

Exposure to these agents causes a disruption of nerve impulse transmissions by reacting with the enzyme acetylcholinesterase. Exposure to even minute quantities may be rapidly fatal.

Symptoms of exposure may occur within minutes or hours, depending on the dose and mode of entry into the body.

#### **Symptoms include the following:**

- **Eyes.** Pinpoint pupils, blurred and dimming vision, pain in and above the eyes aggravated by bright light.
- **Skin.** Excessive sweating and fine tremors of the muscles under the skin.

- **Muscles.** Involuntary twitching and contractions of various muscles of the body.
- **Respiratory System.** Runny nose and nasal congestion, chest pressure, cough, and difficulty breathing.
- **Digestive System.** Excessive salivation, abdominal pain, nausea, vomiting, involuntary urination and defecation.
- **Nervous System.** Giddiness, anxiety, difficulty in thinking, difficulty in sleeping, and nightmares.

Detection clues for nerve agents are limited because these agents may resemble water or light oil without any characteristic odor.

Table S14-2 Nerve Agents

Chemical Agent	UN ID#	DOT Hazard Class	Pkg. Group	Zone
Tabun (GA)	2810	6.1	1	A
Sarin (GB)	2810	6.1	1	B
Soman (GD)	2810	6.1	1	B
Vagent (VX)	2810	6.1	1	A

Clandestine activities that may involve nerve agent production may be evident by the presence of unusual chemicals, laboratory glassware as well as underground “cookbooks,” military manuals, or chemical textbooks. Discovery of a clandestine laboratory or storage site containing unusual chemicals in an unexpected or unlikely place may be indicative of an intention to synthesize chemical agents.



## Chemical Precursors

Ammonium bifluoride  
Diethyl ethylphosphonate  
Diethyl N,N-dimethyl phosphoramidate  
Diethylphophite  
Diisopropylamine  
Dimethylamine  
Dimethyl ethylphosphonate  
Dimethyl methylphosphonate  
Ethylphosphonous dichloride  
Ethylphosphonous difluoride  
Ethylphosphonyl dichloride  
Ethylphosphoyl difluoride  
Hydrogen fluoride  
Methylphosphonyl dichloride  
Methylphosphonyl difluoride  
N,N-Diisopropyl-aminoethanethiol  
N,N-Diisopropyl-(beta)-aminoethanol  
N,N-Diisopropyl-(beta)-aminoethyl  
Phosphorus oxychloride  
Phosphorus pentachloride  
Phosphorus trichloride  
Pinacolone  
Pinacolyl alcohol  
Potassium bifluoride  
Potassium cyanide  
Potassium fluoride  
Sodium cyanide  
Sodium fluoride  
Thionyl chloride

## Nerve Agent

Sarin (GB), Soman (GD)  
Ethyl sarin (GE)  
Tabun (GA)  
Sarin, soman  
V-agent (VX)  
Tabun  
Ethyl sarin  
Sarin, soman  
Ethyl sarin  
Ethyl sarin, V-agent  
Ethyl sarin  
Ethyl sarin  
Sarin, soman  
Sarin, soman, V-agent  
Sarin, soman  
V-agent  
V-agent  
V-agent chloride  
Tabun  
Tabun  
Tabun, sarin  
Soman  
Soman  
Sarin, soman  
Tabun  
Sarin, soman  
Tabun  
Sarin, soman  
Sarin

## Outward Warning Signs

Outward warning signs will generally be the first clue of a release of nerve agent. The most significant sign will be the rapid onset of similar symptoms in a large group of people. Pinpointed pupils (miosis) are the best symptomatic indication of nerve agent use. Because the nerve agents are so lethal, mass fatalities without other signs of trauma may also be present.

The following are other outward warning signs of a nerve agent release:

- Explosions that dispense liquids, mists, or gases
- Explosions that seem only to destroy a package or bomb device
- Unscheduled and unusual spray being disseminated
- Abandoned spray devices
- Numerous dead animals, fish, and birds
- Lack of insect life
- Mass casualties without obvious trauma
- Definite pattern of casualties and common symptoms
- Civilian panic in potential target areas (government buildings, public assemblies, sub way system, etc.)

### Blister Agents

Blister agents were used against the British at Ypres during World War 1. The British called it mustard due to its characteristic smell. The French named it Yperite after the locality where it was first used. The terms “blister” and “vesicant agent”, which are also used, refer to the physiologic effect. The term “mustard agent” is the most commonly used.

Blister agents are heavy oily liquids. In the pure state, they are colorless and nearly odorless, but in the impure state they are dark-colored and have an odor strongly suggesting mustard, onion, or garlic. Blister agents cause severe burns to the skin, eyes, and tissue in the respiratory tract. In addition, if a large area of skin is involved, significant amounts of agent can be absorbed into the bloodstream and cause severe systemic poisoning. These agents have a very high propensity for penetration and easily penetrate layers of clothing before being quickly absorbed through the skin. The common blister agents are listed in Table S14-4, and Table S14-5 list the U.S. Department of Transportation information for each material.

**Table S14-4 Common Blister Agents**

Common Name	NFPA 704 Label Information	Military Abbreviation	PEL/TWA mg/m <sup>3</sup>	LD <sub>50</sub> (mmg min/m <sup>3</sup> )
Mustard	411	H, HD	0.003	1,500
Lewisite	411	L	0.003	1,000 – 1,500

**Table S14-5 DOT Information on Blister Agents**

Chemical Agent	Symbol	UN ID#	DOT Hazard Class	Pkg. Group
Mustard	H	2810	6.1	1
Distilled mustard	HD	2810	6.1	1
Nitrogen mustard	HN	2810	6.1	1
Lewisite	L	2810	6.1	1

These agents are extremely toxic, although they are far less lethal than nerve agents. A few drops of mustard on the skin can cause server injury, and 3 grams absorbed through the skin can be fatal. Symptoms of exposure may not appear for minutes, hours, or days.

**Symptoms include the following:**

- Eyes. Exposure time until symptoms appear ½ to 12 hours. Reddening, congestion, tears, burning and gritty feeling in the eyes. In more severe cases, marked swelling of the eyelids, severe pain and spasm of the eyelids.
- Skin. Exposure time until symptoms appear 1 to 12 hours. Initially mild itching only followed by redness, tenderness, and burning pain in the affected area. Later, burns appear, some with large fluid-filled blisters. The blisters appear particularly moist.
- Digestive System. Exposure time until symptoms appear 2 to 3 hours. Abdominal pain, nausea, blood-stained vomiting, and bloody diarrhea.

**Blood Agents**

Blood agents produce casualties by interfering with the blood's ability to transfer oxygen to the cells, which can lead to death by asphyxiation. Signs and symptoms of blood agent poisoning include rapid death if exposed to high concentrations. Small concentrations cause respiratory distress, vomiting, diarrhea, vertigo, and headache. Large numbers of casualties displaying these common symptoms and reports of peach blossom or bitter almond odors indicate a possible blood agent release.

Blood agents are liquids under pressure. The discovery of lecture bottles and gas cylinders is a possible clue to their presence. Most blood agents are derivatives of cyanide compounds. The discovery of packages of cyanide slats and acids that are precursors for blood agents may also be considered clues. Table S14-6 shows the DOT information for these agents, which are common industrial chemicals. Information on these agents should be readily available from most technical reference sources.

**Table S14-6 Blood Agents**

<b>Chemical Name</b>	<b>NFPA 704</b>	<b>UN ID #</b>	<b>DOT Hazard Class</b>	<b>DOT ERG</b>
Hydrogen cyanide AC	442	1051	6.1 pg 1	117
Cyanogen chloride CK	442	1589	2.3	125

## **Incident Management**

Management of an incident involving chemical and biological warfare agents can be conducted in a manner similar to managing a conventional hazardous materials incident. Unique challenges may be present such as a lack of specific information, mass casualties, multiple fatalities, large-scale crime scene, or a direct attack on public safety facilities or personnel. Incidents of this type will usually necessitate the response of multiple agencies from all levels of government. Aside from the immediate public safety concerns, parallel operations may be underway in the interests of national security and law enforcement. A unified command is necessary to ensure the safety and effectiveness of all response actions.

Under the unified command system, the agency or individual designated as the incident commander should be selected based on preexisting emergency operations plans and specific incident priorities. Agency commanders should work in a unified manner to contribute to the incident plan and integrated operation.

The incident commander should always be guided by the SEE principle. According to this principle, incident operations should be safe (no one gets hurt); effective (everyone works towards state objective); and efficient (all resources are utilized to maximum benefit).

Management of the incident is based on three steps.

1. Establishing and updating incident priorities:
  - Life safety
  - Incident stabilization
  - Property and environmental conservation
  - Investigation of cause and origin
2. Continuing to size up the incident:
  - Present situation
  - Predicted behavior

3. Establishing and updating incident action plan:
  - Strategic goals (what needs to be done)
  - Tactical objectives (how will it be done)
  - Task operations (who and when)

### **Incident Size-Up**

Incident size-up is the continual process of determining the types and degree of hazards and the damage that may be caused to life, critical systems, property, and the environment. This process is generally conducted in a rapid fashion early in an incident and is studied in more detail as the incident progresses. The goal is to answer three questions.

1. What is the present situation?
2. What is the predicted behavior?
3. How has this affected the incident priorities?

There are many ways to conduct an incident size-up. The method generally used in a hazardous materials incident is to attempt to answer the following questions:

1. What is causing the problem?
2. What are they physical properties, health hazards, fire hazards, reactivity hazards, and environmental hazards?
3. What are the container type, release, and impingement area?
4. What are the incident conditions (weather, terrain, time)?
5. What has already been damaged?
  - Life (injuries, fatalities)
  - Systems (utilities, transportation)
  - Property
  - Environment
6. What are the current exposures to life, systems, property, and the environment?

7. What are the estimated type and degree of harm?

**Life**

severe  
moderate  
minor

**Systems**

severe  
moderate  
minor

**Environment**

severe  
moderate  
minor

**Property**

severe  
moderate  
minor

**Incident Action Plan**

Developing an incident action plan is based on local, state, and federal response plans in conjunction with available resources. The plan should define goals and objectives to achieve a favorable outcome. Developing and implementing the plan is based on three principles: strategy, tactics, and task operations.

**Strategy.** Determine the response objectives. Ask, “What needs to be done?” Consider two basic principles when using this approach: that you cannot influence events that have already happened, and that the earlier the event sequence can be interrupted the more acceptable the loss. Estimate exposures that can be saved. Focus on changing the actions of the stressors, container and/or the material.

**Tactics.** Determine response options. Ask, “How will it be done?” Evaluate potential response options and estimate how each option will affect the outcome. Prioritize the response options based on their effects on the outcome.

**Task Operations.** Select response options. Ask, “Who will do it and when?” Determine resources required for each option. Inventory available resources and determine how to obtain the resources. Select response options consistent with available resources and the time factor to have them deployed and operational.

As the action plan is developed and deployed, provide unified command and control of all emergency operations. Ensure the incident is run safely, effectively, and efficiently to achieve a favorable outcome. Figure S14-2 offers considerations for the incident commander to keep in mind in case a chemical or biological exposure incident is suspected.

**Incident Action Plan**

1. Be alert for outward warning signs.
2. Be alert for detection clues.

3. Be alert for booby traps and explosive devices.
4. Resist rushing in; approach incident from upwind; stay clear of all spills, vapors, fumes, and smoke. Be extremely mindful of enclosed or confined space.
5. Implement the Incident Command System:
  - Activate your emergency operations plan and call for resources.
  - Anticipate unified command operations.
6. Establish clear incident priorities.
7. Conduct incident size-up
8. Establish incident action plan.
9. Implement protective actions:
  - Isolate the immediate area, 1500 feet in all directions.
  - Establish decontamination operations.
  - Evacuate the immediate area.
  - Protect people downwind.
  - Consider in-place protection
10. Remember these considerations for nerve and blister agents (see the Guides in this supplement).
11. Establish strict site control.
12. Ensure very early notification of medical agencies and establish triage operations.
13. Monitor the progress of meeting incident priorities.
14. Continuously conduct incident size-up and update your plan as needed.

15. Anticipate the implications of clean-up and disposal of contaminated materials:
- Expect a mass fatality situation to result from a chemical agent in incident. Unique problems will be confronted when planning and inducting mortuary related activities. Postmortem examination, identification, and preparation for burial will be complicated by the presence of contamination.
  - The insidious nature of nerve and blister agents necessitates the consideration of disposing of all contaminated protective equipment used during the response. The difficulty in decontaminating suits, gloves, and footwear is such that residual contamination may result in off-gassing that can cause injury long after the incident is resolved. A decision must be made immediately regarding disposal so that replacement actions can be initiated quickly.
  - The extent and level of decontamination that may be required will be beyond the capabilities of even the most well-equipped haz mat team. Specialized federal teams from EPA, FEMA, Public Health Service, and the Department of Defense with their equipment and materials will most probably be require to assist.

## Definitions

**Acetylcholinesterase** - An enzyme that hydrolyzes the neurotransmitter acetylcholine. The action of this enzyme is inhibited by nerve agents.

**Aerosol** – Fine liquid or solid particles suspended in air, for example, fog or smoke.

**Antibiotic** – A substance that inhibits the growth of or kills microorganisms.

**Antisera** – The liquid part of blood containing antibodies.

**Atropine** – A medication used as an antidote for nerve agents.

**Bacteria** – Single celled organisms that multiply by cell division and that can cause disease in humans, plants, or animals.

**BDO** – Battle Dress Overgarment – Multipiece suit used by the military for protection against chemical warfare agents.

**Biochemicals** – The chemicals that make u or are produced by living things.



**Biological warfare** – The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

**Biological warfare agents** – Living organisms or the materials derived from them that cause harm to or disease in humans, animals, or plants, or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

**Bioregulators** – Biochemicals that regulate bodily functions. Bioregulators that are produced by the body are termed “endogenous.” Some of these same bioregulators can be chemically synthesized.

**Blister agents** – Substances that cause blistering of the skin. Exposure is through liquid or vapor contact with any exposed skin (eyes, skin, lungs). For example, mustard gas.

**Blood agents** – Substances that injure a person by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissues).

**Casualty (toxic) agents** – Substances that produce incapacitation, serious injury, or death and include the choking, blister, nerve, and blood agents.

**Causative agent** – The organism or toxin that is responsible for causing a specific disease or harmful effect.

**Chemical agent** – A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents and smoke and flame materials. The agent may appear as a vapor, aerosol, or liquid; it can be either a casualty/toxic agent or an incapacitating agent.

**Choking agents** – Substances that cause physical injury to the lungs. Exposure is through inhalation. In extreme cases, membranes swell and lungs become filled with liquid. Death results from lack of oxygen; hence the victim is “choked.”

**CNS** – Pertaining to the central nervous system.

**CNS Depressants** – Compounds that have the predominant effect of depressing or blocking the activity of the central nervous system. The primary mental effects include the disruption of the ability to think, sedation, and lack of motivation.

**CNS Stimulants** – Compounds that have the predominant effect of flooding the brain with too much information. The primary mental effect is loss of concentration, causing indecisiveness and an inability to act in a sustained, purposeful manner.

**Contagious** – Capable of being transmitted from one person to another.

**Culture** – A population of microorganisms grown in a medium

**Cutaneous** – Pertaining to the skin.

**CWA Chemical Warfare Agents** – One of three types of nonconventional warfare (see N.B.C.).

**Decontamination** – The process of making any person, object, or area safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

**Fungi** – Any group of plants mainly characterized by the absence of chlorophyll, the green-colored compound found in other plants. Fungi range from microscopic single-celled plants (such as mold and mildews) to large plants (such as mushrooms).

**G-series Nerve Agents** – Chemical agents of moderate to high toxicity developed in the 1930s. Examples are tabun (GA), sarin (GB), and soman (GD).

**Host** – An animal or plant that harbors or nourishes another organism.

**IDLH** – Concentrations immediately dangerous to life and health

**Incapacitating agents** – Substances that produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days, but victims usually do not require medical treatment. However, such treatment does speed recovery.

**Industrial Agents** – Chemical developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not primarily manufactured for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogens chloride, phosgene, chloropicrin and many herbicides and pesticides and industrial chemicals that also can be chemical agents.

**Infectious Agents** – Biological agents capable of reproducing in an infected host.

**Infectivity** – 1. The ability of an organism to spread. 2. The number or organisms required to cause an infection to secondary hosts. 3. The capability of an organism to spread out from the site of infection and cause disease in the host organism. Infectivity also can be viewed as the number of organisms required to cause an infection.

**Level A Protection** – The level of protective equipment in situations where the hazardous material is considered acutely vapor toxic to the skin or hazards are unknown. Full encapsulation, airtight chemical suit with SCBA or SABA.

**Level B Protection** – The level of protective equipment in situations where the environment is not considered acutely vapor toxic to skin but may cause respiratory effects. Chemical splash suit of full coverage non-airtight chemical suit with SCBA or SABA.

**Level C Protection** – The level of protective equipment required to prevent respiratory exposure but not to exclude possible skin contact. Chemical splash suit with cartridge respirator.

**Level D Protection** – The level of protective equipment required when the atmosphere contains no known hazard, when splashes, immersions, inhalation, or contact with hazardous levels of any chemical is precluded. Work uniform such as coveralls, boots, leather gloves and hard hat.

**Liquid Agent** – A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

**Mycotoxin** – a toxin produced by fungi.

**Microorganism** – Any organism, such as bacteria, viruses, and some fungi, that can be seen only with a microscope.

**Mustard (vesicants) Agents** – See Casualty agents.

**N.B.C. nuclear, biological, and chemical** – the three forms of nonconventional warfare.

**Nerve Agents** – Substances that interfere with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpoint pupils, and extreme headaches, and severe tightness in the chest. (See also Casualty agents.)

**Nonpersistent Agent** – An agent that upon release loses its ability to cause casualties after 1- to 15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small unventilated areas, the agent will be more persistent.

**Organism** – Any individual living thing, whether animal or plant.

**Organophosphorus Compound** – A compound, containing the elements phosphorus and carbon, whose physiological effects include inhibition of acetylcholinesterase. Many pesticides (malathion and parathion) and virtually all nerve agents are organophosphorus compounds.

**Parasite** – Any organism that lives in or on another organism without providing benefit in return.

**Pathogen** – Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

**Pathogenic Agents** – Biological agents capable of causing serious diseases.

**PEL** – Permissible exposure limit. An occupational health term used to describe exposure limits for employees. Usually described in time weighted averages (TVA) or short-term exposure limits (STEL).

**Percutaneous Agent** – An agent that upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It's considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**Persistent Agent** – An agent that upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. Its' considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**Precursor** – A chemical substance required for the manufacture of chemical agent.

**SABA** – Supplied air breathing apparatus.

**SCBA** – Self-contained breathing apparatus.

**Spore** – A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting phase."

**Tear Agents** – Substances that produce irritating or disabling effects that rapidly disappear within minutes after exposure.

**Terrorism** – The unlawful use of force or violence against people or property to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of the U.S. government or population without foreign-based and/or directed by countries or groups outside the United States or whose activity transcends national boundaries.

**Toxicity** – A measure of the harmful effect produced by a given amount of toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**Triage** – A sorting technique of establishing rescue, decontamination, treatment, and transportation priorities in any event where the number of casualties overwhelm the resources of the emergency response organizations.

**V-Series Nerve Agents** – Chemical agents of the moderate to high toxicity developed in the 1950s. They are generally persistent.

**Vaccine** – A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

**Vapor Agent** – A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground; if lighter than air, the cloud will rise and disperse more quickly.

**Virus** – An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 200 to 400 nanometers (one-billionth of a meter). Viruses are not capable of reproducing outside of a host cell.

**Volatility** – A measure of how readily a substance will vaporize.

**Vomiting Agents** – Substances that produce nausea and vomiting effects; can also cause coughing, sneezing, pain in the nose and throat, nasal discharge, and tears.

## **CLANDESTINE DRUG LABORATORIES/METH**

### **INTRODUCTION**

The number of clandestine drug laboratories has increased dramatically in recent years. The number of seizures, “busts,” or “raids,” made by law enforcement agencies has also increased. Clandestine drug laboratory investigation, seizures, and arrests of suspects are all police department or law enforcement agency matters. However, local law enforcement agencies are calling upon fire department hazardous incident response teams for assistance during raids and for advice on safety matters.

### **POLICY**

The Cottage Grove Fire Department will provide limited support for police departments and other agencies, when requested, at sites of clandestine drug laboratories. Support may consist of, but is not limited to decontamination of police entry personnel and standby for fire suppression.

### **HAZARDS**

Substitution of proper equipment with unsafe items is prevalent in low budget clandestine laboratory operations. For example, pressure cookers have been substituted for three neck flasks in the initial cooking stage of methamphetamine. Without ventilation, this type of operation can easily generate toxic levels of phosphine gas.

Booby traps have been left in place and armed when a lab is abandoned. Opening or moving doors, windows, refrigerator doors, chemical containers, or furniture may be a triggering mechanism for an explosive device or chemical reaction that is lethal. Trip wires made from monofilament fishing line may be strung across doorways, hallways, or across rooms to activate different types of devices. It is imperative that nothing is moved, shut off, turned on, or touched, at a laboratory, whether it is operational or abandoned. Electric switches, vacuum pumps, glassware, chemical containers, or anything that is plugged into a wall outlet would not be touched. Water sources, especially to reflux or condensing towers, should not be shut off. Shutting off the water supply to a cooking process can result in an explosion.

### **INDICATORS**

Personnel should be aware of the indications of potential clandestine drug laboratories when responding to EMS, fire, check odor, or an other service request.

### **C**

**ommon indicators are:**

- Unusual odors like either, acetic, solvents, and odors of urea.
- Glassware that is normally associated with school or industrial laboratories, such as flasks, beakers, flasks with vacuum ports, glass cooling towers, and funnels.
- Heating elements, hot plates, or heating mantles.
- Vacuum pumps, plastic or rubber tubing.
- Marked and unmarked chemical containers of various sizes.

## **SUSPECTED DRUG LABORATORY OPERATION – NOTIFICATION PROCESS**

Personnel that encounter a suspected laboratory should withdraw to a safe location as soon as it is possible, using discretion on actions and radio conversation. The on-duty Chief, the Police Department, and the Duty Officer and MPCA should be notified of the situation. If a situation warrants additional immediate action (e.g. evacuation of surrounding areas, several victims, a chemical release or spill), the Dispatch Center should be requested to send the appropriate level of a hazardous materials assignment.

## **TACTICAL CONSIDERATIONS**

The recognition of the presence of a clandestine drug laboratory that is involved in a fire may not occur until after fire control has been achieved. The initial indications of the presence of a laboratory may be subtle or very apparent. Depending on the products involved, a fire in a lab can spread faster and burn with more intensity than what might normally be expected. The color of the flames may appear to be an unusually bright or dark orange, or the flames may be of several different colors. An unusual color of smoke or odor may also be present.

A laboratory that is involved in a fire situation should be viewed pessimistically by Commands. A defensive mode may be appropriate for personnel safety. Standard protective clothing and SCBA use may not afford complete protection. An acceptable alternative is to protect any exposures and allow the fire to burn, providing the products of combustion being generated are not complicating the problem further. Run-off may also create a problem and diking may be necessary.

## **HEALTH AND SAFETY**

Personnel showing any signs or symptoms of a chemical exposure during or after any incident involving a laboratory or a suspected laboratory should be treated and transported to Poison Control, providing that the exposure is not a critical life threatening emergency. Critical life threatening injuries require transport to the closest hospital. All potentially exposed personnel and equipment must be decontaminated.



## **FIRE DEPARTMENT – RESPONSE BOMBS**

### **RESPONSE TECHNIQUES**

The following techniques offer some guidance for responding to a scene where a bomb or chemical poses a fire threat.

1. Never attempt to move, disarm or otherwise tamper with an explosive or incendiary device.

Firefighters are not bomb technicians, and they are not expected to act as bomb technicians.

2. Evacuate the area immediately; maximize the distance between the site of the suspected device and civilians. When possible, the evacuation route should be a safe distance from glass windows and doors and other materials that shatter easily. Evacuation routes should not be dependent on mechanical and/or electrical mechanism such as elevators and escalators. The alternate means of egress should be wide enough and free of obstructions to reduce the likelihood of panic. Pay special attention to evacuating disabled individuals.
3. Civilian areas should be at least 300 to 500 feet away to prevent injuries to the explosion and its effects, including harmful toxic vapors. The distance should be increased according to the type of improvised device, the quantity of explosives or hazardous materials involved, and/or the quantity of glass or other shatterable material in the building, around its exterior, or on the site. Atmospheric conditions such as the speed and direction of the wind and the cloud-ceiling level also should be factored in when determining evacuation distances.
4. Vent by opening doors, windows, and other structural areas such as roof vents, skylights, and hatch covers. The less confinement, the less damage or destruction will be done should the explosive device detonate. Venting does not eliminate the damage and destruction caused by the device's going off, but it lessens the effects of blast pressure and shock.
5. Be aware that more than one bomb or incendiary device may be present and that safety hazards for emergency responders exist.

Firefighters should wear SCBA routinely to this type of incident. When ventilation is not adequate, health risks are significant. Some toxins commonly encountered during these incidents, particularly in the enclosed area, include the thick purple vapor consisting of iodine crystals and aluminum powder produced by a chemical device and which is initiated by applying water.

CGFD could be the first on the scene if there is a fire that must be suppressed – and CGFD may not be aware that it is a crime scene. When an explosion occurs in a building or motor vehicle, there are usually enough smoke and flames for the fire department to be called in first. In such cases, by the time the fire is extinguished and police have determined that a bomb may have caused the explosion, CGFD already may be in the process of overhauling.

When responding under such conditions, CGFD should remove all victims from the danger area and administer appropriate medical attention, in accordance with fire department procedure. Then, ensure that the fire is contained and extinguished, using the most expedient means available, as long as it is appropriate.

CGFD should have in mind the possibility that the fire could have been caused by the incendiary device and, consequently, CGFD should be especially careful not to wash away any valuable evidence with the hoses. Preserve evidence by changing from a solid stream to a fog stream, thereby substantially reducing the water pressure.

# **Annex H**

## **Damage Assessment**

Plan Development March, 2004

## **I. PURPOSE**

To provide an overview of how damage assessment would be accomplished.

An initial assessment of overall damage to public and private property is required to provide a basis for:

- A. The allocation of local and state resources for emergency operations in the disaster area.
- B. The Governor's request to the President for emergency assistance or to declare a major disaster when the magnitude of the damage warrants such action.

## **II. RESPONSIBILITIES**

- A. The Emergency Management Director – is responsible for:
  - 1. Developing and maintaining a damage assessment “team”.
  - 2. Maintaining an up-to-date listing of damage assessment team personnel.
  - 3. Maintaining the procedures to be followed for damage assessment.
- B. City/County officials who, depending upon the nature of the disaster, would participate in a damage assessment effort:
  - 1. Public Works Director and Building Office – assess public damage.
  - 2. County Assessor – determine property value and total cost estimates.
  - 3. County (USDA) Emergency Board/Ag. Extension Agent – assess agricultural losses.
  - 4. Assessment, Taxpayer Services and Elections – provide technical financial assistance.
  - 5. County Department of Transportation and Physical Development – Facilities Division – provide technical expertise on extent of damages to county buildings.
  - 6. County Surveyor – assist in identifying geographic locations of damages, utilization of County GIS System to aid in disaster operations.

C. Non-Profit and/or Private Sector Agencies

1. Red Cross – gather damage assessment information to provide a basis for Red Cross assistance. Efforts should be made to integrate this process with the County process to eliminate duplication of effort.
2. Realtors – provide value estimates of private property losses.
3. Hazardous Materials Clean-up Contractors – estimate cleanup/remediation costs with environmental accidents.
4. Insurance Agents/Companies – may have data on properties insured or uninsured.

**III. POLICIES AND PROCEDURES**

- A. Where possible and when appropriate, pictures will be taken of damage areas, and city maps will be used to show the location of damage sites.
- B. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Emergency Services Manager should coordinate with the Minnesota Homeland Security Emergency Management (HSEM).
- C. Damage assessment reports should be compiled and submitted to EOC staff.
- D. Air transportation may be provided by the local Civil Air Patrol unit, the Minnesota State Patrol, the Minnesota Army National Guard, or others.
- E. The Public Works Director and Building Inspector will be the Team Leader for the Damage Assessment process, and as such will coordinate the process by which the assessment will be conducted.

**IV. SUPPORTING DOCUMENTS**

For additional information and guidance, refer to:

Minnesota Disaster Management handbook: Guidance for Mitigation, Preparedness, Response and Recovery.

Disaster Response and Recovery: A Handbook for Local Government.  
(Available from the Emergency Services Manager or the State Homeland Security Emergency Management (HSEM).

## **Damage Assessment Standard Operating Procedures**

### Index

State/Federal Assistance .....	page 5
Assessment Team .....	page 7

## I. PURPOSE

To describe how the Damage Assessment function will be performed after a disaster.

Damage Assessment information may well be used to determine eligibility for various disaster assistance programs. The following are assistance programs for disaster recovery.

### STATE OF MINNESOTA

- A. Reassessment of Homestead Property Damaged in a Disaster – Minnesota Statutes Chapter 273.123
- B. The “Calamity Act” – Minnesota Statute 9.061
- C. Disaster Assistance for State-Aid Roads and Streets – Minnesota Statutes Chapter 162.06 and 162.12
- D. Deferred Loan program, Revolving Loan Program, and Home Improvement Loan Program

### FEDERAL PROGRAMS

- A. Non-Public Law 93-288 Assistance
  - 1. Small Business Administration Declaration
  - 2. Agricultural Disaster Declaration
- B. Public Law 93-288 Assistance
  - 1. Presidential Declaration of a Major Disaster
    - a. Public Assistance Program
    - b. Hazard Mitigation Program
    - c. Individual Assistance Program
- C. Temporary Housing – FEMA
- D. Disaster Loans – SBA
- E. Individual and Family Grant Program – State of Minnesota
- F. Agricultural Assistance – FmHA
- G. Disaster Unemployment Assistance – U.S. Dept. of Labor and State Employment Commission
- H. Legal Service – Young Lawyers Division of American Bar Association

I. Federal Tax Assistance – IRS

J. Aid to Elderly – Social Security Administration

II. COUNTY PERSONNEL

The following personnel should be contacted to assist with damage assessment:

Position	Name	Phone Number
County Assessor	Scott Hovet	651-275-8637 (W)
County Engineer	Don Wisniewski	651-430-4300 (W)
Director, Assessment, Taxpayer Services and Elections	Kevin Corbid	651-430-6182 (W)
County Administrator	Jim Schug	651-430-6001 (W)
American Red Cross St. Croix Valley	Jan George	651-439-0031 (W)
St. Paul Chapter	Ron Deppa	651-291-6789 (W) 651-291-4648 (W)
County Agricultural Agent Contact	Sue Hedlund	651-430-6662 (W)



# **Annex I**

## **Congregate Care**

Plan Development March, 2004

## CONGREGATE CARE

This standard operating procedure is to provide for the reception and care of evacuees, to provide them with lodging, and to provide for the protection and needs of both evacuees and reception area residents.

### I. PURPOSE

To describe how the congregate care needs (emergency housing, feeding, clothing and counseling) would be met.

- A. A reception area survey conducted in Cottage Grove has identified the following available resources:

7 School buildings and other structures capable of housing persons at 40 square feet per person. THESE ARE LISTED AT THE END OF THIS SECTION.

- B. Sufficient congregate care space (emergency housing) has been located in schools, churches, inns, halls, and business establishments to house all evacuees. Specific buildings in Dist. 833 Schools and Cottage Grove Armory have been designated reception centers.
- C. Short term housing will be provided for the families of Cottage Grove Firefighters at one of the four fire stations if desired and space is available.
- D. At the time of lodging assignments, evacuees will be assigned the location of a place where they will receive meals. Eating establishments will be operated by those who normally operate them, supported by the evacuee personnel nearby.
- E. Essential public and private services in reception areas will remain in operation but lodging evacuees in schools, churches, offices, and stores may temporarily halt school attendance and disrupt most nonessential jobs and businesses.
- F. If congregate care spaces are needed, the Cottage Grove Congregate Care Manager will notify the following personnel by telephone.

Name	Title	Work Phone	Home Phone
Barbara Fonkert	Director of Disaster & Community Services, Red Cross, St. Paul	651-291-6784	24 hour access: 651-291-6789
Kim Dockter	Assistant Director	651-291-6781	

- G. Residents who have home basements may utilize them for fallout protection in accordance with shelter-in-place protection plans. Residents without basements will utilize space identified in existing buildings as noted in the plan. Evacuees will utilize basements in schools, churches, and office buildings that have been selected because relatively small amounts of earth shielding must be placed in area ways in and around basement openings to provide the desired protection.
- H. The hazard area will share responsibility for resource supply when requirements in reception areas exceed capabilities.
- I. Radiological equipment as provided by the state will be distributed by the city to the shelters.
- J. In certain instances, evacuees may need to be decontaminated prior to entering the shelter.

## **II. RESPONSIBILITIES**

- A. The following congregate care needs will be met as indicated below:
  - 1. Emergency housing – American Red Cross (St. Paul and St. Croix Valley Chapters)
  - 2. Emergency feeding – American Red Cross (St. Paul and St. Croix Valley Chapters) and the Salvation Army.
  - 3. Emergency clothing – American Red Cross (St. Paul and St. Croix Valley Chapters) and the Salvation Army.

4. Counseling – American Red Cross (St. Paul Chapter Stress Team) and Human Services, Inc.
- B.** Additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:
  1. Registration and reception of victims – American Red Cross and Law Enforcement Agencies.
  2. Inquiry and Referral (regarding disaster victims) – American Red Cross, area receiving hospitals and Public Affairs.
  3. Decontamination – Emergency medical Services and other emergency response personnel.
  4. Management and operation of radiological fallout shelters – State and local emergency management officials.
  5. Public Safety in Reception and Registration centers and Lodging facilities - local law enforcement (if available) support may be available from the National Guard.

### **III. COORDINATION OF CONGREGATE CARE**

American Red Cross is responsible for providing overall coordination of congregate care. The Red Cross should provide a representative for the Washington County Emergency Operating Center (EOC).

### **IV. AVAILABLE RESOURCES**

The American Red Cross and other VOAD's (Voluntary Organizations Active in Disaster) maintain extensive resource records to carry out this function.

### **V. CONGREGATE CARE FACILITIES**

The American Red Cross has a list of shelter locations. Contact:

St. Croix Valley Chapter 651—439-0031 (Stillwater School District Area)

St. Paul Chapter 651-291-6789 (Remainder of County)

## **VI. CONGREGATE CARE INFORMATION**

### **General**

- A. The congregate care in the city that would be the most appropriate for housing persons with special needs have been identified. They are identified by the American Red Cross.
- B. Certain evacuees may need to be decontaminated before entering a shelter area.
- C. The American Red Cross, Salvation Army and Community Services are the agencies responsible for congregate care.
- D. Food and other essential supplies for the daily needs of evacuees will be delivered to shelters by the Red Cross and Salvation Army.

## **2. CHECKLIST FOR OPENING SHELTER**

- A. The American Red Cross and Community Services have responsibilities during and following an emergency situation. An evacuation would only be undertaken if situations determined it was in the best interest of the affected population.
- B. Depending on the disaster, a community can be either a hazard or reception area. Plans have been made to evacuate, if necessary, to reception areas. The County Resource program has been developed to assist in locating congregate care space.
- C. Emergency Public Information for radio and TV will be provided for a major evacuation. It advises a citizen of where to go and what to do, staging areas, reception areas and highway routes to the reception areas.
- D. Community Services will coordinate the following checklist of responsibilities and actions to be taken during evacuation situations.

## **VII. EVACUATION PROCEDURES**

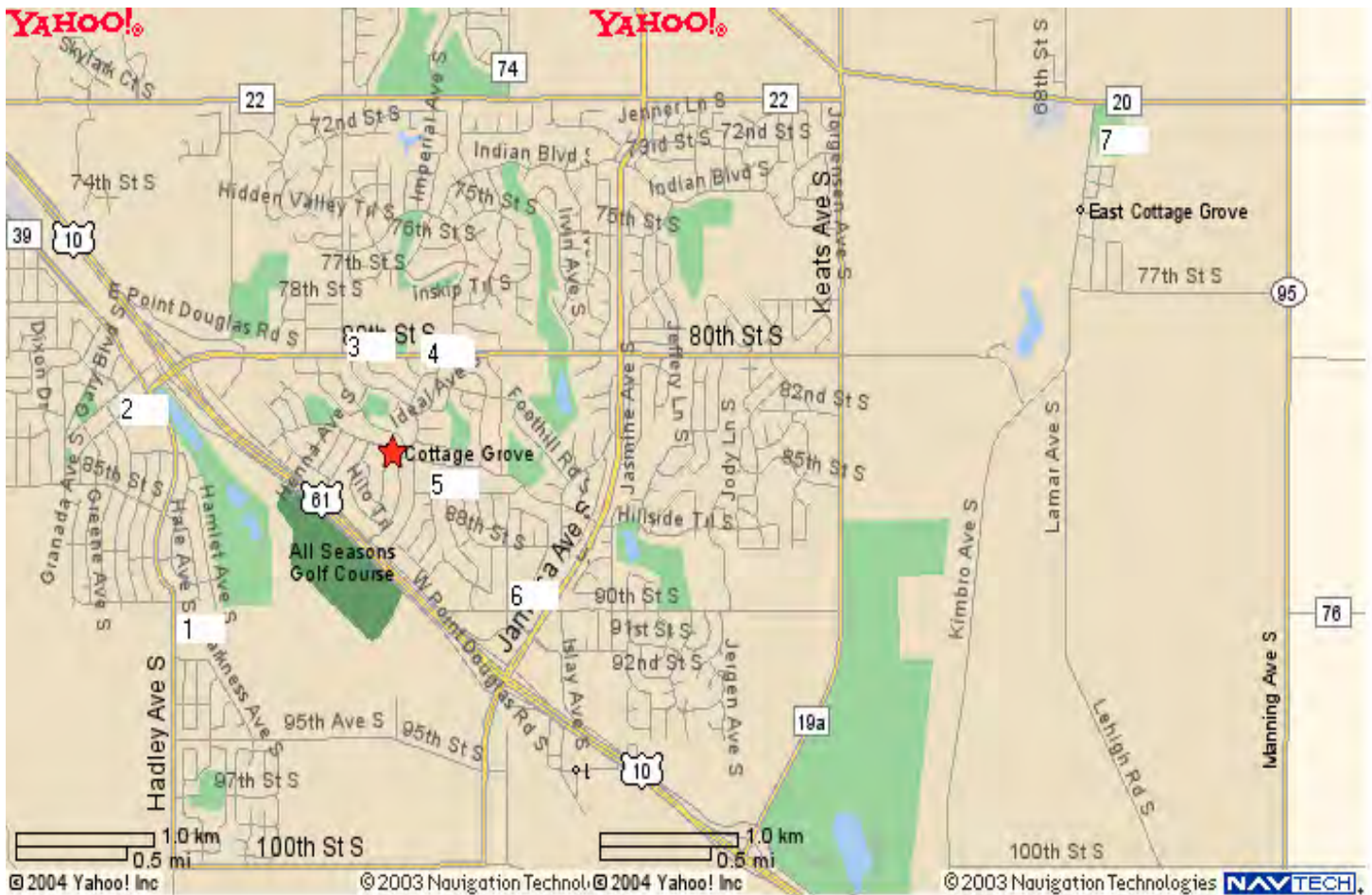
The Emergency Management Director has responsibilities during and following an evacuation situation, whether caused by a local problem or in the worst situation, an enemy attack. A major evacuation under the worst situation would only be undertaken if international situations determined it was in the best interest of the populace.

Depending on the disaster the city can be either a hazard or reception area. Plans have been made to evacuate, if necessary, to a reception area. The Resource Manual has been developed to assist in locating congregate care space or fallout shelter space.

Emergency Public Information for radio and TV has been developed for a major evacuation. It advises a citizen where to go and what to do, and identifies staging areas, and highway routes to the reception areas.

**Following is a checklist of responsibilities and actions to be taken during evacuation situations:**

1. Arrange with the owners, for opening the shelters, and assign personnel.
2. Coordinate assistance from the Red Cross, Salvation Army, religious groups and other volunteers.
3. Coordinate the allocation of local congregate care space and fallout shelter space.
4. Assign personnel and volunteers to congregate care facilities.
5. Advise the Public Information Officer to release information on the occupancy of congregate care facilities/mass care centers.
6. Distribute evacuees proportionately, keeping media informed of situation and who to contact for information on evacuees.
7. Distribute necessary supplies and services to each facility.
8. Keep the Emergency Management Director informed of actions taken, and any assistance needed from fire, police, or health officials.
9. Issue information and instructions to evacuees regarding lodging, feeding, health, and sanitation. Assign fallout shelter space.
10. During a major evacuation, assign personnel to staging areas and notify the Emergency Management Director of transportation needs.



Location 1: **Pinehill School**  
9015 Hadley Avenue South

Main Access Route: Hadley Avenue

Location 2: **National Guard Armory**  
8180 Belden Boulevard South

Main Access Route: 80<sup>th</sup> Street to Hadley Avenue and Hadley Avenue  
to Belden

Location 3:	<b>Crestview School</b> 7830 80 <sup>TH</sup> Street South
Main Access Route:	80 <sup>th</sup> Street
Location 4:	<b>Park Senior High 8040 80<sup>TH</sup> Street</b>
Main Access Route:	80 <sup>th</sup> Street
Location 5:	<b>Hillside School</b> 8177 Hillside Trail South
Main Access Route:	Hillside Avenue off Jamaica, Hyde or East Point Douglas
Location 6:	<b>Armstrong School</b> 8855 Inwood Avenue South
Main Access Route:	Jamaica to 90 <sup>th</sup> Street to Inwood Avenue Boulevard.
Location 7:	<b>Cottage Grove United Church of Christ</b>
Main Access Route:	7008 Lamar Ave. S.



**AMERICAN RED CROSS  
CONGREGATE CARE SITE, WASHINGTON COUNTY, 2004**

**ST. CROIX CHAPTER**

Service Area: Stillwater School District (Scandia, Marine, Withrow,  
Stillwater area, Bayport, Lake Elmo, and Afton – Lakeland  
area) Polk and St. Croix Counties, WI

Contacts: Director: Jan George 651-439-0031

**SCHOOLS**

Afton – Lakeland Elementary School  
Oakdale Junior High School  
Lake Elmo Elementary School  
Withrow Elementary School  
Marine Elementary School  
Stillwater Junior High School  
Stillwater Senior High School

**CHURCHES**

Christ Lutheran Church, Marine  
First Presbyterian Church, Stillwater  
Memorial Lutheran Church, Afton  
St. Croix Valley Methodist Church, Lakeland

**COMMUNITY CENTERS**

Scandia Community Center, Scandia

**ST. PAUL CHAPTER**

Service Area: Ramsey County, Washington County (excluding the  
Stillwater School District)

Contacts: Disaster Services: Audrey Zealman 651-291-6785  
Disaster Services: Garret Alessandrini 651-291-6798

**SCHOOLS**

Park High School, Cottage Grove  
Crestview Elementary School, Cottage Grove  
Pine Hill Elementary School, Cottage Grove

**SCHOOLS (continued)**

Newport Elementary School, Newport  
Woodbury Junior High School, Woodbury  
Tartan Senior High School, Oakdale  
Eagle Point Elementary School, Oakdale  
Oakdale Elementary School, Oakdale

**CHURCHES**

United Church of Christ, Cottage Grove  
Hosana Evangelical Lutheran Church, Forest Lake  
Faith Lutheran Church, Forest Lake  
Forest Hills United Methodist Church, Forest Lake  
Maranath Assembly of God, Forest Lake  
St. Luke's Lutheran Church, Forest Lake  
St. John the Baptist, Hugo  
United Methodist Church, Newport  
St. Andrew's Lutheran Church, Mahtomedi  
White Bear Unitarian Church, Mahtomedi  
United Methodist, Woodbury  
Christ Episcopal Church, Woodbury  
New Life Church, Woodbury  
Silver Lake United Methodist Church, Oakdale  
Redeemer Baptist Church, Oakdale

**COMMUNITY CENTERS**

Southeast YMCA, Woodbury

## **CONGREGATE CARE – DISASTER ANIMAL PLAN**

### **I. PURPOSE**

The purpose of this plan is to coordinate the effective use of public and private partnerships for the care and well-being of animals during and after a natural or technological disaster. This plan does not contain standard operating procedures, instead it consists of guidelines for the coordination between its partners. Organizations within this plan are encourage to develop their own emergency operations plan with standard operating procedures.

Although the protection of human life is the highest priority in emergency response, recent disasters and follow-up research have shown that proper preparation and effective coordination of animal disaster welfare issues enhances the ability of emergency personnel to protect both **human and animal health and safety**. It is much more efficient to address animal issues prior to an incident rather than during one.

### **II. CONGREGATE CARE FACILITIES**

Contact Washington County Emergency Management for Assistance.

#### **A. Humane Society for Companion Animals**

1. The Humane Society for Companion Animals is the primary agency for sheltering domestic animals and is responsible for opening, managing and providing facilities as their resources allow.
2. Human Society for Companion Animals will provide sheltering to domestic animals, brought to them by animal rescue personnel.
3. Human Society for Companion Animals will provide sheltering to domestic animals, brought to them by the owner. (Humane Society for Companion Animals could charge a fee to the pet owner for this service.)
4. Humane Society for Companion Animals will work with veterinarians to provide care to domestic animals, both at the shelter and the disaster area.
5. Humane Society for Companion Animals will maintain the following records during the emergency. Any additional record keeping will be at the discretion of the shelter.

- \* Type and breed of animal
- \* Location (city/township) animal was found

- \* Structure from where animal was rescued
- \* Identification tags and collars found
- \* What happened and condition of the animal
- \* Rescuers name and contact information

B. Washington County Agricultural Society

Washington County Agricultural Society can be contacted for possible livestock sheltering. An attempt will first be made by the livestock owner to find sheltering. If sheltering is not available to the owner, Washington County Agricultural Society will be contacted for possible sheltering at the fair grounds.

- \* Transportation of livestock will be the responsibility of the farmer/owner of the livestock.
- \* Feeding, care and medical concerns are the responsibility of the farmer/owner of the livestock.
- \* Washington County Fair Grounds will only be used as a temporary shelter facility.

C. Animal Control Officers

Every community has an Animal Control Officer, either contracted or directly employed by the community. Under the direction of the Plan coordinator, Animal Control officers in Washington County are responsible for the rescue, capture, and transport of animals to shelter or medical facilities.

D. Veterinarian Community

The Humane Society for Companion Animals and the Plan Coordinator will coordinate with the veterinarian community for their services. The veterinarian community is responsible for the treatment of minor and severe injuries, illness, and contamination. A veterinarian representative, representing Humane Society for Companion Animals will coordinate with the Plan Coordinator to determine whether to provide care at the clinic or the shelter facility.

## **Annex J**

# **Debris Clearance and Recovery**

Plan Development March, 2004

## **DEBRIS CLEARANCE AND RECOVERY**

### **I. PURPOSE**

To describe how debris clearance would be accomplished following a disaster.

### **II. RESPONSIBILITIES**

- A. Inside City Limits: The Cottage Grove public works department will be responsible debris management in the sorting and collecting of debris. Public Works will be responsible for establishing available routes for debris management transportation and establishing a debris collection site.
- B. Outside City Limits and Townships: The County Engineer would be responsible for debris clearance.

### **III. POLICIES AND PRODECURES**

- A. **Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.**
- B. Debris would be temporarily stored at the Public Works Facility. Reference Maps section of Annex O for location.
- C. The County Department of Transportation and Physical Development would assist the city with debris clearance under the following conditions:
  - 1. When assistance is formally requested and
  - 2. When the resources of the municipality are expended or out-of-service due to the disaster, or
  - 3. The cleanup and disposal of hazardous materials will be the responsibility of the responsible party. Storage and/or disposal of contaminated soil must be handled under the guidelines set forth by state and local environmental agencies.
- D. Hazardous material debris will be managed, sorted and transported by a licensed contractor.
- E. Carcasses will be managed by the Minnesota Department of Health.

#### IV. SUPPORTING DOCUMENTS

- A. A listing of the major private construction contractors in Washington County (which have debris removal equipment) is located in the county Engineer's office.
- B. A listing of hazardous materials clean-up contractors is located in the Washington County Department of Public Health and Environment.
- C. State of Minnesota Assistance can be requested through State Duty Officer: (651) 649-5451
  - 1. Department of Agriculture (MDA). MDA may be called upon for waste characterization or identification, for assisting in the condemnation of damage and/or distressed foods, and for determining appropriate handling and disposal procedures for certain types of debris or wreckage.
  - 2. Board of Animal Health (BOAH). The BOAH will coordinate with the Department of Agriculture, the Department of Health, and other state and federal agencies having responsibilities relating to the disposition of companion, farm and wildlife animals. BOAH will also advise on the health of livestock presented for processing.
  - 3. Department of Health (MDH). In the event of a high-level radioactive waste transportation accident/incident, the Department of Health will:
    - 1. Oversee and ensure that the shipper/carrier/consignee provides the necessary clean up of the materials.
    - 2. Confer, as needed, with the Minnesota Pollution Control Agency about the clean-up of non-radioactive materials.
  - 4. Department of Military Affairs (National Guard). If requested by local government of state agency authorities and approved by the Governor, the Minnesota National Guard may be activated to assist with debris clearance/management efforts, following a major emergency/disaster.
  - 5. Department of Natural Resources (DNR). DNR is responsible for providing technical assistance for debris and wreckage removal from state waterways and state-owned lands, as required, in the event of a major emergency/disaster. The Forestry Division will assist state and local governments and tree disposal recommendations, following a major wind event.

6. Pollution Control Agency (PCA). PCA may be called upon for waste characterization or identification and for determining appropriate handling and disposal procedures for certain types of debris or wreckage. PCA will also develop and provide guidelines and procedures for assisting local authorities with debris management/disposal. PCA will assist the lead agency in the development of guidelines and procedures, for managing debris contaminated with nuclear/radiological/chemical WMD materials.
7. Department of Transportation (MnDOT), Operations Division. MnDOT Operations Division is responsible for debris and wreckage removal from all interstate and state trunk highways and for providing assistance to affected local governments, when requested and appropriate. If the extent and nature of the debris clearance problems are such that other state agencies must become involved, it will be the responsibility of MnDOT to coordinated this effort.
  - A. Issue any permits or waivers required to allow the use of overweight or over-dimensional wreckage removal equipment.
  - B. Provide support, as needed, to the shipper/carrier and to Department of Health in the removal or containment of debris and wreckage from interstate and state highways in Minnesota.

(These two pages can be copied for homeowners)



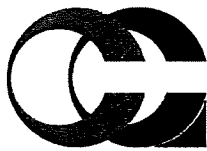
## **V. FLOOD DAMAGE CLEAN UP**

1. If the owner/occupant has flood insurance, the insurance agent should be contacted immediately. The National Flood Insurance Program adjuster will be assigned to inspect the property as soon as possible.
2. Prior to entering a building, check for structure damage. Make sure it is not in danger of collapsing. Turn off any outside gas lines at the meter or tank, and let the house air for several minutes to remove foul odors or escaping gas.
3. Upon entering the building, do not use open flame as a source of light. Gas may still be present. Battery powered flashlights are recommended.
4. Watch for electrical shorts or live wires before making certain that the main power switch is turned off. Do not turn on any lights or appliances until an electrician has checked the system for short circuits.


### **A. HOMEOWNER INFO**

1. Proceed with immediate clean up measures to prevent any health hazards. Perishable items which pose a health problem should be listed and photographed before being thrown away. Throw out fresh food and previously opened medicines that have come in contact with floodwaters.
2. Cover broken windows and holes in the roof or walls to prevent further weather damage. The expanse of temporary repairs is usually covered under flood insurance policies. Therefore, it is important to save receipts.
3. Water for drinking and food preparation should be boiled vigorously for ten minutes (until the public water system has been declared safe). Another method of disinfecting is to mix ½ teaspoon of liquid commercial laundry bleach with 2 ½ gallons of water...let stand for five minutes before using. The flat taste can be removed by pouring water from one container to another or by adding a pinch of salt. In an emergency, water may be obtained by draining a hot water tank or melting ice cubes.

4. Refrigerators, sofas and other hard goods should be hosed off and kept for the insurance adjuster's inspection. A good deodorizer when cleaning major kitchen appliances is to add one teaspoon of baking soda to a quart of water. Take pictures of damages to the home and its contents.
5. Wooden furniture should be taken outside to dry. However, avoid direct sunlight which might warp the items.
6. Shovel out mud while it is still moist to give walls and floors a chance to dry. Once the plastered walls have dried brush off loose dirt. Wash with a mild soap solution and rinse with clean water. Start at the bottom and work up. Ceilings should be done last. Special attention should be paid to heating and plumbing systems at this early state.
7. Mildew can be removed from dry wood with a solution of 4 to 6 tablespoons of trisodium phosphate (from the hardware store), 1 cup of liquid chlorine bleach and one gallon of water.
8. Flooded basements should be drained and cleaned as soon as possible. However, structural damage can occur by pumping out the water too soon. After floodwaters around the property have subsided, begin drain the basement in stages, about 1/3 of the water volume each day.



CITY OF COTTAGE GROVE  
MINNESOTA

**To:** Honorable Mayor and City Council  
**From:** Jesse Swenson, Management Analyst   
**Date:** March 26, 2008  
**Subject:** Council Update on Storm Damage Clean Up Policy

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Background

Spring and summer is here again and so is the storm season. City staff would like to remind the Mayor and Council Members of the Storm Damage Clean Up Policy, which has been in effect since 2002. The purpose of the Storm Damage Clean Up Policy is to define and standardize the action the City will take and the issues it will address in reference to storm damage clean up efforts.

Storm Damage Clean Up Policy

Emergency declarations will typically occur when there is city-wide storm damage, whereas local storm damage that may occur to areas of the City would not typically cause an emergency declaration. If an emergency declaration does not occur, the residents are then responsible for all private tree storm damage clean up and removal. Regardless of the declaration or not the City would be responsible for maintaining damage to streets that may occur, boulevard tree clean up and private tree removal if they impede traffic or fall in the street right-of-way.

Upon emergency declaration, the residents of Cottage Grove will be notified to contact their insurance carrier to conduct individual site clean up or clean the area themselves and coordinate material pickup with a contractual refuse hauler.

The City will remove or trim storm damaged boulevard trees that are located in the City's roadway of right-of-way. Residents with damaged private trees on their private property will be responsible for removing the trees or placing them at the curb for removal/disposal by the City. The City will notify owners of contractor who may be able to assist in the clean up activities.

The Public Works Director will determine an appropriate amount of time for residents to take advantage of the City-provided services.

The City of Cottage Grove will make all reasonable efforts to solicit volunteer services and donated equipment from independent services or other governmental agencies.

Council Action

Reminder of the Storm Damage Clean Up Policy.

## **Storm Damage Clean Up Policy**

In the event of a severe storm, the Public Safety Director will determine the extent of damages and whether the need exists to declare an emergency condition.

Upon declaration of an emergency, residents will be notified to contact their insurance carrier to conduct individual site clean up or clean the area themselves and coordinate material pickup with their contractual refuse hauler. Upon exhaustion of these two efforts, residents will be instructed to place storm damage debris at the curb for removal by the City or instructed to place material in City – provided dumpsters. The Public Works Director will determine, based on extent of the damage, an appropriate amount of time residents will have the City –provided service made available to them.

The City will remove or trim damaged boulevard trees that are located in their roadway right-of way. Residents with damaged private trees in the groomed or mowed area of the property will be responsible for removing the trees from their property or placing them at the curb for disposal by the City. Trees damaged in other areas of the property will not be disposed of by the City and should not be placed at the curb. The Director of Public Works will determine an appropriate amount of time for residents to take advantage of the City-provided service.

The City will make all reasonable efforts to solicit volunteer services and donated equipment from independent services or other governmental agencies.

The City will make available to property owners any information it has available regarding contractors who may be able to assist in the clean up activities.

# **Annex K**

## **Utilities Restoration**

Planned Development March, 2004

**NOTE: SPECIFIC PROCEDURES FOR THIS FUNCTION ARE DEVELOPED BY THE UTILITIES THEMSELVES AND ARE NOT CONTAINED WITHIN THIS PLAN.**

**I. PURPOSE**

To provide an overview of how utility services would be restored. This annex describes, in general terms, which agencies are responsible for the restoration of utilities and critical public works, following an emergency/disaster, and their specific area of responsibility. In terms of the annex, the utilities of concern are: gas, electricity, propane, telephone, water, sanitation treatment and wastewater collection/treatment/disposal. Critical public works include freeways, roads, bridges, water and waste treatment plants, sewers, etc.

**II. RESPONSIBILITIES**

The following organizations are responsible for providing utility services

- A. Electrical Service – Excel Energy, Northern natural Gas, Minnegasco and People’s Natural Gas.
- B. Gas Service – Excel Energy, Northern natural Gas, Minnegasco and People’s Natural Gas.
- C. Telephone Service – U.S. West and/or Continental Telephone.
- D. Water Service – Water and sewer systems are the responsibility of local municipalities and individuals who utilize well and septic systems.

**III. SERVICE RESTORATION**

In the event of utility outage the following agencies should be called in order to restore service:

- A. **Electrical Service-**  
Excel Energy 1-800-641-4400
- B. **Gas Service**  
Excel Energy 1-800-541-8411-Primary #  
651-229-2420-Dispatcher  
651-229-2429 (24 hours)  
Northern Natural Gas 1-888-367-6671 (24 hours)  
Reliant Energy/Minnegasco 612-372-5050  
People’s Natural Gas 1-800-303-0357

**C. Telephone Service**

Qwest/U.S. West Telephone	1-800-223-7508
GTE of Minnesota	1-800-483-1000
	(dial "0" for service center)

**IV. STATE AGENCIES**

Based on the criteria described above, the following state agencies/organizations might become involved with utilities restoration:

1. Department of Administration (DOA).
  - a. InterTechnologies Group. In the event of a major emergency/disaster resulting in the loss of telecommunications capabilities to state agencies, the InterTechnologies Group will:
    1. Coordinate the restoration of all such state telephone systems and telecommunications networks.
    2. Arrange for temporary communications services to state agencies.
2. Department of Agriculture (MDA). In the event that a community's water supply is determined to be unsafe as the result of an agricultural chemical emergency to which MDA responds, MDA will work with that community and other involved state agencies to assess the need for an alternate water supply.
3. Department of Commerce (DOC). In the event of a major emergency/disaster resulting in the loss of public telecommunications capabilities, public electricity and natural gas distribution, DOC will act as a liaison with the existing Minnesota telephone companies, investor-owned utilities and rural electric cooperatives to restore service. Also, the Division of Weights and Measures will assure that scales, fuel pumps and tanks are returned to their prescribed standards.

To assist in accomplishing its emergency responsibilities, DOC:

  - a. Developed and maintains an inventory of energy and utility resources, which is updated annually.
  - b. In consideration of the potential impact of the state's energy generation and transmission distribution infrastructure, monitors the transmission grids for functionality and can assist, in an advisory role, if a problem is perceived.

- c. Coordinates with utilities to assure the development of a restoration plan for essential services.
  - d. Maintains the state energy emergency plan in compliance with the U.S. Department of Energy Grant Program.
4. Department of Health (MDH). MDH will provide assistance, as necessary, to local government officials in determining the safety of community water supplies. In the event that a community's water supply is determined to be unsafe, MDH will work with that community and other involved state agencies to assess the need of an alternate water supply.
  5. Department of Military Affairs (National Guard). If directed by the Governor, the Minnesota National Guard will assist civilian authorities with the restoration of utilities services and the repair of public works, as necessary and within its equipment capabilities.
  6. Department of Natural Resources (DNR). The DNR will provide assistance in locating alternate water supplies. The DNR also regulates the use of water for recreational purposes and must be notified early in the process, so it can expedite permitting procedures. Lastly, the DNR will provide equipment and/or assist in the restoration of critical public works, if necessary and if requested.
  7. Pollution Control Agency (PCA). In the event that a community's water supply is determined to be unsafe, as the result of an environmental emergency to which PCA responds, PCA will work with that community and other involved state agencies to assess the need for an alternate supply of water. In the event that a community's waste water treatment system is determined to be functioning inadequately or is unsafe, PCA will work with that community and other involved state agencies to restore the waste water treatment system to adequate performance. In the event of biological or chemical WMD agent contamination, PCA will follow the technical advice of the lead agency.



8. Department of Public Safety, Fire Marshal Division, Office of Pipeline Safety (OPS).
  - a. Inspect for the safe and appropriate service restoration of damage pipelines and facilities. All new construction/alterations/repairs must conform with the applicable minimum safety standards of Title 49 CFR Parts 192, 193, 195, 199 and Subpart 40, as adopted, and associated Minnesota Statutes and Rules.
  - b. Investigate all jurisdictional pipeline accidents/incidents involving death, serious injury, property damage in excess of \$50,000 or other significant events.
  - c. Act as a liaison with the Federal Office of Pipeline Safety (FOPS) or the National Transportation Safety Board (NTSB), when designated. OPS will work with jurisdictional pipelines and facilities, and other involved state agencies to restore utilities.
9. Department of Transportation (MnDot). MnDOT will:
  - a. Coordinate state agency efforts in support of utility restoration.
  - b. Issue permits required to repair/restore utility lines or pipes that are immediately adjacent to, or run over or under, Minnesota state highways.
  - c. Provide needed equipment an/or technical assistance in support of the restoration of critical public works, if necessary and if requested.

## **V. POLICIES AND PROCEDURES**

- A. In most instances, the restoration of utility service lost/interrupted due to the occurrence of an emergency/disaster will be the responsibility of the utility itself—whether it is privately or publicly owned.
- B. Local governments or state agencies that believe that state government assistance is needed in a utilities/public works restoration effort may contact the Minnesota Division of Homeland Security Emergency Management (HSEM).
- C. Depending upon the nature of the utility/public works problem, it is possible that a quasi-public or other agency might have certain responsibilities or capabilities that would be brought to bear in dealing with the problem.

- D. The Public Works Department, Cottage Grove City Hall and all four fire stations have emergency generators for electrical and heating. These are the essential city buildings for utility restoration.

## **VI. ESSENTIAL FACILITY RESTORATION**

- A. The following facilities are prioritized as essential facilities for restoring:
  - 1. Public Safety (Police & Fire)
  - 2. City Hall
  - 3. Public Works
  - 4. City wells & pumping stations
  - 5. Main traffic routes & control
  - 6. Arterial traffic routes
  - 7. Street lighting
  - 8. Key commercial facilities

## **VII. SPECIAL FACILITIES AND NEEDS POPULATION NOTIFICATION**

- A. Commercial and residential daycare facilities receive warnings and notification through the county and city warning siren systems.
- B. Schools within the City are provided warnings and notification through monitoring at the District Service Center. Individual schools also have monitoring capabilities.
- C. In the event of site-specific incidents near schools or commercial Daycares the District Service Center and school or daycare will receive notification from Cottage Grove Public Safety Dispatch or unit on the street.
- D. Hearing-impaired residents of the City are provided warnings and notification through TV access visual crawls.

# **Annex L**

## **Radiological/Hazardous Materials Protection**

Plan Development March, 2004

## Radiological Material Protection

### **Page number**

- 3. Radiological Emergencies
- 6. Transportation Incidents
- 8. Fixed-Facilities
- 9. Military Transportation
- 10. Nuclear Attack
- 17. Radiological monitoring
- 21. Decontamination
- 27. Radiation Exposure Control
- 30. Permissible Activities
- 32. Chemical Agents Decontamination Checklist

## **RADIOLOGICAL MATERIAL**

### **I. PURPOSE**

The purpose of this standard operating procedure is to outline the actions and responsibilities of personnel designated to protect the citizens of Cottage Grove from the effects of radioactive/hazardous materials emergencies.

### **II. RADIOLOGICAL PROTECTION**

The City of Cottage Grove National Guard Armory has been designated as the reception center for evacuees from the Prairie Island Area. The Armory is located at 8180 Beldon Blvd. in Cottage Grove. Evacuees will enter the center generally from Belden Blvd and will be instructed where to park. The building is handicapped accessible, including bathroom facilities, has adequate shower, and communication capabilities and emergency power. Decontamination will be performed in male and female locker rooms by trained personnel. The American Red Cross will provide meals and snacks.

Vehicle monitoring and decontamination will be carried out at the Cottage Grove (District 833) School bus facility. Adequate parking space is available to segregate clean, contaminated and unmonitored vehicles.

Evacuees that have been registered at the reception center and do not relocate to friends, relatives or hotels/motels will be transferred to a pre-designated congregate care shelter.

**(See the State of Minnesota Emergency Response Plan for Nuclear Power Plant for additional information and Reception Center Organizational Plan at State of Minnesota Emergency Plan.**

### **III. ORGANIZATIONAL ROLES/RESPONSIBILITIES**

The Incident Commander (IC) shall be responsible for overall liaison safety and operations of functions at the scene of a hazardous materials incident. The IC shall secure and maintain control at the scene until properly relieved.

#### **A. Incident Commander/On-Scene Emergency Services**

1. Notify appropriate county, state, and federal agencies. One call to the State Duty Officer at 651-649-5451 will ensure that all appropriate state agencies are notified. This is the liaison function.
2. Work with the designated safety officers to identify and establish a restricted zone, and ensure that non-essential personnel are removed and kept out of that zone. This is a safety function.

3. Upgrade the level of the incident as required and expand emergency operations as necessary.

**B. State Hazardous Materials Response Teams**

The Hazardous Materials Regional Response Teams are available to assist local authorities in protecting the public, property and the environment from the immediate effects of a hazardous materials release. Washington County would receive assistance from the St. Paul Fire Department Regional Response Team.

There are two types of response teams available to the IC.

**a. Hazardous Materials Chemical Assessment Team**

Hazardous Materials Chemical Assessment teams assist local authorities when requested, by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capabilities. A Chemical Assessment Team is comprised of three trained personnel: one specialist and two technicians. This team is the initial response group that will assess the situation and determine if a full team response is necessary.

**b. Hazardous Materials Emergency Response Team**

Hazardous Materials Emergency Response Teams assist local authorities when requested, by a Chemical Assessment Team. Emergency Response Team actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation. An Emergency Response Team is comprised of nine trained personnel: four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams in their designated areas.

Either of these teams may be dispatched at the request of local authorities by contacting the State Duty Officer at 651-649-5451.

**C. State Patrol**

For all hazardous materials incidents that occur on the interstate or state trunk highways the IC shall work directly with the senior officer present from the Minnesota State Patrol.

**D. State Agency Jurisdiction**

In the case of major hazardous materials incidents, the state agencies having jurisdiction over the regulated commodity/product involved, cleanup and site restoration may send representatives to the scene. Upon their arrival, the IC should brief them as to the status of the incident, actions taken, name of the

responsible party, etc. The IC should work closely with the state agency representatives from that point on, with regard to future response actions to be taken.

E. Regional Response Team – EPA Region V

In the event that the requirements of the incident exceed the capabilities of state and local resources, assistance from the Federal Regional Response Team (RITT) may be requested by the Minnesota Pollution Control Agency. (Local government should make this request through the State Duty Officer.) On their arrival RRT representatives will assume on-scene coordinator duties. The IC or his/her designee will work closely with the RITT in use of local resources and safety.

F. Safety Officer

A safety officer shall be designated at the scene of all hazardous materials incidents.

The safety officer is responsible for the safety of all personnel at the incident scene; this includes first responders from Washington county, mutual aid responders and the public. The safety officer shall work directly with the IC and hazardous materials response team. The safety officer shall inform the IC, or team leader of any unsafe action taken at the incident scene and may make recommendations to alter or terminate the unsafe actions being taken.

#### **IV. Radiological Emergencies**

A. Local Radiological Emergencies

The probability is great that most radiological incidents will be confined to a relatively small area and be minor in impact. The Cottage Grove Fire Division has the primary responsibility to respond to radiological incidents in the jurisdiction. Call upon the Washington County and the State Radiological Protection Organization for assistance.

The Radiation Control Section of the Minnesota Department of Health has the trained personnel, instrumentation, and authority to respond to local radiological emergencies in Minnesota if further assistance is required. The Cottage Grove Fire Division has a primary responsibility to notify the Division of Emergency Management duty officer of an emergency, to save lives, and to control entry into a radiation hazard area in an emergency until other assistance arrives. Elaboration of this responsibility, by emergency follows.



## V. Transportation Incident Involving Radiological Materials

### A. Emergency Phase

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care.

**NOTE:** The following procedures apply to emergencies in which the only hazard is radioactivity. Beware that some radioactive substances may also be chemically toxic or reactive. Also, other hazardous materials may be present (e.g. chemical/explosives) and more life-threatening than the radiological hazard. If other hazardous materials are present, different procedures may be necessary.

1. **Stay upwind from the suspected hazard. Park response vehicles a safe distance from the incident site (500 feet is suggested).**
2. Be alert to hazards (including warning placards and labels) while determining whether injured victims are presents.
3. Put on protective gear (e.g. fire turnout gear, coveralls, jackets, self-contained breathing apparatus). Use good judgment, but **DO NOT** delay rescue and lifesaving care, if gear and instruments are not immediately available.
4. If possible, move victims away from areas of potential radiation exposure or contamination. Use good judgment, but **DO NOT** delay control of hemorrhage, fracture stabilization, administration of fluids, or advanced life support if extrication procedures delay victim removal and you must work in the radiation hazard area. Above all, **DO NOT** delay lifesaving medical procedures in order to decontaminate accident victims.
5. Obtain the shipping papers, if it is possible to do so without risk of injury or serious contamination.
6. If the victim is medically stable, monitor the victim at the control line for possible contamination. Remove the contaminated accident victim's clothing, bag it, and label the bags – **RADIOACTIVE (Contaminated Materials).**
7. Take precautions to prevent the spread of contamination to other individuals and equipment. If it is necessary to send an individual to a medical facility, inform transporting personnel and the facility

staff that the individual may be contaminated with radioactive material. **DO NOT** move vehicles, containers, or wreckage, except to rescue people.

8. Package the victim by folding the stretcher sheet or blanket over and securing them in the appropriate manner.
9. Notify the HSEM duty officer as soon as possible (1-800-422-0798) (Metro 649-5451).  
Describe your assessment and actions.
10. **DO NOT** handle the radiation source for any reason. If it is absolutely necessary to move the radiation source, push it with a stick, broom, or similar device.
11. No individual or equipment should leave the contaminated area without being monitored for radioactive contamination. However, **DO NOT** delay transporting a seriously injured person in order to monitor or decontaminate him.
12. **Set up a restricted perimeter around the radiation hazard as far away from the accident scene as is practical. (As a general guideline, the perimeter should be more than 100 feet from the hazard and radiation readings should be less than 1mR/hr along the perimeter.)**
13. **DO NOT** attempt to cleanup or decontaminate any material involved with the incident. If possible, cover the affected area with a tarp to prevent the spread of contamination.
14. **DO NOT** allow eating, drinking or smoking at the scene in order to reduce the risk of internal contamination.
15. Record names, addresses, and telephone numbers of individuals present at the incident site. If appropriate, request that uninjured individuals remain at the site for evaluation by the Radiation Control Team, Minnesota Department of Health (MDH).
16. Assist the Radiation Control Team (MDH), if they are needed during the incident.
17. Record and report all radiation exposures to the Cottage Grove Emergency Management Director.

B. Recovery Phase

The parties found responsible would be accountable for the activities of the recovery phase. If required by circumstances, contact the State Division of Homeland Security Emergency Management on recovery options.

**VI. RADIOLOGICAL FIXED-FACILITY INCIDENT  
(LABORATORY/INDUSTRIAL)**

A. Preparatory Phase

Each radiological emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Cottage Grove Radiological Protection System.

B. Emergency Phase

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care.

**SEE pages 6 & 7 for proper response**

C. Recovery Phase

The recovery phase would be the responsibility of the owner of the facility. If circumstances require, contact the state Division of Homeland Security Emergency Management.

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care.

**SEE pages 6 & 7 for proper response**

## **VII. MILITARY TRANSPORTATION ACCIDENT INVOLVING**

### **A. Preparatory Phase**

Each radiological transportation emergency will be unique.

### **B. Emergency Phase**

Be advised that military emergency personnel will respond to the accident site to take control of the emergency. You will be responsible for initial emergency actions only.

If no explosion has occurred and it is believed that a nuclear weapon is involved, take the following actions:

1. Restrict area of incident and keep public as far from scene as practical. Restrict the area **3,000** feet or more in all directions.
2. Rescue injured or trapped persons as quickly as possible:  
  
Remove them and rescue team from the incident area. Except to rescue the injured, forbid all access to the area.
3. Evacuate all personnel not involved in emergency operations from the area as quickly as possible.
4. Do not allow public entrance to the area.
5. If weapon components are not exposed to fire, fight fire as though toxic chemicals were involved; keep upwind and avoid smoke, fumes, and dust. If torching or other unusual reactions occur, evacuate immediately. If the weapon will be exposed to flame – evacuate.
6. Notify the HSEM duty officer as soon as possible (1-800422-0798) (Metro 649-5451).
7. Check for radioactive contamination and decontaminate if the levels are above background. Beware – alpha contamination may be present and civil defense instruments cannot detect alpha radiation.
8. Record and report all radiation exposures. (See Attachment) page 30 Report the names of all individuals who have had access to the scene.

If an explosion has occurred and a nuclear weapon is believed to be involved, take the following actions:

- a. Except to rescue the injured, restrict the area for 3,000 feet or more in all directions.
  - b. If feasible, rescue injured or trapped persons.
1. Evacuate all persons from the area and prevent access until advice can be obtained from appropriate radiological and ordinance experts.
  2. Notify the HSEM duty officer as soon as possible (Metro 649-5451). HSEM will contact other agencies.
  3. Fight fires and handle other emergency situations that may occur as an aftermath, only in accordance with the directives of military of federal specialists.
  4. Check for radioactive contamination and decontaminate if the levels are above background. Beware – alpha contamination may be present and civil defense instruments can not detect alpha radiation.
  5. Record and report all radiation exposures. (See Attachment 30)

C. Recovery Phase

The recovery phase would be primarily the responsibility of the military in conjunction with the Division of Emergency Management.

## **VIII. WIDESPREAD RADIOLOGICAL EMERGENCY (NUCLEAR ATTACK)**

Under ordinary circumstances Cottage Grove can look to expert radiological assistance from the county, state, and federal levels. A possibility exists that a widespread, radiological emergency could occur and overwhelm the response capability of the state and/or federal government. As a result, the Cottage Grove Fire Division must be prepared to act independently.

A listing of tasks and responsibilities for radiological protection personnel, during times of widespread radiological emergencies, follows:

### **A. Preparatory Phase**

The Emergency Management Director shall:

1. Designate a radiological officer (RO) and oversee the designee's training.
2. Prepare a radiological hazard analysis for the municipality
3. Oversee the radiological planning efforts of the RO.
4. Determine the radiological equipment needs of the municipality and keep a current inventory of this equipment. Radiological instruments should be exchanged through the state RI/M&C shop every four years.
5. Maintain a current list of emergency shelter facilities.
6. Maintain a current roster of radiological personnel (name, address, and phone number).
7. Oversee the City radiological protection training needs.

The RO shall:

1. Assist the emergency management coordinator in building and training a radiological protection staff.
2. Maintain and update the radiological protection annex in cooperation with the City Emergency Management Director at least semi-annually.
3. Coordinate with the Emergency Management Director to plan and carry out a radiological protection exercise at least every two years.

4. Supervise the municipal radiological protection program and system.

The tasks of the county lead monitor and radiological monitors needed in the preparatory phase are outlined under Section II. Radiological Monitoring.

B. Increased Readiness Phase

- a. The Emergency Management Director shall:

1. If the is deemed to be in a high hazard area, and evacuation is prudent under the circumstances, activate the evacuation procedures listed. Upon evacuation, the county staff will merge with the host municipal staff to carry out operations.
2. Alert and activate the county radiological protection organization.
3. Make announcements to the public regarding the use of public shelters or the preparation of expedient shelters in the basements of homes.

- b. The radiological officer shall:

1. Review the radiological protection annex and operations manual. Review staff assignments
2. Review and update radiological resource lists in the municipal resource manual. Make provisions to obtain additional supplies, if necessary.
3. Prepare the EOC for radiological protection operations (personnel and equipment) and make certain that adequate EOC supplies are available. Make certain that the EOC has operable phone and back-up radio communications.
4. Supervise the entire radiological protection actions for the jurisdiction.

- c. Lead Monitor shall:

1. Consider the feasibility and necessity of crisis training of shelter and self-protection monitors.

2. Verify that all radiological monitors understand and are prepared to fulfill their missions.
  3. Carry out the procedures for distribution of radiological instruments to shelters and vital facilities.
  4. Determine when monitors should report to their assignment.
- d. Radiological Monitors shall:
1. Operationally check and verify that radiological instruments are in proper working order. Charge dosimeters.
  2. Make certain that the shelter has at least one AM/FM radio. If possible, obtain back-up two way radio communications for the shelter. Be prepared to protect against electromagnetic pulse. Protective measures include unplugging electronic equipment, disconnecting electronic equipment from external antennas, and wrapping aluminum foil around radios.
  3. Verify that all necessary equipment has been stocked (Under Section II. Radiological Monitoring). Fill empty containers with water to be held in reserve. Set aside additional food items that are available. Make certain that supplies are protected from radioactive contamination.
  4. Prepare sketches of the shelter area to be used if necessary during a radiation survey of the shelter rooms.
  5. Review the handbook, "Radiation Safety in Shelters" if time allows.
  6. Place charged dosimeters (CDV-742) at various locations in the shelters (at about a three foot height and at least three feet from an outside wall). This will yield an estimated dose measurement for shelter locations.

C. Emergency Phase

The radiological officer shall:

1. Collect and analyze situation and mission data.
2. Based on data and assessments, recommend to public officials the



issuance of radiological protection guidance to the public.

3. Provide advice and guidance on radiological protection to public officials and radiological protection personnel.
4. Communicate with adjacent jurisdictions and the state EOC when recommended or deemed advisable. The state EOC will contact local jurisdictions when data is needed.
5. Analyze radioactive decay data and create fallout history curves for the jurisdiction. Determine when it is safe for occupants to leave shelters and advise public officials and radiological protection personnel. During the emergency phase, all radiological personnel in shelters shall function in the county radiological reporting network. Surviving communication equipment will be utilized to report weapon effect, radiation data, and mission data to the county EOC.

The Lead Monitor shall:

1. Begin training additional radiological protection personnel, if needed.
2. Provide advice and guidance to radiological monitors concerning their missions.

Radiological Monitors shall:

1. Primarily utilize CP6 2-6.4 "Radiation Safety in Shelter" as your resource guide for shelter activities.
2. When possible, notify the EOC of your condition and situation and request a schedule for reporting mission and shelter data (e.g. damages, injuries, radiation levels).
3. Maintain a continuous log of shelter activities. This should include a date/time, ordered record of activities, observations, and communications. (See Attachment 3.)
4. Maintain a radiation exposure record of radiation dose or estimated dose for everyone connected with your assignment. (See Attachment 4.)
5. When time allows, use radiation meters to recheck the radiation rates in various locations in the shelter. Utilize the safest places and locate and improve "weak spots" in shielding.
6. Begin training additional people in radiological monitoring.

7. Monitor people as they enter the shelter if they might be contaminated. Decontaminate as necessary.
8. Practice radiological exposure control by keeping doses as low as possible and maintaining personnel exposure records. (See Attachment 4.) If projected total exposures are determined to be health-threatening increase radiological protective actions or seek guidance.
9. Graph radioactive decay using a fallout history curve method. Estimate minimum shelter stay times. Advise remedial movement only if shelter protection is clearly inadequate. Clear actions with the county radiological officer, if possible.
10. Organize and prepare (train if necessary) a two person decontamination team for shelter decontamination activities.
11. Coordinate efforts to maintain shelter areas free from contamination.

Radiological Analyst shall:

1. Analyze incoming radiological data to determine location of radioactivity, radiation intensity and the hazard to life.
2. Determine areas where human activity is permitted or restricted, and for what period of time.
3. Report hazardous situations requiring immediate remedial actions to the county radiological officer.
4. Assist the radiological officer in preparation

Radiological plotter shall:

1. Record incoming data in appropriate form.
2. Prepare and maintain
  - a. Meteorological information
  - b. Fallout forecasts
  - c. Message and reporting logs
  - d. Dose and dose rate plots

e. Maps of current situations

D. Recovery Phase

The radiological officer shall:

1. Provide technical support and guidance to public officials in developing decontamination priorities.
2. Supervise the activities of the lead monitor and radiological monitors.
3. Recommend to public officials the issuance of radiological protection guidance for the general public.
4. Communicate with the county EOC in order to utilize state and federal resources to the highest degree possible.
5. Oversee a public education program on radiation safety and decontamination procedures.

The Lead Monitor shall:

1. Train additional radiological monitors as deemed necessary by the radiological officer.
2. Plan and coordinate operations to decontaminate vital areas and structures. This might call for removing or washing away radioactive particles from surfaces, covering contaminated objects with shielding materials such as earth, or isolating contaminated objects and areas.
3. Maintain exposure records for radiological monitoring personnel.
4. Provide advice and guidance to radiological monitors concerning their missions.
5. Based on the guidance of the county radiological officer, establish a mission total exposure for all operational missions in potentially contaminated areas.
6. Make clear to radiological monitors the procedure and schedule for reporting radiological information at the EOC.

Radiological monitors shall:

1. Carry out radiological protection and decontamination missions.

Report radiological data to the EOC as required in mission directives.

2. Keep track of radiological exposure doses of each person operating in the assigned mission. Report this data to the lead monitor.
3. When on operation missions, read dosimeters frequently and advise the mission leader if the maximum dose may be exceeded.
4. When on operational missions, advise other team members of radiological hazards and radiological protective measures.
5. Support decontamination operations for personnel and equipment.
6. Monitor all personnel for radioactive contamination after a mission or upon return to shelter. Decontaminate, if necessary.

## **IX. Radiological Monitoring**

### **A. Purpose**

The radiological monitoring capability provides the means to detect, measure, and assess the radiation hazards of a radiological emergency. The municipal EOC shall direct radiological monitoring efforts. Aerial radiological monitoring efforts directed at the state level will support county radiological monitoring and assessment needs.

### **B. Staffing**

1. Each identified shelter shall have at least one trained and assigned radiological monitor and a shelter manager.
2. A lead monitor shall be selected by the county radiological officer. The lead monitor shall be the chief monitor and shall serve as a radiological officer. The lead monitor shall be the chief monitor and shall serve as a radiological protection staff member.
3. Each emergency service, vital facility and essential industry that requires radiological monitoring or has a radiological monitoring role shall have a minimum of two assigned radiological monitors for each radiological instrument set which is assigned.

### **C. Responsibilities**

1. Lead Monitor
  - a. The lead monitor shall direct and manage monitor assignments.

- b. The lead monitor shall be responsible for the process of activating the radiological monitors and shall supervise their activities.
  - c. The lead monitor shall either conduct or provide for shelter monitor training or refreshers.
- 2. The Radiological Officer (RO)
  - a. The radiological officer shall supervise the lead monitor.
  - b. The radiological officer shall recruit and replace radiological monitors.
  - c. The radiological officer is responsible for insuring that the radiological instruments are serviced and calibrated at least every four years. This can be done through the Radiological Instrumentation/Maintenance & Calibration Shop.
- 3. Shelter Radiological Monitors
  - a. The shelter radiological monitor shall participate in all drills.
  - b. The shelter radiological monitor shall semi-annually perform operational checks on assigned instruments and charge dosimeters.

D. Training

Each radiological monitor shall, as a minimum, take the 12-hour Fundamentals Course for Radiological Monitoring (FCRM) and a refresher course shall be required at two year intervals.

E. Shelter Radiological Monitoring

1. Purpose

The Shelter radiological monitoring capability provides people in public shelters with the means to detect, measure, and assess radiation hazards. By using this information, necessary remedial actions can be determined. The Shelter is the primary countermeasure to protect people from radiation. Also, each shelter shall serve as a unit in the county and state network of reporting stations. As requested by the county or state EOC, shelter monitors will report radiological data.

2. Function

- a. Provide for exposure control for shelter occupants.
- b. Determine continuing radiological habitability of the shelter.
- c. Collect radiological data for analysis by the radiological protection organization for the shelter itself.
- d. To assist in making operational decision for outside activities.
- e. To assist in determining when it is radiologically possible to terminate shelter operations.

3. Equipment

- a. The Radiological Instrumentation/Maintenance & Calibration (RI/M&C) Shop of the Division of Emergency Management (DEM) is responsible for the calibration and repair of radiological instruments.
- b. Each designated radiological shelter shall have at least one shelter instrument set. An additional set may be obtained for each 1,000 person capacity to a maximum of six sets.
- c. Each shelter should have available for use in an emergency
  1. CPG 2-6.4 "Radiation Safety in Shelters"
  2. Pens, pencils, and writing paper
  3. Personnel exposure record forms
  4. Empty containers which can be used to store water. (Expedient containers can be made by lining a cardboard box with a plastic trash bag and carefully sealing the opening).
  5. Old clothes to use as protective clothing for outside activities
  6. Log-log graph paper for plotting radioactive decay.
  7. AM/FM radio.

8. Flashlight and extra batteries.
9. Expedient shielding material such as bricks, flagstones,
10. Tools for expedient construction. Self-Protection  
Radiological Monitoring

F. Self-Protection Radiological monitoring

1. Purpose

The self-protection radiological monitoring capability provides personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in vital operations.

2. Function

- a. Provide for exposure control for personnel performing vital missions.
- b. Provide surveys of a work area or accident scene to determine the presence of radioactive contamination.
- c. Support decontamination efforts and monitor their effectiveness.

3. Equipment

- a. The RI/M&C shop is responsible for the calibration and repair of radiological instruments.
- b. Each designated emergency service, vital facility, or essential industry and each designated self-protection monitoring team shall have at least one monitoring set.
- c. Each self-protection monitor should be provided with boots, coveralls, gloves, head covering and mask or breathing apparatus (if an airborne threat exists).

**X. Decontamination**

A. Purpose

Radiological decontamination is the reduction or removal of radioactive material from a structure, area, object, or person. The objective of

decontamination is to reduce exposure to an acceptable level while limiting the radiation exposure of decontamination personnel to a minimum commensurate with the urgency of the task.

B. Responsibility

The RO shall be responsible for decontamination activities in the county. The lead monitor shall be responsible for operational coordination of decontamination activities.

In a widespread radiological emergency, decontamination activities would be too numerous to allow for direct supervision. Therefore, decontamination of personnel and clothing of personnel engaged in recovery operations would be the responsibility of the various operational services, such as fire departments, police departments and decontamination teams. Many persons would be responsible for decontamination of themselves and their families in accordance with instructions of the local government.

C. Equipment

1. Equipment for personal and indoor contamination shall be that which is integral to the municipal EOC or other facilities, FEMA radiological instruments, showers, soap, housekeeping mops and brooms, etc.
2. Decontamination equipment for outside the facilities will be furnished by the agency conducting such operations, i.e., fire department, highway department, cleaning contractor, etc.

D. Decontamination Procedures

1. General

- a. Instrumentation for monitoring personnel and equipment inside the EOC shall be the CDV-700 low-range survey meter and the CDV-715 high-range meter. Should the outside radiation levels be so high that the CDV-700's 50 mR/hr range is ineffective inside, then the CDV-715 (0-500) R/hr will be used for decontamination monitoring inside.  
CAUTION: Remember that the CDV-715 does not measure or detect beta radiation.
- b. The CDV-715 will be the primary survey meter for gross decontamination monitoring outside.



- c. Decontamination team personnel and radiological monitors will wear pocket chamber dosimeters at all time.
    - 1. Personnel will read their dosimeters every thirty (30) minutes while engaged in decontamination activities or necessary.
    - 2. Dosimeters should be placed in a protective plastic bag, if possible, to avoid contamination.
  - d. Always insure that radiation exposures are kept as low as possible. Decontamination personnel should not be allowed to receive more than 10 R exposure during any one operation unless sanctioned by the county RO and medical authorities (if available).
2. Personnel Decontamination
- a. Measure the background radiation in the room before bringing individuals believed to be contaminated into the room. The following procedures should be used in conducting radiological monitoring of any person entering the EOC after deposition of radioactive fallout.
    - 1. Have person remove all outer garments and shoes immediately upon entering the entrance tunnel.
      - a. Monitor coat, hat and shoes to determine whether contaminated
      - b. If contaminated, place in plastic bag, labeled with person's name, until decontamination can be performed.
    - 2. Conduct monitoring survey of the person according to the following guidelines:
      - a. Open side-window probe.
      - b. Hold the probe parallel to subject and ½ inch to 1 inch from the person.
      - c. Monitor the hands first, then have the person assume the "spread-eagle" position. If hands are contaminated, cover with plastic baggie or plastic wrap until monitoring survey is completed.

- d. Next, monitor the head, back of the neck, shoulders and continue down to the arms and body to the feet. To monitor bottoms of feet, have person lean against a wall (with hands covered if contaminated) for balance while he/she lifts one foot at a time.
- e. **DO NOT** move the probe too fast about 1 inch per second.
- f. Use the headphones on the CDV-700. (Listen to the audio output rather than watching the meter.) A “Hot Spot” will be indicated by an increase in audio output, allowing you to go back, now looking at the meter, to determine exact spot.
- g. If probe becomes contaminated, use a different instrument.
  - 1. Probe can be protected by wrapping it with plastic wrap or inserting it into a finger of a disposable glove.
  - 2. During a widespread radiological emergency the gamma radioactivity exceeds 5 mR/hr above background.

(These guidelines may be adjusted by the RO or available health authority according to prevailing radiation conditions.)

- i. Persons with contaminated clothing should be asked to disrobe completely before leaving the EOC entrance tunnel for the shower facility.

Sheets or disposable clothing (Tyvek®) should be available for the person to wear to the shower facility.

Should it be necessary for a person to disrobe completely, it is imperative that the person’s modesty is maintained to the highest degree possible. Sheets of disposable clothing such as Tyvek®

- j. Shower procedures for decontamination:
  - 1. Use plenty of water with mild soap (not granulated on soft skin).

2. Pay particular attention to hair, armpits, fingernails and body orifices.
3. Keep mouth and eyes closed while under shower to avoid ingestion of contaminated particles.
4. Take care not to allow fingernails to scratch skin.
5. If hands are heavily contaminated and do not come clean with the first tow (2) scrubblings, use mixture of granulated detergents and cornmeal.

k. Re-monitor person after shower:

If readings are still above the acceptable level, repeat showering process paying particular attention to “Hot Spots.”

1. If the person remains in the EOC for an extended period, clothing should be decontaminated by washing and returned to owner.

E. Decontamination of Food and Water

1. Food

The following guidance is provided for individuals and groups who must use food which may have been contaminated with fallout. Before opening a food package, the package should be wiped or washed if contamination is suspected.

Decontaminate fruits and vegetables by washing the exposed parts thoroughly to remove fallout particles, and if necessary, peeling, paring or removing the outer layer in such a way as to avoid contamination of the inner parts. It should be possible to decontaminate adequately fruits, such as apples, peaches, pears, and vegetables, such as carrots, squash, and potatoes, by washing and/or paring. This type of decontamination can be applied to food items in the home.

2. Animals

Animals should be put under cover before fallout arrives, and should not be fed contaminated food and water, if uncontaminated food and water are available. If animals are suspected of being externally contaminated, they should be washed thoroughly before being processed into food.

Even when animals have received sufficient radiation to cause later sickness or death, there will be a short period (1 to 10 days following exposure, depending on the amount) when the animals may show no symptoms of injury or other effects of the radiation. If the animals are needed for food, if they can be slaughtered during this time without undue radiation exposure to the worker, and if no other disease or abnormality would cause unwholesomeness, the meat would be safe for use as food. In the butchering process, care should be taken to avoid contamination of the meat, and to protect personnel.

3. Water

Following a nuclear attack, water in streams, lakes, and uncovered storage reservoirs might be contaminated by radioactive fallout. Covered reservoirs should not be contaminated. The control of internal radiation hazards to personnel will be dependent, in large part, upon proper selection and treatment of drinking water.

If power is not available for pumping, or if fallout activity is too heavy to permit operation of water treatment plants, the water stored in the home may be the only source of supply for several weeks. Emergency sources of potable water can be obtained from hot water tanks, flush tanks, ice cube trays, etc. It is advisable to have a two week emergency water ration (at least seven gallons per person) in or near shelter areas.

Emergency water supplies may be available from local industries, particularly beverage and milk bottling plants, or from private supplies, country clubs, and large hotels or motels.

If contaminated surface water supplies must be used, both conventional and specialized treatment processes may be employed to decontaminate water. The degree of removal will depend upon the nature of the contaminant (suspended or dissolved) and upon the specific radionuclide content of the fallout.

If the water could be contaminated by microorganisms, it must be disinfected by boiling for ten minutes or adding a household bleach

solution. Household bleach that uses only sodium hypochlorite as its active ingredient may be used in an emergency. Add one scant teaspoonful to each ten gallons of clear water (2 teaspoonfuls if muddy). Wait at least 30 minutes before drinking the water.

Radioactive materials absorbed in precipitates or sludge from water treatment plants must be disposed of in a safe manner. Storage in low areas or pits, or burial in areas where there is little likelihood of contaminating underground supplies, is recommended. Several devices for treating relatively small quantities of water under emergency conditions have been tested. Most of them use ion exchange or absorption for removal of radioactive contaminants

- a. Small commercial ion exchange units containing either single or mixed bed resins, designed to produce softened or demineralized water from tap water, could be used to remove radioactive particles from water. Many of them have an indicator which changes the color of the resin to indicate the depletion of the resins' capacity. Tests of these units have indicated removals of over 97 percent of all radioactive materials.
- b. Emergency water treatment units consisting of a column containing several two inch layers of sand, gravel, humus, coarse vegetation, and clay have been tested for removal of radioactive materials from water. This type of emergency water treatment unit removed over 90 percent of all dissolved radioactive materials.
- c. Tank-type home water softeners are capable of removing up to 99 percent of all radioactive materials, and are especially effective in the removal of the hazardous strontium 90 and cesium 137 contamination.
- d. When no commercial filters are available, water for drinking can be filtered by straining the water through several layers of clean cloth or by straining the water through a roll of paper towels or toilet tissue.

## **XI. RADIATION EXPOSURE CONTROL**

### **A. Purpose**

The purpose of radiation exposure control is to keep radiation exposures to emergency workers and the general public as low as possible during a radiation emergency. Radiation exposure control will be coordinated by the county radiological protection organization under the guidance of the RO.

Municipal agencies that have important emergency and post-emergency functions to perform should maintain radiological detection instruments and keep personnel

trained in their use. Organizations receiving personnel monitoring equipment will be responsible for developing and maintaining exposure control records for their personnel on a 24-hour per day basis. Each organization should develop their ability to make decisions and take appropriate actions for exposure control records for their personnel on a 24-hour per day basis. Each organization should develop their ability to make decisions and take appropriate actions for exposure control in the event that communications with EOC is unattainable.

B. Radiation Exposure Guidance

1. Primary Rule

The primary rule of radiation exposure control is to keep exposures as low as practicable. Utilize the principles of time, distance, and shielding to achieve this primary rule.

2. Public Exposure

No Person of the general public should be exposed to more than 5 Rem of radiation in an emergency. If possible, the dose should be kept below 0.5 Rem.

3. Rescue and Radiological Protection Personnel

During a radiological emergency, a total whole body dose of 75 Rem could be considered acceptable for the purpose of saving a human life. If the saving of human life is not involved, the total dose should be kept below 25 Rem. The dose should be kept to the minimum practically attainable. It is assumed that all rescue personnel will be acting as volunteers, and that rescue monitoring personnel will be wearing personnel monitoring devices capable of measuring the suspected dose rates.

If personnel monitoring devices are not available, legal questions regarding the actual dose received will likely arise. For this reason, persons without personnel monitoring devices should be severely restricted in their exposure to provide an extra margin of safety.

4. NCRP Penalty Table

**Accumulated Radiation Exposure in Roentgens in any**

<b>MEDICAL CARE WILL BE NEEDED BY</b>	<b>A ONE WEEK</b>	<b>B ONE MONTH</b>	<b>C FOUR MONTHS</b>
A. NONE	150	200	300
B. SOME, 5% MAY DIE	250	350	500
C. MOST, 50% MAY DIE	450	600	

This table is taken from Radiological Factors Affecting Decision Making in a Nuclear Attack, National Council on Radiation Protection and Measurements, Report No. 42.

The Penalty Table was developed to provide a simple guide when decisions need to be made in times of widespread radiological emergencies. It relates three categories of exposure – rate conditions (columns a, b, and c) with three categories of consequences (Rows A, B, C), depending upon the total accumulated exposure in a time period.

In emergency situations, ideally, exposures should be kept below 150 R in one week, 200 R in one month, and 300 R in four months. Exposures greater than this are only acceptable for extremely critical emergency situations.

**5. In-Shelter Radiological Emergencies**

An in-shelter radiological emergency is when the exposure rate may be 10 Roentgens or more per hour, or the exposure within a two-day period is 75 Roentgens or more. This indicates that in-shelter exposure may result in serious injury or death if no remedial action is taken.

**6. Leaving the Shelter**

When the exposure rates outside the shelter are known, Table 2 may be used as a general guide for permissible activities. Decisions on how much exposure may be allowed should be based strictly on the Penalty Table (table 1).

Monitors should continue to keep close track of the Roentgens exposure of each member until shelter is no longer required. If the

shelter is vacated and people are moved to other shelters, it would be preferable if units remained together. Exposure records must go with the individuals to whom they belong. If the fallout is relatively young (2 or 3 hours since fallout stopped coming down) and the radiation levels are decaying rapidly, greater relaxation of shelter control can be tolerated than indicated in Table 2. Conversely, if the fallout is relatively old (several day or weeks), more rigid control would be required.



**TABLE 2.**

**GENERAL GUIDE FOR PERMISSIBLE ACTIVITIES OUTSIDE THE SHELTER**

<b>IF THE OUTSIDE EXPOSURE RATE (r/hr) IS:</b>	<b>PERMISSIBLE ACTIVITIES</b>
<b>MORE THAN 100</b>	Outdoor activity may result in sickness or death. Occasions which might call for outside activity are (1) risk of death or serious injury in the present shelter from fire, collapse, thirst, etc., and (2) present shelter is greatly inadequate – might result in fatalities – and better shelter, available for occupancy, is known to be only a few minutes away.
<b>10 - 100</b>	Time outside of the shelter should be held to a few minutes and limited to those few activities that cannot be postponed. All people should remain in the best available shelter no matter how uncomfortable.
<b>2 - 10</b>	Periods of less than an hour per day of outdoor activity are acceptable for the most essential purposes. Shelter occupants should rotate outdoor tasks to distribute exposures. Outdoor activities of children should be limited to no more than 10 to 15 minutes per day. Activities such as repair or exercise may take place in less than optimum shelter.
<b>0.5 - 2</b>	Outdoor activity (up to few hours per day) is acceptable for essential purposes such as fire fighting, police action, rescue, repair, securing necessary food, water, medicine, and blankets, important communication, disposal of waste, exercise, and obtaining fresh air. Eat, sleep and carry on all other activities in the best available shelter.
<b>LESS THAN 0.5</b>	No special precautions are necessary for operational activities. Keep fallout from contaminating people. Sleep in the shelter. Always avoid unnecessary exposure to radiation.

### **RADIATION EXPOSURE RECORD**

**NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>DATE(S) OF EXPOSURE</b>	<b>EXPOSURE RECEIVED</b>	<b>TOTAL EXPOSURE TO DATE</b>

## **CHEMICAL AGENTS DECONTAMINATION CHECKLIST**

Decontamination will be a major challenge at the scene of a terrorist attack involving the release of a chemical agent. The type, quantity, persistency and the method of dispersal of the chemical agent, its location of release (i.e., inside or outside a structure), number of people involved, and weather conditions are factors that influence the decontamination effort.

First responders should do the best they can with the available resources to have the most positive impact on decontamination of large numbers of casualties. Thinking through the decontamination process for small and large numbers of casualties, developing and adequately exercising the decontamination plan, will help to promote safe, efficient and effective on scene operations.

1. Know the basic properties of the four categories of chemical agents (nerve, blister, blood, and choking).
2. Establish a system to identify and track people going through the decontamination process.
3. Maintain a supply of disposable towels for use by casualties who are decontaminated. Carry the towels on a response vehicle or package them for quick deployment to the scene.
4. Prepare and practice decontamination procedures to gain proficiency and to determine the approximate number of people that can be processed per hour for each method.
5. Locate the decontamination area upwind in the warm zone.
6. Wear turnout clothing and use self-contained breathing apparatus (SCBA) (or other appropriate protective clothing, respiratory protection, or both).
7. Take a realistic approach to decontamination. Don't plan for more than you are able to deliver.
8. Separate casualties into two groups: ambulatory and non-ambulatory. Use a portable megaphone (or vehicle-installed speaker system) to direct ambulatory casualties to a pre-decontamination area (PDA) in the warm zone, but away from the decontamination area(s).
9. Ask the ambulatory casualties to check each other for signs of liquid contamination on their clothes or skin. Tell them to raise their hands if liquid contamination is suspected.

10. Remove people suspected of liquid contamination to a nearby location and quickly decontaminate them. Use other first responders to verify that the people remaining in the PDA do not have any liquid contamination or need medical attention.
11. Set up area to decontaminate non-ambulatory casualties. Determine ahead of time how to decontaminate casualties who use walkers, wheelchairs, or require other special assistance.
12. Consider measures to minimize environmental impact of contaminated water runoff.
13. Be sure that emergency vehicles near the decontamination site are shut down or relocated to avoid possible exposure to deadly carbon monoxide (CO).
14. Use hose lines to quickly wet casualties while a “high, casualty processing” decontamination system is being set up.
15. Establish and practice procedures for decontaminating casualties when weather conditions prevent outside use of hose streams. Removing the outer layer of a casualty’s winter clothing may be of help in the decontamination process.
16. Use high volume with low water pressure when using hose lines and master stream devices such as ladder pipes. Be careful not to direct the stream in the face or other sensitive areas.
17. Develop procedures to address people who are mentally or physically challenged, elderly, or have difficulty understanding the English language.
18. Do not add sodium hypochlorite (NaOCl) or other caustic material to shower water.
19. Consider the benefit of using swimming pools or automatic fire sprinkler systems as means of decontamination.
20. Be sure to ask any potential casualties, where practical, where they were when the event occurred. This may help to determine their decontamination priority.
21. Use common sense when deciding whether or not to decontaminate a person before providing emergency medical care. Life-threatening injuries should take precedence over decontamination.
22. Avoid transporting contaminated casualties to hospitals or other medical care facilities.

23. Remember, it is likely that most of the people who are decontaminated were not actually contaminated. Yet, in the interest of caution and also the psychological well being of the casualties, it is the right thing to do.
24. Have a contingency plan for providing decontamination assistance to hospitals.
25. Remember that medical-type gloves do not provide adequate protection against contact with nerve or blister agent.
26. Use chemical agent detection instruments to monitor casualties and the decontamination site(s).
27. Set up a separate decontamination area for emergency response personnel.
28. Provide enclosed areas to protect the modesty of casualties when time, priority level, and circumstances dictate.
29. Have a contingency plan for relocating the decontamination site(s) due to unfavorable shift in wind or other dangerous condition.
30. Have a procedure for effectively cleaning turnout clothing and equipment after use.
31. Remember, having contaminated casualties remove their clothing at least to their underwear may remove about 50-80 percent of the contamination. However, don't assume that people will remove their clothes simply because first responders requested that they do so. It's not going to be that simple. With large numbers of people, first responders may have to wet them with their clothes on. This may not be the most desirable method, but it may be the most practical one under the circumstances.
32. Share the decontamination plan with nearby fire departments and rescue squads.

# **Annex M**

## **Hazardous Materials Protection**

Plan Development March, 2004

## **HAZARDOUS MATERIALS PROTECTION**

### **Page**

- 3. Hazardous Materials Protection
- 4. Hazardous Materials Response
- 8. General Procedures
- 14. Decontamination
- 16. Hazardous Materials Information Summary
- 17. Hazardous Materials Alert System General Order
- 22. 302 Facility Responsibility

## **HAZARDOUS MATERIALS PROTECTION**

### **PURPOSE**

The purpose of this standard operating procedure is to describe how Cottage Grove officials will respond to hazardous materials incidents.

*The SOP will be implemented by the incident commander, or his/her designated representative.*

The release of hazardous materials is both a public safety and pollution control issue. In Cottage Grove, the Department of Public Safety will respond to hazardous materials incidents. Specific Fire Department Standard Operating Procedures have been prepared and implemented by the Fire Division for hazardous materials response. The following information will provide general guidance.

### **I. HAZARDOUS MATERIALS PROTECTION**

The State of Minnesota Office of the Fire Marshal provides emergency response teams and equipment for response. The Minnesota Pollution Control Agency (MPCA) commonly oversees cleanup following a release. Generally, the Cottage Grove Fire Department arrives on the scene and has command over the incident so long as immediate public safety issues remain. The fire department's primary concerns are first to the public, second to property and third to containment to prevent further environmental damage if possible.

The MPCA will attempt to contact the spiller and explain their responsibilities for cleanup. In many cases, the best option is for the responsible party to hire a contractor who specializes in cleanup. If the responsible party cannot or will not provide cleanup services, the MPCA will assume responsibility and hire a contractor to perform the work. The MPCA will then attempt to recover costs incurred from the responsible party.

### **STATE SUPPORT**

In the event of a hazardous materials incident that is beyond the capabilities of the City of Cottage Grove Fire Division, assistance from state agencies may be requested. Such requests should be submitted to the State Duty Officer by calling **651-649-5451**.



## **FEDERAL SUPPORT**

- A. In the event of a hazardous materials incident that is beyond the capabilities of city, county and state government, the national Regional Response Team (RRT) can be requested through the Minnesota Pollution Control Agency. Requests for such assistance should be submitted to the State Duty Officer (**651-649-5451**).
- B. Reimbursement of costs for a hazardous materials response incurred by the City may be available. To be eligible for reimbursement, contact the National Response Center (1-800/424-8802) and the MPCA within 24 hours of the incident, and submit an application for reimbursement.

## **SUPPORTING REFERENCE DOCUMENTS**

The following supporting reference and documents are available to the City of Cottage Grove at the primary EOC.

- A. The Washington County Resource Program
- B. CAMEO II Windows
- C. The National Response Team's Hazardous Materials Emergency Planning Guide and Technical Guidance for Hazards Analysis
- D. U.S. DOT's Emergency Response Guidebook
- E. U.S. DOT/FEMA/EPA Automated Resource for Chemical Hazard Incident Analysis (ARCHIE)

## **II. HAZARDOUS MATERIALS RESPONSE**

- A. Objectives
  - 1. Establish an operational structure that has the ability to function within the City of Cottage Grove and Washington County and during a mutual aid response.
  - 2. Identify the necessary authorities, responsibilities, and actions of federal, state, local and private sector agencies so as to effectively respond to the emergency.
  - 3. Describe the operational concepts, organization, and support systems required to respond appropriately to these.

**B. Scope**

1. The Hazard

The hazard shall include actual or potential fires, spills, leaks, ruptures, or contamination.

2. The Hazardous Material

The hazardous material may include: explosives, flammables, combustibles, compressed gases, cryogenics, poisons and toxins, reactive and oxidizing agents, radioactive materials, corrosives, carcinogenics, or etiologic agents, or any combination thereof.

3. The Incident

This SOP is to be followed in the event of a hazardous materials incident associated with any type of transportation vehicle, industrial facility and/or storage site, or waste disposal site.

**C. SCENE MANAGEMENT**

All City agencies responding to hazardous materials incidents shall function under the adopted Incident Command System (ICS).

All Public Safety personnel shall be trained to implement and function within the ICS.

When ICS is implemented, the first arriving fire official will serve as the incident commander, until he/she is properly relieved. If organizational control of the incident escalates beyond the capability of field command, the county EOC may be activated to provide support to the incident.

**(For more information related to ICS and the EOC, see the Direction and Control Annex and SOP.)**

**III. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

The senior fire officer on the scene shall establish command upon arrival at the scene. Command shall inform the Communications Center accordingly. Command is responsible for assessing the nature and severity of the incident and for directing adequate resources to successfully terminate the incident.

**A. Incident Command/On-Scene Emergency Services**

1. Notify appropriate county, state, and federal agencies as appropriate. One call to the State Duty Officer at 651-649-5451 will ensure that all appropriate state agencies are notified. (Government Liaison)
2. Designate a safety officer and establish scene security to ensure that non-essential personnel are removed and kept out of the Hot and Warm Zone . This is the safety function. (Safety)
3. Upgrade the level of the incident as required and expand emergency operations as necessary.

B. State Patrol

For all hazardous materials incidents that occur on the interstate or state trunk highways the IC shall work directly with the senior officer present from the Minnesota State Patrol.

C. State Agency of Jurisdiction

In the case of a major hazardous materials incident, the state agencies having jurisdiction over the regulated commodity or product involved as well as cleanup and site restoration, may send representatives to the scene. Upon their arrival, the IC should brief them as to the status of the incident, actions taken, name of the responsible party, etc. (Government Liaison) Government agency representatives, if on scene, shall be included in incident mitigation decisions.

D. Regional Response Team – EPA Region V

In the event that the requirements of the incident exceed the capabilities of state and local resources, assistance from the Federal Regional Response Team (RRT) may be requested by the Minnesota Pollution Control Agency. (Local government should make this request through the State Duty Officer). On their arrival, RRT representatives will assume on-scene coordinator duties. The IC or his/her designee will work closely with the RRT in using of local resources and safety.

## **E. Safety Officer**

A Safety Officer shall be designated at the scene of all hazardous materials incidents.

The safety officer is responsible for the safety of all personnel at the incident scene; this includes first responders from Washington County, mutual aid responders and the public. The safety officer shall work directly with the IC and hazardous materials response team. The safety officer shall inform the IC, or team leader, of any unsafe action taken at the incident scene and may immediately alter or terminate the unsafe actions being taken.

## **IV. CONTROL ZONES**

### **HOT Zone**

The Hot Zone is the area immediately dangerous to life and health that requires complete, appropriate protective clothing and equipment-based product identification. Entry requires approval of the operations officer, hazardous materials team leader and/or the safety officer. Complete back-up/rescue teams and decontamination must be in place before entry operations begin. Only those with a specific job assignment (and appropriate training) may enter for the amount of time specified by the safety officer.

Identification of a Hot Zone shall be the responsibility of the IC. However, the Hot Zone may be modified by the Safety Officer as appropriate.

### **WARM Zone**

The Warm Zone is the area located between the HOT Zone and the COLD Zone and is considered a buffer where less personal protection is required. The WARM Zone shall be utilized for entry team decontamination and may be used for gross decontamination of injured persons. The WARM Zone is restricted to operational and support personnel essential to hands-on work performance in the HOT Zone.

Identification of a WARM Zone shall be the responsibility of the IC. The WARM Zone may be modified by the safety officer as appropriate.

### **COLD Zone**

The COLD Zone is an area of relative safety for those agencies directly involved in the operation at the scene. This may include the IC, command post personnel, representatives from appropriate state, federal, or local agencies and media.

Identification of the COLD Zone shall be the decision of the IC, in consultation with the Hazardous Materials team leader and safety officer. The COLD Zone may be modified by the safety officer.

## **V. GENERAL PROCEDURE FOR HANDLING AN INCIDENT**

The following general guidance applies to all city personnel responding to a hazardous materials incident.

1. Initial response actions
  - a. Stop a safe distance upwind and uphill from the incident.
  - b. Identify the conditions involved with the scene: smoke, fire, leakage, colors, vapors, etc.
  - c. Identify topographic influences: hills, curbs, waterways, culverts, etc.
  - d. Identify any potential life hazards locations in the area: schools, nursing homes, hospitals, daycares, etc.
  - e. IDENTIFY THE PRODUCT BEFORE BEGINNING OPERATIONS!
2. Inside a structure
  - a. Keep all apparatus a safe distance from the building and UPWIND.
  - b. IDENTIFY THE PRODUCT BEFORE ENTERING A STRUCTURE.
  - c. Only two responders with PROPER PROTECTIVE CLOTHING AND EQUIPMENT will enter to assess the situation, with the assistance of one qualified representative of the facility when available. Two additional personnel in equal PPE will back up the two persons making the initial entry.

- d. A primary and secondary means of egress shall be established prior to entry.
  - e. Decontamination must be established prior to any entry operations.
- 3. Identify the products
  - a. From the DOT placard
  - b. From the UN identification number
  - c. From the product label
  - d. From the STCC number
  - e. From the company representative
  - f. From the driver of the transport
  - g. From the engineer/conductor of a train
- 4. Secure area and ensure personal safety
  - a. Do not allow access to immediate area
  - b. Do not remove any material from the scene
  - c. Allow only qualified personnel to enter the incident area wearing proper PPE.
- 5. Establish a command post
  - a. Set up command post in an isolated area and a safe distance from the scene; preferably upwind and uphill.
  - b. Communications center should have capability of communicating with all participating agencies and jurisdictions.
- 6. Establish emergency medical services
  - a. Coordinate with the local EMS providers to establish an EMS center that provides easy entrance and exit, yet remains remote from hazardous operations.

- b. Action plan for Incident Commanders. The action plan must provide for:
  1. Safety of citizens
  2. Safety of responders
  3. Evacuation of endangered area, if necessary
  4. Control of the situation
  5. Stabilization of the hazardous materials, and/or
  6. Disposal or removal of the hazardous materials

Avoid committing personnel and equipment prematurely, or “experimenting” with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

1. Evacuation
  - a. Secure the perimeter of the area.
  - b. Arrange transportation assistance for evacuation.
  - c. Calculate downwind/downhill hazard, and notify occupants of potential hazard area to prepare for evacuation.
  - d. Large scale evacuation should be considered when:
    - Potential exists for a toxic release, but the release has not taken place.
    - Discharge has taken place but people are sufficiently downwind to allow evacuation.
    - People are threatened by a wind shift.
    - Benefits of evacuation outweigh the safety hazard of the evacuation.
    - Shelter in place will not sufficiently protect people.
  - e. Shelter in place should be considered when:
    - The incident will be of short duration and is of low human health hazard.
    - Vapors or gases released have vapor specific gravity of less than 1.0.

- If there is not sufficient time to evacuate, or the path of a toxic cloud will not allow for evacuation.

f. Move people to a pre-designated site.

2. Containment

Only those personnel appropriately trained will participate in containment activities.

3. Rescue

If the victims are still alive, every attempt will be made to effect a rescue if the appropriate PPE is available.

If HOT Zone entry is to be made, victim removal will take priority over all other HOT Zone missions.

Ensure that decontamination station is established and ready to receive victims prior to making entry. Notify receiving hospital of type and length of exposures.

A. Determine Additional Resources

1. Request cleanup contractor as soon as possible.
2. Determine the need for higher level HAZMAT response team and request as needed. Authority for request rests with the IC.
3. Notify appropriate county and state agencies.
4. Determine the need for mutual aid for additional personnel and equipment.

B. Initiate the Action Plan

1. Execute evacuation/shelter in place.
2. Initiate control measures according to site safety plan.
3. Begin containment.
4. Extinguishment (if possible and recommended)



5. Clean-up, disposal, and site restoration is the responsibility of the responsible party.
  - a. The IC shall attempt to identify the responsible party. When in the opinion of appropriate local, county, state or federal technical personnel, the substance must be cleaned up according to appropriate statutes or regulations, the responsible party or their representative must arrange with a reputable and licensed hazardous waste handler for clean-up and disposal services.

In the event the responsible party refuses to cooperate or cannot be found, the incident commander should contact the state agency having jurisdiction to arrange for clean-up and removal of any chemical, hazardous material or waste released or deposited upon any property within the county limits.

The City of Cottage Grove shall bear no responsibility for the removal or clean-up of any hazardous material. City personnel may stand by at the scene for as long as necessary to ensure the safety of the public and shall oversee the clean-up in an advisory capacity.

C. Media Relations

The IC shall be responsible for assigning an individual to serve as the PIO for the incident and ensuring that public information about the incident is relayed to the county PIO.

D. Evaluate Progress

1. Safety of personnel
2. Evaluation of Tactical Procedures
  - a. Verify that all potential victims have been rescued.
  - b. Verify that the evacuation is complete.
  - c. Ensure that hazardous materials risks are still the same as originally identified.
  - d. Verify that the command post is functional, proper agencies have been contacted and these agencies have received updated reports.

- e. Verify that the current weather data has been obtained and that potential change is taken into consideration.
- f. Verify that the product is isolated and contained and that the scene is secure.
- g. Verify status of expendable supplies and that additional equipment meets the needs of the incident.
- h. Verify that the decontamination station is functioning properly and that it is being used.
- i. Verify that clean-up arrangements have been made.
- j. Ensure that a roster is kept for personnel involved at the scene to provide subsequent medical evaluation.

## **VI. INCIDENT CONTROL AND CONTAINMENT**

### **1. Control and Containment**

The control, containment and safe disposition of hazardous materials are the three major steps in the mitigation of a hazardous materials incident. The following addresses those actions necessary to assure control and containment, the first line of defense, in a manner that will minimize risk to both life and the environment, in the early critical stages of a spill or leak. Both natural and synthetic methods can be employed to limit dispersions so that effective recovery and treatment can be accomplished with minimum additional risk to life and the environment.

### **2. Types of Hazardous Materials**

#### **a. Chemical Materials**

Those materials that do not exhibit etiological or radiological properties.

#### **b. Etiological Materials**

Those organisms that have a pathogenic effect on life and the environment, and can exist in normal ambient environments.

#### **c. Radiation Materials**

Those materials that emit alpha, beta, or gamma radiation.

## **VII. Decontamination**

The same set of decontamination procedures is applicable to all response personnel, as well as evacuees.

### **1. Decontamination Plan**

At every incident involving hazardous materials, there is a probability that response personnel and their equipment will become contaminated. The contaminant poses a toxic threat not only to the persons contaminated, but also to other personnel who may subsequently have contact with them or the equipment.

### **2. Work Zones**

Work zones (hot zone, warm zone, and cold zone) are to be established and clearly marked.

- a. The hot zone is the innermost area where the contamination will occur.

Access into the hot zone is limited only to those persons needed to control the incident. A log is to be maintained at the decontamination access checkpoint to record entry and exit times of all personnel in the hot zone.

Resource personnel and equipment, command posts and resource areas are to be located in the outermost zone, upwind and updrift whenever possible.

- b. The contamination reduction zone is the area separating the hot zone from the clean zone and where personnel and small equipment decontamination takes place.

- c. The clean zone is the outer area where minimal contaminants are present.

### **3. Personal Protective Equipment**

Before personal protective equipment (if it is non-disposable) is removed, it should be decontaminated so that its outside surfaces (the contaminated area) do not touch or make contact with the wearer. A log of personal protective equipment is to be maintained at the decontamination access checkpoint.

In many situations, disposable protective equipment is appropriate. Disposable protective equipment may be worn separately or over reusable, more expensive, protective equipment. Personnel wearing disposable protective equipment should go through the decontamination process, and the protective equipment should be disposed of in accordance with established procedures.

4. Isolation

Hospitals and EMS personnel will isolate contaminated victims to keep them from contaminating other patients at a medical facility. These facilities have established procedures for dealing with contaminated evacuees/responders.

5. Sheltering

The Cottage Grove Emergency Management Director will make provisions for sheltering decontaminated victims.

6. Clean-Up Contractors

See the Cottage Grove Resource Manual for a list of contractors and their resources and capabilities.

7. Cottage Grove has established a training program for its response personnel (law enforcement, fire, emergency medical) in compliance with NFPA 471 & 472 and CFR29.

8. Regions Hospital is the designated medical facility with the capability to decontaminate radiological, biological and/or chemically contaminated casualties.

## CRITIQUE

- A. All hazardous materials incidents shall be critiqued as soon as possible after the incident.
- B. A written record of the critique shall be maintained by the Training Officer. "Lessons Learned" may be incorporated into future training exercises.

## **HAZARDOUS MATERIALS INCIDENT INFORMATION SUMMARY**

The task of acquiring and analyzing hazardous materials data for a hazardous materials analysis is being carried out by the Cottage Grove Department of Public Safety – Fire Division. As information is received, it will be entered into a computer and a vulnerability and risk screening will be done. This will be accomplished with the CAMEO computer program. Information will be obtained from a variety of sources for the areas listed below.

1. Highway Data – Two highways will be surveyed. They are U.S. Highway 61 and State Highway 95.
  2. Railroad Data – Two railroads will be surveyed. They are the Northern Santa Fe Railway and the Canadian Pacific Railway.
  3. Airline Data – Our city is relatively close to several airports and within the Minneapolis/St. Paul terminal control area for aircraft operations, private airport operators and the Metropolitan Airports Commission, as well as major airlines, and are to be contacted for information on their transportation of hazardous materials.
  4. Pipeline Data – Maps of pipeline locations within the city have been obtained as well as types of materials transported and pressures used.
  5. Fixed Facility Data – Major fixed facilities have furnished much information and have been extremely cooperative.
- We have also received information from hazardous waste generators.
6. Data from hazardous materials incidents - The Fire Division responds to all hazardous materials incidents within the city. This makes data for our city readily available from fire division records.

Data management on hazardous materials within the City of Cottage Grove is accomplished by the Department of Public Safety Fire Division with the use of an IBM computer incident management programs, ARCHIE and CAMEO. All chemical data sheets, facility locations, hazardous waste generators and associated information reports are in the process of being stored on our computer.

## **VIII. HAZARDOUS MATERIALS ALERT SYSTEM GENERAL ORDER**

To establish procedure for the receipt of warning of a hazardous materials incident and to provide a means and procedure to disseminate this warning to the general public within the jurisdictional area of this municipality.

To establish procedure for alerting the County Emergency Services Manager and other government officials and important facilities of this municipality to insure that immediate notification is issued.

### **HAZARDOUS MATERIALS INCIDENT**

#### **RESPONSIBILITY:**

- a. The Cottage Grove warning office is in the Director of Public Safety/Chief of Police, or the Public Safety Dispatcher.
- b. The Cottage Grove Warning Officer (Director of Public Safety or Public Safety Dispatcher) is responsible for the receipt and proper discharge of all instructions contained in this policy, and other written instructions, or as received verbally from the county.

### **LEVEL I HAZARDOUS MATERIALS INCIDENTS**

#### **Response Level 1 – Potential Emergency Conditions**

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.

## **NOTIFICATION:**

The owner or operator of the facility shall immediately provide notice of a potential or actual release of a hazardous material to the community Emergency Management Director (Fire Chief) through the Cottage Grove Communications Center via 911.

## **RESPONSIBILITIES OF THE DISPATCHER**

1. Notify the shift supervisor of the reported incident.
2. Activate the appropriate police, fire and EMS responses.
3. Notify the Fire Chief.
4. All other notifications as requested by the appropriate Incident Commander.
5. Call 3M Cottage Grove Security and obtain wind direction and speed and relate information to the Incident Commander.

### **Level 1 – Responsibilities of the Police Supervisor**

1. Insure that sufficient personnel are directed to the Communications Center to assure for the efficient management of the Communications Center operations.
2. Coordinate with the Incident Commander and establish the appropriate command post as indicated.

## **LEVEL 2 HAZARDOUS MATERIALS INCIDENTS**

### **Response Level 2**

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

## **NOTIFICATION**

The owner or operator of the facility shall immediately provide notice of a potential or actual release of a hazardous material to the community Emergency Management Director (Fire Chief) through the Cottage Grove Communications Center via 911.

### **REPONSIBILITIES OF THE DISPATCHER:**

1. Notify the on-duty police shift supervisor.
2. Activate the appropriate police, fire and EMS responses.
3. Notify and inform:
  - a. Fire Chief/Emergency Management Director
  - b. Director of Public Safety (as requested by the Incident Commander)
  - c. City Administrator (as requested by the Incident Commander)
  - d. Mayor (as requested by the Incident Commander)
  - e. State Duty Officer – phone 651-649-5451
  - f. Activate city siren and cable TV Alerting System as directed by Incident Commander

### **RESPONSIBILITIES OF ON-DUTY POLICE SUPERVISOR**

1. Ensure that the Communications Center is staffed adequately to effectively manage the operations of the Communications Center.
2. If the Incident Commander has ordered the activation of the city's siren and cable TV Alerting system, the supervisor shall ensure the public is notified as appropriate for the incident.
  - a. Athletic events
  - b. Parks
  - c. Municipal swimming pools
  - d. Ice arena
  - e. All schools, if in session
  - f. Major shopping centers
  - g. Library and other public buildings
3. Coordinate with the Incident Commander and establish the appropriate command post as indicated.



## **RESPONSIBILITIES OF POLICE SQUAD OFFICERS – Level 2 Response**

1. Notify public functions within the area
2. Establish incident perimeter security as directed by your command or apparent as needed
3. Be prepared to implement evacuation procedures as directed by command.

## **LEVEL 3 HAZARDOUS MATERIALS INCIDENTS:**

### **Response Level III**

An incident involving a severe hazard or a large area that poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations.

### **NOTIFICATION**

The owner or operator of the facility shall immediately provide notice of potential or actual release of a hazardous material to the community Emergency Management Director (Fire Chief) through the Cottage Grove Communications Center via 911.

## **RESPONSIBILITIES OF THE DISPATCHER**

1. Notify the on-duty police supervisor and the other on-duty Crime Stop communities; call back all off-duty Public Safety personnel.
2. Activate the appropriate police, fire and EMS responses.
3. Notify and inform:
  - a. Fire Chief/Emergency Management Director
  - b. Director of Public Safety
  - c. City Administrator
  - d. Mayor
  - e. State Duty Officer – Phone 651-649-5451
  - f. Activate city siren and cable TV Alerting System as directed by Incident Commander
  - g. Be prepared to establish an on-site communications center as directed by command.

## **RESPONSIBILITIES OF ON-DUTY POLICE SUPERVISOR**

1. Ensure that the Communications Center is staffed adequately to effectively manage the operations of the Communications Center.
2. If the Incident Commander has ordered the activation of the city's siren and cable TV Alerting System, the supervisor shall ensure the public is notified as appropriate for the incident.
  - a. Athletic events
  - b. Parks
  - c. Municipal swimming pools
  - d. Ice arena
  - e. All schools, if in session
  - f. Major shopping centers
  - g. Library and other public buildings
3. Establish perimeter security for the City of Cottage Grove as directed by Command

## **RESPONSIBILITIES OF POLICE SQUAD OFFICERS – Level III Response**

1. Notify public functions within the area.
2. Establish incident perimeter security as directed by your supervisor or apparent as needed.
3. Be prepared to implement evacuation procedures as directed.
4. Establish perimeter security for the City of Cottage Grove as directed.

### **302 Facility Responsibility**

Facilities within the City of Cottage Grove that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120 or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At a minimum the plan must:

- A. Specify that the facility shall immediately notify the following in the event of a release: Local authorities by dialing 911, state authorities by contacting the State Duty Officer by dialing 651-649-5451, and the National Response Center by dialing 1-800-424-8802.
- B. Designate one or more facility emergency coordinators who shall make determinations to numbers.

All covered facilities have implemented the plan, with 24-hour contact telephone developed, or (new facilities) have under development emergency response plans for on-site response. *Copies of the plans are located in the Fire Inspectors office at 8641 80<sup>th</sup> Street South.*

#### **Determination that a release of hazardous materials has occurred.**

Facilities located within the City of Cottage Grove that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility for determining that a release occurred, along with a brief description of any specialized system (i.e. monitor/sensor system) are described in the facility emergency plans. Copies of these plans are available in the Fire Department Office at 8641 80<sup>th</sup> Street South.

## **Annex N**

# **Terrorism**

## **Terrorism**

### **I. Purpose**

The purpose of this Annex is to deal with terrorist attack(s): prevention/monitoring, response, follow-up investigation. The primary goal is to ensure public safety. This Annex lists what needs to be known about Weapons of Mass Destruction (WMD) that terrorists are likely to use, and an overview of the critical elements that need attention at the three stages of an event: before, during, and after and incident.

### **II. Responsibilities**

The Director of Public Safety is responsible for overseeing the following: Planning and preparation, Response/Incident Management, follow-through after an incident. The Public Safety Director will utilize local staff – police, fire, EMS, EM, public works, etc. Also, he/she will utilize and coordinate with county, state and federal agencies. Upon response, the FBI will become in charge of handling the incident.

### **III. Weapons of Mass Destruction (WMD)**

At present, the three types of weapons most commonly categorized as WMD are nuclear weapons, biological weapons, and chemical weapons. Subcategories of WMD include agroterrorism and cyberterrorism. The potential use of chemical, biological, radiological, and explosive devices as terrorist tools exists. As deadly as explosives, firearms, and incendiary agents can be, the destructive capabilities of nuclear, biological, and chemical (collectively NBC) weapons are many times more formidable. WMDs are, by definition, weapons that have destructive capabilities far in excess of conventional weapons such as explosives, firearms, or incendiary agents. WMDs cannot only cause extensive casualties and damage to infrastructure at the point of impact, but disrupt services for communities far from the site of the attack. Citizens everywhere may experience adverse psychological effects.

#### **Nuclear Weapons**

Terrorists may choose between two different types of nuclear attack:

1. a nuclear explosion, as produced by an atomic bomb, or
2. the dispersion of dangerous radioactive materials throughout the target location.

Nuclear bombs may be difficult to recognize visually, because these devices may take a number of different forms, which can be concealed in many varieties of packaging. Improvised nuclear devices can be made to fit into the trunk of an automobile or an ordinary shipping crate.

The automobile, crate, or other housing could then be left in the desired location and detonated by a timing device, radio signal, anti-tampering mechanism, or other method. Less spectacular than a nuclear bomb explosion, but potentially just as deadly, is an attack by dispersion of radioactive material in a targeted area. Different types of radioactive materials could be employed and might be in particulate, liquid, or other form. Without scientific equipment and expert assistance, recognizing these radioactive materials is virtually impossible.

Radioactive substances can be dispersed in many ways, including introduction into water supplies of communities or targeted businesses through the building's ventilating systems. One of the more effective means involves using an explosive radiological dispersion device (RDD) to spread particulate radioactive materials throughout the target area. These RDD devices can easily be fabricated from common, locally available materials such as ammonium nitrate and blasting caps. The dispersion of the material into the atmosphere can be accomplished either by the RDD explosion itself, or for greater effect, by placing the device on or near a source of combustion such as a large gasoline or propane storage tank. The exact degree of dispersion would be determined by wind speed, wind direction, and other atmospheric conditions existing at the time of the event.

### **Biological Weapons**

The biological warfare threat is greatly magnified by the urban and suburban nature of today's society and the increasing availability of biological weapons to those who desire to use them. This last factor is particularly disturbing, for biological agents are now obtainable by terrorist groups through countries that support terrorism, or even through domestic sources from which biological material can be procured either openly or taken by violence or subterfuge.

There are numerous biological agents that could be employed by terrorists. The US Army Medical Research Institute of Infectious Diseases lists the following diseases and biological toxins as potentially suitable for introduction into the population by deliberate dispersal:

1. Bacterial infections. These include anthrax, cholera, plague, tularemia, and "Q" fever.
2. Viruses. Included here are smallpox, Venezuelan equine encephalitis, and viral hemorrhagic fevers.
3. Biological toxins. These include botulinum, staphylococcal enterotoxin B, ricin, and T-2 Mycotoxins.

Biological agents may be difficult or impossible for police or other emergency personnel to recognize by mere appearance, since the biological organisms are microscopic in size and may be easily disguised in media such as harmless appearing liquids. Even after the biological agents have been dispersed and symptoms have begun to appear, specialized

medical equipment and expertise are required to positively identify the specific agent involved.

There are many ways to deliver biological agents to a target area. They could be put in the public water supply or introduced into ventilating systems in large buildings or, in the larger cities, the subway systems. In other areas the biological agent could be dispersed into the air by aircraft over the target area. For example, freeze-dried anthrax spores could be placed in pressurized metal containers equipped with aerosol release valves and hidden in air distribution vents at the target location. The release valves would be designed to release the spores at a time when the maximum number of people are present such as during country fairs, outdoor athletic events, and tourists spots during peak holiday seasons. By this means, millions of the disease organisms could be spread throughout the target location.

The exact effects of the biological agent will, of course, depend upon the agent used. In general, effects of biological agents will be felt only after an incubation period lasting up to several days. For example, anthrax has an incubation period of one to six days. In its early stages, anthrax produces flu-like symptoms: fever, malaise, fatigue, cough, and mild chest discomfort. Severe respiratory distress and cardiac problems may follow these initial effects. Shock and death may occur within 24-36 hours of the onset of severe symptoms.

### **Chemical Weapons**

A variety of chemical agents can be acquired and used by terrorists. Unlike the nuclear and biological agents, which have limited actual past use as offensive weapons, many of the existing chemical agents have been used in warfare. Among the commonly employed chemical agents are the following:

1. Nerve agents. One of the better known of the nerve agents is sarin (GB), which was used in the Tokyo subway attack. As the generic name suggests, all of these agents incapacitate or kill by attacking the nervous system.
2. Vesicants. The most familiar of these is probably mustard (HD, H), often referred to as "mustard gas." Lewisite (L) is also a vesicant. The vesicants are so named because, among other unpleasant results, they cause blistering of the skin.
3. Lung-damaging agents. Most prominent among these is phosgene.
4. Cyanide. This is a highly lethal agent but one that is not always well suited to terrorist use because it dissipates quickly.

5. Riot-control agents. Among these are CS and CN, both of which are familiar to law enforcement officers. Although these are, technically, chemical agents, because of their normally non-lethal effects they are less likely to be the agent of choice in a terrorist attack than the other substances referred to above.

Prior to their actual release into the population, nerve agents are difficult to recognize by methods other than scientific analysis, since they may appear in solid, liquid, or gaseous form. By contrast, vesicants such as mustard (HD, H) sometimes can be identified without specialized equipment. Mustard may appear as an oily liquid, ranging in color from light yellow to brown. However, it does vaporize, and the vapor hazard increases with temperature. Mustard usually emits an odor of garlic, onion, or mustard (hence its name), but odor cannot be relied on for detection. Chemical agents used in an attack can often be tentatively identified by the nature of the symptoms that they cause.

Chemical agents can be dispersed as solids, liquids, gases, aerosols, or vapor. They may therefore be delivered in a large variety of ways. For example, they may be packaged in pressurized metal vessels with aerosol release valves and introduced into a ventilating system, or they may be hidden in bulk somewhere in the target area, such as in lockers, waste bins, or the like, and dispersed solely by natural vaporization.

It is also possible to deliver chemical agents through the use of bombs, shells, missiles, or mines; all disperse the chemical upon detonation. For terrorist purposes, planting a bomb containing chemical agents could easily be accomplished. For example, the bomb could be concealed in a package, suitcase, knapsack, or other container that can be left in an appropriate location without arousing suspicion, such as a baggage claim area or locker. With this type of delivery, the detonation of the bomb serves not only to disperse the chemical agent, but also to cause damage and casualties from the force of the explosion, thus making this approach doubly attractive to terrorists.

It may also be possible to deliver chemical agents by over flying the target area, although this method is usually not ideal for terrorist purposes because it is often difficult to obtain the concentration necessary to make a chemical attack effective.

The effects suffered by the victims of a chemical terrorist attack will vary depending upon the type of agent used and other circumstances. Many of the nerve agents—which, because of the success of the 1995 Aum Shinrikyo sarin gas attack on the Tokyo subway system—demonstrate the need to guard against chemical threats. Sarin typically produces blurred vision, pain in the eyes, tightness in the chest, vomiting, dizziness, and disorientation. Heavy exposure may produce copious bodily secretions, convulsions, loss of consciousness, cardiac symptoms, paralysis, and, ultimately, death. Mustard, another chemical agent terrorists are likely to use, produces skin blisters, eye injury including blindness, respiratory distress and damage, gastrointestinal effects, and other adverse physiological results.



### **Agroterrorism**

An attack against agriculture, livestock, or other food supply is referred to as agroterrorism. Consumer product and food tampering came to the national front in the 1980s when a significant attack against a food supply occurred in Dalles, Oregon. Followers of the Bagwan Shree Rajneesh cult sprayed salmonella on salad bars in several area restaurants, causing 751 people to become ill. The future potential of such attacks requires local law enforcement and public health agencies to continuously improve coordination and readiness.

### **Cyberterrorism**

Terrorists believe that countries such as the United States rely too much on communication and information systems and they plan to exploit this alleged weakness. The potential of disseminating (DOS) attacks, disrupting e-mail servers and disabling websites, as well as hacking into basic infrastructure systems such as electric power, telecommunications, banking and finance, gas and oil, and transportation systems, creates a whole new list of vulnerabilities subject to theft, alteration, or destruction.

## **IV. BEFORE AN INCIDENT: PLANNING & PREPARING**

Leadership in planning and preparation before an incident occurs highlights the ongoing responsibilities of the Public Safety Director (PSD). In dealing with the possibilities of terrorist attacks and incidents especially where WMDs may be used, Public Safety Director and other law enforcement executives should implement the following steps along with the items explained more fully in this report:

- Develop pertinent policy
- Implement procedures
- Train personnel
- Rehearse possible events
- Acquire equipment
- Establish mutual-aid agreements and multi-jurisdictional protocols
- Establish multidiscipline community service teams

A well-maintained and trained department will be prepared to respond to any type of situation and implement with skill and efficiency the policies and procedures that are in place, thus saving lives, maintaining safety, and calming fears-the true goal of the front line of any emergency situation.

## **Information Is Power**

To both prepare for and respond to a terrorist threat or attack, Public Safety Directors throughout the world have many intelligence opportunities available. Part of any Public Safety Director's preparation should include thinking strategically about how to gather and process intelligence. Here are some key areas where Public Safety Directors can obtain critical information to avert or prevent an incident through intelligence sources:

### **Access Law Enforcement Information Databases**

The best prevention against terrorist acts at the local and state level is to maintain an ongoing intelligence-gathering and -coordinating enterprise with state and federal agencies. In particular, the counterterrorist activities of the Federal Bureau of Investigation (FBI) and intelligence gathering operations of the Bureau of Alcohol, Tobacco, and Firearms (ATF) are essential resources for state and local law enforcement agencies. They should be used both to receive intelligence information and to provide and coordinate intelligence information.

Other intelligence gathering information systems and related criminal investigation databases cannot be overlooked and should be used whenever possible. Important among these are the Regional Information Sharing Systems and the El Paso Intelligence Center (EPIC), which is a cooperative effort, staffed by personnel from 14 federal enforcement agencies. EPIC has information-sharing agreements with all 50 states and can be used by any state or local law enforcement agency.

### **Reach Out to All Federal Sources**

While the FBI is the designated lead counterterrorism agency in the United States, Public Safety Directors must also build and maintain strong ties and an open dialogue with other federal law enforcement agencies. Public Safety Director should establish local meetings as an opportunity to build these relationships. There is no substitute for personal contact among high-ranking law enforcement officials. Public Safety Director should work to create and maintain strong personal relationships at the high-command level, sharing home phone numbers, cell phone numbers, and 24-hour contact numbers. Public Safety Director should, in calm times, work hard to build these relationships, developing trust and opening strong lines of communication. In times of crisis, Public Safety Director can make immediate contact with counterparts and talk often enough to ensure that everybody is on the same page about the emergency.

### **Network with Local Public Safety Director**

Similar to the federal source recommendations outlined above, neighboring Public Safety Director have their own skilled officers, intelligence networks, and sources. In times of crisis, they will be dealing with their own worries. Yet all local Public Safety Director offer tremendous potential to each other, as long as they talk. Just as with the federal agencies, dialogue among local Public Safety Director (including state police

commanders and other state and regional law enforcement heads) will naturally lead to a sharing of information.

### **Critically Assess Every Unusual Event**

Public Safety Director should watch for unusual incidents, even seemingly unimportant ones. Depending upon the terrorism threat or crisis, the possible link to an unusual local event may be obvious. In times of crisis, however, anything out of the ordinary cannot be dismissed. Responding officers, witnesses, and potential subjects should be closely questioned and the information passed on appropriately. A very practical tool to ensure that this is done is to keep a running log, 24 hours a day, of all unusual events. This way, even if the immediate staff handling the incident does not perceive its intelligence value, senior staffs' later review of the log may pick up on the opportunity and justify further investigation.

### **Participate in Intelligence Clearinghouses**

The best method to ensure that information is shared and intelligence opportunities are exploited to their full potential in a crisis is by using regional intelligence centers. The best of these typically involve the joining of personnel and databases from all of local law enforcement (often with federal agencies participating) under the same roof. Police organizations should link up to existing intelligence centers such the High-Intensity Drug Threat Area or El Paso Intelligence Center, which provide 24hour clearinghouse for information.

The point of contact can be as straightforward as the desk officer, duty command officer, or dispatch center in a selected centrally located police department. The point is to have one place those local Public Safety Director and their staff can call to report and share tips, leads, and information. Better still, if resources permit, is to have people from several agencies analyzing the incoming information for its intelligence value.

### **Community Assessment: Locating and Measuring Risk**

Reducing a community's vulnerability to attack requires, among other things, analyzing a locality to identify likely targets and working to improve the security at these locations. Completely protecting every reservoir, parking garage, mass transit terminal, large building, and other likely targets within a jurisdiction is not possible. However, the more difficult it is for terrorists to introduce weapons into a given area or facility, the less likely they are to initiate an attack.

The Public Safety Director's first step to assess community risk is to assign an officer or unit to identify potential targets and to enhance security at those targets. This step must be taken even when a department's resources are limited. In preparing a community plan, the officer should assess potential targets, consider security measures, help develop a security plan for potential targets, and advise on protective measures.

Many entities have developed a rating system and sorted their problem areas into different priority levels. A typical system has four levels: fatal, critical, important, and routine. Using the functions within a police department illustrates how risk can be assessed in the community.

**First Priority Level-Fatal:**

Functions whose failure could result in death, severe financial loss, or legal liability to the department. It includes all essential (mission-critical) functions in the operation of information systems and delivery of services to community and department staff. Examples include E911 systems, telecommunications equipment, and two-way radios.

**Second Priority Level-Critical:**

Functions that are critical to department operations and difficult to do without for any length of time. Examples include PCs for data entry, security systems (badge readers), elevators, and programmable thermostats.

**Third Priority Level-Important:**

Functions that are not critical to the agency. Examples include copiers, fax machines, and still and video cameras.

**Fourth Priority Level-Routine:**

Functions that are not strategically important to the department and whose failure would inconvenience individuals but not disrupt projects. Examples include automatic coffeepots, VCRs, and microwaves.

Evaluation should be ongoing, and assessments should be made not only on the basis of routine operation and testing, but also on the efficacy of the procedures should an actual attempt occur. Public Safety Directors should constantly maintain and update a list of a jurisdiction's critical assets and vulnerable infrastructure points. During the planning stage, law enforcement officials must examine the potential targets and vulnerable locations in or near their jurisdiction. An inventory of locations where large crowds assemble, high-profile locations, transportation facilities, symbolic sites, and other targets of opportunity should be developed and maintained. Primary attention should be given to water sources, waste treatment facilities, international businesses, financial institutions, major utilities, communications centers, university research laboratories, schools, town halls, post offices, courthouses, police departments, and other government buildings. This inventory must be checked and updated regularly.

After identifying the targets, law enforcement leaders should try to get a sense of the weapons or objects in their jurisdiction that could be used as weapons including the presence of materials that may be employed by those seeking to develop a WMD. Locations that have toxic industrial chemicals, conduct biological research, or utilize

explosives are prime candidates. Public Safety Director should consider how each weapon might be used against each target, and what law enforcement responses to that threat should be. This brainstorming will help police prioritize their limited resources and identify things for which they will need more help from the community.

The people who work at these facilities are also a great intelligence resource. They should be instructed on the nature of the threat and asked to act as the eyes and ears of law enforcement. Seemingly innocent but unusual events in and around a critical infrastructure point may, upon analysis, suggest that the site has been studied as a possible target for terrorist action. The best source of intelligence is often law-abiding citizens who notice-and report-unusual activity occurring around them.

The following list is designed to help Public Safety Director identify areas at risk in their communities and anticipate possible issues:

- Public utilities (electric, water, natural gas, waste treatment): Have emergency systems been tested? Are they ready? Is there a contingency plan? Are alternative sources of water available?
- Fire departments: Do they have contingency plans? Have they considered the possibility of more fires if citizens use alternative sources of heat? Will sufficient vehicle fuel be available? Are gas pumps compliant? Are generators available?
- Grocery stores: Are cash registers and inventory control systems ready? If not, will stores be open? How will they operate?
- Banks: Are banks ready with extra cash?

This evaluation process may appear overwhelming, but smaller agencies can begin by doing a walk-through of their agency. Larger agencies can delegate the evaluations to their subordinate commands. No one is in a crisis alone: businesses, governments, and even residences will be similarly affected.

An agency review may provide insights into communications, utilities, and so on, but may not typically address the public works department, for instance. This oversight can have far reaching implications. For example, localized power outages call for manual traffic direction in intersections controlled by electrical devices. Also, if such events require increased staffing, there will be a corresponding increase in the need for food and fuel. Local food or gas suppliers could run short, requiring alternative sources. All these external considerations should be factored into your assessment and contingency planning.

## **Using the Media to Reach the Community**

During an incident such as a terrorist attack, whether it occurs in the immediate jurisdiction or thousands of miles away, a law enforcement executive must release information to the local community as accurately and as quickly as possible. A policy and established mechanism for releasing information will facilitate the necessary community response for public safety, alleviate unnecessary fears and panicked responses, and reassure the community that its public safety agencies are well prepared and are executing an efficient response. The media provides the most efficient means to rapidly inform the community of the incident and the ensuing response.

The foundation for effective communication to the community through the media begins with a strong, open media relations program, which should have started before the crisis. A partnership approach to law enforcement and media relationships is crucial. The law enforcement executive must understand that the media play a dual role during a critical incident: to obtain information and footage of the incident for news reporting purposes, and to quickly and efficiently notify the community of impending danger, identify appropriate reactions, and provide reassurances. A good media relations program includes a plan to supply information to the public during a critical incident.

Established agency incident response plans should include procedures for communicating with and through the media. These plans must be developed in conjunction with local media representatives, not solely by the law enforcement agency. Roundtable and practical exercises to prepare for incident response should include media participation, as it would in real life. These exercises present opportunities for dialogue with the media to discuss what information can and should be released and to explain why certain information cannot be immediately released.

Finally, strategic media events should be staged to continuously inform the public that the agency is well trained, well equipped, and well prepared to handle a critical incident. When new equipment is obtained or incident response training occurs, the media should be invited. These events should be well publicized to let the community know that the agency is aware of the possibility of incidents and is constantly preparing for such an event. Again, this relationship should not have to be created at the time of the crisis.

## **Voice and Data Communications: The Critical Link**

If an agency waits until a critical incident occurs to consider how it will manage voice and data communications during that time, the odds of failure are greatly magnified. The importance of robust, redundant, and scalable communications After each major event in recent history, the most glaring indication of success or failure by responding agencies has been their ability to effectively communicate with each other.

Critical incidents do not know jurisdictional boundaries. Public Safety Director must think about how their agencies will communicate during a critical incident with the following agencies:

- Law Enforcement (city, county, state, national)
- Fire Services
- Emergency Medical Services
- Public Works
- Departments of Transportation (local, county, and state)
- Neighboring and concurrent jurisdiction public safety resources (local, county, state, federal)

### **Planning**

All communications systems should be inventoried, serviced, and tested on a regular basis. When the critical incident occurs, leaders should know what is on hand, where it is located, who can operate it, and the process to follow to keep the system operational. A sufficient supply of serviceable batteries should be available to allow for long-term operations. A system should be in place to distribute and recharge those batteries during the course of an incident. Protocol on securing alternate sources of energy, such as generators, should be known in advance and include plans to connect, activate, and fuel them.

Ideally, a system should be in place to maximize inter- and intra-agency communication. Efficient methods of communications must exist among police, fire, EMS, public works, transportation, and other critical incident assets. But interoperability should also go beyond jurisdictional boundaries by including neighboring jurisdictions and state and federal resources.

While this concept is far from being realized in most jurisdictions, planning and preparation stages are the perfect stages to consider how an incident commander or police supervisor in the field would access and communicate immediate needs to any other asset available on the critical incident team. If the process requires an officer to call a dispatcher who in turn telephones another dispatcher, the dispatchers obviously need to know how to contact each individual agency.

Ideally, communications systems would have a redundant fail-safe backup. If such a backup is in place, it should be tested regularly so that during crises the transition is immediate and flawless. If a redundant system is not available, Public Safety Director should identify logical backups. For example, a mobile data computer system with messaging capability may serve as a backup to a failed voice communications system. A cellular telephone network may serve as a backup to failed Land Mobile Radio Systems (LMRS) voice or data communications services. Also, one and two-way paging systems may be able to replace or supplement other methods of communication.

When purchasing a mobile computer or voice communications system, the vendor should address contingency and interoperability plans. If the system is already in place, law enforcement and communications officials should ask the system's vendors to examine the existing system and identify backup and contingency plans should a critical incident occur. Some mobile radio systems can be programmed to function in a fail-safe mode, while others can include universal emergency frequencies that permit cross-jurisdictional communications.

Alternative communications solutions must be identified in advance, and procedures must allow smooth transitions. All parties using a particular communications system should know what the backups are and how to transition from one to another during a critical incident.

When considering the physical security of the communication and information technology resources, the following locations need to be surveyed:

- Dispatch centers (primary and alternate)
- Command posts
- Antenna sites
- First-responder facilities
- Information technology facilities

Key data on department information systems should be backed up on a regular basis and stored in a separate, secure, and fortified site. Keeping computer backups in the same facility that stores the original data is useless in the event of any disaster, whether natural or manmade. The data that should be backed up include computer-aided dispatch data, records management system data, evidence and property data, personnel data, e-mail data, and other critical data found on servers and desktop computers. A system is required in order to regularly conduct backups and secure the saved data. The system administrator should also have a plan for collecting automated data when servers are temporarily down as well as a plan for restoring systems that have been destroyed utilizing stored data and original program files.

### **Incident Management Plan**

To address a crisis efficiently is to have thought it out beforehand and properly planned for it. With planning, much of the chaotic activity usually produced by these kinds of events can be avoided. To ensure the plan is uniformly understood and acknowledged, the elements must be known. Historically, the response to critical incidents shows that there is a direct link between planning to include practicing response plans and the quality of the response to an actual critical event.



Through planning and exercising, participating agencies can ensure the broadest access to and use of resources, as well as minimal duplication of effort.

### **Pre-incident Planning and Exercising**

An incident management plan must be made operational, which includes training personnel and installing any required systems or protective devices. Periodic testing and drills must be conducted to demonstrate security preparedness. The procedures should be frequently reviewed and revised as necessary.

Both the Federal Emergency Management Agency (FEMA) and state emergency management agencies require communities to examine the risks they face, from such incidents as technological emergencies involving radiological or hazardous materials releases or major aircraft crashes, and natural disasters such as floods, tornadoes, earthquakes, and hurricanes. After completing these hazard analysis studies, each community is expected to prepare response plans for the expected hazards. Response plans identify authority levels and responsibilities, determine resource needs and access, and identify mutual-aid protocols. Incorporating responses to potential bombings or other forms of terrorist attacks can also be accomplished in these plans. Once the plan is written, it must be exercised and updated annually.

#### **Exercises**

The follow-up to plan development is to test the plan by conducting multidisciplinary exercises based on a community's assessed risks. Those communities that have conducted pre-incident exercises based on well-developed community response plans and have actually faced critical incidents have discovered that planning and exercising substantially improved their personnel's performance. Exercises work out relationships and problems before an incident occurs.

Public Safety Director should consider an often-neglected area in their exercises and include victim services representatives in the planning and testing response protocols. Besides including the victim-centered crisis response teams in the exercises, assistance can be obtained from victim services and mental health programs to train officers in:

- Understanding the crisis/trauma reaction, including the causes, compassion fatigue, and acts of aggression or hate
- Obtaining information from victims and witnesses in shock
- Understanding their own reactions
- Coordinating with local or national crisis response groups

Lessons learned also illustrate the need for the department to assess the number of personnel with children and what childcare problems may result from a sustained

activation of long-term shifts. It may be necessary to establish some creative childcare assistance back-up plans for the personnel involved in the crisis.

### Updating the Response Plan

Communities change over time. Businesses come and go. Neighborhoods and highway systems change as well. A community's response plan must be routinely updated to ensure it contains current information. A Public Safety Director may want to include several critical planning steps. The following list contains the most significant areas of concern:

#### Contingency Planning Checklist

- ☐ Identify priority or principal targets for attack
- ☐ Establish protocols on who will be in charge on-scene (incident command)
- ☐ Establish inner and outer perimeters with appropriate staff access to and through each
- ☐ Establish predetermined response routes to locations
- ☐ Establish emergency command center and backup/redundant center
- ☐ Check communications interoperability with other first responders (fire/EMS)
- ☐ Stockpile emergency equipment/ supplies
- ☐ Disseminate attack response plan document (formal report)
- ☐ Hold mock disasters to test response plan
- ☐ Establish lines of communication with the following offices:
  - FEMA
  - The state emergency coordinator
  - The city/county emergency coordinator
  - Emergency coordinators in neighboring jurisdictions
  - The Red Cross & Salvation Army
- ☐ Establish memoranda of understanding (MOUs) with neighboring jurisdictions for the purpose of sharing information and resources
- ☐ Designate shelters in the event of power outages and/or loss of heat (Develop a plan for heating the shelters)
- ☐ Develop a plan for directing traffic
- ☐ Develop a plan for food and water distribution
- ☐ Develop a plan for crowd control and civil unrest
- ☐ Formulate a contingency plan for problems affecting transit
- ☐ Make the public know and understand what to do in case of emergency
- ☐ Plan on your department's delivering a consistent message to the community
- ☐ Prepare to have enough dispatchers and police personnel to meet additional needs
- ☐ Be aware of unique personnel needs that could result from sustained activation of long-term shifts
- ☐ Set up victim-centered crisis response team to develop protocol for on-scene crisis response for victims and witnesses

## **Gathering Resources**

In an emergency, the public looks to law enforcement to respond and mobilize staff, equipment, and resources to deal with it. While law enforcement may not always be the lead agency in some situations involving natural and manmade disasters (though they are often the first responders), law enforcement officers still play a very important role in mitigating further damage and injury. Since many agencies respond to emergencies and natural and manmade disasters, the effort must be integrated and coordinated. To ensure that response is adequate to meet a variety of needs, and to ensure an appropriate provision of service, all members from responding law enforcement agencies-sworn and non-sworn must be familiar with the components of their respective agency's emergency and contingency plans, personnel mobilization procedures, and available resources. Regardless of size or mission, all law enforcement agencies should have comprehensive plans that take into account a variety of contingencies and available government and community resources. For smaller agencies-the kind that rely heavily on larger county or state agencies for assistance-the plan may be written from the perspective of a first responder to provide guidance to officers until additional help and resources arrive or a county or state emergency plan is activated.

While predicting emergencies and disasters is impossible, planning for such events is essential. Components of a comprehensive plan include:

- **Food**

During pre-incident planning, Public Safety Director should identify sources of food in the community and where, how, and by whom the food should be acquired, stored, and served. While no law enforcement agency is responsible for acquiring, storing, or serving this food, law enforcement agencies must identify the capabilities of stores, religious facilities, community service organizations, charities, and government and non-government agencies.

Food and potable water raise concerns because of the shelf life of some foods, the need to refrigerate others, and the need to ensure the safety of water for human consumption. This is especially significant in the event of a chemical or biological attack on a waterway, reservoir, or water system. In most cases, bottled water in sufficient quantity should address the problem. During this planning process, the law enforcement agency must also consider the provision of food and water for its on-duty personnel. For agencies whose jurisdictions include a water system or a waterway or reservoir that is a source of drinking water, agencies should consider the level of security to be assigned these facilities.

- **Shelter**

Planning agencies should identify those facilities that will be used as shelters both inside and outside the agency's jurisdiction. In some jurisdictions, high schools are considered prime shelter locations because they can accommodate a large number of people, are

ADA compliant, and have showers and other facilities. The plan may also identify those instances when in-place sheltering may be preferential to a full-scale evacuation and relocation. This is significant for those agencies that have hospital(s) or other in-patient health care facilities- some of which may contain immobile patients-in their respective jurisdictions. After shelters have been identified, law enforcement agency plans should identify the means by which persons will reach them. For safety and security reasons, shelters must be properly staffed. Agencies must consider whether a law enforcement or security officer needs to be assigned to each facility.

- **Emergency Aid**

In pre-incident planning, agencies should consider the various types of aid that are available inside and outside the jurisdiction attacked. Even though laws may govern mutual aid during emergencies, solid and comprehensive written agreements should be executed long before they are needed so providers and receivers know what is expected of them. Since fire service and EMS personnel will most likely be the next responders after police and the lead agency for the incident, they must plan a coordinated response and consider a unified command post, staging areas for responding fire apparatus not yet needed at the scene, and capabilities and limitations. Other emergency aid to be planned for and mobilized may include animal control officers, American Red Cross, and the National Guard.

- **Vehicles**

Agencies should consider all types of vehicles. How many buses are available and from what source? What types of four-wheel-drives and SWAT vehicles, are available to law enforcement? What types of vehicles will be used to transport prisoners?

Planning at the pre-incident and during-incident levels should take into account how certain vehicles will be used, staged, or parked, and the access to security of the vehicles is also important. If police vehicles are equipped with in-car video cameras, determining how and where those vehicles are deployed could be important. Commercial and government owned vehicles, such as dump trucks, front-end loaders, tractors, should be included in the vehicle plan. They can come into service in cleaning debris from roadways.

- **Civilian Assistance**

Individual civilians and civilian groups can provide assistance in the time of crisis. At the pre-incident level, planning should identify those individuals in the community who have technical skills or expertise in a given field that might be useful in an emergency. Also, planners should also compile a list of bilingual persons, especially those who speak the languages most prevalent in the community, and those who know sign language. In addition, some civilians are amateur radio operators who can be especially helpful in the event of a failure of a public safety radio system or when the responders need to enhance existing communications.

## **Protecting Our People: Addressing Backlash**

A resulting danger of a terrorist attack is the hate-crime backlash attacks on community members who share the race, ethnicity, or other characteristics of the group accused of the attack. As such, Public Safety Director should expect reports of harassing calls, hate mail, graffiti, verbal abuse, and maybe civil disobedience; they should also be prepared for incidents of physical assaults and batteries, arsons, drive-by shootings, bombings, riots, and even murder.

Community policing can be a strong asset here. Public Safety Director must have built partnerships with their communities, especially those segments that are on the margins or that have historically been disenfranchised.

Public Safety Director should know the leaders in these segments and develop a rapport with those from the faith, the business, and the activist communities.

These relationships do not form overnight, and it takes a genuine commitment on the Public Safety Director's part to create and cultivate these relationships.

Public Safety Director must ensure officers have had the most up-to-date training available in cultural awareness and hate crimes, which should reflect the diversity of the community's ethnic and religious groups. Officers should also have mobile field force and crowd-control training to handle potential demonstrations or civil disobedience. Public Safety Director of smaller agencies in the same area should encourage their departments to train together to form a multi-agency team.

Finally, Public Safety Director must ensure that officers are equipped with the tools necessary to protect every citizen in their community. Should people pose a threat to minority citizens, accessibility to the latest in less-than-lethal technology such as beanbags, tasers, and pepper spray is critical. Officers should have gas masks for their own protection.

## **V. DURING AN INCIDENT: EXECUTING AND RESPONDING**

(see Chart A, page 34, for the Six Step Incident Response Process)

### **On-Scene Command Leadership**

The police are nearly always going to be the primary responders to the scene of any catastrophe, including a terrorist attack. Their first priority is to protect the public and secure the scene. Upon arrival, these first responders (usually uniform beat officers) must assess the situation and begin initial response activities.

Many challenges await the Public Safety Director at the scene. The Public Safety Director's primary responsibility is to monitor and oversee the department's response while not becoming too directly involved in any one function.

Creating ties to any one part of the scene will reduce the Public Safety Director's ability to perform duties as well as prevent the Public Safety Director from remaining a leader in this type of situation.

Establishing an incident command system is of paramount importance. All departments must ensure that they have a system in place and that each person knows his or her role. Upon arrival, the incident command system should be set into motion immediately. Personnel should be assigned tasks, and channels should be set up for communication. In most cases, this entire system can be implemented before the Public Safety Director arrives on the scene.

The Public Safety Director must ensure that each member of the team is performing and troubleshoot any situations or problems that may arise between personnel, which is always an important factor to consider when dealing with situations involving mutual-aid and joint operations. The Public Safety Director must watch over personnel and be prepared to force people to rest. Often those who are most determined to remain on scene, especially those in command positions, are those who need rest to remain in control and make good decisions. Staff rest and rotation are key, as are keeping calm and offering reassurance and a supportive presence.

### **WMD's Disruptive Potential At Ground Zero**

In the event of an actual WMD attack, law enforcement must know the dangers associated with responding to such an incident as well as the necessary protective actions to take to protect the public and themselves. They must pay careful attention to issues such as secondary devices and multiple attacks as well as the protective principles of time-distance-shielding. Awareness-level training is essential.

Assistance to victims is among the first priorities of emergency personnel responding to the scene of a WMD incident. However, all first-responder personnel should remember that in any NBC (nuclear, biological, or chemical) incident, supervisory personnel must be alerted to the situation as soon as possible to secure the necessary protective equipment for the first responders and mobilize resources. Responding personnel who enter the target area without proper protective gear may themselves become affected, thus rendering themselves unable to perform their duties and adding to the burden of remaining emergency personnel. Therefore, except in an extreme emergency, emergency personnel should not enter the affected areas unless they wear protective equipment, or until the appropriate authority determines that such equipment is unnecessary.

In some instances, assistance to victims may include not only evacuating the area or rendering medical care, but also neutralizing or mitigating the NBC material used in the attack. For example, ventilating the area may serve to dilute nerve gas or other chemical substances used in the attack. However, no such step should be taken rashly, as accelerated release of the agent into the atmosphere may endanger others, especially in

the case of an incident involving biological agents. It may be necessary to leave this step to qualified personnel; in any case such action should not be taken prematurely.

### **Communities Miles Away**

In the event an attack occurs elsewhere, law enforcement should be prepared to take affirmative action to ensure public safety in their geographical area of responsibility. A visible and professional police presence at vulnerable areas must be established. Strategic locations such as traffic control points, transportation centers, water supplies, communications facilities, plants, government buildings, financial institutions and other high-pro-file locations should be the object of police protection.

An incident command operation should be implemented with personnel, including civilian volunteers, placed on notice of possible call up, and available resources identified and updated. Public Safety Director should make public statements about the readiness of the community to handle an incident should one occur, and remind the public that calmness and respect of others are important at this time. When possible, Public Safety Director should also ask the public to provide information of suspected activities.

Procedures should be developed to rapidly disseminate intelligence essential to the law enforcement mission. Law enforcement personnel should also be trained to gather intelligence in the course of their activities, whether in direct response to an attack or not. In each terrorist event, there will be a practice area and a staging area before the attack. Information about suspicious movement and activities should be developed locally. In the September 11 attacks, the terrorists had started moving around the United States, often staying in hotels in both large and small cities. In one suspicious incident, for example, two men who checked into a small-town hotel for a week never allowed the housekeeper to enter it. The housekeeper had to hand clean towels through a door that was barely cracked. These men are being investigated as part of the terrorist attacks.

### **Intelligence**

Gathering intelligence does not stop once the attack is made. Important pieces of information can still be learned that leads to the mitigation of the damage, the prevention of other attacks, or the capture of the perpetrators.

### **Human Intelligence and Other Special Assets**

Police departments have informants. Some are officially registered; others may be informal street contacts. In a real terrorism emergency, these informants- who are often plugged into the criminal and most notorious elements in a community-may be the first to detect something unusual in a town or city. What they pick up on the street may have a bearing on a terrorist incident or a looming threat. Regardless of their criminal expertise, in a time of crisis, informants should all be contacted and alerted that the police are looking for any and all information on terrorism and security threats.

## **Communications**

From the beginning to the end of the event, the critical incident communication model should be in place. A communications officer should be assigned to oversee the physical and procedural aspects of voice and data communications. Following a process established during the preparation and training stage, the system should be activated and actively managed in support of the incident command. Physical security of the communications assets should be given a high priority. The most vulnerable points of a system will be in the physical control of access to hardware, facilities, and antennae sites. A buffer zone should be created to protect these sites and prevent unauthorized persons from having access and the opportunity to harm the communications system and its personnel.

Communications personnel should be prepared for a long-term operation. This will require that personnel be used and rationed effectively. Requiring all personnel to report to work at the inception of an incident may result in no personnel being capable of working 12-18 hours later. Power supplies, especially batteries, will also have to be rationed and replaced in accordance with their capabilities. Battery life will be significantly shorter when portable radios, cellular phone, pagers, and mobile computers are being actively used. A communications supply officer should be prepared to replace batteries and immediately begin the refresh and recharging process to ensure that wireless devices can meet the demands of continuous operations. Backup power sources for dispatch centers should also be prepared for immediate and long-term operation at the beginning of a critical incident. The planning process should have revealed any problems with an alternate power source.

Pre-assigned procedures will ensure that information is exchanged as efficiently as possible, given the situation and the system being used. Field personnel should know what the primary and alternate communication procedures are in advance. In some cases, in the event of a total failure of mobile and wireless communications, officers may be tasked with responding to pre-assigned staging areas. The incident itself will create enough confusion for field personnel and command officials. Training and rehearsal will help reduce confusion relating to implementing policies and procedures. Most points of information exchange will be defined in advance. For example, the need for fire-to-police, police-to-EMS, and police-to-police communications should be clearly understood. The incident may present unique communication requirements not considered before the event. Incident commanders and other leaders should think not only about how to secure these unique assets, but also about how to communicate with them once they are secured. A dump truck, wrecker, cherry picker, or front-end loader will be of limited use if command officials are unable to efficiently communicate with the operator during the operation. If direct communications are not available, then communication through a dispatcher or a field unit assigned to the equipment is recommended.



As far as is practical, incident commanders should provide field personnel with global situation reports. During long-term operations, when personnel are kept apprised of the big picture, they are more likely to remain committed to the operation, are better able to endure longer hours in support of the operation, especially in mundane tasks, and are less inclined to gravitate to the center of the incident unless directed there.

## **Transportation**

Emergency responses to incidents involve both rescue and enforcement activities. Emergency vehicles and personnel need immediate access to the scene, and the general public will expect to be able to evacuate. Designated highways can be identified as evacuation routes, and law enforcement must be available to direct motor vehicles away from an incident, using alternate routes and possibly changing the flow of traffic. Other modes of transportation, such as railways, buses, and ferry systems, should be identified as part of the rescue and evacuation process.

## **Secondary Response**

The emergency phase continues with a secondary transportation response system, usually implemented within hours of the initial response. Heavy-duty equipment, such as cranes, bulldozers, and generators, may be required to assist in the rescue operations. Equipment of this size and nature is usually transported by commercial vehicles. Transportation managers have to work with federal and state regulators to determine if regulations normally applied will be waived, such as oversize and overweight permits, and hours-of-service regulations for operators. Other vehicles will be transporting food, medical supplies, and equipment to emergency rescue workers. Staging areas for these items must be established at an off-site location, which should be communicated to transportation logistics personnel. These staging areas alone will alleviate congestion, since only requested supplies will be transported on an as needed basis to the affected area.

Traffic posts that are key to ingress and egress at the affected area must be designated during this phase. Law enforcement personnel must staff these posts in order to manage the flow of traffic into the affected area. Only authorized personnel with security clearance and their vehicles should be allowed access to the site. An indirect consideration of transportation management is the on-scene response by dignitaries and public officials. Successful long-term recovery depends upon the economic and governmental systems' ability to marshal resources in an efficient manner; thus, the inevitable political involvement needs to be accommodated.

## **Incident Management**

The use of a WMD is an unusual occurrence that threatens the loss of life or injury to citizens and severe damage to property and requires extraordinary measures to protect lives, meet human needs, and achieve recovery. It is an extreme social crisis in which individuals and their social systems become disorganized and dysfunctional. The first few hours are chaos. However, this period may be actually referred to as the stabilization

period-that time from when a critical incident begins to the point that adequate resources are on scene and under the control of a command structure, and human suffering and the unnecessary loss of life and/or property no longer occur.

A number of characteristics of this initial period are observable and important in order to understand what actions first responders should take:

- Local and area resources will move into the area, adding to the confusion and increasing the potential for blocking limited access into the stricken area- also known as resource convergence.
- Early responders will have difficulty assessing the true nature and scope of the incident.
- Responders, particularly early in the response, will only have limited resources for assignments for tasks that need to be performed.
- Critical decisions will need to be made:
- Who is in charge? Where is the command center located? How does command decide which primary objectives are to be assigned to the limited resources immediately available on scene?
- Certain determinations need to be made to protect the lives of the injured and those in the area of the incident, whether they are citizens or responders.

### **Common Problem Areas**

All critical incidents have common problems that need to be resolved:

- Direction and control: How is a command structure established to provide authority under which the responders are controlled and their actions directed in a coherent manner while striving to achieve those objectives necessary to stabilize the incident?
- Resource allocation and utilization: In addressing this problem, can the command structure mobilize adequate resources with which operational and support functions can be implemented?
- Communications: How can communications carry on and resolve the limitations affecting effective communications?
- Stress: How can we reduce the effects of stress on our decision making and interpersonal reactions?

### **Medical Treatment**

The highest priority of emergency response personnel during the initial response is to save lives, and it is in the first hour that significant saving of lives can occur. First-arriving personnel must know what actions to take to initiate the stabilization process.

The one-hour period begins at the point an injured person suffers serious trauma. It is during this 60-minute window that a person's chances of surviving are greatest. The longer it takes to get competent medical attention for the injured, the less chance the victim has of surviving. Therefore, the first responders must act together quickly to

initiate and support life/safety activities. Only limited time is left to actually improve the survivability of the severely injured.

When a crisis occurs, human beings revert to doing what they've been trained to do, and in a way they respond routinely. This is why some personnel, supervisors and commanders included, may perform such tasks as helping to move the injured or deceased while important command tasks go unattended. In this emotional environment, personnel at the scene will be expected to make a variety of decisions and take actions to reduce the loss of life and decrease casualties as well as minimize property losses.

Citizens and department personnel alike will expect commanders to take appropriate steps to direct the control of the incident.

### **Resource Management**

Without adequate resources to fulfill missions or assignments, the commander of an operation may not be able to take appropriate steps to properly manage the situation.

There are two deployment options for taking control of the resources converging into the area of an incident: deploy them directly to assignments or route them through staging areas prior to assignments.

*Direct deployment:* Direct deployment is done either by personal instruction at a location away from a staging area or via the dispatcher. In most cases, direct deployment applies resources immediately to an incident's perimeter, securing the scene and routing traffic. The advantage of this method is that the assignments can be given out faster. This method appears to help police quickly take control of the perimeter, but it has some serious disadvantages at the scene, including the following:

- Information concerning the threat to personnel may be non-existent, limited, or even flawed.
- The person assigning them may lose track of who is where.
- Personnel taking positions may not have proper equipment.
- This procedure consumes valuable airtime.
- Traffic congestion due to resource convergence may restrict other operations.

**Deployment via staging:** The staging area is that location where incident personnel and equipment are assigned/ collected on an immediately available status. Personnel and equipment will be held at the staging area until called for or until their portion of a mission requires departure. Deployment via staging occurs when all personnel, unless otherwise directed, are instructed to report to the staging area, where they are briefed and their equipment needs addressed.

They are then sent on to their assignments.

The advantages of deployment via staging include better-informed, more effective personnel who face a reduced threat, because they understand the nature, location, and description of the threat. Less airtime is needed because the process of briefing the

personnel occurs face-to-face. This method has one major disadvantage: it takes more time.

### **Operational Objectives and Unity of Command**

One of the central marks of well-commanded critical incidents is that people knew what had to be done and in what order and how their portion of the operation linked with others. The ability to assess an incident and successfully identify the central objectives is a necessary skill for commanding an incident. In too many instances, command personnel are confused and unable to determine central objectives and act on them. Early in an incident, when resources are limited and/or disorganized, objectives must be clearly identified, prioritized, and acted upon.

In most bombing incidents, personnel from other agencies will help. A fundamental principle is that no one should work for more than one supervisor. Under the concept of unity of command, all personnel assigned to achieve a shared objective should be under the supervision of only one person.

### **Determining a Command Structure**

Simply stated, a command structure's sole purpose is to link individuals and agencies together to achieve the objectives of an incident and to do so in a coherent manner that uses available resources with a maximum of economy.

This is likewise the purpose of the incident command system (ICS), required by federal law to respond to hazardous materials incidents. By definition, alleged or real explosive devices contain hazardous substances; therefore, ICS should be employed.

While this document does not provide the opportunity to discuss at length what ICS is and how to use it, any commander or supervisor who is likely to respond to such incidents should be fully competent in the use of ICS, particularly during the initial response to these incidents.

The ICS organizational structure develops in a modular fashion based upon the type and magnitude of an incident.

### **Community Outreach and Information**

As soon as an agency learns about an incident, communication with the media should begin through the pre-defined process. Designated agency spokespersons should be immediately briefed and deployed to provide the media with any critical information necessary to ensure public safety.

As an incident unfolds, there will be mass amounts of information being rapidly received. Not all of this information will be accurate. While most critical information should be confirmed, some information may be released that is not accurate and will later require

clarification or correction. The agency spokesperson should clearly state when information being released is confirmed or is speculative. The media should understand the confusion that ensues in a critical incident and the misinformation that may result in the flows of multiple communication channels.

### **The News Media**

Law enforcement personnel naturally see their mission as uppermost in priority. Since the crisis has a high visibility, law enforcement personnel are acutely aware that their performance must be procedurally correct. On the other hand, the news media expect that their reporting function will be facilitated by law enforcement. They want to see and hear things that are denied to curious bystanders, and they expect cooperation from law enforcement personnel.

The best plan is to establish a briefing area for the news media. The media should have an observation perimeter that can provide essential close access. The area should be marked with distinctive colored tape and established within the first 30 minutes of a crisis. One officer should be detailed to check credentials, control access to and movement within the secured perimeter, and secure the safety of the media equipment.

Different media require different settings. Television needs video film. The crews will be concerned about lighting and shadows as well as voice quality, and will need room for trucks and transmission dishes. Radio will require a quiet place to hook into telephone lines. The press will want to probe deeply into certain aspects of the story and may require some extra attention and additional interview opportunities.

### **The Public Information Officer**

A single spokesperson should be designated the public information officer. The PIO should meet with media personnel and brief them in detail on the incident. The PIO must project a strong, take-charge image to the media and give the distinct impression that the department will provide all information throughout the crisis.

The PIO needs to screen out conjecture and rumors, and should avoid making the media scratch for their own stories and facts, since this will result in mistakes even beyond the misinformation natural to a crisis event.

The PIO may need to request time on radio and television stations to share information with the public about the crisis, especially what role the public should play in coping with the situation,

Identify the following: and other health and safety issues.

The PIO should define the crisis situation accurately and objectively for the media as soon as possible. Initial statements should be made early, perhaps 30 to 45 minutes after enforcement arrives and after the media perimeter is secure. The PIO should provide basic information regarding on-scene services. High-ranking officials (governor, mayor,

council members) should be present, briefed, prepared to comment. Comments from these elected officials will help place the crisis in an appropriate perspective.

During the attack or incident, the media should be allowed access to the incident for reporting purposes to the extent that they do not hamper rescue efforts or compromise law enforcement operations. Some members of the waive certain safety precautions in order to document incidents; however, their access may be limited in situations that present extreme danger to all but the most protected and trained law enforcement personnel.

At some point, the agency head should make a statement, since as head of the agency, he or she carries great credibility and presents a compelling presence. The public will look to the agency head, not a spokesperson, for the ultimate feeling of security. The agency head's statement should be candid about unfolding events, but at the same time should be reassuring, emphasizing prior training and preparation, and outlining the agency response.

If the attack or incident does not occur in or near the jurisdiction of the agency, agency spokespersons should still maintain contact with the local media. Regular briefings of the news media need to be established in time for the reporters to meet their deadlines. Information regarding the escalation of law enforcement presence and awareness should be emphasized. Messages should be disseminated to ensure that the agency is making efforts to maintain the integrity and safety of the community.

## **VI. AFTER AN INCIDENT: FOLLOWING THROUGH**

### **Helping the Healing**

Even after the on-scene situation has been dealt with and is relatively complete, the Public Safety Director's duties are still far from over. Many departmental matters follow a situation such as this. Employees have worked long and hard for the department and must be compensated. Overtime hours must be calculated, financial and personnel assistance (if needed) must be requested and pursued, and the needs of employees must be addressed.

In addition, emotional needs of staff are often hidden or ignored but need to be addressed. Critical incident stress debriefing personnel must be made available for officers who require such services.

Public Safety Director should be available to the media and the community to help citizens strike a balance between prudent reaction and paranoia as they react to the event. Public Safety Director must act to promote appropriate fear reduction, cautioning citizens to remain alert. In most communities, the Public Safety Director's presence and the tone set are critical factors in community healing.

Public Safety Director will have to reduce after incident workloads for staff, and begin the final disposition activities the incident requires, particularly that of writing a final incident report summary. Bringing in support staff or even consultant staff to work with officers to create that document and assist in other post-incident matters can be very helpful. A post incident evaluation should be performed to evaluate response and discuss what went well and what can be changed in the future.

Recognizing outstanding and/or heroic actions by those at the scene is an important act for the entire community. Public Safety Director can take the lead here, helping to identify those individuals worthy of recognition, designing the ceremony and awards to be given, and making such events open to the media and the entire community.

### **Crime Scene**

The investigative role of local police following a WMD attack may be limited. Investigation and attempts to apprehend the perpetrators will usually be in the hands of federal agencies, with local law enforcement officers working on the investigation in a secondary role. Local officers should, however, cooperate in the investigation in any way possible. Turf issues have no place in investigating a WMD incident.

In the case of an incident involving detonation of a nuclear bomb, the blast will destroy virtually all- physical evidence as well as most of the possible witnesses to the planting of the device. However, some scientific investigation techniques may help trace the source of the weapon, and the perpetrators may still be identified through tips and information derived through national or international intelligence sources.

Radiation dispersal attacks and attacks employing chemical or biological weapons will normally leave physical evidence that can be used to identify the perpetrators. In addition, unlike the nuclear explosion, with the other types of WMD attack, a number of eyewitnesses may survive the attack and, though injured or ill, may still be able to give information to the authorities about the incident.

In any type of WMD attack, apprehending the perpetrators will be complicated by the fact that in many instances they will have left the jurisdiction- perhaps even the country- before the detonation. Although domestic terrorists will often remain within the United States, it may require national and international law enforcement, intelligence, and diplomatic efforts to track down and arrest perpetrators who have fled to another country. As illustrated by the terrorist attack on Pan Am 103, if the perpetrators have succeeded in reaching certain safe havens abroad, prosecution may be impossible even if the culprits are identified. The Pam Am bombing occurred December 1988 over Lockerbie, Scotland, killing 270 people. Not until 11 years later (April 5, 1999) did the Libyan government turn over two former intelligence operatives identified as the perpetrators.

Local, state, and federal law may affect a police department's ability to gather information on individuals, even during a terrorism crisis. For instance, data systems that collect information about individuals and are funded by federal grants must conform to federal guidelines for intelligence gathering. Similar laws may govern grants from other

sources. In addition, many municipalities and police departments have local laws or guidelines on when and under what circumstance police can collect and/or computerize non-criminal information about individuals. Knowing the laws that govern a particular jurisdiction and seeking legal counsel when in doubt are important factors in conducting the investigation.

### **Psychological Issues**

The department must support its personnel and encourage them to support each other. Following a disaster or serious act of violence, police and other emergency responders may suffer from stress-related ailments such as insomnia, depression, anger, headaches, and ulcers.

Debriefings by experienced counselors 24-72 hours after their involvement with a traumatic incident may reduce the stress experienced by affected individuals.

Debriefing serves as an opportunity for individuals to express their thoughts and feelings about what happened, and how it was handled. It also gives the debriefing team a chance to alert employees to the symptoms of posttraumatic stress disorder (PTSD) and to identify individuals who might need further counseling. Disseminating information and holding debriefings will help officers understand that their stress feelings are normal and that the symptoms will subside in time. Police departments can utilize police psychologists, police chaplains, and local victim service personnel/counselors to assist. Employee assistance programs for follow-up support can include individual counseling, peer counseling, family counseling, and proactive stress training. Leaders should ensure that they take care of themselves as well. In a very real sense, they are setting the standard for getting necessary help and acting as role models in critical incident stress management.

A post-incident evaluation should be held by victim-centered crisis response team to evaluate response and discuss what went well and what can be changed in the future. This may include a debriefing with the victim-centered crisis response team, the victims and the surviving family, as appropriate, to get feedback regarding effectiveness of the caregiver response. In conjunction with the victim centered crisis response team, police should hold debriefings with community members and leaders to discuss fears and concerns, and to continue a message of calmness to avert anxiety and possible community tension. Another good step is to allow community opportunities to grieve victims and express gratitude to rescue workers by setting up memorials, vigils and/or foundations.

### **Rumor Control**

A crucial role for the Public Safety Director in the aftermath of a terrorist incident is controlling the rumors and fear within a community. This is best done through quick, reassuring community outreach and through the establishment of a rumor-control number (which can also be marketed as a community-tips hotline). As important as the tips that come in is the role that skilled police operators can play in reassuring the callers.



Terrorist incidents are designed to strike fear into citizens, and that fear can increase exponentially if rumors are not contradicted quickly. Through various forms of media, police can educate the community about the symptoms of potential exposure to biological and chemical agents (if applicable), and provide information about who to contact, and when and where to receive medical attention. Key civic leaders who can help control rumors in a crisis (and pass on valuable and credible tips from worried citizens) include the obvious elected leaders and civic association heads. An often-overlooked resource are religious leaders, who provide a moral center and serve as sounding boards, commanding great respect from any community in a crisis.

### **Racial/Ethnic Backlash**

As the events of an attack unfold and suspects are identified, the Public Safety Director must be prepared to respond. A major focus of the Public Safety Director's response will be preventing backlash against any segments of the community that some consider responsible. The crisis of terrorism can stir a wide range of emotions in people directly affected by the events as well as those indirectly affected. Leaders should encourage people to channel their feelings of fear, anxiety, sadness, and anger into positive, community-centered actions.

Opportunities to come together can help focus energies productively while calming and comforting people. A strong statement by law enforcement leaders that such acts of hate will be investigated and prosecuted to the fullest extent of the law can also provide some needed reassurance while deterring further violence.

Police must understand that the acts of hate crime and violence are experienced by the entire targeted community; its members' daily lives are disrupted by feelings of fear and vulnerability. The Public Safety Director's response will be guided by what race or ethnic background the suspects appear to. Should the victims of hate crime or violence come from a certain ethnic or religious group, the Public Safety Director may need to increase police presence to provide the assurance of safety near that group's homes, businesses, and houses of worship. Their fears about being targets for violence are real, and they need to know that police are sensitive to their concerns.

Assuming all the things recommended in the pre-incident section were put in place, the Public Safety Director will be able to contact the leaders of that segment of the community who are potential targets for retribution.

Keeping those lines of communication open and moving both ways during this time is absolutely essential and will reassure everyone that the police are there to protect them and could even generate information that might be of interest to those investigating the terrorist attacks.

Unfortunately, some individuals will decide to lash out at others because of their feelings of hatred and anger. In managing the crisis, law enforcement must watch for signs of unrest and prepare to prevent acts of retaliation and hate. Some citizens may direct their actions at parties they perceive to be responsible for or connected to the crisis. They may

engage in threats or harassment or direct acts of violence such as vandalism or assault as a way to retaliate. Law enforcement needs to be aware that a crisis in the community or country will inevitably result in some illegal activity directed against people, groups, or organizations believed to be associated with the act(s) of terror. In addition, law enforcement should seek out opportunities to communicate with and calm vulnerable members of society. Law enforcement should reiterate the department's policies on intolerance and harassment as well as laws relating to hate crimes. Officers should continue to promote messages of tolerance towards others within community.

All of these responses require extensive training on hate crimes and their impact. Beyond basic investigative strategies, officers need to understand the continuum of hate violence (from incidents to crimes) and how it affects the victim. An officer's ability to effectively interview a traumatized victim may depend on his or her training on the emotional, psychological, and practical impacts of hate crime.

### **Victim Assistance**

A number of lessons were learned from previous acts of terrorism including the Oklahoma City bombing and the bombing of Pan Am Flight 103. While performing the necessary tasks required by the job, police need to be sensitive and understand the unique needs of the victims and their families. Some basic steps should be implemented to address the needs of those people. The following recommendations were offered in an Office for Victims of Crime report on responding to terrorism victims (NCJ 183949):

- Whenever possible, responding agencies should avoid unnecessary delays in death notification and the release of victim remains to families and to handle notification in a sensitive manner. In the immediate aftermath of a domestic terrorism disaster, local officials should consider establishing a centralized compassion center where victims can go for information, crisis counseling, and privacy.
- Mental health services should be made available in the immediate aftermath of a terrorist act, and plans should be made for assessment and long-term provision of services for victims and responders.
- Local, state, and federal agencies responding to victims of a terrorist act should consider establishing an "unmet needs" committee or task force that includes private organizations to ensure that the needs of victims are identified and addressed and that all of the unavailable resources are coordinated and used on behalf of the victims.
- Agencies serving victims should work together to develop protocols for recruiting, screening, training, and supporting volunteers who work with terrorism victims and their families.

Agents should disseminate information, utilizing the media, on normal reactions to critical incidents, suggested coping skills, including obtaining mental or biological agents. Agents should explain symptoms, and provide information about who to contact and when and where to receive medical attention.

## CHART A - Six-Step Incident Response Process

<p><b>Step 1: Size up the Situation</b> Answer the following questions:</p> <ul style="list-style-type: none"><li>- What is the nature of the incident?</li><li>- What hazards are present</li><li>- How large an area is affected?</li><li>- How can the area be isolated?</li><li>- What locations would make a good staging area?</li><li>- What entrance/exit/safe routes would be good for the flow of response personnel and equipment?</li></ul> <p>Include the following information in size-up reports:</p> <ul style="list-style-type: none"><li>- The unit designation</li><li>- A description of the situation</li><li>- Obvious conditions (e.g. hazards)</li><li>- Initial actions taken</li><li>- Obvious safety concerns</li><li>- Assumption, identification and location of the command post</li><li>- Request or release of resources</li></ul> <p><b>Step 3: Determine Objectives</b> Meaningful objectives are:</p> <ul style="list-style-type: none"><li>- Measurable</li><li>- Used to monitor incident progress and establish priorities</li><li>- Based on size-up reports and identified contingencies</li></ul> <p><b>Step 5: Build an Incident Action - Plan and Management</b></p> <ul style="list-style-type: none"><li>- Structure</li><li>- Identify the following:</li><li>- Responsibilities</li><li>- Chain of Command</li><li>- Coordination</li></ul>	<p><b>Step 2: Identify Contingencies</b> To the extent possible, anticipate points in the incident management process that may fail and determine alternative steps in advance that can be implemented if necessary. Murphy's Law and its corollaries apply and bear repeating:</p> <ul style="list-style-type: none"><li>- If anything can go wrong, it will</li><li>- Nothing is as easy as it looks</li><li>- Everything takes longer than you think it will.</li></ul> <p><b>Step 4: Identify Needed</b></p> <ul style="list-style-type: none"><li>- Resources</li><li>- Determine the following:</li><li>- What resources are necessary?</li><li>- Are they available?</li><li>- Where can we get them?</li><li>- How long will it take?</li><li>- What is available from other agencies – Mutual Aid, FBI, etc.?</li></ul> <p><b>Step 6: Take Action</b> Incident stabilization involves the following steps:</p> <ul style="list-style-type: none"><li>- Establishing command</li><li>- Mobilizing resources</li><li>- Setting up a staging area</li><li>- Isolating the area</li><li>- Treating and assisting the injured</li><li>- Setting up entrance, exit, and safe routes</li><li>- Issue warnings</li><li>- Initiating evacuation</li><li>- Establishing liaison</li></ul>
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## **Annex O**

# **Hazard Analysis Information**

Plan Development March, 2004

## **HAZARD ANALYSIS INFORMATION**

### **Page**

4. SARA/TITLE III Information
6. Tornado Information
7. Response Capabilities
8. Fire Division Hazard Analysis Survey
9. Pre-identification and analysis of risk
10. **Attachment 1 – Additional facilities at risk.**

**MAP: 3M Cottage Grove 302/312 Facility**  
**Maps A 302/312 Chemical Report**

**MAP: Cottage Grove 302/312 Facilities (Excluding 3M)**

■ **MAPS:** Advance Corporation  
Allied Systems  
Aggregate Industries  
Cottage Grove Booster Station  
Cottage Grove Pool 85<sup>th</sup> Street  
Cottage Grove Junior High  
Cottage Grove Public Works  
Cottage Grove Senior High  
Cottage Grove District 833 Transportation  
Cottage Grove Well #1  
Cottage Grove Well #2  
Cottage Grove Well #10  
Eagle Point WWTF (Metro Waste)  
Qwest Communications  
LSP Power Cottage Grove  
Marathon Ashland Tank Farm 85<sup>th</sup> Street  
Minnesota Pipeline Tank Farm 85<sup>th</sup> Street

**MAPS:**

**Highway Transportation Corridor**  
**Railroad Transportation Corridor**  
**River Transportation Corridor**  
**Minnesota Pipeline Corridor**  
**Northern Natural Gas Pipeline Corridor**

## **HAZARD ANALYSIS INFORMATION**

SARA/TITLE III Information, 302 Facility

Tornado Information

Response Capabilities/Resources

### **I. BACKGROUND**

First responders will begin their determination of the area affected by a hazardous materials release by identifying/verifying the material(s) involved. For the most part, they will then rely on the following to determine appropriate actions: DOT Guidebook, CHEMTREC, CAMEO, MN Regional Poison Center, and responsible party input.

### **II. SARA/TITLE III INFORMATION**

- A. As a part of the city planning process and in accordance with State and Federal law, the following facilities/locations have been identified.
1. “Covered” facilities – those facilities which have on site extremely hazardous chemicals at or above a given “threshold planning quantity”.
  2. Facilities that may contribute additional risk due to their proximity to the “covered” facilities.
  3. Facilities at risk – those facilities at risk due to their proximity to the “covered” facilities. These facilities usually include schools, hospital, nursing homes, day cares, etc.
  4. Transportation routes for extremely hazardous substances.
  5. Pipelines
- B. Determination that a release of hazardous materials has occurred. Facilities located within the City of Cottage Grove that use, store, manufacture or transport hazardous materials are responsible for developing systems and training for their employees so as to be able to determine and report that a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility for determining that a release occurred, along with a brief description of any specialized system (i.e. monitor/sensor system) are described in the facility emergency plans. Copies of these plans are available in the EOC at Fire Station II at 8641 80<sup>th</sup> Street.



- C. Emergency responders to a hazardous materials release must have received training to do so. At the minimum, personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are kept on file at the individual departments.
- D. Response to a release –
1. The City has conducted a hazard analysis to determine potential populations and facilities affected by a hazardous materials emergency. The resource / methodology used to determine the area of the city likely to be affected includes the following:
    - a. The Technical Guidance for Hazardous Analysis, the US DOT, North American Emergency Response Guidebook, CAMEO and other computer software, facility preplans and/or other systems.
    - b. A hazard analysis has been completed for the following facilities:
      1. Marathon Ashland Petroleum, St. Paul Park See 155b
      2. 3M, Cottage Grove See 156e
      3. Cottage Grove WWRF, Cottage Grove See 156f
      4. Cottage Grove Well #1, Cottage Grove See 156g
      5. Cottage Grove Well #2, Cottage Grove See 156h
      6. Cottage Grove Well #10, Cottage Grove See 156i
      7. Cottage Grove Pool, Cottage Grove See 156j
      8. Qwest, Cottage Grove See 156r

The area of population at risk for each of the above listed facilities is described in the CAMEO Program.

2. Facilities within the county that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1920.120, or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials.
  - a. At the minimum, facilities are required by law to immediately notify the following in the event of an accidental emergency release:

Local Authorities	911
State Duty Officer	651-649-5451
National Response Center	1-800-424-8802
  - b. Designate one or more facility emergency coordinators who shall make determination to numbers.

3. All covered facilities have implemented the plan, with 24-hour contact telephone developed, or (new facilities) have under development emergency response plans for onsite response. Copies of the plans are located in the EOC at Fire Station II at 8641 80<sup>th</sup> Street.

## **TORNADO HAZARD ANALYSIS**

Washington County/Cottage Grove

TIME OF YEAR:	March – October
PEAK MONTH:	June
LIKELY TIME OF DAY:	6:00 p.m. to 9:00 p.m.
AVERAGE NUMBER PER YEAR:	23 (1982-1992)
RECORD YEAR:	57 (1998)

**WASHINGTON COUNTY FIRE DEPARTMENTS  
HAZARDOUS MATERIALS INCIDENT RESPONSE CAPABILITY**

<u>DEPARTMENT NAME*</u>	<u>RESPONSE LEVEL CAPABILITY</u>
Bayport Fire Department	Awareness Level
Cottage Grove Fire Department	Operations Level
Forest Lake Fire Department	Awareness Level
Hastings Fire Department	See Dakota County Plan
Hugo Fire Department	Awareness Level
Lake Elmo Fire Department	Awareness Level
Lower St. Croix Valley F.D.	Awareness Level
Mahtomedi Fire Department	Awareness Level
Marine on St. Croix F.D.	Awareness Level
Newport Fire Department	Operations Level
New Scandia Fire Department	Awareness Level
Oakdale Fire Department	Operations Level
St. Paul Park Fire Department	Operations Level
White Bear Lake Fire Department	Awareness Level
Woodbury Fire Department	Operations Level
3M Cottage Grove – Emergency Squad	Technician/Specialist
Marathon Ashland Petroleum – Fire Brigade	Technician/Specialist

## **CITY OF COTTAGE GROVE**

### **FIRE DIVISION HAZARD ANALYSIS SURVEY**

All chemicals stored within the city are maintained on a computer data bank and are available to emergency response personnel on the C.A.M.E.O. Program located at 8641 80<sup>th</sup> Street South. Attached to this plan is evacuation information for:

**Williams Brothers Pipeline**  
**Minnesota Pipeline**  
**Northern Natural Gas**  
**85<sup>th</sup> Street Tank Farm**  
**Metro Waste**  
**LS Power**

Hazard analysis is available on the city CAMEO program, including aerial photographs and pipeline locations. Maps are located in the primary city EOC.

#### **3M Cottage Grove**

Hazard analysis including hazard inventory, hazardous locations and aerial photographs are located in the primary city EOC.

**Canadian Pacific Railroad**  
**Burlington Northern Santa Fe Railroad**

Annual hazardous materials shipment information is attached to this plan.

CITY OF COTTAGE GROVE  
PRE-IDENTIFICATION AND ANALYSIS OF RISK

In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, as well as other legislation, the following facilities/locations within the City of Cottage Grove have been pre-identified.

1. Covered facilities are facilities that possess extremely hazardous materials. A list of the covered facilities and their locations is given in the Maps attachment to Annex O of this plan.
2. Other facilities that may contribute an additional risk due to their proximity to covered facilities. A description and location of these facilities is given in Attachment 1 to Annex O of this plan. Maps showing these locations are located in the City of Cottage Grove EOC at Fire Station II at 8641 80<sup>th</sup> Street.
3. Transportation routes for extremely hazardous materials are contained in the Maps attachment to Annex O of this plan. Maps showing these routes are also available within the City of Cottage Grove EOC at Fire Station II at 8641 80<sup>th</sup> Street.

**Attachment 1**  
**City of Cottage Grove**  
**Additional Facilities at Risk**

Children's Learning World Learning Center  
7791 79<sup>th</sup> Street South

KinderCare Daycare  
8453 East Pt. Douglas

Tutor Time Daycare  
7071 East Pt. Douglas

Allina Clinic  
8611 West Pt. Douglas

Healtheast Clinic  
7460 80<sup>th</sup> Street South

River Oaks Golf Course  
11099 Highway 61

Armstrong School  
8855 Inwood Avenue South

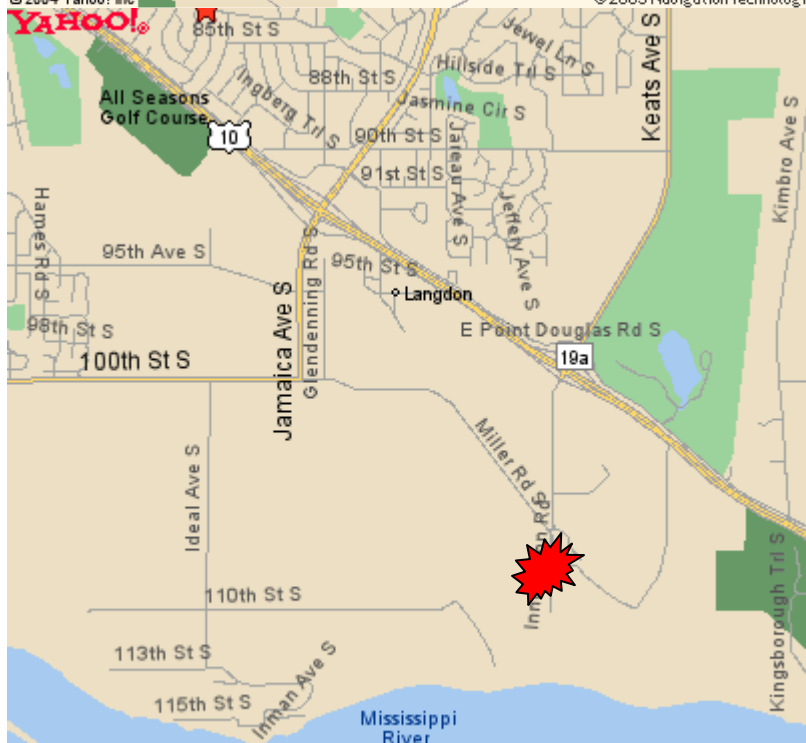
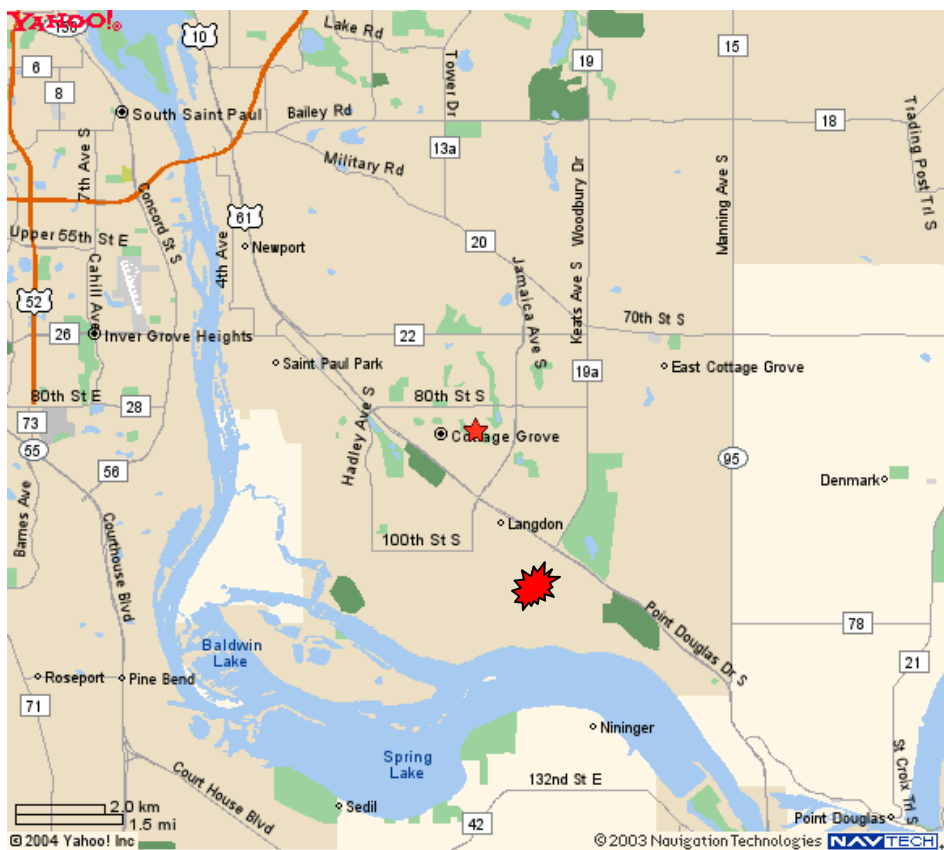
Cottage Grove Jr. High  
9775 Indian Blvd South

Crestview School  
7830 80<sup>th</sup> Street South

Hillside School  
8177 Hillside Trail

Park High School  
8040 80<sup>th</sup> Street South

Pine Hill School  
9015 Hadley Avenue South



## EVACUATION ROUTES

### PRIMARY:

Innovation Road East to Highway 61  
Highway 61 South or North

### SECONDARY:

Rear gate 3M to 110<sup>th</sup> Street  
To 110<sup>th</sup> Street West  
110<sup>th</sup> Street West to Ideal Avenue  
Ideal Avenue North to 100<sup>th</sup> Street  
100<sup>th</sup> Street East to Jamaica  
Jamaica North to Highway 61  
Highway 61 South or North

### Facility Name and Address

3M COTTAGE GROVE CENTER  
10746 INNOVATION RD  
COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

WAYNE NEUMANN (763) 458-1377  
DOUGLAS W. JOHNSON (763) 458-2203

**ERC ID 82-030-0001**  
**302 312 313**  
Y 2002 2002

### Chemicals On Site

See Attached Chemical Listing – Marked as Attachment “A”

**State of Minnesota  
Department of Public Safety  
Emergency Response Commission**

**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

**Facility Name and Address**

3M COTTAGE GROVE CENTER  
10746 INNOVATION RD  
COTTAGE GROVE 55016

**Status**

ACTIVE

**Contact Name and Phone Number**

WAYNE NEUMANN (763) 458-1377  
DOUGLAS W. JOHNSON (763) 458-2203

**ERC ID** 82-030-0001

**302** **312** **313**  
Y 2002 2002

**Chemicals On Site**

	<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>			
"H" Adhesive Scrap	04	04	365	I14	NA	NA	NA
#2 FUEL OIL	03	03	365	A14	NA	NA	NA
#6 FUEL OIL	04	03	365	A14	B14	NA	NA
1,3,5-Benzenetricarb	04	04	365	D14	NA	NA	NA
1,3-Perfluorodimethylcyclohexane	04	03	365	D14	NA	NA	NA
1-Octene Alpha Olefin C8	04	03	365	K14	NA	NA	NA
1-Octene Alpha Olefin C8	03	03	365	D14	NA	NA	NA
10.7-13.6 % Solution	04	03	365	D14	NA	NA	NA
100 Wg 3M321 Cubitron Mineral	05	04	365	J14	NA	NA	NA
11.5 Micron K46 Feed	04	04	365	J14	NA	NA	NA
120 Wg 3M321 Cubitron Mineral	04	04	365	J14	NA	NA	NA
140 Silica Mesh	06	06	180	A14	NA	NA	NA
150 Wg 3M321 Cubitron Mineral	04	04	365	J14	NA	NA	NA
16 Wg 3M321 Cubitron Mineral	04	04	365	J14	NA	NA	NA
180 Wg 3M321 Cubitron Mineral	04	04	365	J14	NA	NA	NA
2,4,6-Tribromophenol	04	03	365	D14	NA	NA	NA
2-AMINO But Alcohol	04	03	365	D14	NA	NA	NA
2-Ethylhexyl Acrylate 90-120 Mmhq	03	03	365	D14	NA	NA	NA
2-Ethylhexyl Acrylate 90-120 Mmhq	03	03	365	D14	NA	NA	NA
20 Wg 3M321 Cubitron Mineral	04	04	365	J14	NA	NA	NA
201 4G Fines	05	04	365	J14	NA	NA	NA
201 4G Tumbled	05	04	300	O14	NA	NA	NA
201 4G Usable Grade	04	04	365	O14	NA	NA	NA
201 4G Wet Gel	04	04	270	O14	NA	NA	NA
201 Generation 1 Dry	04	01	030	O14	NA	NA	NA
201 Generation 2 Dry	04	04	090	O14	NA	NA	NA
201 Generation 3 Dry	04	04	060	O14	NA	NA	NA
201 Generation 4 Dry	04	04	210	O14	NA	NA	NA
201 Tumbled	03	03	120	O14	NA	NA	NA
215 Colloidal Silica	04	04	330	E14	NA	NA	NA
220 Wg 3M321 Cubitron Mineral	04	04	365	O14	NA	NA	NA
222 Cubitron Ff Tail	04	04	365	O14	NA	NA	NA
222 Dry Gel	04	04	300	O14	NA	NA	NA
22R Usable Grade	03	03	030	O14	NA	NA	NA
22R Wet Gel	04	04	060	O14	NA	NA	NA
23% Solids Carbon Black Disp	04	04	365	D14	NA	NA	NA
24 3M201 Cubitron Mineral	04	03	365	J14	NA	NA	NA
24 3M222 Cubitron Mineral	04	04	270	O14	NA	NA	NA
24 Sharp 3M321 Cubitron Mineral	04	04	365	O14	NA	NA	NA
24 Wg 3M321 Cubitron Mineral	04	04	365	J14	NA	NA	NA
25% Abp in IOA	02	02	330	D14	NA	NA	NA
25% Abp in IOA	02	02	365	D14	NA	NA	NA
29% Solids Hps Bulks	05	05	365	H15	NA	NA	NA

Sorted by Status, ERCID

Information as of 07-16-2003

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**State of Minnesota  
Department of Public Safety  
Emergency Response Commission**

**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

<b>Facility Name and Address</b>	<b>Status</b>	<b>Contact Name and Phone Number</b>								
2972020kreo Lanthanu		04	03	365	E14	NA	NA	NA	NA	NA
30 3M222 Cubitron Mineral		04	03	240	J14	NA	NA	NA	NA	NA
30 Wg 321 Cubitron		04	04	365	J14	NA	NA	NA	NA	NA
30 Wg 3M324 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA	NA
30% Aqueous Lithium Trifluoromethane Sulfonate		04	03	365	E14	NA	NA	NA	NA	NA
30% Nitric Acid		05	04	365	C14	NA	NA	NA	NA	NA
321 Dry Gel		05	04	365	O14	NA	NA	NA	NA	NA
323 Fast Fired 36 Grade		04	03	365	J14	NA	NA	NA	NA	NA
323 Fast Fired 40 Grade		03	03	365	J14	NA	NA	NA	NA	NA
323 Fast Fired 50 Grade		04	04	365	J14	NA	NA	NA	NA	NA
323 Final Fired		04	03	365	O14	NA	NA	NA	NA	NA
323 Mem Ff Tails		04	04	365	O14	NA	NA	NA	NA	NA
324 Ff Tails		04	04	365	O14	NA	NA	NA	NA	NA
324 Final Fired		04	04	365	J14	NA	NA	NA	NA	NA
36 3M201 Cubitron Mineral		04	03	365	J14	NA	NA	NA	NA	NA
36 3M222 Cubitron Mineral		04	03	300	J14	NA	NA	NA	NA	NA
36 Alun Fsx		04	03	210	J14	NA	NA	NA	NA	NA
36 Sharp 3M321 Cubitron Mineral		04	04	365	O14	NA	NA	NA	NA	NA
36 Wg 3M321 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA	NA
36 Wg 3M324 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA	NA
38 Alun Fsx		04	04	180	J14	NA	NA	NA	NA	NA
3M Macromer Containing Hssa (Scale-Up) in Tank Truck		04	04	210	D14	NA	NA	NA	NA	NA
3M Monuron		04	03	365	D14	NA	NA	NA	NA	NA
3M351 F.F.		04	04	365	O14	NA	NA	NA	NA	NA
3M651 Usable Grade		04	04	365	O14	NA	NA	NA	NA	NA
4-Acrylaylaxy Benzaphenone		02	02	330	D14	NA	NA	NA	NA	NA
40 3M201 Cubitron Mineral		04	03	365	J14	NA	NA	NA	NA	NA
40 3M222 Cubitron Mineral		04	03	330	J14	NA	NA	NA	NA	NA
42 0014 6153 4		04	04	270	J14	NA	NA	NA	NA	NA
42 Alun Fsx		04	04	210	J14	NA	NA	NA	NA	NA
4296t(41420232153) Adh. Promotor 52gal/Drum Bulk		04	03	300	D14	NA	NA	NA	NA	NA
4298UV Adh Prom 52 GAL/DRUM (350lbs/Drum)		04	03	365	D14	NA	NA	NA	NA	NA
4500MW Pech Diol/Triol (Rxn)		02	02	060	E14	NA	NA	NA	NA	NA
46 Wg 3M321 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA	NA
46 Wg 3M324 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA	NA
50 3M201 Cubitron Mineral		04	03	365	J14	NA	NA	NA	NA	NA
50 3M222 Cubitron Mineral		04	03	330	J14	NA	NA	NA	NA	NA
50 Alun Fsx		04	04	210	J14	NA	NA	NA	NA	NA
50 Cub Abgy		04	03	150	J14	NA	NA	NA	NA	NA
50 Cub Mdgt		04	04	180	O14	NA	NA	NA	NA	NA
52 Alun Fsx		04	04	210	J14	NA	NA	NA	NA	NA
52% Hydrofluoric AciD		03	03	330	L16	NA	NA	NA	NA	NA
54 Wg 3M321 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA	NA
5682 Nitrate Solution		05	04	090	O14	NA	NA	NA	NA	NA
60 3M201 Cubitron Mineral		04	03	365	J14	NA	NA	NA	NA	NA
60 3M222 Cubitron Mineral		04	03	330	J14	NA	NA	NA	NA	NA
60 Wg 3M321 Cubitron Mineral		05	04	365	J14	NA	NA	NA	NA	NA
62 Alun Fsx		04	04	150	J14	NA	NA	NA	NA	NA

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**State of Minnesota  
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**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

<b>Facility Name and Address</b>	<b>Status</b>	<b>Contact Name and Phone Number</b>							
80 3M201 Cubitron Mineral		04	03	300	J14	NA	NA	NA	NA
80 3M222 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA
80 Wg 3M321 Cubitron Mineral		04	04	365	J14	NA	NA	NA	NA
82 Alun Fsx		04	03	180	J14	NA	NA	NA	NA
90/10 Solution Polym		05	04	365	C14	NA	NA	NA	NA
A 1229		04	03	120	D14	NA	NA	NA	NA
A 2033		02	02	365	D14	NA	NA	NA	NA
A 7129 Axis Conducti		02	01	365	D14	NA	NA	NA	NA
A 7311 Glass Fiber Reinforced Tackified Acrylic Adhesive		04	04	365	C15	NA	NA	NA	NA
A 7312 Glass Fiber R		04	04	365	C15	NA	NA	NA	NA
A-7118 Corrosion Adhesive		03	03	365	D14	NA	NA	NA	NA
A16 Frit (Vj)		04	04	365	J14	NA	NA	NA	NA
A16 Glass Feed (Vj)		04	04	120	J14	NA	NA	NA	NA
A20 Formed (Vj)		04	04	120	K14	NA	NA	NA	NA
A20 Frit (Vj)		04	04	365	J14	NA	NA	NA	NA
A20 Glass Feed (Vj)		04	04	120	J14	NA	NA	NA	NA
A20/1000 Scotchlite(Tm) Glass Bubbles 50 Lb		03	03	365	K14	NA	NA	NA	NA
A7508 Tackifd Acryla		04	04	150	D14	NA	NA	NA	NA
Abp in IOA (R53066 Scale-Up)		02	02	030	D14	NA	NA	NA	NA
Abrasive Aluminum Oxide 60 Bfrpl Alodur		04	04	210	J14	NA	NA	NA	NA
Abrasive Aluminum Oxide P120 Bfrpl		03	03	180	J14	NA	NA	NA	NA
Abrasive Aluminum Oxide P150 Bfrpl		04	03	210	J14	NA	NA	NA	NA
Acetate Acrylic Primer for Tape		03	03	180	D14	NA	NA	NA	NA
Acetic Acid, Glacial 99.5%		04	04	365	E14	NA	NA	NA	NA
Acetic Acid, Glacial 99.5%		04	04	365	E14	NA	NA	NA	NA
Acetone Reclaim 96%		05	05	365	A14	NA	NA	NA	NA
Acid Hydrate Distill FC156		04	04	365	D14	NA	NA	NA	NA
Acrylate Adhesives		04	04	365	I14	NA	NA	NA	NA
Acrylate Latex for Bef Basefilm		03	03	365	D14	NA	NA	NA	NA
Acrylate Microspheres		04	04	365	D14	NA	NA	NA	NA
Acrylate Polymer		04	04	365	D14	NA	NA	NA	NA
Acrylate Polymer		03	03	365	D14	NA	NA	NA	NA
Acrylate Polymer Dispersion		02	02	365	I14	NA	NA	NA	NA
Acrylate Polymer Solution		05	04	365	H15	NA	NA	NA	NA
Acrylated Urethane Oligomer in IOA		04	03	330	D14	NA	NA	NA	NA
Acrylic Polymer		03	03	365	D14	NA	NA	NA	NA
Acrylonitrile		03	03	365	D14	NA	NA	NA	NA
Acryloyl Chloride		02	02	030	D14	NA	NA	NA	NA
Acryloyl Chloride		03	03	300	D14	NA	NA	NA	NA
Acryloyl Chloride Snpe		02	02	120	K16	NA	NA	NA	NA
Adhesive - Non-pumpable 13X North		05	04	365	I14	NA	NA	NA	NA
Adhesive and Water		05	04	365	D14	NA	NA	NA	NA
Adhesives		04	04	365	D14	NA	NA	NA	NA
Aerosols/Inhalers		04	03	365	D14	NA	NA	NA	NA
Afa and Formulation		04	03	365	O14	NA	NA	NA	NA
Afa Dilute Solution (Filtered)		04	04	365	O14	NA	NA	NA	NA
Alkabize Taplrc		03	03	365	D14	NA	NA	NA	NA
Allyl Chloride		04	04	365	D14	NA	NA	NA	NA

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**State of Minnesota  
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**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

<b>Facility Name and Address</b>	<b>Status</b>	<b>Contact Name and Phone Number</b>							
Alpha Naphthol	04	04	030	D14	NA	NA	NA	NA	NA
Alumina Silica + 14% Boria Sol	04	04	150	O14	NA	NA	NA	NA	NA
Alumina Trihydrate (SB-30)	03	03	300	I14	NA	NA	NA	NA	NA
Alumina/Silica - 2% Boria Sol Concentrate From Afa	04	04	060	O14	NA	NA	NA	NA	NA
Aluminum Formoacetate at 9% Solids	04	04	030	D14	NA	NA	NA	NA	NA
AMMONIA, ANHYDROUS	03	03	365	L24	NA	NA	NA	NA	NA
Ammonium Hydroxide	02	02	090	D16	NA	NA	NA	NA	NA
Ammonium Hydroxide Commercial Water 26 Degree Baume	04	03	330	O14	NA	NA	NA	NA	NA
Ammonium Hydroxide Commercial Water 26 Degree Baume	03	03	365	E16	NA	NA	NA	NA	NA
Ammonium Perfluoro Octanoate 20% 275GAL Bulk Tank (L-16221)	04	03	365	O14	NA	NA	NA	NA	NA
Aqueous Ceramic Solution	04	04	365	I14	NA	NA	NA	NA	NA
Aqueous Polymer Solution	04	03	365	D14	NA	NA	NA	NA	NA
Aqueous Polymer Solution	02	02	365	D14	NA	NA	NA	NA	NA
Aqueous Polymer Solution	05	04	365	I14	NA	NA	NA	NA	NA
Aqueous Polymer Solution	03	02	365	D14	NA	NA	NA	NA	NA
Aqueous Resin Solution	04	04	365	D14	NA	NA	NA	NA	NA
Aqueous Solution	03	02	365	D14	NA	NA	NA	NA	NA
Ax 1464	04	03	210	D14	NA	NA	NA	NA	NA
Ax 2032	03	03	365	D14	NA	NA	NA	NA	NA
B38 Frit (Vj)	05	05	150	J14	NA	NA	NA	NA	NA
B38 Glass Feed (Cottage Grove)	04	03	120	J14	NA	NA	NA	NA	NA
B38 Scotchlite(Tm) Glass Bubbles 500LB Semi-Bulk 4 Ft Bag	04	03	300	J14	NA	NA	NA	NA	NA
B38 Scotchlite(Tm) Glass Bubbles 500LB Semi-Bulk 4 Ft Bag	04	04	365	J14	NA	NA	NA	NA	NA
B38/4000 Scotchlite(Tm) Glass Bubbles 100 Lb	02	02	365	K14	NA	NA	NA	NA	NA
B38/4000 Scotchlite(Tm) Glass Bubbles 100 Lb	02	02	365	K14	NA	NA	NA	NA	NA
Belt Cleaning Solution	04	04	365	D14	NA	NA	NA	NA	NA
Belt Splice Adhesive in 5 Gallon Pails	04	03	365	D14	NA	NA	NA	NA	NA
Binder for Steam Ind	04	03	365	D14	NA	NA	NA	NA	NA
Bis-4-Dodecylhenyl Iodonium Bisulfite in Cyclohexane	01	01	330	D14	NA	NA	NA	NA	NA
Bis-Trifluoromethane Sulfonimide Triethylamine Salt	04	04	365	D14	NA	NA	NA	NA	NA
Black Vinyl Premix in Solution	04	03	120	D14	NA	NA	NA	NA	NA
Borax Anhydrous	05	05	150	J14	NA	NA	NA	NA	NA
Borax B 5 Mol	04	04	365	J14	NA	NA	NA	NA	NA
Boric Acid 99.5% Technical Grade Granular	04	03	365	J14	NA	NA	NA	NA	NA
Bottoms From F8275 One-Plating	04	04	330	D14	NA	NA	NA	NA	NA
Brn Alum Oxide P100	04	03	210	J14	NA	NA	NA	NA	NA
Brown Alum Oxide 62	04	03	180	J14	NA	NA	NA	NA	NA
Brown Aluminum Oxide	04	03	180	J14	NA	NA	NA	NA	NA
Bu-Bottoms	03	02	365	D14	NA	NA	NA	NA	NA
Bulk Acetone Solvent	04	04	120	A14	NA	NA	NA	NA	NA
Bulk Pbsf From Antwerp	03	03	060	E14	NA	NA	NA	NA	NA
Bump On Urethane Solid	04	04	365	I14	NA	NA	NA	NA	NA
Butadiene-Acrylonitrile Emulsion	03	02	365	I14	NA	NA	NA	NA	NA
Butadiene-Acrylonitrile Emulsion	04	03	365	I14	NA	NA	NA	NA	NA
Butyl Carbamoyl Ethyl Acrylate Bcea	04	03	365	D14	NA	NA	NA	NA	NA
Butylamine Ester	03	03	240	C14	NA	NA	NA	NA	NA
by Product F4860	04	04	180	D14	NA	NA	NA	NA	NA
BY-PROD of F6564	04	04	330	E14	NA	NA	NA	NA	NA

**State of Minnesota  
Department of Public Safety  
Emergency Response Commission**

**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

<b>Facility Name and Address</b>	<b>Status</b>	<b>Contact Name and Phone Number</b>								
By-Product of F7770		04	03	300	E14	NA	NA	NA	NA	NA
By-Product of F7887		04	03	210	E14	NA	NA	NA	NA	NA
By-Product of F8439		04	04	365	D14	NA	NA	NA	NA	NA
Byproduct of FM3256		03	03	365	D14	NA	NA	NA	NA	NA
Byproduct of FM3256		03	03	365	D14	NA	NA	NA	NA	NA
C4F8O Fractionated Bottoms From F-8874		04	04	240	L14	NA	NA	NA	NA	NA
C6/C7hfe-401 Fluorochemical Mixture (Fuji-Hunt)Processed		04	04	150	D14	NA	NA	NA	NA	NA
Canvas Clear Coating Solution		04	04	365	D14	NA	NA	NA	NA	NA
Carbon Black/Ethylene Glycol Slurry		03	02	365	D14	NA	NA	NA	NA	NA
CARBON DIOXIDE		04	04	365	A24	NA	NA	NA	NA	NA
Carbopol Solution		04	04	365	D14	NA	NA	NA	NA	NA
Carbowax 600		02	02	365	D14	NA	NA	NA	NA	NA
Carboxylated Butadiene Acrylonitrile Latex		03	02	365	D14	NA	NA	NA	NA	NA
carcinogen-Formaldehyde		03	02	365	I14	NA	NA	NA	NA	NA
Catalyst (Lynx 1000) Dark Red		01	01	240	F14	NA	NA	NA	NA	NA
Catalyst (Lynx 1000) Dark Red		01	01	365	L14	NA	NA	NA	NA	NA
Catalyst (Lynx 715)		01	01	365	L14	NA	NA	NA	NA	NA
CD-5 Developer		02	01	365	D14	NA	NA	NA	NA	NA
Ceramic Sol Filters & Rags		04	03	365	D14	NA	NA	NA	NA	NA
Chemical		04	03	365	I14	NA	NA	NA	NA	NA
Chemical		04	04	365	D14	NA	NA	NA	NA	NA
Chemical		04	04	365	D14	NA	NA	NA	NA	NA
Chemicals		02	02	365	D14	NA	NA	NA	NA	NA
Chemicals		04	04	365	I14	NA	NA	NA	NA	NA
Chemicals		05	04	365	K14	NA	NA	NA	NA	NA
Chemicals		04	04	365	D14	NA	NA	NA	NA	NA
Chemicals with Solids		04	04	365	D14	NA	NA	NA	NA	NA
Chemicals with Solids		04	03	365	I14	NA	NA	NA	NA	NA
Coag Polymer and Water		04	04	365	I14	NA	NA	NA	NA	NA
Coag Polymer and Water		04	04	365	D14	NA	NA	NA	NA	NA
Coating Precut Solution		05	04	365	D14	NA	NA	NA	NA	NA
Combine 2 Steps Ref R20893		04	04	090	O14	NA	NA	NA	NA	NA
Compounding Concept 96 ADH/1670 and 1671 Surface Saver II		05	04	210	D14	NA	NA	NA	NA	NA
Conc Boria Free "As" Soln		04	04	210	O14	NA	NA	NA	NA	NA
Concentrated Aluminum 15% Silica Soln		03	03	030	K16	NA	NA	NA	NA	NA
Concentrated Nextel 610 Using Paravap/Strand Evaporator		03	03	270	D14	NA	NA	NA	NA	NA
Conductive Adhesive Precursor		04	04	365	D14	NA	NA	NA	NA	NA
Cont. FRAC.C8 Acid Fluoride		02	02	365	D14	NA	NA	NA	NA	NA
Continuous HX-868 Reaction		04	03	330	O14	NA	NA	NA	NA	NA
Corrosion Inhibitor		02	02	365	E14	NA	NA	NA	NA	NA
Crude Dehydrated Aq		04	03	365	D14	NA	NA	NA	NA	NA
Curing Agent (Ancami		02	02	365	E14	NA	NA	NA	NA	NA
Cyclohexane 98%		04	04	365	D14	NA	NA	NA	NA	NA
D32 Glass Feed (Vj)		04	04	120	J14	NA	NA	NA	NA	NA
Damaged Goods		04	03	365	D14	NA	NA	NA	NA	NA
DBE-2/Urethane Cleaning Mixture		03	02	365	D14	NA	NA	NA	NA	NA
Debris and Dirt with Misc. Chemicals		04	04	365	D14	NA	NA	NA	NA	NA
Destructable Vinyl Soln		04	03	330	D14	NA	NA	NA	NA	NA

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Developers		01	01	180	D14	NA	NA	NA	NA
Diamine and Water		04	04	365	D14	NA	NA	NA	NA
Diester Foam Tape		04	04	300	O14	NA	NA	NA	NA
Diethyl Phthalate and Water		04	03	365	D14	NA	NA	NA	NA
Dilute HCl Soln		02	02	330	E14	NA	NA	NA	NA
Dilution of Butylene Imine		04	03	365	D14	NA	NA	NA	NA
Diphenylmethane 4,4' Diisocyanate Flaked		04	03	365	D14	NA	NA	NA	NA
Diphenylmethane Carb Dry		02	02	365	I14	NA	NA	NA	NA
Distillation		04	03	330	D14	NA	NA	NA	NA
DS-2006 3M(TM) Antistat 9342 350LB 55GAL Drum		04	04	330	D14	NA	NA	NA	NA
DS-2018 3M(TM) Crosslinker U34 400LB 55GAL Drum		03	03	365	D14	NA	NA	NA	NA
DS-2019 3M(TM) Photoinitiator Tmm 350LB/55 Gal		02	02	030	D14	NA	NA	NA	NA
DS-2022 3M(TM) Adhesive Ls Cartridge 30lb/5gal Drum		04	03	300	D14	NA	NA	NA	NA
DS-2025 3M(TM) Binder Shpu 375lb/55gal		04	03	330	D14	NA	NA	NA	NA
DS-2026 3M(TM) Binder Nc 2100LB 300GAL		04	04	270	O14	NA	NA	NA	NA
DS-2027 3M(TM) Binder K-12 375LB 55GAL		03	03	030	D14	NA	NA	NA	NA
DS-2029 3M(TM) Binder PPA-45 400LB 55GAL		04	03	330	D14	NA	NA	NA	NA
DS-2030 3M(TM) Activator NR-320 400LB 55GAL		03	03	090	D14	NA	NA	NA	NA
DS-2031 3M(TM) Binder Z-2 375LB 55GAL		04	03	180	D14	NA	NA	NA	NA
DS-2032 3M(TM) Binder Zdm 375LB 55GAL		04	03	300	D14	NA	NA	NA	NA
DS-2035 3M(TM) Binder Q-98 350LB 55GAL		04	03	300	D14	NA	NA	NA	NA
DS-2038 3M(TM) Binder K-3 375LB 55GAL		03	03	240	D14	NA	NA	NA	NA
DS-2039 3M(TM) Binder K-32 400LB 55GAL		04	04	180	D14	NA	NA	NA	NA
DS-2046 3M(TM) Binder -- Ncb 2000 Lb 300 Gallon lbc		04	04	365	O14	NA	NA	NA	NA
DS-2046 3M(TM) Binder -- Ncb 375 Lb 55 Gallon Drum		04	03	330	D14	NA	NA	NA	NA
Dyneon Raw Mtpme Dispersion 200kg/440 Lb Drum		04	03	300	D14	NA	NA	NA	NA
E		01	01	330	D14	NA	NA	NA	NA
E Distillation		04	04	330	D14	NA	NA	NA	NA
E K Salt		04	03	300	D14	NA	NA	NA	NA
EauNote		04	03	365	D14	NA	NA	NA	NA
Ebsf Precut		03	03	150	D14	NA	NA	NA	NA
Ec 4801 5 Gallon Pail		04	03	365	D14	NA	NA	NA	NA
Ec 4927 5 Gallon Pail		03	02	270	D14	NA	NA	NA	NA
Em1 Scotchlite(Tm) Glass Bubbles Bulk Trailer		04	04	120	P14	NA	NA	NA	NA
EM12C Feed		05	04	150	J14	NA	NA	NA	NA
Empty Peroxide Bags in Water		04	03	365	D14	NA	NA	NA	NA
Emul Copoly Taplvb		04	04	365	I14	NA	NA	NA	NA
Enhanced Tack (ET403) Adhesive		04	04	180	D14	NA	NA	NA	NA
Eoa Acrylate		04	04	365	D14	NA	NA	NA	NA
Epon Accelerator Millstock		03	02	270	D14	NA	NA	NA	NA
Epoxy and Urethane Adhesive		04	03	365	D14	NA	NA	NA	NA
Epoxy and Urethane Adhesive		04	04	365	D14	NA	NA	NA	NA
Epoxy Capsules		03	03	365	D14	NA	NA	NA	NA
Epoxy Resin 828 Epon Eew 189		03	03	270	D14	NA	NA	NA	NA
Epoxy Resin 828 Epon Eew 189		04	04	365	D14	NA	NA	NA	NA
Ethlene Chlor Hydrin		02	02	270	D14	NA	NA	NA	NA
Ethoxylated Hydromethyl Phosphonic Acid		01	01	365	E14	NA	NA	NA	NA
Ethyl Acetate		04	04	150	D14	NA	NA	NA	NA

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Ethyl Alcohol		04	03	270	O14	NA	NA	NA	NA
Ethylene Glycol/Polyethylene Terephthalate Mylar		04	03	365	D14	NA	NA	NA	NA
Extracted C8 Acid Fractionation Main Cut		04	03	330	D14	NA	NA	NA	NA
F 5618		02	02	210	D14	NA	NA	NA	NA
F-5689 Kettle Flush		04	04	150	D14	NA	NA	NA	NA
F-7887 Lithium Salt Fr Acid Distillation		04	03	090	E14	NA	NA	NA	NA
F-7896 Pmsf Salt in Base in 330 Gal Tote		04	04	365	O14	NA	NA	NA	NA
Fast-Fire Filter Media		04	04	365	D14	NA	NA	NA	NA
FC-1090 Fluorad Brand Fluorochemical Emulsifier 450 Lb 55 Ga		04	04	330	D14	NA	NA	NA	NA
FC-118 Fluorad Fluorochemical Surfactant 450 Lb 55 Gal Drum		04	04	150	D14	NA	NA	NA	NA
FC-156 Fluorad Brand Fluorochem Acid Salt Solut 500 Lb 55 Ga		04	03	330	D14	NA	NA	NA	NA
FC-2000 3M(TM) Fluorad(TM) Fluorochml Emulsifier 2800LB 330G		05	05	365	O14	NA	NA	NA	NA
FC-203CF Light Water		03	03	365	C14	NA	NA	NA	NA
FC-23 Fluorad(TM) Fluorochem'l Acid 200lb/90.8kg/15gal (Japa		04	03	365	D14	NA	NA	NA	NA
FC-600F Light Water (Tm) Atc (Tm) AR-AFFF 3% or 6% 55 Gal Dr		04	04	365	D14	NA	NA	NA	NA
FC-98 Fluorad(TM) Fluorochemical Surfactant 50 Lb Ctn		04	04	365	I14	NA	NA	NA	NA
Ferrous Sulfate Deri		01	01	330	N14	NA	NA	NA	NA
Fiber Glass Chopped 620(G), .25 In.		04	03	365	K14	NA	NA	NA	NA
Film-Coated		04	03	365	K14	NA	NA	NA	NA
Filtered Dilute AL/S		04	04	090	O14	NA	NA	NA	NA
Filtering Media w/Fluorochemical		04	04	365	D14	NA	NA	NA	NA
Filters with Urethane Solids		04	03	365	D14	NA	NA	NA	NA
Fired 3M201 Cubitron		04	03	330	J14	NA	NA	NA	NA
Fluorinated Gas		04	04	365	L14	NA	NA	NA	NA
Fluorinated Polymer		04	04	365	I14	NA	NA	NA	NA
Fluorinated Rubber and Plastic		04	03	365	K14	NA	NA	NA	NA
Fluorocarbons 98-0204-0704-9		04	03	365	D14	NA	NA	NA	NA
Fluorochemical		05	04	365	D14	NA	NA	NA	NA
Fluorochemical Kettle Flush		04	04	365	D14	NA	NA	NA	NA
Fluorochemical Latex		05	04	365	O14	NA	NA	NA	NA
Fluorochemical Urethane Emulsion		04	03	365	O14	NA	NA	NA	NA
Fluorochemical with Solids		04	04	365	D14	NA	NA	NA	NA
Formaldehyde /Resins/Filters		03	03	365	D14	NA	NA	NA	NA
Formaldehyde in Carbon		02	02	365	I14	NA	NA	NA	NA
Formaldehyde in Water		02	02	365	D14	NA	NA	NA	NA
Formaldehyde in Water		03	02	365	D14	NA	NA	NA	NA
Formaldehyde in Water Solution		03	03	365	D14	NA	NA	NA	NA
Formaldehyde/Polymer/Resins		03	03	365	D14	NA	NA	NA	NA
Formaldehyde/Polymers/Resins		03	03	365	I14	NA	NA	NA	NA
Formaldehyde/Water/Misc Solids		02	02	365	D14	NA	NA	NA	NA
Frac C8 Acid Antwerp		02	02	030	D14	NA	NA	NA	NA
Frac Lb Amine (110-1		03	03	330	E14	NA	NA	NA	NA
Frac Lb Amine (25-80 C)		04	03	270	D14	NA	NA	NA	NA
Frac Lb Amine (80-110 C)		03	02	240	E14	NA	NA	NA	NA
Fract C8 Acid Maincut (>96%)		03	03	030	D14	NA	NA	NA	NA
Fractionated Pbsf in Drums		02	02	180	D14	NA	NA	NA	NA
Fractionated Pechsf		04	04	060	D14	NA	NA	NA	NA
Fractionated Perfluoro Propionyl Fluoride		03	03	365	L14	NA	NA	NA	NA

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Freepel Waste		03	03	365	D14	NA	NA	NA	NA
G18 Glass Feed (Vj)		04	04	120	J14	NA	NA	NA	NA
General Clean up Polymer and Resins		04	04	365	D14	NA	NA	NA	NA
Glass Fibers		04	04	365	I14	NA	NA	NA	NA
Glass Polishing Lubricant		04	04	365	D14	NA	NA	NA	NA
Glycol/Water - Hot-Cold Paks		04	04	365	I14	NA	NA	NA	NA
H2so4/Acetic Acid Pr		02	02	180	D14	NA	NA	NA	NA
Heat Treatment of Pt		04	04	030	D14	NA	NA	NA	NA
Heel for 4500 Mw Pec		02	02	365	D14	NA	NA	NA	NA
Heptane		04	03	365	A14	NA	NA	NA	NA
Hfpo		04	03	365	D14	NA	NA	NA	NA
HHA-2 From Sartomer SR-444C Peta at 30% Solids in MEK		04	04	270	D14	NA	NA	NA	NA
Hi X Salts		03	03	365	D14	NA	NA	NA	NA
High Ash Nonpump Chemicals		04	03	365	D14	NA	NA	NA	NA
High Boilers From Pe		03	03	365	E14	NA	NA	NA	NA
High Tack Purge Adhesive		04	04	365	I14	NA	NA	NA	NA
Hip Pvp 85% Dilute Alumina Sol		04	03	365	E14	NA	NA	NA	NA
HIP/PVP (Intermediate, Goes Into 41-4202-4098-2)		04	04	365	D14	NA	NA	NA	NA
Hot Melt Adhesive		04	04	365	I14	NA	NA	NA	NA
HQ-115 Fluorad Brand Lithium Trifluoromethane Sulfonimide 25		04	03	365	E14	NA	NA	NA	NA
Hydrochloric Acid, 3		03	02	365	E14	NA	NA	NA	NA
Hydrofluoric Acid An		04	04	365	A16	NA	NA	NA	NA
Hydrogen Chloride		03	02	365	L24	NA	NA	NA	NA
Hydrochloric Acid 20 Degree Baume Technical Grade		03	03	365	E14	NA	NA	NA	NA
Hydrochloric Acid 20 Degree Baume Technical Grade		03	03	365	E14	NA	NA	NA	NA
Ink and Water		04	03	365	D14	NA	NA	NA	NA
Intercut - Precut to FM-3256		03	03	365	D14	NA	NA	NA	NA
Intermediate RD2707		04	04	210	C14	NA	NA	NA	NA
Io Acrylate Tapcwn		05	05	365	A14	NA	NA	NA	NA
IOA Acrylamide (97-3) Hssa		04	04	270	D14	NA	NA	NA	NA
loa-Acrtkanude (97/3		04	04	180	D14	NA	NA	NA	NA
IOA/AA 81/19 Copolymer for Vibration Dampening		04	03	365	D14	NA	NA	NA	NA
IOA/AA Solution Polymer Tote Tank		04	04	365	O14	NA	NA	NA	NA
loa/Aa/Macromer Reac		05	04	300	C14	NA	NA	NA	NA
loa/Acrylamide R20789 Intl		04	04	365	D14	NA	NA	NA	NA
loa/Hea/Elvacite 1010		03	03	030	D14	NA	NA	NA	NA
loa/Ma/Aa Terpolymer in Drums for Intl		04	04	330	D14	NA	NA	NA	NA
IOA/OA Premix for R21364		04	03	365	D14	NA	NA	NA	NA
loa/Oa/Aa Terpolymer		04	03	365	D14	NA	NA	NA	NA
loa/Oaa/Sss Latex		04	04	365	E14	NA	NA	NA	NA
loa/Sma/Aa Poly in Deet/W171		04	04	030	D14	NA	NA	NA	NA
Ion Exchange Resin		04	03	365	I14	NA	NA	NA	NA
Iron Metal Powder		04	03	365	F14	NA	NA	NA	NA
Iso Propyl Ether		04	04	365	D14	NA	NA	NA	NA
Isonate 181		04	03	365	D14	NA	NA	NA	NA
Isooctyl Acrylate Monomer		02	02	365	I14	NA	NA	NA	NA
Isooctyl Acrylate Monomer		03	03	365	D14	NA	NA	NA	NA
Isooctyl Acrylate/Acrylic Acetate =89 5/10/0.5 Adh in Ethyl		04	04	210	D14	NA	NA	NA	NA

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Isophorone Diisocyanate 99.5%		04	03	365	D14	NA	NA	NA	NA	NA
Jeffamine Size Resin		04	03	365	D14	NA	NA	NA	NA	NA
K Glass A16 Feed		04	04	120	J14	NA	NA	NA	NA	NA
K Glass A20 Feed		04	04	120	J14	NA	NA	NA	NA	NA
K Glass D32/4500 Feed		04	04	120	J14	NA	NA	NA	NA	NA
K Glass Version of The S60/18000 Feed		04	04	120	J14	NA	NA	NA	NA	NA
K Glass Version of The S60/18000 Frit - Cottage Grove		05	05	150	J14	NA	NA	NA	NA	NA
K-3 in Drums		03	02	365	D14	NA	NA	NA	NA	NA
K1 Frit (Cg)		06	05	365	J14	NA	NA	NA	NA	NA
K1 Glass Feed (Cg)		05	05	150	J14	NA	NA	NA	NA	NA
K1 Glass Feed (Gu)		04	04	365	J14	NA	NA	NA	NA	NA
K1 Scotchlite(Tm) Glass Bubbles 210 Lb		03	03	365	K14	NA	NA	NA	NA	NA
K11 (Pod)		04	03	365	A14	NA	NA	NA	NA	NA
K11 Scotchlite(Tm) Glass Bubbles 225 Lb Box		04	03	365	K14	NA	NA	NA	NA	NA
K15 (Pod)		04	03	365	A14	NA	NA	NA	NA	NA
K15 Frit (Cg)		05	05	365	J14	NA	NA	NA	NA	NA
K15 Glass Feed (Cottage Grove)		05	04	150	J14	NA	NA	NA	NA	NA
K15 Scotchlite(Tm) Glass Bubbles 265 Lb		03	03	365	K14	NA	NA	NA	NA	NA
K15 Scotchlite(Tm) Glass Bubbles 50 Lb		04	03	365	J14	NA	NA	NA	NA	NA
K20 Frit (Cg)		06	05	180	J14	NA	NA	NA	NA	NA
K20 Frit (Gu)		05	04	365	J14	NA	NA	NA	NA	NA
K20 Scotchlite(Tm) Glass Bubbles 350 Lb		04	04	365	K14	NA	NA	NA	NA	NA
K20 Scotchlite(Tm) Glass Bubbles 60 Lb		04	04	365	J14	NA	NA	NA	NA	NA
K20 Scotchlite(Tm) Glass Bubbles Semi-Bulk 4-FT Bags		04	04	365	J14	NA	NA	NA	NA	NA
K20/1000 Formed Bubbles		04	03	365	K14	NA	NA	NA	NA	NA
K25 (Pod)		04	04	365	A14	NA	NA	NA	NA	NA
K25 Frit (Cg)		05	05	150	J14	NA	NA	NA	NA	NA
K25 Glass Feed (Cottage Grove)		05	04	150	J14	NA	NA	NA	NA	NA
K25 Scotchlite(Tm) Glass Bubbles 430 Lb		04	04	365	K14	NA	NA	NA	NA	NA
K25 Scotchlite(Tm) Glass Bubbles 80 Lb		04	03	365	J14	NA	NA	NA	NA	NA
K25J Feed Glass Feed		04	04	365	J14	NA	NA	NA	NA	NA
K25J Glass Frit		05	05	365	J14	NA	NA	NA	NA	NA
K25J Scotchlite(Tm) Glass Bubbles, Grade K25J 430LB Box		04	04	120	K14	NA	NA	NA	NA	NA
K37 (Pod)		04	04	365	A14	NA	NA	NA	NA	NA
K37 Frit (Cg)		05	05	150	J14	NA	NA	NA	NA	NA
K37 Glass Feed (Cottage Grove)		05	04	150	J14	NA	NA	NA	NA	NA
K37 Scotchlite(Tm) Glass Bubbles 100 Lb		04	03	365	K14	NA	NA	NA	NA	NA
K46 (Pod)		04	04	365	A14	NA	NA	NA	NA	NA
K46 Frit (Cg)		06	05	180	J14	NA	NA	NA	NA	NA
K46 Glass Feed (Cottage Grove)		05	04	150	J14	NA	NA	NA	NA	NA
K46 Scotchlite(Tm) Glass Bubbles 125 Lb		04	04	365	K14	NA	NA	NA	NA	NA
K46 Scotchlite(Tm) Glass Bubbles 815 Lbs		04	03	330	K14	NA	NA	NA	NA	NA
K46 Scotchlite(Tm) Glass Bubbles 825 Lb Semi-Bulk 4 Foot Bag		04	03	270	J14	NA	NA	NA	NA	NA
K46 Scotchlite(Tm) Glass Bubbles 825 Lb Semi-Bulk 4FT BAG/NE		04	04	365	J14	NA	NA	NA	NA	NA
K60 Remelt Frit		04	04	365	J14	NA	NA	NA	NA	NA
L.B. Perfluoroamine		04	03	365	E14	NA	NA	NA	NA	NA
Lanthanum-Yttrium Ni		04	04	270	E14	NA	NA	NA	NA	NA
Latex and Scrap Clean UP Material		04	03	365	D14	NA	NA	NA	NA	NA



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Latex Non Pump (Formaldehyde)		03	03	365	D14	NA	NA	NA	NA
Latex Premix for Ultra Gs Mat		03	03	030	O14	NA	NA	NA	NA
Latex Pumpable		03	03	365	D14	NA	NA	NA	NA
Latex Solution		03	02	365	I14	NA	NA	NA	NA
Latex with Debris		03	03	365	I14	NA	NA	NA	NA
Latex with Fibers		05	04	365	I14	NA	NA	NA	NA
Lc Disperal		04	04	365	J14	NA	NA	NA	NA
Lime Slurry		04	03	365	H14	NA	NA	NA	NA
Liquid Latex		03	03	365	I14	NA	NA	NA	NA
Liquid Latex		05	04	365	D14	NA	NA	NA	NA
Liquid Nitrogen 99.5		07	06	120	A26	NA	NA	NA	NA
Liquid Nitrogen 99.5		04	04	365	A24	NA	NA	NA	NA
Lithium Bis-Trifluoromethane (Rfp for HQ-115)		04	03	365	I14	NA	NA	NA	NA
Low Boilers From R-55998 Process		01	01	060	D14	NA	NA	NA	NA
Low Boilers of Hfe-3-0-1 Bottoms		04	03	330	D14	NA	NA	NA	NA
Low Energy Surface Universal Primer		04	04	365	D14	NA	NA	NA	NA
Low Mw Epx Polymer		04	04	365	O14	NA	NA	NA	NA
Maa-Peg(A Monomer)		03	03	150	D14	NA	NA	NA	NA
Magnesium Nitrate He		05	04	365	C14	NA	NA	NA	NA
Maker 49 Acrylic		04	03	365	D14	NA	NA	NA	NA
Maker Oven Condensate		04	03	365	D14	NA	NA	NA	NA
Mc 608 in Drums		04	04	180	D14	NA	NA	NA	NA
Mc 858 in Drums		03	03	365	D14	NA	NA	NA	NA
Mc 858 in Drums		04	04	365	D14	NA	NA	NA	NA
MC-605		02	02	150	D14	NA	NA	NA	NA
MC-605 in Totes		03	03	365	O14	NA	NA	NA	NA
MC-79 Terpolymer 25% Solids in Intl Drums		04	04	240	D14	NA	NA	NA	NA
MC-890		05	04	240	D14	NA	NA	NA	NA
MC-892		05	04	330	D14	NA	NA	NA	NA
MC-892 (IOA/AA) INT'L Drums		04	03	365	D14	NA	NA	NA	NA
MC-892 in Totes		04	04	300	O14	NA	NA	NA	NA
MC199 in Old Drums		04	04	120	D14	NA	NA	NA	NA
MC565 in Drums		03	03	330	D14	NA	NA	NA	NA
MC79 at 25% Solids		04	04	300	D14	NA	NA	NA	NA
MC79 at 25% Solids in Drums		04	04	330	D14	NA	NA	NA	NA
MC893 IOA/AA in Totes		04	04	300	O14	NA	NA	NA	NA
Mek/Xylene Solvent F		05	05	365	A14	NA	NA	NA	NA
Melamine-Formaldehyde Resin		02	02	365	D14	NA	NA	NA	NA
Melamine-Formaldehyde resin		02	02	365	I14	NA	NA	NA	NA
Mem 70 Wheel Grade		04	04	365	J14	NA	NA	NA	NA
Mem 90 Wheel Grade		05	04	365	J14	NA	NA	NA	NA
Mem Fast Fired 100 Grade		04	04	365	J14	NA	NA	NA	NA
Mem Fast Fired 120 Grade		04	03	365	J14	NA	NA	NA	NA
Mem Fast Fired 150 Grade		04	04	365	J14	NA	NA	NA	NA
Mem Fast Fired 20 Grade		03	03	210	J14	NA	NA	NA	NA
Mem Fast Fired 24 Grade		03	03	365	J14	NA	NA	NA	NA
Mem Fast Fired 30 Grade		04	03	365	J14	NA	NA	NA	NA
Mem Fast Fired 36 Grade		04	03	365	J14	NA	NA	NA	NA

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Mem Fast Fired 40 Grade		04	03	365	J14	NA	NA	NA	NA
Mem Fast Fired 50 Grade		04	04	365	J14	NA	NA	NA	NA
Mem Fast Fired 60 Grade		04	04	365	J14	NA	NA	NA	NA
Mem Fast Fired 80 Grade		04	04	365	J14	NA	NA	NA	NA
Mem Fast Fired Final		05	04	365	J14	NA	NA	NA	NA
Mem Fast Fired Tails		05	05	365	J14	NA	NA	NA	NA
Mem Fines		05	05	365	J14	NA	NA	NA	NA
Mem Prefired Impregn		04	04	365	J14	NA	NA	NA	NA
Mem Usable Grade		05	05	365	J14	NA	NA	NA	NA
Mem Virgin Gel		05	04	365	O14	NA	NA	NA	NA
Meta Xylene Sulfonyl		02	02	330	D14	NA	NA	NA	NA
Methacrylic Acid Anhydride BM-723 Mhoromer		02	02	300	D14	NA	NA	NA	NA
Methyl Acrylate 15 ppm Meho		04	04	330	A14	NA	NA	NA	NA
Methyl Bromide		02	02	330	L26	NA	NA	NA	NA
Methyl Methacrylate 10 ppm Mehq		04	04	365	A14	NA	NA	NA	NA
Miscellaneous Resins		05	04	365	I14	NA	NA	NA	NA
Mixed Ipa/Water/Nmp By-Product		04	04	030	D14	NA	NA	NA	NA
Mlam Monomer		02	02	365	E14	NA	NA	NA	NA
Mlm II Usable Grade		03	03	365	J14	NA	NA	NA	NA
Mlmii Fines Gel With		01	01	180	O14	NA	NA	NA	NA
Mlmii Fines With Mag		05	05	210	J14	NA	NA	NA	NA
Mlmii Fines With Mag		05	04	365	J14	NA	NA	NA	NA
Mlmii Fines With Mag		05	05	365	O14	NA	NA	NA	NA
Mlmii Rv Usable Grad		03	03	365	J14	NA	NA	NA	NA
Mlmii Rv Usable Grad		03	03	030	J14	NA	NA	NA	NA
Mlmii Tails		04	03	365	O14	NA	NA	NA	NA
Mlmii Usable Grade W		04	03	120	O14	NA	NA	NA	NA
Mlmii Usable Grade W		04	04	210	J14	NA	NA	NA	NA
Mod Tbam Polymer W/Surfactant		04	04	365	I14	NA	NA	NA	NA
Mod Tbam Polymer W/Surfactant		04	03	180	E14	NA	NA	NA	NA
Modified E-BEAM Terp		04	04	330	J14	NA	NA	NA	NA
Modified Polyethylene Glycol		03	02	365	I14	NA	NA	NA	NA
Mondur M		04	03	365	D14	NA	NA	NA	NA
MT Tote Bottles,Acrylate Polymer Residue		04	04	365	O14	NA	NA	NA	NA
Mtpme Ecf Crude		02	02	180	L14	NA	NA	NA	NA
Natural Latex Rubber		04	03	365	D14	NA	NA	NA	NA
Natural Pine Base Cleaner		04	04	365	D14	NA	NA	NA	NA
Natural Rubber Latex		04	03	330	O14	NA	NA	NA	NA
Natural Rubber Latex Psa Same as R-23409 in Totes		04	03	180	O14	NA	NA	NA	NA
Nextel 610 Dilute From 9+9 Afa		04	04	090	C14	NA	NA	NA	NA
Nitric Acid		04	03	365	M14	NA	NA	NA	NA
Nitric Acid 50-70%		02	02	330	M14	NA	NA	NA	NA
Nitric Acid Fuming (		02	02	090	D14	NA	NA	NA	NA
Nitric Acid-White Fu		01	01	330	M14	NA	NA	NA	NA
Nitro Cellulose in Toluene		04	04	365	D16	NA	NA	NA	NA
Nitrocellulose Solut		04	04	240	O14	NA	NA	NA	NA
Nitrocellulose Solut		04	03	365	O14	NA	NA	NA	NA
Nitrocellulose/Estane 5703P 375 Lb 55 Gal Drum		04	04	030	D14	NA	NA	NA	NA

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Non Halogenated Low BTU	04	04	365	I14	NA	NA	NA	NA	NA
Non-Conformance Product	05	04	365	D14	NA	NA	NA	NA	NA
Non-pump Chemicals	04	04	365	E14	NA	NA	NA	NA	NA
Non-pump Low BTU Chemicals	05	04	365	D14	NA	NA	NA	NA	NA
Non-pumpable Chemicals	03	02	365	D14	NA	NA	NA	NA	NA
Non-pumps and Rubber Latex	04	03	365	D14	NA	NA	NA	NA	NA
Novolac Epon 828 Blend	04	03	330	D14	NA	NA	NA	NA	NA
Oil Castor #1	05	04	365	C14	NA	NA	NA	NA	NA
Oil Resistant Adhesive Terpolymer	04	04	240	D14	NA	NA	NA	NA	NA
One Plate C8 Acid (100%)	03	03	090	D14	NA	NA	NA	NA	NA
OSHA Regulated Carcinogen	04	04	365	D14	NA	NA	NA	NA	NA
OSHA Regulated Carcinogen Formaldehyde Pourable	03	03	365	I14	NA	NA	NA	NA	NA
P100 3M222 Cubitron Mineral	04	03	365	J14	NA	NA	NA	NA	NA
P100 Alun Fsx	04	04	210	J14	NA	NA	NA	NA	NA
P120 3M222 Cubitron Mineral	04	04	365	J14	NA	NA	NA	NA	NA
P150 3M222 Cubitron Mineral	04	03	365	J14	NA	NA	NA	NA	NA
P180 3M222 Cubitron Mineral	04	03	365	J14	NA	NA	NA	NA	NA
P80 Alun Fsx	04	04	180	J14	NA	NA	NA	NA	NA
Para-Toluene ...	02	01	150	I14	NA	NA	NA	NA	NA
Paraformaldehyde 91% Prill (50# Bags)	03	02	365	J14	NA	NA	NA	NA	NA
Paraformaldehyde Phe	04	03	060	C15	NA	NA	NA	NA	NA
Paraformaldehyde Phe	03	03	090	D14	NA	NA	NA	NA	NA
Paraformaldehyde 91%	04	03	330	J14	NA	NA	NA	NA	NA
Pbsf Fractionation P	02	02	210	L14	NA	NA	NA	NA	NA
Pech Mono Alcohol	04	04	180	D14	NA	NA	NA	NA	NA
Pech MONO-OL in Dioxolane	04	04	090	D14	NA	NA	NA	NA	NA
Perfluoro Butane Sul	02	02	365	C14	NA	NA	NA	NA	NA
Perfluoro Octane Sul	04	04	365	D14	NA	NA	NA	NA	NA
Perfluorobutyric for Cleanup of Tfmsa in Fc 24 Process	03	03	365	D14	NA	NA	NA	NA	NA
Phenol 99% U.S.P.	05	05	365	A15	NA	NA	NA	NA	NA
Phenol Formaldehyde	02	02	060	C15	NA	NA	NA	NA	NA
Phenolformresabrlac	02	02	030	D14	NA	NA	NA	NA	NA
Phenolic Abrasive Resin	03	03	365	D14	NA	NA	NA	NA	NA
Phenolic Res Abrlrc	03	03	330	D14	NA	NA	NA	NA	NA
Phenolic Resin	02	02	365	D14	NA	NA	NA	NA	NA
Phenolic Resin	03	02	365	D14	NA	NA	NA	NA	NA
Phenolic Resin	02	02	365	J14	NA	NA	NA	NA	NA
Phenolic Resin	01	01	365	D14	NA	NA	NA	NA	NA
Phenolic resin	03	03	365	D14	NA	NA	NA	NA	NA
Phenolic Resin	02	01	365	D14	NA	NA	NA	NA	NA
Phenolic Resin	03	03	365	D14	NA	NA	NA	NA	NA
Phenolic Resin	04	03	150	D14	NA	NA	NA	NA	NA
Phenolic Resin	03	02	365	D14	NA	NA	NA	NA	NA
Phenolic Resin Solut	02	02	330	I14	NA	NA	NA	NA	NA
Photoelec Scantcpll	03	03	030	D14	NA	NA	NA	NA	NA
Phthalic Anhydride D	04	03	330	D14	NA	NA	NA	NA	NA
Phthalic Anhydride Diester	04	04	365	D14	NA	NA	NA	NA	NA
Piccotac 95-55WK Hyd	04	04	365	I14	NA	NA	NA	NA	NA

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Pigment Concentrate White CVW-359M 65% Pigment		04	03	365	I14	NA	NA	NA	NA
Pim Syrup for Enhanced Notes		02	02	365	D14	NA	NA	NA	NA
Pim Syrup for Enhanced Notes, Same as R55870		03	03	330	D14	NA	NA	NA	NA
Plasti Sol Premix		04	03	300	D14	NA	NA	NA	NA
Plastisol Premix		04	03	270	D14	NA	NA	NA	NA
Plenum Rinse Water		03	03	365	D14	NA	NA	NA	NA
Pm 8425 Soln for Mirror Button Tape		04	04	180	D14	NA	NA	NA	NA
Pmpf Lights From Mtp		03	03	180	L14	NA	NA	NA	NA
Polishing Copper Fluid		04	03	365	D14	NA	NA	NA	NA
Polyepichlorohydrin Triol		02	02	365	D14	NA	NA	NA	NA
Polyethylene Glycol 350 Carbowax		04	04	365	D14	NA	NA	NA	NA
Polyethylene Glycol Diacrylate Peg 200 Da SR-259		04	03	365	D14	NA	NA	NA	NA
Polyethylene Resin		04	04	365	k14	NA	NA	NA	NA
Polyethylene, Polypropylene, Film		04	03	365	D14	NA	NA	NA	NA
Polyol Polylactone P		04	03	365	D14	NA	NA	NA	NA
Polyoxyalkyleneamine		04	03	365	D14	NA	NA	NA	NA
Polytetramethylene Ether Glycol 650 Terathane		04	04	365	D14	NA	NA	NA	NA
Polyurethane Resin		02	02	365	D14	NA	NA	NA	NA
Polyvinyl Acetate Emulsion		03	02	365	I14	NA	NA	NA	NA
Polyvinyl Acetate Emulsion		01	01	365	E14	NA	NA	NA	NA
Polyvinyl Chloride Resin		04	03	365	D14	NA	NA	NA	NA
Potass Carb 47%		04	03	330	A14	NA	NA	NA	NA
Potassium Cyanide Solution		01	01	365	D14	NA	NA	NA	NA
Potassium Hydroxide		04	04	330	A14	NA	NA	NA	NA
Potassium Hydroxide 45% Solution		04	04	365	E14	NA	NA	NA	NA
Potassium Salt of Pe		04	04	240	O14	NA	NA	NA	NA
Powder and/or Dust		04	04	365	D14	NA	NA	NA	NA
Precut		04	04	365	D14	NA	NA	NA	NA
Precut From R22320		02	02	330	D15	NA	NA	NA	NA
Prepolymer		01	01	365	D14	NA	NA	NA	NA
Propylene Glycol/Water		04	03	365	D14	NA	NA	NA	NA
Propylene Imine 98% Dixie		03	02	365	L16	NA	NA	NA	NA
PS-329 Elvx/Sanatnox		03	03	150	J14	NA	NA	NA	NA
PS-329 Elvx/Sanatnox		02	01	330	J14	NA	NA	NA	NA
Pump High BTU Chemicals		04	03	365	D14	NA	NA	NA	NA
Pump Low BTU Chemicals		04	04	365	D14	NA	NA	NA	NA
Pumpable Chemicals		04	04	365	D14	NA	NA	NA	NA
Pumpable Gel Former Chemicals		04	04	365	D14	NA	NA	NA	NA
Pungent Non-Pumpable Chemicals		04	04	365	D14	NA	NA	NA	NA
Purge Adhesive		04	03	365	I14	NA	NA	NA	NA
Purified Bimax Acryloyl Chloride		02	02	120	K14	NA	NA	NA	NA
Purified IOA/AA (81/19)		04	04	365	P14	NA	NA	NA	NA
Purified Pmsf		02	02	330	L24	NA	NA	NA	NA
Purified/Batch Distilled Fbma Monomer		01	01	365	D14	NA	NA	NA	NA
R 23322 Z-2 Polyurethane in MEK (Imation)		03	03	365	D14	NA	NA	NA	NA
R 23323 K-32 Polyurethane in MEK (Imation)		03	03	330	D14	NA	NA	NA	NA
R-24425 in Tote Tanks - 25 % Solids Hi IV 90/10 IOA/AA		04	04	090	O14	NA	NA	NA	NA
R17709 E-BEAM Beads Drying		04	03	365	D16	NA	NA	NA	NA

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R22657 Adjustment St		04	04	030	C14	NA	NA	NA	NA	NA
R22657 Reaction Step		01	01	060	C14	NA	NA	NA	NA	NA
R23155 Adjustment St		04	04	180	C14	NA	NA	NA	NA	NA
R23155 Reaction Step		04	04	060	C14	NA	NA	NA	NA	NA
R23410 at 15% Solids		04	04	120	D14	NA	NA	NA	NA	NA
Rags/Filters/Resins		04	03	365	D14	NA	NA	NA	NA	NA
Rags/Polymer		04	04	365	D14	NA	NA	NA	NA	NA
Rd 1234 in Drums		05	04	330	D14	NA	NA	NA	NA	NA
Rd 2711		04	04	365	D14	NA	NA	NA	NA	NA
Rd 2729		04	04	365	D14	NA	NA	NA	NA	NA
Rd 2732		04	03	330	D16	NA	NA	NA	NA	NA
Rd 745 in Drums		04	03	270	D14	NA	NA	NA	NA	NA
RD-1269 Intermediate		04	04	330	D14	NA	NA	NA	NA	NA
RD-1281 300 LBS/DRUM		04	03	365	D14	NA	NA	NA	NA	NA
RD-710		04	03	365	P14	NA	NA	NA	NA	NA
RD-712 Intermediate		04	03	150	C15	NA	NA	NA	NA	NA
RD2707 Diluted/Mek		04	04	030	D14	NA	NA	NA	NA	NA
RD2707 in New Drums for International		04	04	300	D14	NA	NA	NA	NA	NA
RD2739 Terpolymer Adh Itsd in Drums - Domestic Only		04	04	365	D14	NA	NA	NA	NA	NA
RD712 Phenolic Resin in Totes		03	03	030	O14	NA	NA	NA	NA	NA
Reaction for 906 Ctg 350 Lb Drum		03	02	180	D14	NA	NA	NA	NA	NA
Reclaimed HFE7100 From Returned Goods		04	04	030	D14	NA	NA	NA	NA	NA
Recovered FC118 From		04	04	330	O14	NA	NA	NA	NA	NA
Recycle Cut for FM-3173		03	03	210	D14	NA	NA	NA	NA	NA
Reject Resins		04	03	365	I14	NA	NA	NA	NA	NA
Repulpable Adhesives		04	04	365	D14	NA	NA	NA	NA	NA
Resin and Cleanup Materials		02	02	365	I14	NA	NA	NA	NA	NA
Resin Compound		02	02	365	D14	NA	NA	NA	NA	NA
Resin Solution		03	03	365	D14	NA	NA	NA	NA	NA
Resins		04	04	365	D14	NA	NA	NA	NA	NA
Resins, Water, Polyol		04	04	365	D14	NA	NA	NA	NA	NA
Respirator cartridges		04	03	365	K14	NA	NA	NA	NA	NA
Returned HFE 7100		04	04	060	D14	NA	NA	NA	NA	NA
RK Mill Roll Solution (Formaldehyde)		03	02	365	D14	NA	NA	NA	NA	NA
RM 2119 Methyl Ethyl Ketone		05	05	365	A14	D14	NA	NA	NA	NA
RM 2119 Methyl Ethyl Ketone		02	01	365	D14	NA	NA	NA	NA	NA
RM 2119 Methyl Ethyl Ketone		02	01	365	D14	NA	NA	NA	NA	NA
RM 2119 Methyl Ethyl Ketone		03	02	365	D14	NA	NA	NA	NA	NA
RM 4216 Calcium Carbonate #1		05	05	150	A14	NA	NA	NA	NA	NA
RM 620 Ethyl Acetate 99%		05	05	365	A14	NA	NA	NA	NA	NA
RM 656 Methyl Isobutyl Ketone		04	03	365	D14	NA	NA	NA	NA	NA
RM 656 Methyl Isobutyl Ketone		04	03	365	D14	NA	NA	NA	NA	NA
RM106 55-GAL		02	02	210	D14	NA	NA	NA	NA	NA
RM106 Formal Dehyde 37%, 1% Methanol		05	04	365	A15	NA	NA	NA	NA	NA
RM1238 Vinyl Chloride/Vinyl Acetate Resin VYHH-1 Bakelite		03	03	365	J14	NA	NA	NA	NA	NA
RM13490 Formic Acid Technical Grade 95 Pure		04	04	365	D14	NA	NA	NA	NA	NA
RM17604 Para-Toluene Sulfonic Acid Mono Hydrate		02	01	365	I14	NA	NA	NA	NA	NA
RM210 TOLUENE INDUSTRIAL GRADE ONE DEGREE		05	05	365	A14	D14	NA	NA	NA	NA

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RM210 TOLUENE INDUSTRIAL GRADE ONE DEGREE		05	05	365	D14	NA	NA	NA	NA	NA
RM210 TOLUENE INDUSTRIAL GRADE ONE DEGREE		05	05	365	D14	NA	NA	NA	NA	NA
RM210 Toluene Industrial Grade One Degree		05	05	365	D14	NA	NA	NA	NA	NA
RM2130 Urea-Formaldehyde Resin 227-8 Beetle		03	02	330	D14	NA	NA	NA	NA	NA
RM2132 ETHYLENE GLYCOL MONO- BUTYL ETHER		04	03	365	D14	NA	NA	NA	NA	NA
RM2132 Ethylene Glycol Mono- Butyl Ether		04	03	365	D14	NA	NA	NA	NA	NA
RM2188 Ethylene Diamine 100 Per Cent		02	02	330	D14	NA	NA	NA	NA	NA
RM2538 Epichlorohydrin		04	03	365	D14	NA	NA	NA	NA	NA
RM2723 Tetrahydrofuran Refined		04	04	365	D14	NA	NA	NA	NA	NA
RM28507 Trichloroacetic Acid		02	02	365	E14	NA	NA	NA	NA	NA
RM29276 Acrylic Acid Glacial 200PPM Meh Q		04	04	365	O14	NA	NA	NA	NA	NA
RM29276 Acrylic Acid Glacial 200PPM Meh Q		03	03	330	D14	NA	NA	NA	NA	NA
RM29276 Acrylic Acid Glacial 200PPM Meh Q		03	02	365	D14	NA	NA	NA	NA	NA
RM29714 Toluene D11socyanate 80% 2 4 Drum		04	04	365	C14	NA	NA	NA	NA	NA
RM3004 Acetone		05	05	365	A14	NA	NA	NA	NA	NA
RM3008 Isopropanol		05	04	365	C15	NA	NA	NA	NA	NA
RM3008 Isopropanol		02	02	365	D14	NA	NA	NA	NA	NA
RM3009 Methanol 99.85%		05	04	365	A14	NA	NA	NA	NA	NA
RM3260 Acrylamide		03	03	365	D14	NA	NA	NA	NA	NA
RM3265 Phosphorous Oxychloride		03	03	330	E14	NA	NA	NA	NA	NA
RM3649 Rubber Natural Latex 62%Solids Concentrated Ammonia P		02	01	330	D14	NA	NA	NA	NA	NA
RM4298 Aluminum Powder 123 Atomized or MD-201		04	03	365	D14	NA	NA	NA	NA	NA
RM5320 Monomer Ethyl Acrylate 15PPM Mehq		04	04	365	A14	NA	NA	NA	NA	NA
RM55 Heptane Blend 8% Toluene Maximum		05	05	365	A14	NA	NA	NA	NA	NA
RM55 HEPTANE BLEND 8% TOLUENE MAXIMUM		03	03	365	D14	NA	NA	NA	NA	NA
RM557 XYLENE TEN DEGREE 7.17 LBS/GAL		05	05	365	A14	D14	NA	NA	NA	NA
RM557 Xylene Ten Degree 7.17 LBS/GAL		05	05	365	D14	NA	NA	NA	NA	NA
RM722 Vinyl Chloride/Vinyl ACE-TATE Resin VMCH-2 Bakelate		01	01	330	J14	NA	NA	NA	NA	NA
RM7681 Propylene Glycol U.S.P.		04	03	365	D14	NA	NA	NA	NA	NA
RM860 Resin Vinylite Vyns		03	02	365	J14	NA	NA	NA	NA	NA
Roll Coat Color		01	01	365	D14	NA	NA	NA	NA	NA
Roll Goods		04	03	365	R14	NA	NA	NA	NA	NA
Rubber Nitrile Emulsion		03	03	365	I14	NA	NA	NA	NA	NA
Rubber Polymer for T		04	04	060	C14	NA	NA	NA	NA	NA
Rubber Styrene-Butad		04	03	365	E14	NA	NA	NA	NA	NA
Rubber/Acrylate Adhesive Blend		04	03	210	D14	NA	NA	NA	NA	NA
S15 Frit (Vj)		05	05	365	J14	NA	NA	NA	NA	NA
S22 Glass Feed (Cottage Grove)		04	04	365	J14	NA	NA	NA	NA	NA
S22 Scotchlite(Tm) Glass Bubbles 385 Lb		03	03	365	K14	NA	NA	NA	NA	NA
S22 Scotchlite(Tm) Glass Bubbles 60 Lb		04	03	210	K14	NA	NA	NA	NA	NA
S32 Frit (Cg)		05	05	150	J14	NA	NA	NA	NA	NA
S32 Glass Feed (Cottage Grove)		05	04	150	J14	NA	NA	NA	NA	NA
S32 Scotchlite(Tm) Glass Bubbles 525 Lb		03	02	090	K14	NA	NA	NA	NA	NA
S32HS Bubbles L-18247		04	03	365	K14	NA	NA	NA	NA	NA
S32HS Feed		04	04	365	J14	NA	NA	NA	NA	NA
S38 Frit Cottage Grove		05	05	150	J14	NA	NA	NA	NA	NA
S38 Glass Feed (Vj)		04	04	365	J14	NA	NA	NA	NA	NA
S38 Scotchlite(Tm) Glass Bubbles 100 Lb		04	03	330	K14	NA	NA	NA	NA	NA

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S38 Scotchlite(Tm) Glass Bubbles 680 Lb	03	03	240	K14	NA	NA	NA	NA	NA	NA
S38 Scotchlite(Tm) Glass Bubbles 680 Lb	03	03	365	K14	NA	NA	NA	NA	NA	NA
S60 Glass Feed (Cottage Grove)	05	04	150	J14	NA	NA	NA	NA	NA	NA
S60/10000 Scotchlite(Tm) Glass Bubbles 125 Lb	04	04	330	J14	NA	NA	NA	NA	NA	NA
S60/10000 Scotchlite(Tm) Glass Bubbles 850 Lb	04	03	365	K14	NA	NA	NA	NA	NA	NA
S60/18000 3m(Tm)S/Lite(Tm) Brand Glass Bubbles 850LB Box	03	03	365	K14	NA	NA	NA	NA	NA	NA
S60/18000 3m(Tm)S/Lite(Tm) Glass Bubbles 850LB Box	04	04	330	K14	NA	NA	NA	NA	NA	NA
S60/18000 3m(Tm)S/Lite(Tm) Glass Bubbles 850lb/Bag	04	03	365	J14	NA	NA	NA	NA	NA	NA
S60/FRIT (Cg)	05	05	150	J14	NA	NA	NA	NA	NA	NA
Salicylaldehyde (S35	01	01	120	M14	NA	NA	NA	NA	NA	NA
Sandpaper Making Materials	05	04	365	I14	NA	NA	NA	NA	NA	NA
Sandpaper Making Materials Sludge	04	04	365	D14	NA	NA	NA	NA	NA	NA
Santanox Solution	03	03	365	D14	NA	NA	NA	NA	NA	NA
SCALE-UP of R55345	04	03	365	E14	NA	NA	NA	NA	NA	NA
Scrap Epoxy Resin	04	04	365	I14	NA	NA	NA	NA	NA	NA
Sealant (Vinyl Acetate)	04	03	365	I14	NA	NA	NA	NA	NA	NA
Set-up Silicone (45 Maker) to CGCI	04	04	365	I14	NA	NA	NA	NA	NA	NA
Sil Gel Trtd Co-Product C8F18 for PF5080	02	02	330	D14	NA	NA	NA	NA	NA	NA
Silica Colloidal 1042 Nalcoag	04	03	365	D14	NA	NA	NA	NA	NA	NA
Single Solvent Tetrapolymer Lab	02	02	330	D14	NA	NA	NA	NA	NA	NA
Sizing Waste	02	02	365	D14	NA	NA	NA	NA	NA	NA
SJ2125X Polymer #107543-11260-048 50 Gallons	04	04	150	D14	NA	NA	NA	NA	NA	NA
Skimmings Water/Sludge	04	04	365	D14	NA	NA	NA	NA	NA	NA
Smc1 Scotchlite(Tm) Glass Bubbles 600 Lb Semi-Bulk 4 Ft Bags	03	03	365	J14	NA	NA	NA	NA	NA	NA
Smc1 Scotchlite(Tm) Glass Bubbles 660 Lb	04	04	330	K14	NA	NA	NA	NA	NA	NA
Sodium Azide W/Cab-O-Sil (American Azide)	02	02	365	I14	NA	NA	NA	NA	NA	NA
Sodium Carbonate 100 Light Grade Soda Ash	02	02	330	J14	NA	NA	NA	NA	NA	NA
Sodium Carbonate 100 Light Grade Soda Ash	04	04	120	J14	NA	NA	NA	NA	NA	NA
Sodium Chloride 20%	04	03	300	D14	NA	NA	NA	NA	NA	NA
Sodium Formaldehyde Sulfoxylate Liquid	01	01	330	M14	NA	NA	NA	NA	NA	NA
SODIUM HYDROXIDE 50% SOLUTION	03	03	365	A14	NA	NA	NA	NA	NA	NA
Sodium Hydroxide 50% Solution Diaphragm Process	04	04	365	C14	NA	NA	NA	NA	NA	NA
Sodium Hydroxide 50% Solution Diaphragm Process	05	05	365	E14	NA	NA	NA	NA	NA	NA
Sodium Sulphate	04	04	120	J14	NA	NA	NA	NA	NA	NA
Sol Co 90/10 in Ethy	04	04	365	D14	NA	NA	NA	NA	NA	NA
Sol Copoly Tapcgt	04	04	150	P14	NA	NA	NA	NA	NA	NA
Solid Gel 3% Kci	04	04	365	D14	NA	NA	NA	NA	NA	NA
Solvent Anhydrous Special Industrial Ethyl Alcohol	04	04	365	D14	NA	NA	NA	NA	NA	NA
Solvent Reclaim Mix	04	04	300	A14	NA	NA	NA	NA	NA	NA
Splicing Adhesive	04	03	330	D14	NA	NA	NA	NA	NA	NA
Stannic Chloride Anhydrous Technical	02	02	330	E14	NA	NA	NA	NA	NA	NA
Steam Indicator Ink	04	04	210	D14	NA	NA	NA	NA	NA	NA
Styrene Acrylonitrile Polymer	03	03	365	D14	NA	NA	NA	NA	NA	NA
Styrene Monomer 50 P	04	03	365	D14	NA	NA	NA	NA	NA	NA
Styrene-Butadiene Latex and Resins	03	03	365	D14	NA	NA	NA	NA	NA	NA
Sulfonated Polyurethane Thf	04	03	365	D14	NA	NA	NA	NA	NA	NA
SULFURIC ACID	04	04	365	A14	NA	NA	NA	NA	NA	NA
Sulfuric Acid (Storage Tank)	04	04	365	A14	NA	NA	NA	NA	NA	NA

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Sulfuric Acid 66 Degree Technical Grade		04	04	365	E14	NA	NA	NA	NA
Sulfuric Acid Reagen		04	04	365	E14	NA	NA	NA	NA
Sulfuric Acid Techni		04	03	330	M14	NA	NA	NA	NA
Sulfuric Acid Treated Ptba		03	03	060	D14	NA	NA	NA	NA
Sulphuric Acid, 65% Fuming		03	03	300	D14	NA	NA	NA	NA
Sweep Up Waste		04	03	365	D14	NA	NA	NA	NA
Tack Med 200#/DR		04	04	270	D14	NA	NA	NA	NA
Tack. 94/6 IOA/AA		04	04	365	D14	NA	NA	NA	NA
Tackified Hssa (335 LBS.)		04	03	365	D14	NA	NA	NA	NA
Tails 3M201 Cubitron		04	04	365	J14	NA	NA	NA	NA
Tails Cub Mem		04	04	365	J14	NA	NA	NA	NA
Tba Extracted Pmsf in Cylinders		03	02	365	L24	NA	NA	NA	NA
Tbpea		04	03	210	D14	NA	NA	NA	NA
Tdi With Dip Pipe in		02	02	330	D14	NA	NA	NA	NA
TDI-HEMA Intermediat		02	02	365	D14	NA	NA	NA	NA
TDX Adhesive (94/6 2EHA/AA)		04	04	270	K14	NA	NA	NA	NA
Terpolymer Adh Dilut		04	03	150	C14	NA	NA	NA	NA
Terpolymer Adhesive Isd		04	04	030	P14	NA	NA	NA	NA
Tethered M-Most-OI Solution		02	02	365	D14	NA	NA	NA	NA
Tetrapolymer Acrylate		02	02	365	D14	NA	NA	NA	NA
Tetrasodium Pyrophosphate Anhydrous Granular		04	04	120	J14	NA	NA	NA	NA
Thionyl Chloride 99.7% (Sulfurous Oxychloride)		04	04	365	D14	NA	NA	NA	NA
Tmtc Distilled 50% Sol in Toluene, Using Dannier Tma		04	03	365	D14	NA	NA	NA	NA
Toluene Diisocyanate		02	01	365	D14	NA	NA	NA	NA
Toluene Diisocyanate 100% 2,4 Tds Grade I		03	03	365	L14	NA	NA	NA	NA
Tributylallylphospho		04	03	365	D14	NA	NA	NA	NA
Tributylphosphine		04	03	300	D14	NA	NA	NA	NA
Triphenyl Sulfonium Chloride 50% Aqueous		04	03	365	D14	NA	NA	NA	NA
Type 222 Final Fired		04	04	365	O14	NA	NA	NA	NA
Type 222 Fines		05	04	365	O14	NA	NA	NA	NA
Type 222 Usable Grad		05	04	365	O14	NA	NA	NA	NA
Type 222 Wet Gel Wit		04	04	150	O14	NA	NA	NA	NA
Type 223 Wet Gel		03	03	030	O14	NA	NA	NA	NA
U34 Oligomer		02	02	365	D14	NA	NA	NA	NA
Ultra G and Emat Prefix		02	02	365	O14	NA	NA	NA	NA
Ultra G and Emat Premix		03	03	365	D14	NA	NA	NA	NA
Unreacted MDI/Polyester Resin		04	04	365	D14	NA	NA	NA	NA
Unrecovered Diglyme		05	04	365	D14	NA	NA	NA	NA
Unrecovered Dyglyme from Methylation		04	04	365	D14	NA	NA	NA	NA
Unused Liquid Pavement Marking		04	03	365	D14	NA	NA	NA	NA
Unused Slate Oil and Absorbent		04	04	365	D14	NA	NA	NA	NA
Urea-Formaldehyde Re		02	01	330	I14	NA	NA	NA	NA
Urea-Formaldehyde Resin		01	01	365	D14	NA	NA	NA	NA
Urethane Remover		04	03	365	D14	NA	NA	NA	NA
Used PPE and Related Items		02	02	365	I14	NA	NA	NA	NA
Vinyl Acetate Copolymer Emulsion		03	03	365	I14	NA	NA	NA	NA
VS-5500 2C Frit		05	05	365	J14	NA	NA	NA	NA
VS-5500 2G Frit		05	04	365	J14	NA	NA	NA	NA

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VS5500 (Pod)		03	03	365	A14	NA	NA	NA	NA	NA	NA
VS5500 2C Feed VS-5500 2C Feed		05	04	365	J14	NA	NA	NA	NA	NA	NA
VS5500 Scotchlite(Tm) Glass Bubbles 680 Lb Large Box		04	04	120	K14	NA	NA	NA	NA	NA	NA
VS5500 Scotchlite(Tm) Glass Bubbles 680 Lb Large Box		04	04	365	K14	NA	NA	NA	NA	NA	NA
Water and Polymer		03	02	365	D14	NA	NA	NA	NA	NA	NA
Water Base Backsize Solution		03	03	365	D14	NA	NA	NA	NA	NA	NA
Water Base Mill Roll Solution		03	03	365	D14	NA	NA	NA	NA	NA	NA
Water Base Psa Blend R21364/Rm44219		04	04	030	D14	NA	NA	NA	NA	NA	NA
Water Based Acrylate Microspheres Dispersion		04	04	270	D14	NA	NA	NA	NA	NA	NA
Water Based Adhesive & Debris		04	03	365	D14	NA	NA	NA	NA	NA	NA
Water Based Adhesives		05	04	365	I14	NA	NA	NA	NA	NA	NA
Water Based Adhesives		04	04	365	D14	NA	NA	NA	NA	NA	NA
Water based Ink to CGCI		05	04	365	D14	NA	NA	NA	NA	NA	NA
Water Based ThinBuff Solution (Formaldehyde)		04	03	365	I14	NA	NA	NA	NA	NA	NA
Water Ditutable Phen		01	01	030	D14	NA	NA	NA	NA	NA	NA
Water Repellent For Textiles		01	01	365	D14	NA	NA	NA	NA	NA	NA
Water w/1% Ethyl Acrylate		04	03	365	D14	NA	NA	NA	NA	NA	NA
Water-Based Phenolic Resin		04	04	365	D16	NA	NA	NA	NA	NA	NA
Water/Asphalt Solution		04	04	365	D14	NA	NA	NA	NA	NA	NA
Water/Glass Bead Slurry		04	03	365	D14	NA	NA	NA	NA	NA	NA
Water/Latex Solution		05	04	365	D14	NA	NA	NA	NA	NA	NA
Water/Polymer/Rags/Filters		04	04	365	I14	NA	NA	NA	NA	NA	NA
Waterborn Sulfosilanol Urethane		04	03	365	D14	NA	NA	NA	NA	NA	NA
Weak acids and solids		04	04	365	D14	NA	NA	NA	NA	NA	NA
Weir Tank Solids		03	02	365	D14	NA	NA	NA	NA	NA	NA
Yttrium Nitrate Soln		04	03	365	E14	NA	NA	NA	NA	NA	NA
Yttrium-Lanthanum Ni		05	04	365	E14	NA	NA	NA	NA	NA	NA
Zdm Polymer in MEK		04	04	365	D14	NA	NA	NA	NA	NA	NA
Zirconium Acetate So		04	03	210	E14	NA	NA	NA	NA	NA	NA

PARK SENIOR HIGH SCHOOL	ACTIVE	JOHN DOTH	(651) 458-6289	ERC ID	82-030-0002
8040 80TH ST S		JUDY ZIRBEL	(651) 458-6294	302	312 313
COTTAGE GROVE 55016				N	2002

**Chemicals On Site**

FUEL OIL	Max	Ave	Days	Storage Codes			
	04	01	365	B14	NA	NA	NA NA

COTTAGE GROVE #1 WELL	ACTIVE			ERC ID	82-030-0003
8193 GRANGE BLVD				302	312 313
COTTAGE GROVE 55016				Y	2002

**Chemicals On Site**

CHLORINE	Max	Ave	Days	Storage Codes			
	02	02	365	L24	NA	NA	NA NA

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COTTAGE GROVE #2 WELL 8780 GRENADIER AVE COTTAGE GROVE 55016	ACTIVE			82-030-0004		Y		2002			
<u>Chemicals On Site</u> CHLORINE		<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>						
		02	02	365	L24	NA	NA	NA	NA	NA	NA
COTTAGE GROVE #10 WELL 7501 95TH ST S COTTAGE GROVE 55016	ACTIVE			82-030-0005		Y		2002			
<u>Chemicals On Site</u> CHLORINE		<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>						
		02	02	365	L24	NA	NA	NA	NA	NA	NA
COTTAGE GROVE BOOSTER STATION 8540 81ST ST S COTTAGE GROVE 55016	ACTIVE			82-030-0006		Y		2002			
<u>Chemicals On Site</u> CHLORINE		<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>						
		02	02	365	L24	NA	NA	NA	NA	NA	NA
COTTAGE GROVE POOL 6541 85TH ST COTTAGE GROVE 55016	ACTIVE			82-030-0007		Y		2002			
<u>Chemicals On Site</u> CHLORINE CHLORINE, DRY POWDER		<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>						
		02	02	100	L24	NA	NA	NA	NA	NA	NA
		01	01	100	L14	NA	NA	NA	NA	NA	NA
ALLIED SYSTEMS 9450 IDEAL AVE S COTTAGE GROVE 55016	ACTIVE	CHRISTOPHER W KOELE DON STRACHOTA		(651) 458-3005 (651) 458-3005		82-030-0008		Y		2002	
<u>Chemicals On Site</u> DIESEL FUEL OIL, ENGINE		<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>						
		05	04	365	B14	NA	NA	NA	NA	NA	NA
		04	03	365	B14	NA	NA	NA	NA	NA	NA
CITY OF COTTAGE GROVE - TRANSPORTATION DEPT. 8585 S POINT DOUGLAS RD COTTAGE GROVE 55016	ACTIVE	JOHN DOTH  JUDY ZIRBEL		(651) 458-6289  (651) 458-6294		82-030-0015		Y		2002	
<u>Chemicals On Site</u> DIESEL FUEL GASOLINE		<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>						
		04	01	365	B14	NA	NA	NA	NA	NA	NA
		04	01	365	B14	NA	NA	NA	NA	NA	NA

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MARATHON ASHLAND PETROLEUM, 85TH ST COTTAGE GROVE 55016	ACTIVE	J FRED HILL JR. JAMES MANNING	(651) 458-2600 (651) 458-6458	<b>ERC ID</b> 82-030-0019 <b>302 312 313</b> Y 2002							
<u>Chemicals On Site</u>				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
CRUDE OIL				09	08	365	A14	R25	NA	NA	NA
HUSKY SYTHETIC CRUDE OIL				07	07	365	A14	NA	NA	NA	NA
TIDAL CONDENSATE SWEET				06	06	365	A14	NA	NA	NA	NA
TIDAL SYCRUDE SWEET BLEND CRUDE OIL				07	07	365	A14	NA	NA	NA	NA
EAGLES POINT WWTF*	ACTIVE	PATRICIA OATES DENNIS LINDEKE	(651) 497-6125 (651) 497-6125	<b>ERC ID</b> 82-030-0020 <b>302 312 313</b> N 2002							
9211 110TH ST S COTTAGE GROVE 55016				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
<u>Chemicals On Site</u>				04	03	365	B14	NA	NA	NA	NA
DIESEL FUEL											
MINNESOTA PIPELINE CO.	ACTIVE	DAVE STECHER MIKE KOSTELECKY	(763) 438-1324 (651) 458-4857	<b>ERC ID</b> 82-030-0022 <b>302 312 313</b> N 2002							
6483 85TH ST S BOX 67 COTTAGE GROVE 55016				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
<u>Chemicals On Site</u>				08	07	365	A14	A14	A14	NA	NA
OIL, CRUDE											
QWEST COMMUNICATIONS	ACTIVE	UNICALL-QWEST EMER CTR WORK ENVIRONMENT CENTER	(866) 864-2255 (800) 201-7033	<b>ERC ID</b> 82-030-0024 <b>302 312 313</b> Y 2002							
7606 80TH ST S COTTAGE GROVE 55016				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
<u>Chemicals On Site</u>				04	04	365	R14	NA	NA	NA	NA
LEAD				03	03	365	R14	NA	NA	NA	NA
SULFURIC ACID											
COTTAGE GROVE PUBLIC WORKS GARAGE	ACTIVE	FLOYD JOHNSON		<b>ERC ID</b> 82-030-0027 <b>302 312 313</b> N 1994							
8635 W POINT DOUGLAS COTTAGE GROVE 55016				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
<u>Chemicals On Site</u>				04	03	365	B14	NA	NA	NA	NA
DIESEL FUEL				06	04	365	B14	NA	NA	NA	NA
GASOLINE											

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AGGREGATE INDUSTRIES INC. NELSON PLANT 11250 GREY CLOUD ISLAND DRV COTTAGE GROVE 55016	ACTIVE	MARK DUNCAN	(651) 459-0727	82-030-0030				
		DAN GALLAGHER	(651) 683-8169	<b>302</b> N	<b>312</b> 2002	<b>313</b>		
<u>Chemicals On Site</u>				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>	
DIESEL FUEL				03	03	365	A14	B14 NA NA NA
PROPANE (LIQUIFIED PETROLEUM GAS)				03	03	365	L26	NA NA NA NA
SAND & GRAVEL				11	09	365	R14	NA NA NA NA
QWEST COMMUNICATIONS HWY 61-BLDG 116 3M CHEMLITE COTTAGE GROVE 55016	ACTIVE	UNICALL-QWEST EMER CTR BRI WORK ENVIRONMENT CENTER	(866) 864-2255 (800) 201-7033	82-030-0031				
				<b>302</b> Y	<b>312</b> 2002	<b>313</b>		
<u>Chemicals On Site</u>				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>	
SULFURIC ACID				02	02	365	R14	NA NA NA NA
COTTAGE GROVE JR. HIGH SCHOOL 9775 INDIAN BLVD S COTTAGE GROVE 55016	ACTIVE	JOHN DOTH JUDY ZIRBEL	(651) 458-6289 (651) 458-6294	82-030-0032				
				<b>302</b> Y	<b>312</b> 2002	<b>313</b>		
<u>Chemicals On Site</u>				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>	
CHLORINE				02	02	365	C14	NA NA NA NA
FUEL OIL-DIESEL				04	01	365	C14	NA NA NA NA
LSP-COTTAGE GROVE, LP 9525 105TH ST CT S COTTAGE GROVE 55016	ACTIVE	MICHAEL L WENNEN KENT J RIPPLINGER	(651) 459-8339 (651) 459-8339	82-030-0033				
				<b>302</b> Y	<b>312</b> 2002	<b>313</b> 2002		
<u>Chemicals On Site</u>				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>	
AMMONIUM HYDROXIDE				04	04	365	A24	NA NA NA NA
CARBON DIOXIDE				03	03	365	A27	NA NA NA NA
CAUSTIC SODA (SODIUM HYDROXIDE)				04	04	365	C15	NA NA NA NA
CROSSTRANS 206 TRANSFORMER OIL				05	05	365	R15	NA NA NA NA
DISTILLATE FUEL OIL				05	05	365	A14	NA NA NA NA
SODIUM HYPOCHLORITE				02	02	365	C15	NA NA NA NA
SODIUM HYPOCHLORITE				04	04	365	A14	NA NA NA NA
SULFURIC ACID				03	03	365	R14	NA NA NA NA
SULFURIC ACID				04	04	365	A14	C14 NA NA NA
TEXACO REGAL R032 TURBINE LUBE OIL				04	04	365	C15	NA NA NA NA
ADVANCE CORPORATION 8200 97TH ST S COTTAGE GROVE 55016	ACTIVE	GLEN LORENZ PETER WETZELS	(651) 455-7531 (651) 748-4968	82-030-0034				
				<b>302</b> Y	<b>312</b> 2002	<b>313</b> 2002		
<u>Chemicals On Site</u>				<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>	
NITRIC ACID				03	03	365	O14	NA NA NA NA

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Facility Name and Address	Status	Contact Name and Phone Number								
AMOCO OIL SS #2169 8490 POINT DOUGLAS DR COTTAGE GROVE 55016	INACTIVE	CORP HEALTH RESPONSE (312) 856-2200 DISTRICT OFFICE (612) 831-7327	ERC ID 82-030-0009 302 312 313 N 1997							
<u>Chemicals On Site</u> GASOLINE			Max 05	Ave 05	Days 365	Storage Codes B14 NA NA NA NA				
AMOCO OIL SS #2124 8005 GRANGE BLVD S COTTAGE GROVE 55016	INACTIVE	CORP HEALTH RESPONSE (312) 856-2200 DISTRICT OFFICE (612) 831-7327	ERC ID 82-030-0010 302 312 313 N 1997							
<u>Chemicals On Site</u> GASOLINE			Max 05	Ave 05	Days 365	Storage Codes B14 NA NA NA NA				
TOTAL PETROLEUM #5688 8101 HADLEY AVE S COTTAGE GROVE 55016	INACTIVE	DREUX SHOPBELL (612) 637-6676 JIM HILL (612) 881-4483	ERC ID 82-030-0011 302 312 313 N 1997							
<u>Chemicals On Site</u> DIESEL FUEL GASOLINE			Max 04 05	Ave 04 05	Days 002 002	Storage Codes B14 NA NA NA NA B14 NA NA NA NA				
SUPERAMERICA #4183 (ASHLAND OIL) 7160 POINT DOUGLAS DRV COTTAGE GROVE 55016	INACTIVE	JOHN ST. JOHN (612) 459-3855 S.A. WALKER (606) 357-2685	ERC ID 82-030-0012 302 312 313 N 1996							
<u>Chemicals On Site</u> DIESEL FUEL NO. 2 GASOLINE, PREMIUM UNLEADED GASOLINE, REGULAR UNLEADED GASOLINE, SUPER MIDGRADE WITH ETHANOL			Max 04 04 04 04	Ave 04 04 04 04	Days 365 365 365 365	Storage Codes B14 NA NA NA NA B14 NA NA NA NA B14 NA NA NA NA B14 NA NA NA NA				
HILLSIDE ELEMENTARY SCHOOL 8177 HILLSIDE TRAIL S COTTAGE GROVE 55016	INACTIVE	GILL LAFAILLE (612) 458-6292 DICK IHRKE (612) 458-6291	ERC ID 82-030-0013 302 312 313 N 1994							
<u>Chemicals On Site</u> FUEL OIL			Max 03	Ave 01	Days 365	Storage Codes B14 NA NA NA NA				
ARMSTRONG ELEMENTARY SCHOOL 8855 INWOOD AVE S COTTAGE GROVE 55016	INACTIVE	GILL LAFAILLE (612) 458-4200 LARRY WICK (612) 458-4200	ERC ID 82-030-0014 302 312 313 N 1992							
<u>Chemicals On Site</u> FUEL OIL			Max 03	Ave 01	Days 365	Storage Codes B14 NA NA NA NA				

**State of Minnesota  
Department of Public Safety  
Emergency Response Commission**

**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

Facility Name and Address	Status	Contact Name and Phone Number									
PINE HILL ELEMENTARY SCHOOL 9015 HADLEY AVE S COTTAGE GROVE 55016	INACTIVE	GILL LAFAILLE DICK IHRKE	(612) 458-6292 (612) 458-6291	ERC ID 82-030-0016 302 312 313 N 1994							
Chemicals On Site FUEL OIL			Max 03 Ave 01 Days 365	Storage Codes B14 NA NA NA NA							
CRESTVIEW ELEMENTARY SCHOOL 7830 80TH ST S COTTAGE GROVE 55016	INACTIVE	GILL LAFAILLE DICK IHRKE	(612) 458-6292 (612) 458-6291	ERC ID 82-030-0017 302 312 313 N 1994							
Chemicals On Site FUEL OIL			Max 03 Ave 01 Days 365	Storage Codes B14 NA NA NA NA							
NATIONAL GUARD TRAINING & COMM. CTR. 8180 BELDEN BLVD S COTTAGE GROVE 55016-2645	INACTIVE	SFC FRED SIMSON  SSG RICHARD GORR	(651) 282-4462  (651) 282-4462	ERC ID 82-030-0018  302 312 313 N 2002							
Chemicals On Site FUEL OIL			Max 04 Ave 02 Days 365	Storage Codes B14 NA NA NA NA							
CUB FOODS 8400 POINT DOUGLAS RD COTTAGE GROVE 55016	INACTIVE	BOB BORGESTAD	(612) 459-7106	ERC ID 82-030-0021 302 312 313 N							
TOM THUMB #262 8136 POINT DOUGLAS RD COTTAGE GROVE 55016	INACTIVE	BILL BIALUCHA	(612) 459-0023	ERC ID 82-030-0023 302 312 313 N 1997							
Chemicals On Site GASOLINE			Max 04 Ave 04 Days 365	Storage Codes B14 NA NA NA NA							
NSP - GAS BORDER STATION #760117 1/4 MI E OF 9815 MILLER RD S COTTAGE GROVE 55016	INACTIVE			ERC ID 82-030-0025 302 312 313 N 1989							
Chemicals On Site BLEND - TERT - BUTYL MERCAPTAN AND DIMETHYL S			Max 03 Ave 03 Days 365	Storage Codes A26 NA NA NA NA							
K-MART #7121 7282 POINT DOUGLAS DRV S COTTAGE GROVE 55016	INACTIVE	R.L. ROULET	(612) 459-7030	ERC ID 82-030-0026 302 312 313 N							

**State of Minnesota  
Department of Public Safety  
Emergency Response Commission**

**Listing of 302/312 Facilities and 312 Chemicals  
Emergency Management Report**

**City of COTTAGE GROVE**

**Facility Name and Address**

PRAXAIR INC.  
10746 CHEMOLITE RD BLDG 135  
COTTAGE GROVE 55016

**Status**

INACTIVE

**Contact Name and Phone Number**

LEWIS GREEN (612) 437-9499  
NATIONAL LOGISTICS (800) 845-4633

**ERC ID** 82-030-0028  
**302 312 313**  
N 1996

**Chemicals On Site**

NITROGEN, REFRIGERATED LIQUID

<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
04	04	180	A27	NA	NA	NA	NA

JAMAICA FOOD MART  
8160 E POINT DOUGLAS RD  
COTTAGE GROVE 55016

INACTIVE

BERNIE STEFFEN  
JOE GERARD

(612) 739-9141  
(612) 739-9141

**ERC ID** 82-030-0029  
**302 312 313**  
N 1994

**Chemicals On Site**

GASOLINE

<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
-	-	365	B14	B14	B14	B14	NA

AT & T WIRELESS - COTTAGE GROVE  
7130 92ND ST

INACTIVE

DENNIS LERFALD  
WIRELESS NETWORK  
CONTROL CTR.

(952) 844-6734  
(800) 832-6662

**ERC ID** 82-030-0035  
**302 312 313**  
N 2001

COTTAGE GROVE 55016

**Chemicals On Site**

SULFURIC ACID

<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>				
02	02	365	R14	NA	NA	NA	NA



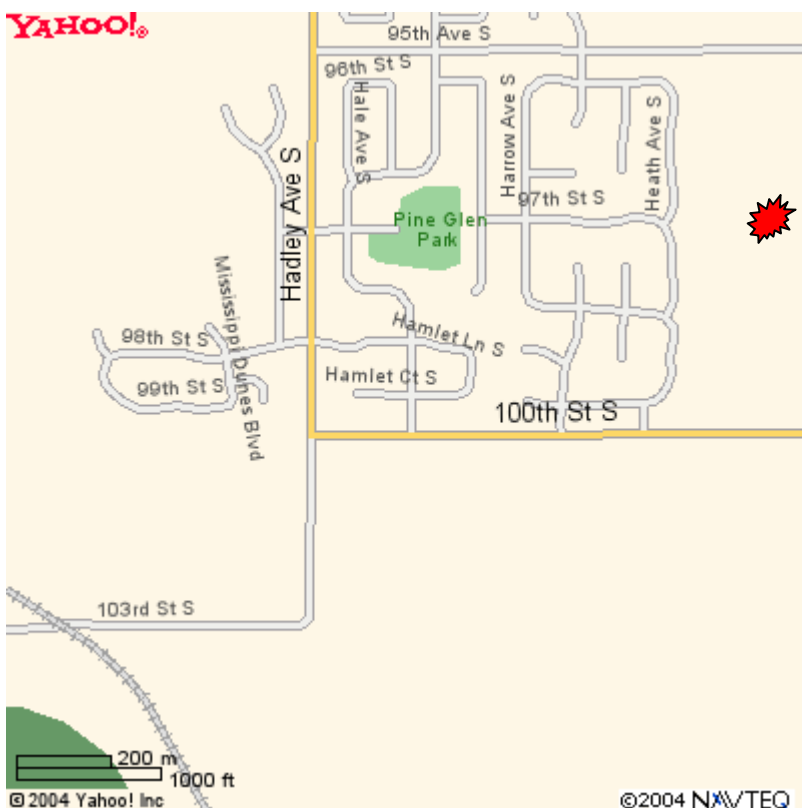
## EVACUATION ROUTES

### PRIMARY:

97<sup>th</sup> East to Jamaica  
Jamaica North to Highway 61  
Highway 61 South or North

### SECONDARY:

97<sup>th</sup> East to Jamaica  
Jamaica South to 100<sup>th</sup>  
100<sup>th</sup> East to Miller Road  
Miller Road to Innovation  
Innovation East to Highway 61  
Highway 61 South or North



### Facility Name and Address

ADVANCE CORPORATION  
8200 97<sup>TH</sup> ST SO  
COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

GLEN LORENZ (651) 455-7531  
PETER WETZELS (651) 748-4968

ERC ID 82-030-0034

302 312 313

Y 2002

### Chemicals On Site

NITRIC ACID

### Max

03

### Ave

03

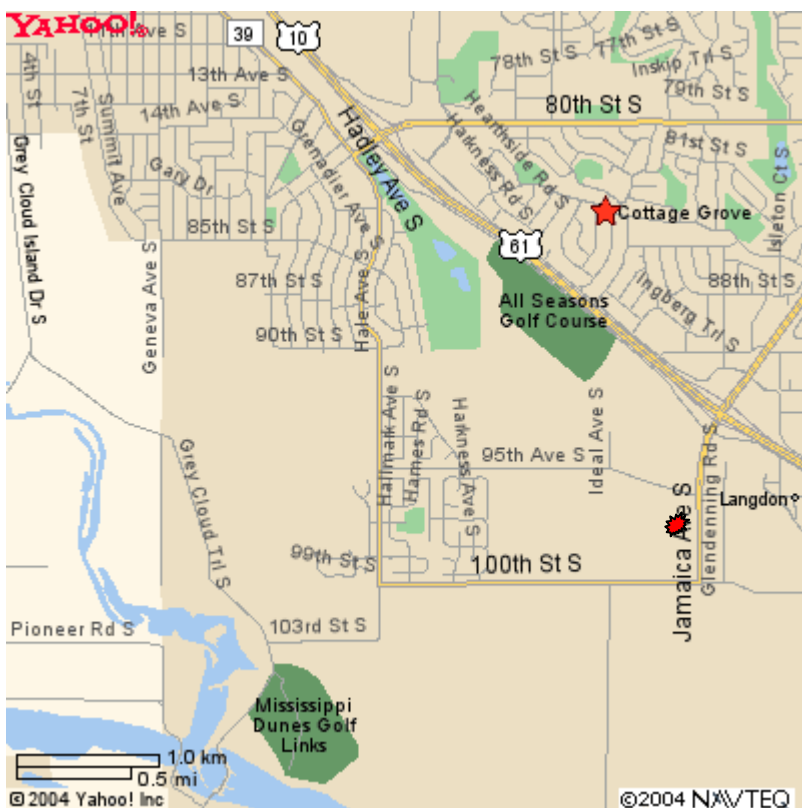
### Days

365

### Storage Codes

O14 NA NA NA NA





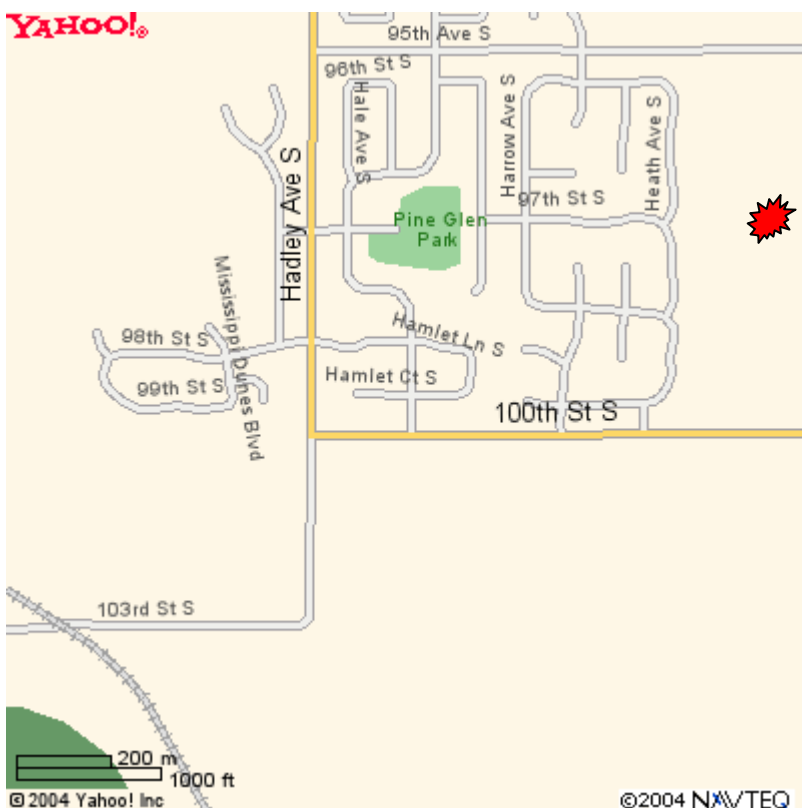
## EVACUATION ROUTES

### PRIMARY:

97<sup>th</sup> East to Jamaica  
Jamaica North to Highway 61  
Highway 61 South or North

### SECONDARY:

97<sup>th</sup> East to Jamaica  
Jamaica South to 100<sup>th</sup>  
100<sup>th</sup> East to Miller Road  
Miller Road to Innovation  
Innovation East to Highway 61  
Highway 61 South or North



### Facility Name and Address

ADVANCE CORPORATION  
8200 97<sup>TH</sup> ST SO  
COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

GLEN LORENZ (651) 455-7531  
PETER WETZELS (651) 748-4968

ERC ID 82-030-0034

302 312 313

Y 2002

### Chemicals On Site

NITRIC ACID

### Max

03

### Ave

03

### Days

365

### Storage Codes

O14 NA NA NA NA



## EVACUATION ROUTES

### PRIMARY:

Grey Cloud North to 103<sup>rd</sup>  
 103<sup>rd</sup> East to Hadley  
 Hadley North to 95<sup>th</sup>  
 95<sup>th</sup> East to Jamaica  
 Jamaica East to Highway 61  
 Highway 61 North or South

### Facility Name and Address

AGGREGATE INDUSTRIES INC  
 11250 GREY CLOUD ISLAND DR  
 COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

DAN GALLAGHER (651) 683-8169

ERC ID 82-030-0030

302 312 313

N 2002

### Chemicals On Site

DIESEL FUEL  
 PROPANE (LIQUIFIED PETROLEUM GAS)  
 SAND & GRAVEL

### Max

03

### Ave

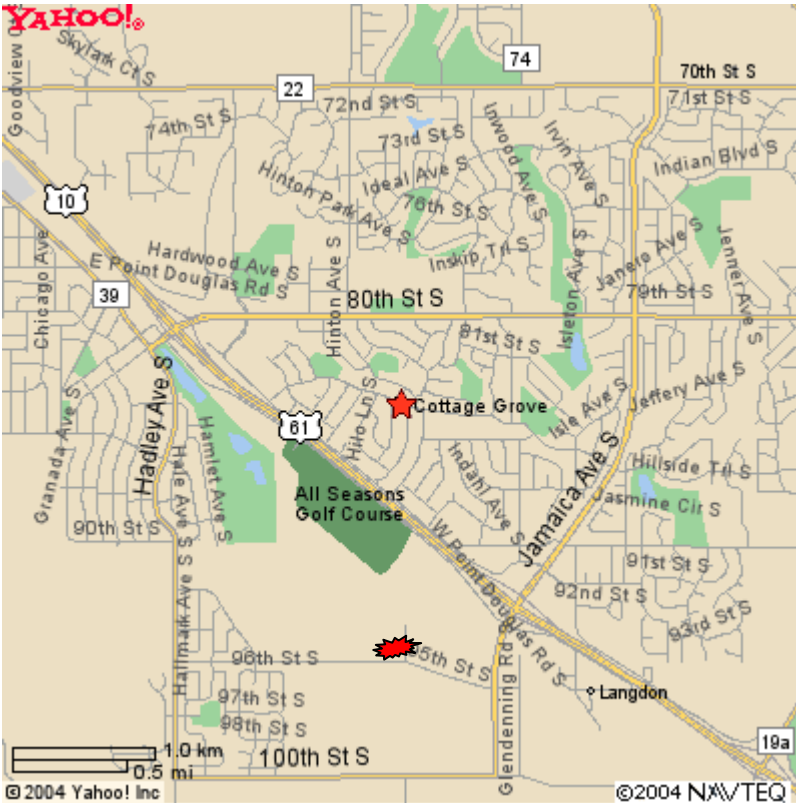
03

### Days

365

### Storage Codes

A14 B14 NA NA NA  
 L26 NA NA NA NA  
 R14 NA NA NA NA



## EVACUATION ROUTES

### PRIMARY:

95<sup>TH</sup> east to Jamaica  
Jamaica North to Highway 61  
Highway 61 North or South

### SECONDARY:

95<sup>th</sup> West to Hadley  
Hadley North to Grange  
Grange East to Highway 61  
Highway 61 North or South



Facility Name and Address	Status	Contact Name and Phone Number		ERC ID 82-030-0008				
ALLIED SYSTEMS	ACTIVE	CHRISTOPHER KOELE	(651) 458-3005	302 312 313				
9450 IDEAL AVE		DON STRACHOTA	(651) 458-3005	N 2002				
COTTAGE GROVE 55016								
<u>Chemicals On Site</u>		Max	Ave	Days	Storage Codes			
DIESEL FUEL		05	04	365	B14	NA	NA	NA
OIL, ENGINE		04	03	365	B14	NA	NA	NA



## EVACUATION ROUTES

### PRIMARY:

81<sup>st</sup> Street West to Innsdale  
Innsdale North to 80<sup>th</sup> Street  
80<sup>th</sup> Street West to Highway 61  
Highway 61 South or North

### SECONDARY:

81<sup>st</sup> Street East to Foothill Road  
Foothill Road South to Hillside  
Hillside East to Jamaica  
Jamaica South to Highway 61  
Highway 61 South or North



### Facility Name and Address

### Status

COTTAGE GROVE BOOSTER STATION  
8540 81<sup>ST</sup> ST S  
COTTAGE GROVE 55016

ACTIVE

**ERC ID** 82-030-0006  
**302 312 313**  
Y 2002

Chemicals On Site  
CHLORINE

**Max**  
02

**Ave**  
02

**Days**  
365

**L24**

**Storage Codes**  
NA NA NA NA

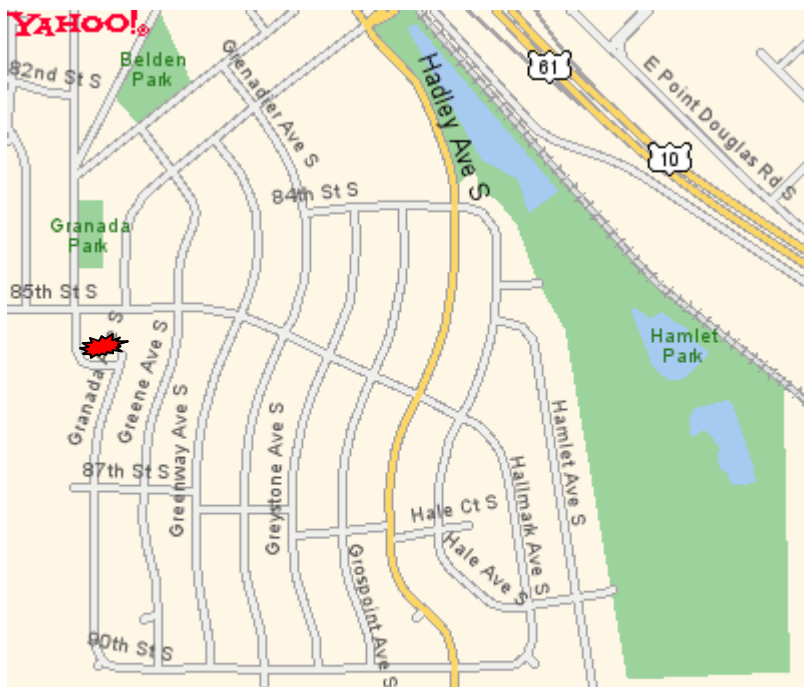
## EVACUATION ROUTES

### PRIMARY:

85<sup>th</sup> Street East to Hadley  
Hadley North to Grange  
Grange East to Highway 61  
Highway 61 South or North

### SECONDARY:

85<sup>th</sup> Street West to Lincoln  
Lincoln North to Hastings  
Hastings North to Highway 61  
Highway 61 South or North



### Facility Name and Address

### Status

COTTAGE GROVE POOL  
6541 85<sup>TH</sup> ST  
COTTAGE GROVE 55016

ACTIVE

ERC ID 82-030-0007

302 312 313

Y 2002

### Chemicals On Site

CHLORINE

### Max

02

### Ave

02

### Days

100

### Storage Codes

L24 NA NA NA NA

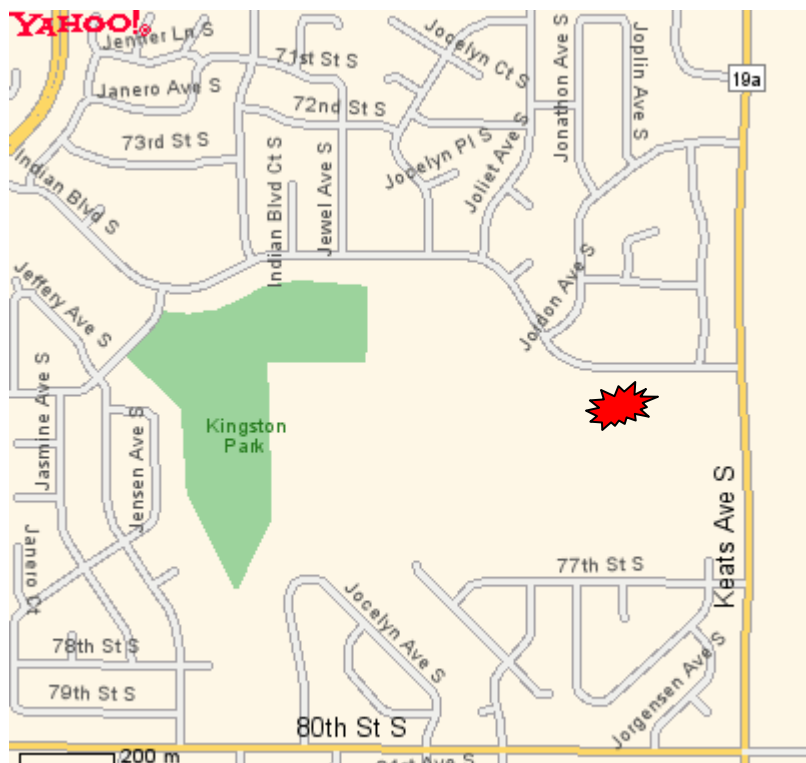
## EVACUATION ROUTES

### PRIMARY:

Indian Boulevard East to County 19  
County 19 South to Highway 61  
Highway 61 South or North

### SECONDARY:

Indian Boulevard West to Jamaica  
Jamaica North to Military Road  
Military Road West to Tower Drive  
Tower Drive North to Radio Drive  
Radio Drive North to Highway 94  
Highway 94 West or East



Facility Name and Address	Status	Contact Name and Phone Number	ERC ID 82-030-0032
COTTAGE GROVE JR HS	ACTIVE	JOHN DOTH (651) 458-6289	302 312 313
9775 INDIAN BLVD		JUDY ZIRBEL (651) 458-6294	Y 2002
COTTAGE GROVE 55016			
Chemicals On Site	Max	Ave	Days
CHLORINE	02	02	365
Storage Codes	C14	NA	NA NA NA NA



## EVACUATION ROUTES

### PRIMARY:

Pt Douglas South to Jamaica  
Jamaica East to Highway 61  
Highway 61 North or South

### SECONDARY:

Pt Douglas North to Belden  
Belden West to Hadley  
Hadley South to Grange  
Grange East to Highway 61  
Highway 61 North or South



### Facility Name and Address

COTTAGE GROVE PUBLIC WORKS  
8635 WEST POINT DOUGLAS  
COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

FLOYD JOHNSON

ERC ID 82-030-0022

302 312 313

N 1994

### Chemicals On Site

DIESEL FUEL

GASOLINE

### Max

04

06

### Ave

03

04

### Days

365

365

### Storage Codes

B14

B14

NA

NA

NA

NA

NA

NA

NA

NA

NA

NA

NA

NA

NA

NA



## EVACUATION ROUTES

### PRIMARY:

80<sup>TH</sup> West To Highway 61 North or South

### SECONDARY:

80<sup>th</sup> East to Jamaica

Jamaica South to Highway 61

Highway 61 North or South

Facility Name and Address	Status	Contact Name and Phone Number							
COTTAGE GROVE SR HS 8040 80 <sup>th</sup> ST S COTTAGE GROVE 55016	ACTIVE	JOHN DOTH	(651) 458-6289						ERC ID 82-030-0002
		JUDY ZIRBEL	(651) 458-6294						302 312 313
									N 2002
<u>Chemicals On Site</u>		Max	Ave	Days		Storage Codes			
FUEL OIL		04	01	365	B14	NA	NA	NA	NA





## EVACUATION ROUTES

### PRIMARY:

Pt Douglas South to Jamaica  
Jamaica East to Highway 61  
Highway 61 North or South

### SECONDARY:

Pt Douglas North to Belden  
Belden West to Hadley  
Hadley South to Grange  
Grange East to Highway 61  
Highway 61 North or South

### Facility Name and Address

CITY OF COTTAGE GROVE TRANSPORTATION DEPT  
8585 S POINT DOUGLAS RD  
COTTAGE GROVE, MN 55016

### Status

ACTIVE

### Contact Name and Phone Number

JON DOTH (651) 458-6289 **ERC ID 82-030-0015**  
JUDY ZIRBEL (651) 458-6294 **302 312 313**  
N 2002

### Chemicals On Site

DIESEL FUEL  
GASOLINE

### Max

04  
04

### Ave

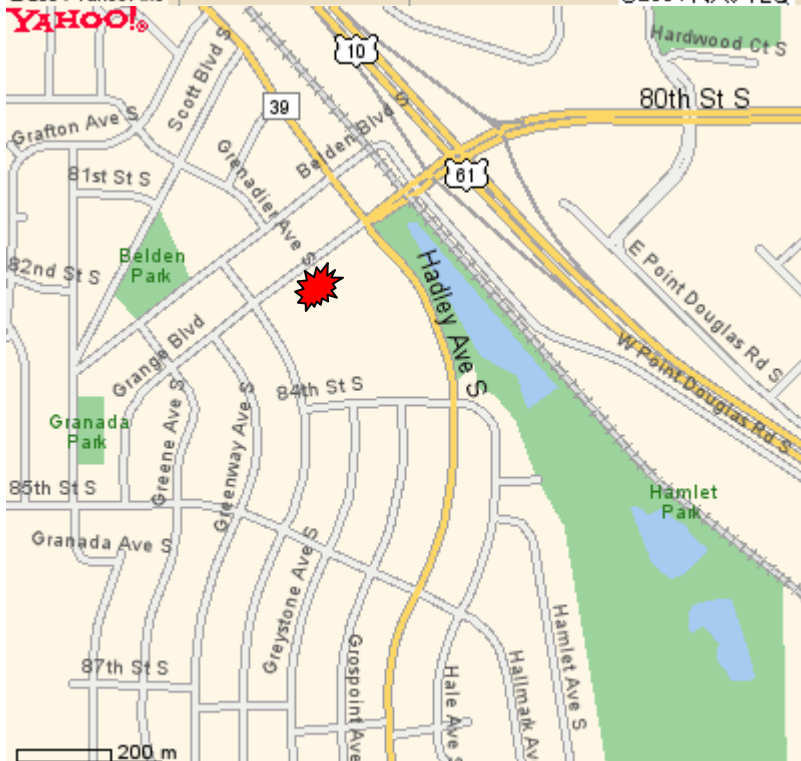
01  
01

### Days

365  
365

### Storage Codes

B14 NA NA NA NA  
B14 NA NA NA NA



## EVACUATION ROUTES

### PRIMARY:

Grange Boulevard East to Highway 61  
Highway 61 South or North

### SECONDARY:

Grange Boulevard West to 85<sup>th</sup> Street  
85<sup>th</sup> Street West to Lincoln  
Lincoln North to Hastings  
Hastings North to Highway 61  
Highway 61 South or North

### Facility Name and Address

### Status

COTTAGE GROVE #1 WELL  
8193 GRANGE BLVD  
COTTAGE GROVE 55016

ACTIVE

ERC ID 82-030-0003

302 312 313

Y 2002

### Chemicals On Site

CHLORINE

### Max

02

### Ave

02

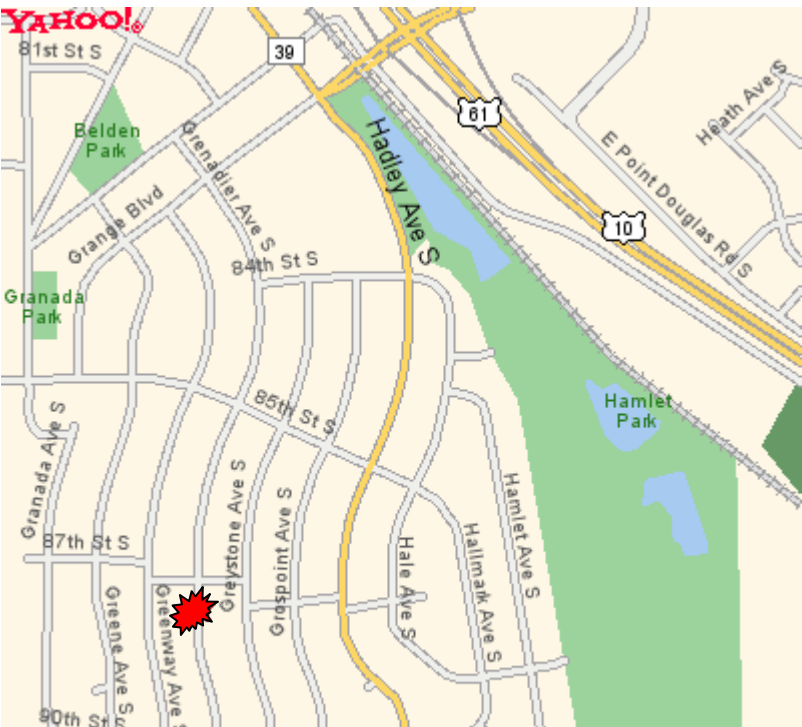
### Days

365

### Storage Codes

L24 NA NA NA NA

EVACUATION ROUTES



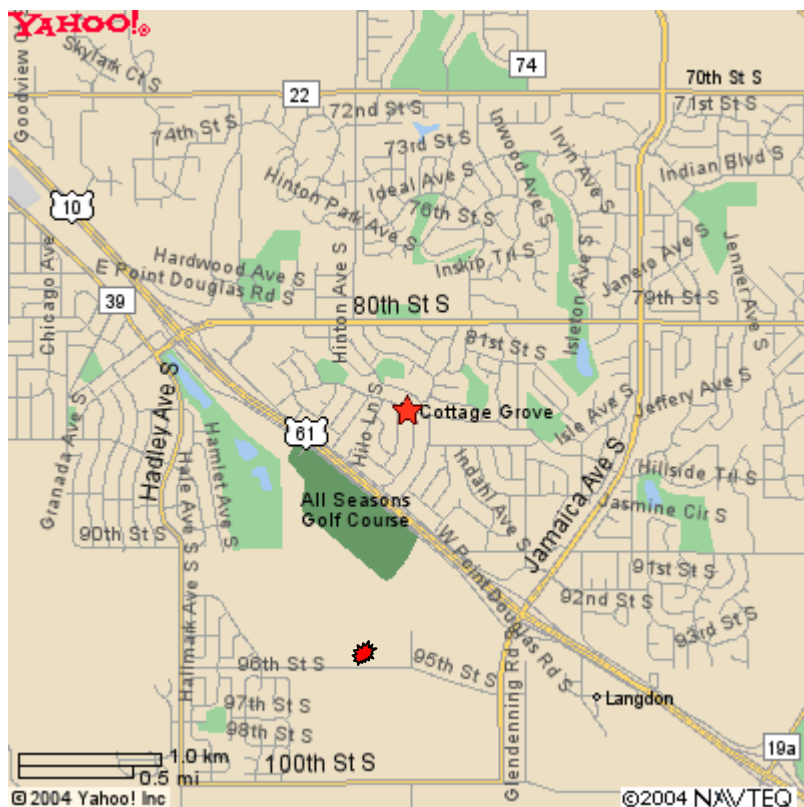
- PRIMARY:**

  - Grenadier North to Grange
  - Grange East to Highway 61
  - Highway 61 South or North
- SECONDARY:**

  - Grenadier South to 90<sup>th</sup> Street
  - 90<sup>th</sup> Street East to Hadley Avenue
  - Hadley Avenue South to 95<sup>th</sup> Street
  - 95<sup>th</sup> Street East to Jamaica
  - Jamaica North to Highway 61
  - Highway 61 South or North

Facility Name and Address		Status								
COTTAGE GROVE #2 WELL		ACTIVE	ERC ID 82-030-0004							
8780 GRENADIER AVE			302	312	313					
COTTAGE GROVE 55016			Y	2002						
<u>Chemicals On Site</u>			Max	Ave	Days	Storage Codes				
CHLORINE			02	02	365	L24	NA	NA	NA	NA

## EVACUATION ROUTES

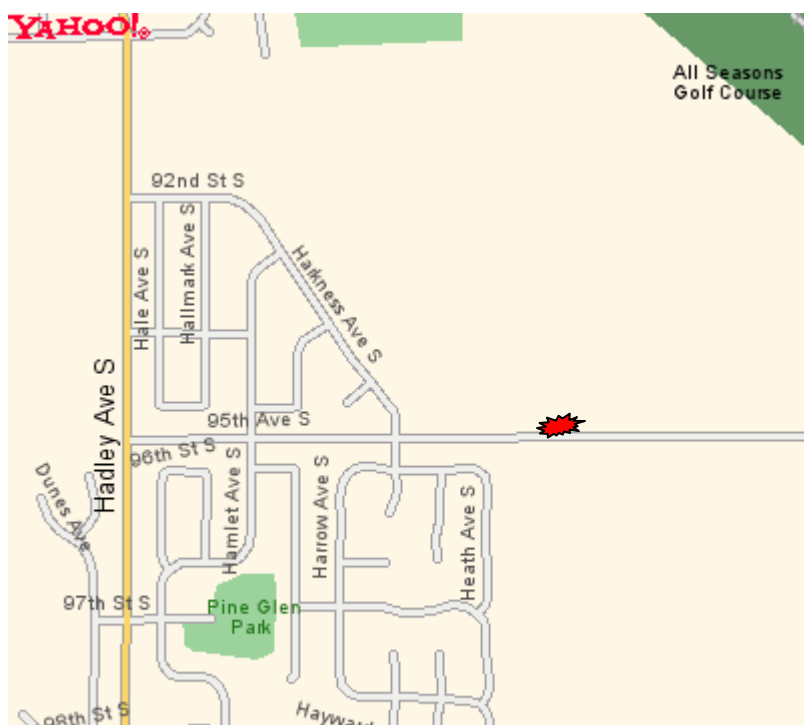


**PRIMARY:**

95<sup>th</sup> Street East to Jamaica  
Jamaica North to Highway 61  
Highway 61 South or North

**SECONDARY:**

95<sup>th</sup> Street West to Hadley  
Hadley North to Grange Boulevard  
Grange Boulevard East to Highway 61  
Highway 61 South or North



Facility Name and Address	Status	ERC ID	302	312	313	Y	2002
COTTAGE GROVE #10 WELL 7501 95 <sup>TH</sup> ST S COTTAGE GROVE 55016	ACTIVE	82-030-0005					
<u>Chemicals On Site</u>	<b>Max</b>	<b>Ave</b>	<b>Days</b>	<b>Storage Codes</b>			
CHLORINE	02	02	365	I.24	NA	NA	NA NA

## EVACUATION ROUTES

### PRIMARY:

110<sup>th</sup> St West to Ideal  
 Ideal North to 100<sup>th</sup> St  
 100<sup>th</sup> St East to Jamaica  
 Jamaica North to Highway 61  
 Highway 61 North or South

### SECONDARY:

110<sup>th</sup> St East through 3M Facility  
 Innovation Rd East to Highway 61  
 Highway 61 North or South



### Facility Name and Address

EAGLES PNT WWTF (METRO WASTE)  
 9211 110<sup>TH</sup> ST S  
 COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

PATRICIA OATES (651) 497-6125  
 DENNIS LINDEKE (651) 497-6125

ERC ID 82-030-0020

302 312 313  
 N 2002

### Chemicals On Site

DIESEL FUEL

### Max

04

### Ave

03

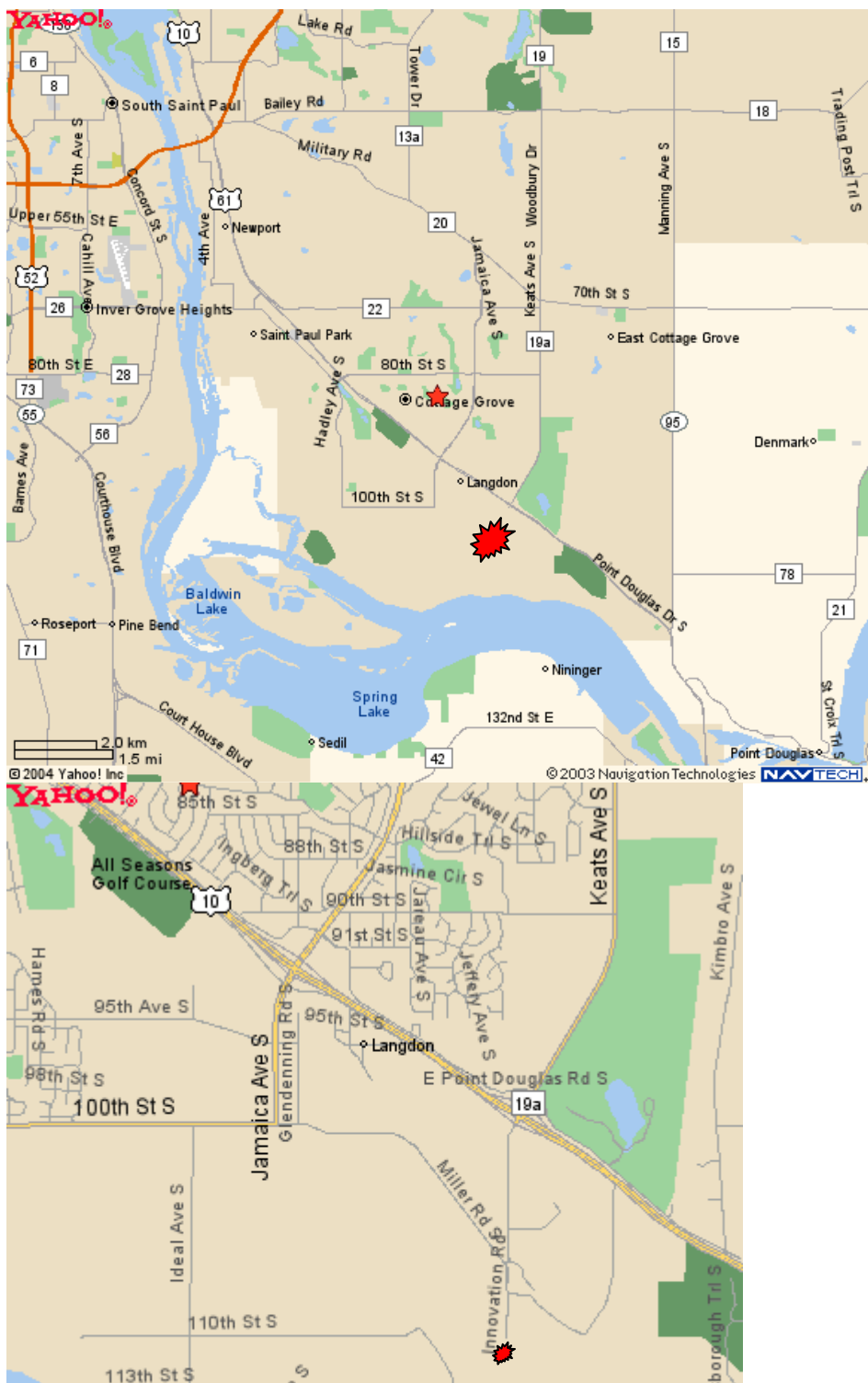
### Days

365

### Storage Codes

B14 NA NA NA NA





## EVACUATION ROUTES

### PRIMARY:

Innovation Road East to Highway 61  
Highway 61 South or North

### SECONDARY:

Rear gate 3M to 110<sup>th</sup> Street  
110<sup>th</sup> Street West to Ideal  
Ideal North to 100<sup>th</sup> Street  
100<sup>th</sup> Street East to Jamaica  
Jamaica North to Highway 61  
Highway 61 South or North

### Facility Name and Address

QWEST COMMUNICATIONS  
HWY 61-BLDG 116 – 3M COTTAGE GROVE  
COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

UNICALL-QWEST EMER CTR (866) 864-2255 **ERC ID** 82-030-0031  
BRI WORK ENVIRONMENT (800) 201-7033 **302 312 313**  
CENTER

Y 2002

### Chemicals On Site

SULFURIC ACID

### Max

02

### Ave

02

### Days

365

### Storage Codes

R14 NA NA NA NA

EVACUATION ROUTES

**PRIMARY:**  
Innovation Road East to Highway 61  
Highway 61 South or North

**SECONDARY:**  
Innovation Road West to Miller Road  
Miller Road North to 100<sup>th</sup>  
100<sup>th</sup> West to Jamaica  
Jamaica East to Highway 61  
Highway 61 South or North



Facility Name and Address	Status	Contact Name and Phone Number		ERC ID 82-030-0033				
LSP-COTTAGE GROVE, LP	ACTIVE	MICHAEL WENNEN	(651) 459-8339		302	312	313	
9525 105 <sup>TH</sup> ST CT S		KENT RIPLINGER	(651) 459-8339		Y			2002
COTTAGE GROVE 55016								
Chemicals On Site	Max	Ave	Days	Storage Codes				
AMMONIUM HYDROXIDE	04	04	365	A24	NA	NA	NA	NA
CARBON DIOXIDE	03	03	365	A27	NA	NA	NA	NA
CAUSTIC SODA (SODIUM HYDROXIDE)	04	04	365	C15	NA	NA	NA	NA
CROSSTRANS 206 TRANSFORMER OIL	05	05	365	R15	NA	NA	NA	NA
DISTILLATE FUEL OIL	05	05	365	A14	NA	NA	NA	NA
SODIUM HYPOCHLORITE	02	02	365	C15	NA	NA	NA	NA
SODIUM HYPOCHLORITE	04	04	365	A14	NA	NA	NA	NA
SULFURIC ACID	03	03	365	R14	NA	NA	NA	NA
SULFURIC ACID	04	04	365	A14	NA	NA	NA	NA



## EVACUATION ROUTES

### PRIMARY:

85<sup>th</sup> Street East to Hadley  
 Hadley North to Grange  
 Grange East to Highway 61  
 Highway 61 South or North

### SECONDARY:

85<sup>th</sup> Street West to Lincoln  
 Lincoln North to Hastings  
 Hastings North to Highway 61  
 Highway 61 South or North



#### Facility Name and Address

MARATHON ASHLAND PETROLEUM  
 85<sup>TH</sup> STREET  
 COTTAGE GROVE 55016

#### Status

ACTIVE

#### Contact Name and Phone Number

J FRED HILL JR (651) 458-2600 **ERC ID** 82-030-0007  
 JAMES MANNING (651) 458-6458 **302 312 313**  
 Y 2002

#### Chemicals On Site

CRUDE OIL  
 HUSKY SYNTHETIC CRUDE OIL  
 TIDAL CONDENSATE SWEET  
 TIDAL SYCRUDE SWEET BLEND CRUDE OIL

Max	Ave	Days	Storage Codes				
09	08	365	A14	R25	NA	NA	NA
07	07	365	A14	NA	NA	NA	NA
06	06	365	A14	NA	NA	NA	NA
07	07	365	A14	NA	NA	NA	NA



## EVACUATION ROUTES

### PRIMARY:

85<sup>th</sup> Street East to Hadley  
Hadley North to Grange  
Grange East to Highway 61  
Highway 61 South or North

### SECONDARY:

85<sup>th</sup> Street West to Lincoln  
Lincoln North to Hastings  
Hastings North to Highway 61  
Highway 61 South or North



### Facility Name and Address

MINNESOTA PIPELINE CO  
6483 85<sup>TH</sup> ST S BOX 67  
COTTAGE GROVE 55016

### Status

ACTIVE

### Contact Name and Phone Number

DAVE STECHER (763) 438-1324  
MIKE KOSTELECKY (651) 458-4857

ERC ID 82-030-0022

302 312 313

N 2002

### Chemicals On Site

OIL, CRUDE

### Max

08

### Ave

07

### Days

365

### Storage Codes

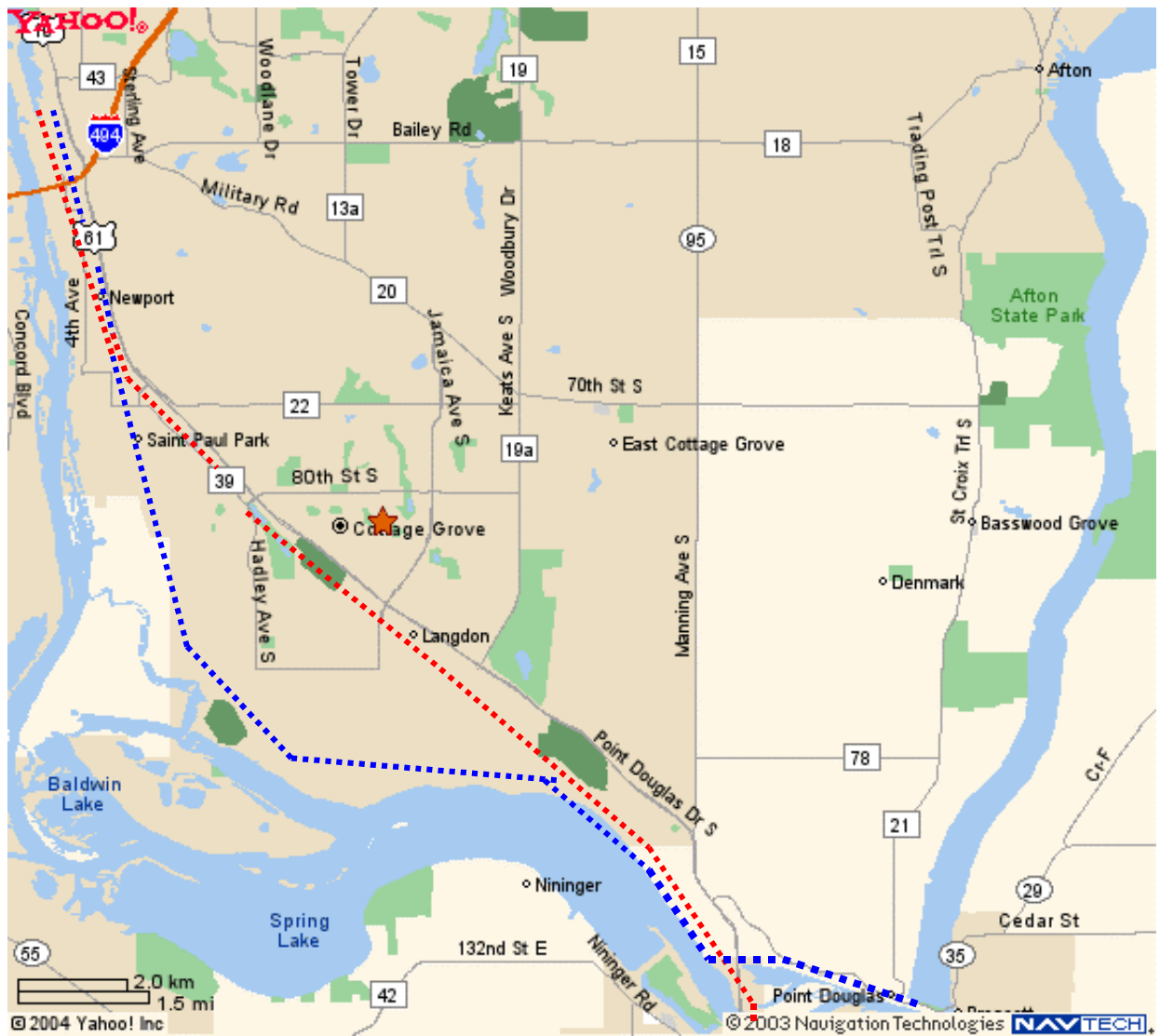
A14 A14 A14 NA NA

## Highway Corridor Hazardous Substance Transportation Route



■ ■ ■ ■ ■ Represents Highway Corridor

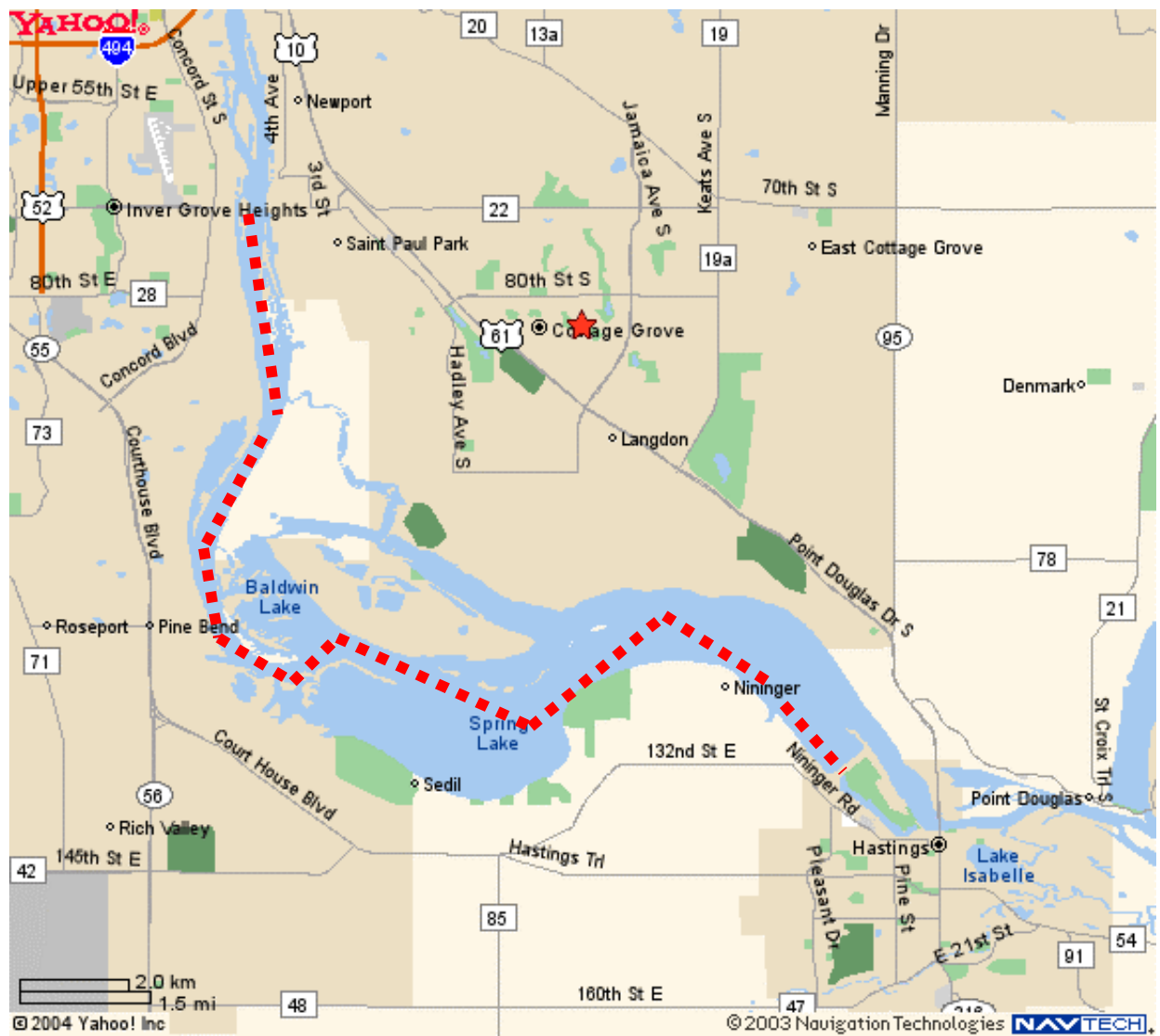
## Railroad Corridor Hazardous Substance Transportation Route



■ ■ ■ ■ ■ Represents Canadian Pacific Railway Corridor

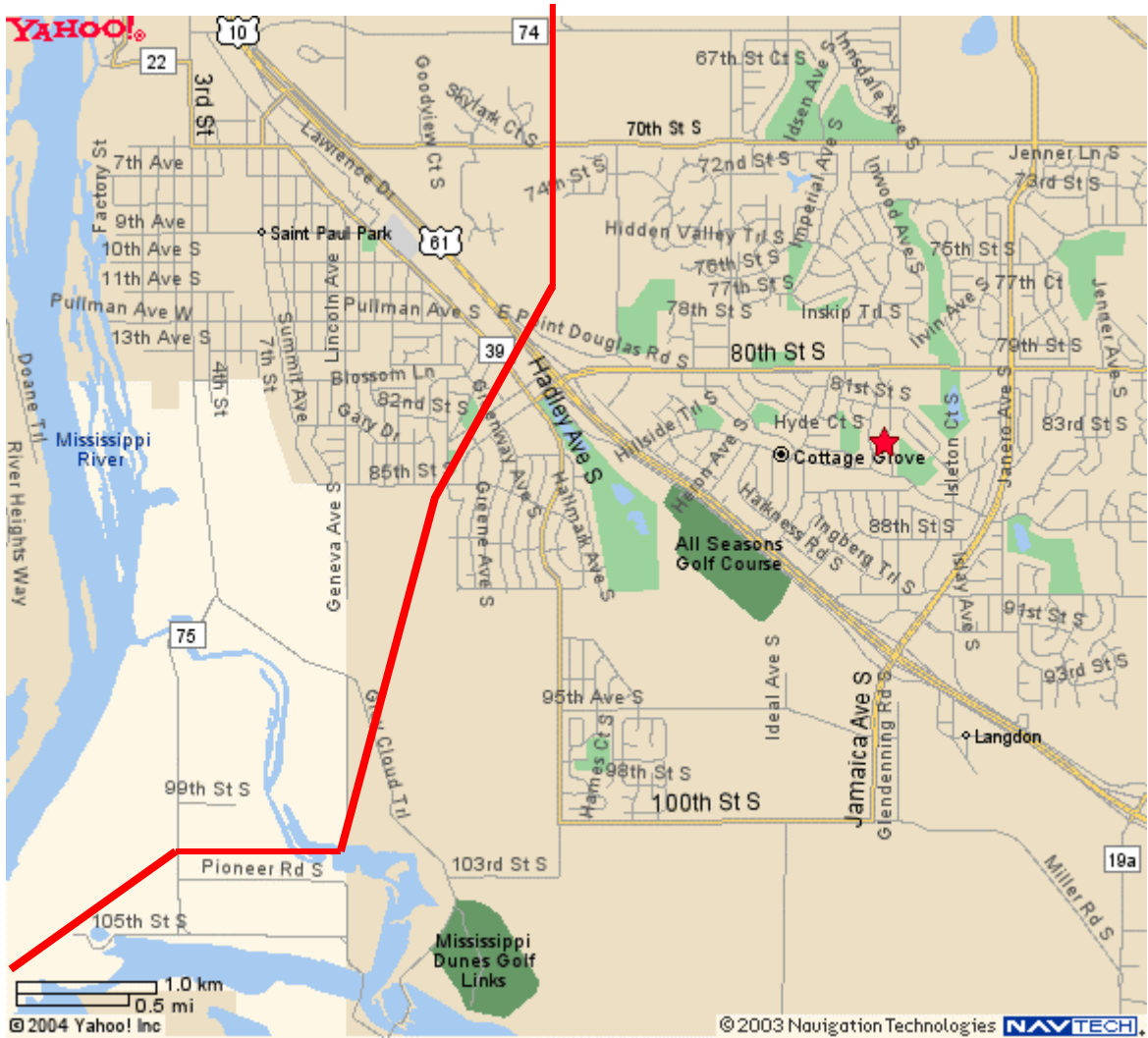
■ ■ ■ ■ ■ Represents Burlington Northern Santa Fe Railway Corridor

# River Corridor Hazardous Substance Transportation Route



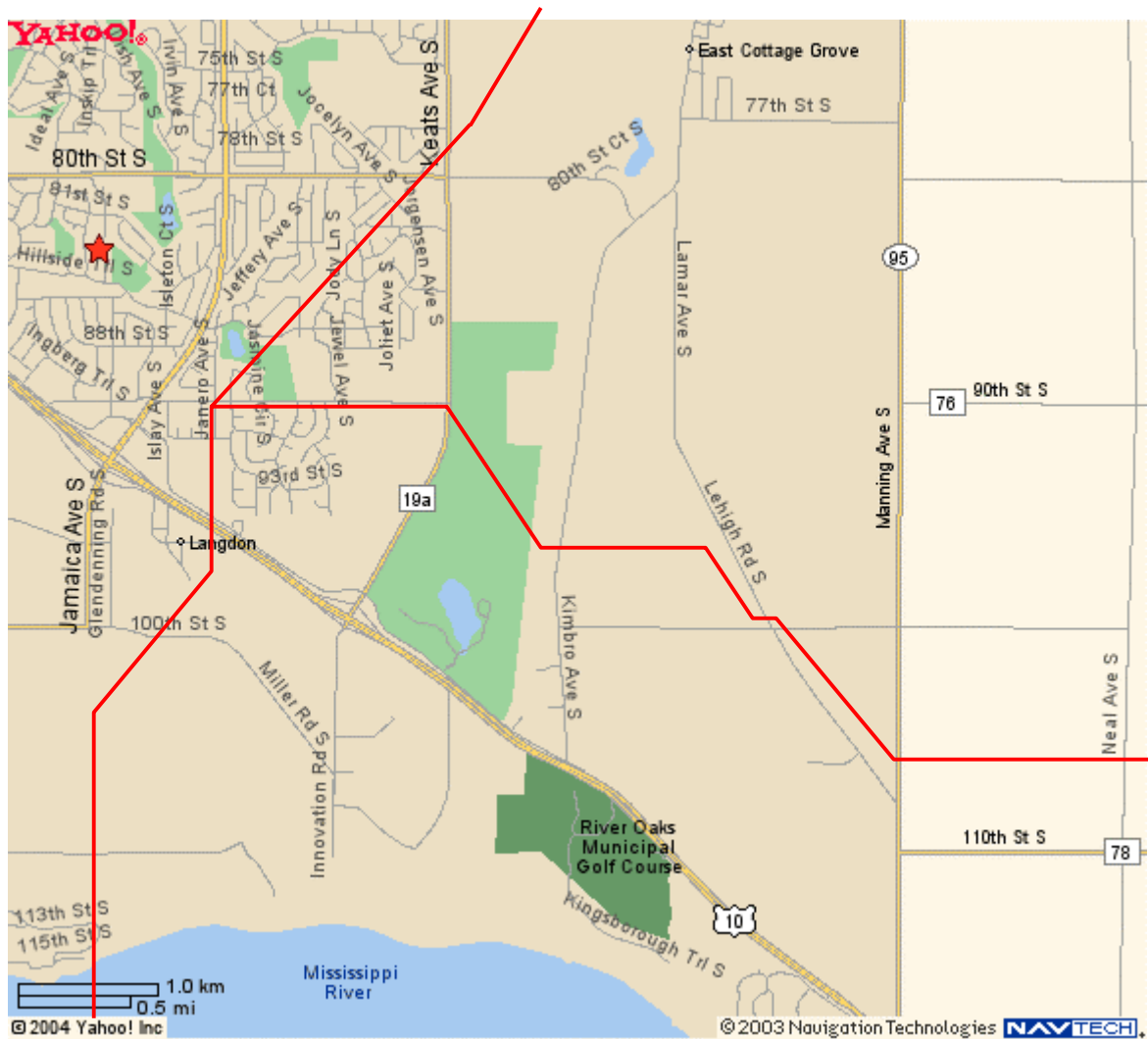
■■■■■■■■■■ Represents River Corridor

## Minnesota Pipeline Corridor



— Pipeline Corridor

## Northern Natural Gas Pipeline Corridor



— Represents Pipeline

# **Annex P**

## **Resource Information List**

Plan Development March, 2004

# **Annex P**

## **Resource Information List**

Plan Development March, 2004



## **RESOURCE MANAGEMENT**

### **I. Purpose**

To provide a list of all agencies, organizations, facilities, equipment, etc. that will assist Cottage Grove in dealing with disaster/emergency situations.

### **II. List of Mutual Aid Agreements, Memorandums of Understanding, etc.** The lists will be broken down by the various city departments.

- A. Police:** There is a county wide Mutual Aid Agreement signed by all police departments and the sheriff's office in Washington County. Also, the state BCA and State Patrol assist Woodbury when needed.
- B. Fire:** The Cottage Grove Fire Department participates in a mutual aid agreement that involves the fire organizations that are members of the Capitol City Mutual Aid Association, Wakota Firefighters Mutual Aid Assn., and Washington County Fire Chiefs from South to North.
- C. Park and Recreation:** Outdoor fields, and gyms (for recreation only)

### **III. Sources of Critical Emergency Resources:**

- 1. Biological, chemical, and radiological materials**
  - HAZMAT Team – St. Paul Fire: decontamination/detection/monitoring
  - Washington County Public Health and Environment
  - Minnesota HSEM references
  - 55<sup>th</sup> National Guard Army Unit – as requested for Mutual Aid by State Duty Officer
- 2. Medical Supplies**

Since Cottage Grove operates its own EMS program with police and fire paramedics, ambulance, etc. Most serious medical supplies are in police vehicles, ambulances, or stored in the Public Safety Building. If any additional supplies are needed immediately, they can be obtained from Regions or Woodwinds Hospitals.
- 3. Water, Pumps, Sandbags, Generators, and Sandbagging Machine Supplies**

If the water system in the city is unavailable or contains hazardous materials, the Minnesota National Guard as well as the Public Works Department can bring water to designated area of the city for the residents.

The City of Cottage Grove location is such that the possibility of flooding is minimal. However, if there would be tremendous rain, sandbags and the machines may be available from Washington County and the state. The Public Works Department has a list of vendors where they could get additional pumps.



4. All other medical equipment normally carried in EMS/Paramedic ambulances

**Emergency Operations Center – Public Safety Director responsible**

1. Radio, telephone communications
2. Computer (MIS Director)
3. EOP
4. Resource Lists, containing contacts, 302 facilities and their contacts/equipment, plans, etc.
5. Security Supplies, i.e. traffic signs, identification cards, security banners, etc.

**Emergency Medical Facilities in Cottage Grove**

1. Allina Medical Clinic (Urgent Care)
2. Health Partners Medical Clinic (Urgent Care)

**V. Emergency Equipment and Facilities (SARA Title III)**

A listing of available emergency equipment and facilities owned and operated by private facilities and available for use in response to a Haz-mat accident is contained within the facility plan. These plans are maintained at the Fire Station II EOC.

**VI. Management of Volunteer resources and Donations.**

The division that receives the volunteering manages existing volunteer resources. The person designated by the Emergency Management Director will manage new volunteer resources that are received due to a disaster/emergency.

Donation will be managed by the city Finance Director in coordination with the Public Safety Director, City Administrator, and Mayor.

## RESOURCES

Organization	Phone #	
Railroad Services Inc.	(952) 469-4907	
Railroads		
Burlington Northern Santa Fe	(651) 298-2121	
Canadian Pacific	1-800-SOO-HELP	
Chicago Northwestern Union Pacific	(612) 379-9112	
Amtrak Train	(651) 644-6012	
	1-800-331-0008	
Bureau of Criminal Apprehension	(651) 642-0610	
Chemtrec - Emergency Number	(800) 424-9300	
Non-Emergency Number	(800) 262-8200	
Chlorine Institute	(202) 775-2790	
Compressed Gas Cylinder Assoc.	(800) 527-8418	
Federal Aviation Administration, Mpls.	(651) 726-9473	
US Department of Emergency	(651) 296-2233	
24 Hour Phone #	(651) 649-5451	
US Department of Transportation (MN Office)	(651) 296-3000	
US Department of Transportation	(202) 366-4000	
MNDot Motor Carrier Safety	(651) 291-6150	
Minneapolis Police Explosive Unit	(612) 673-3070	
Police	(651) 348-2345	
Minnesota Department of Natural Resources	(651) 296-6157	
Minnesota Poison Control Center	(800) 222-1222	
Minnesota Pollution Control Agency	(651) 296-6300	
National Response Center	(800) 424-8802	
National Pesticide Network	(800) 858-7378	
National Weather Service	(952) 361-6708	
St. Paul PD Bomb Squad	(651) 292-3768	
US Coast Guard, Great Lakes Region	(800) 321-4400	
US Coast Guard, St. Paul	(651) 290-3991	

HSEM Duty Officer	(651) 649-5451	
MN Dept. of Public Safety, Emergency Mgmt. Metro Area E.M.	(651) 282-6565	
MN Dept. of Natural Resources	(651) 296-6157	
MN Dept. of Agriculture	(651) 296-6121	
State Fire Marshal – must be requested by the State Duty Officer Metro Greater Minnesota	(651) 649-5451 (800) 422-0798	
MN State Patrol, East Metro	(651) 779-5900	
American Red Cross St. Paul Minneapolis	(651) 291-6789 (612) 871-7676	
Salvation Army	(651) 776-6492 (612) 789-2858 (612) 522-6581	

Organization	Phone #	
<b>Airports</b>		
Lake Elmo	(651) 777-6300	
St. Paul, Holman	(651) 224-4306	
<b>Apparatus Maintenance</b>		
Emergency Apparatus Maintenance	(651) 636-6628	
Custom Fire Apparatus	(651) 786-4463	
Lakeland Ford	(800) 443-8851	
AllState Peterbilt	(651) 450-1500	
GATR Volvo Truck Center	(651) 455-6500	
Kolstad	(800) 771-4287	
L – Z Equipment Co.	(763) 792-1033	
Truck Utilities	(651) 488-2571	
Inver Grove Ford	(651) 484-3305	
	(651) 451-2201	
<b>Area Stores</b>		
Cub Foods	(651) 459-7106	
Rainbow Foods	(651) 458-3998	
<b>Boats</b>		
Willie’s Hidden Harbor	(651) 459-2129	
Kings Cove Inc.	(651) 437-6186	
61 Marine & Sports	(651) 437-3522	
Erickson Marine	(651) 437-6159	
<b>Chemical Supplies</b>		
Hawkins Chemical	(651) 331-6910	
Brenntage Great Lakes	(651) 645-9224	
Harcros Chemicals	(651) 647-0149	
<b>Derailment Assistance</b>		
Hulcher Co.	(651) 436-6800	
Bolander and Sons	(651) 224-6299	
<b>Emergency Shelters and Facilities</b>		
Satellite Shelters	(763) 420-2001	Trailers &
BFI	(651) 455-8634	Toilets

Organization	Phone #	
<b>Environmental Contractors</b>		
Bay West	(651) 291-0456	
Braun Intertec	(651) 487-3245	
Delta Environmental Consultants	(651) 639-9449	
<b>Excavating</b>		
A Kamish	(651) 451-1381	Remediation
Carl Bolander	(651) 224-6299	
Rumpca Sewer	(651) 459-1556	
Mann Excavating	(651) 459-9987	
<b>Fences</b>		
Able Fence	(651) 222-4355	
Gary's Fence	(651) 459-7574	
<b>Firefighting Foam</b>		
Marathon/Ashland Refining (security)	(651) 459-9771	
3M Cottage Grove (security)	(651) 458-2000	
Koch Refining (security)	(651) 437-0700	
<b>Generator Service</b>		
Cummins Power	(651) 636-1000	
<b>Helicopter Service</b>		
EAC Helicopters (St. Paul)	(651) 292-0115	
Helicopter Flight Inc. (Crystal)	(763) 537-4137	
<b>Lock and Dam #2</b>	(651) 437-3150	Single chamber lock 12 foot vertical lift
<b>LPG &amp; NH<sub>3</sub> Service</b>		
Cenex	(651) 451-5466 451-1151 (So. St.P)	
<b>National Weather Service Forecast Center</b>	(952) 361-6680	

Organization	Phone #	
<b>Outdoor Warning Siren Service</b>		
Federal Warning System	(800) 328-4827 Ext. 5003 Fax (507) 282-4106	
Electric Service Co.	(612) 332-1465 Fax (612) 332-6365	
<b>Pneumatic Recovery</b>		
Applied Products	(952) 933-2224	
<b>Radio Maintenance</b>		
St. Paul Radio	(651) 292-3592	
<b>RAILROAD ASSISTANCE</b>		
Burlington Northern & Santa Fe Emergency	( 651) 298-2121 (800) 795-2673	
Union Pacific Canadian Pacific	( 651) 437-9800 (651) 347-8390	



<b>Tow Boats</b>		
Upper River Services	(651) 292-9293	
<b>Towing and Recovery</b>		
East Metro	(651) 774-2869	
Suburban Towing	(651) 459-0091	
South East Towing	(651) 451-9721	
<b>Trash and Rubish Removal</b>		
BFI	(651) 455-8634	Roll-offs from 10yd to 40 yd
Keith Krupenny	(651) 457-3680	
Tennis Sanitation	(651) 459-1887	
SMI	(651) 731-0730	
<b>Utilities</b>		
Excel (Gas/Electric)	(651) 221-4421	
CenterPoint Energy	(612) 321-5373	
Northern Natural Gas	(651) 463-7126	
Qwest	(800) 244-1111	
Qwest Wireless	(800) 222-3772	
Verizon Wireless	(800) 626-6611	
<b>Vacuum Trucks</b>		
Schulumka Services	(651) 459-3718	
Rumpca Sewer	(651) 459-1556	
<b>Water Pump Service</b>		
Waterous	(651) 450-5046	
Reed's Sales (small)	(651) 774-9515	
General Repair	(651) 766-0874	
<b>Pumping</b>		
Harris Contracting	(651) 602-6500	

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**METRO AREA HOSPITAL EMERGENCY ROOMS**

Abbott Northwestern	(612) 863-4233
Buffalo Hospital	(763) 682-1212
Children's Minneapolis	(612) 813-6117
Children's St. Paul	(651) 220-6911
Fairview-Ridges	(952) 892-2020
Fairview-Riverside	(612) 273-6402
Fairview-Southdale	(952) 924-5151
Hennepin County Medical Center	(612) 347-3131
Hudson (Wisconsin)	(715) 386-9321
Lakeview (Stillwater)	(651) 439-5330
Mercy	(763) 421-8888
Methodist	(952) 993-5353
North Memorial	(763) 520-5542
Regina (Hastings)	(651) 480-4100
St. Francis (Shakopee)	(952) 445-2322
St. John's-Northeast	(651) 232-7348
St. Joseph's	(651) 232-3348
Regions Hospital	(651) 221-2121
United	(651) 220-8755
Unity	(763) 236-4144
University of Minnesota	(612) 626-2700
Veterans Administration	(612) 725-2000
West Metro MRCC	(612) 347-5710
Woodwinds	(651) 232-0348

<b>Name of Service</b>	<b>Licenses held</b>	<b>Phone #</b>	<b>Contact Person</b>	<b>County Served</b>	<b>Region</b>
A. L. S. AeroCare	Specialized Life Support (air)	(612)572-2192	Mary Brunner	Hennepin	Metro
ALF Ambulance	Advanced Life Support	(952)953-2664	Brian Landhus	Dakota	Metro
Adams Area Ambulance	Southeast Basic Life Support Part time ALS service	(507)440-2757	Tom Mork	Mower	Southeast
Adrian Ambulance Service	Southwest Basic Life Support	(507)483-2668	Cynthia K Wolf	Nobles	Southwest
Albert Lea Medical Center	Advanced Life	(507)377-4799	Donovan A Hauge	Freeborn	Southeast
Allina Medical Transportation	Advanced Life Basic Life Support Part-time Advanced Life support	(651)228-8414	Brian LaCroix	Ramsey	Metro
Allina Annandale	Basic Life Support Part Time Advanced Life support	(763)682-7079	Brian Nord	Wright	Central
Allina New Ulm	Part-Time Advanced Life Support	(507)233-1811	John Richardson	Brown	South Central
Allina Cambridge	Advanced Life Support	(612)689-7962	Bruce Hildbrandt	Isanti	Central
Altru Health System Ambulance	Advanced Life Support	(701)780-5319	Jerry Thorson	Polk	Northwest
Altura Ambulance Service	Basic Life Support	(507)796-5408	Mark E Stephan	Winona	Southeast
Appleton Ambulance Service	Basic Life Support	(320)289-2332	Warren E Rau	Swift	Southwest
Arlington Ambulance Service	Basic Life Support	(507)964-2378	Brian Thomes	Sibley	South Central
Ashby Fire Department Ambulance	Basic Life Support	(218)747-2214	Mark Zlontick	Grant	West Central
Atwater Fire Department Ambulance	Basic Life Support	(320)974-3351	Veda Stockland	Kandiyohi	Southwest

Babbitt Ambulance Service	Basic Life Support	(218)827-3464	Michael Rhein	St. Louis	Northeast
Balaton Fire Department/Ambulance	Basic Life Support	(507)220-5319	Alisa Wendland	Lyon	Southwest
Barnesville Ambulance Service	Basic Life Support Advanced Life Support	(218)354-2299	Ginny Jacobson	Clay	West Central
Belle Plaine Ambulance Service	Basic Life Support	(952)873-5553/23	David Murphy	Scott	Metro
Bemidji Ambulance Service, Inc.	Advanced Life	(218)444-3328	Scott LaCoursiere	Beltrami	North West
Bertha Ambulance Service	Basic Life Support	(218)924-4454	Gary Kleen	Todd	Central
Big Lake-Monticello Community	Advanced Life	(763)271-2276	Kathy Voss	Wright	Central
Bigfork Ambulance Service Assn	Basic Life Support	(218)743-3926	Lance Koppelman	Itasca	Northeast
Biwabik Fire Department Ambulance	Basic Life Support	(218)865-4332/22	Mary Staqchovich	St. Louis	Northeast
Blackduck Ambulance Association, Inc.	Basic Life Support Part Time Advanced Life	(218)835-4800	Brent Sorensen	Beltrami	Northwest
Blooming Prairie Ambulance	Basic Life Support	(507)583-7573	Jay Iverson	Steele	Southeast
Bois Forte Ambulance Service	Basic Life Support	(218)757-3347	Terry Defoe	St. Louis	Northeast
Bricelyn Fire and Ambulance	Basic Life Support	(800)247-1860/75	Brian Ehleret	Fairbault	South Central
Browerville Ambulance	Basic Life Support	(320)438-2201	Thomas Steinmetz	Todd	Central
Browns Valley Ambulance Service	Basic Life Support	(320)695-2110	Candace Duffield	Traverse	West Central
Buffalo Lake Ambulance	Basic Life Support	(320)833-2344	Beth Walter	Renville	Southwest
Buhl Ambulance	Basic Life Support	(218)262-0273	Michael Lopac	St Louis	Northeast
Burnsville Fire Department	Advanced Life Support	(952)895-4570	Cathy Neuenfeldt	Dakota	Metro

CART Ambulance, Inc.	Specialized Basic Life Support	(612)823-5000	Bryce Carlson	Hennepin	Metro
Caledonia Ambulance Service	Basic Life Support	(507)724-3297	Michael Tornstrom	Houston	Southeast
Cannon Falls Ambulance Service	Basic Life Support Part Time ALS	(507)263-7027	Brenda Voshalike	Goodhue	Southeast
Carlton Fire and Ambulance Service	Basic Life Support	(218)384-4158	Steven L White	Carlton	Northeast
Ceylon Ambulance Service	Basic Life Support	(507)632-4218	Patricia Walter	Martin	South Central
Chaska Fire Department Ambulance	Advanced Life Support	(952)448-2851	David Peterson	Carver	Metro
Chatfield Ambulance Service	Basic Life Support	(507)867-4446	Susan Kester	Fillmore	Southeast
Chippewa County Montevideo	Basic Life Support	(320)269-8878	Susan Sather	Chippewa	Southwest
Chisholm Ambulance	Basic Life Support	(218)254-5510	Joseph Sertich	St. Louis	Northeast
Clara City Ambulance	Basic Life Support	(320)847-2140	Donna Roberts	Chippewa	Southwest
Clarkfield Area Ambulance	Basic Life Support	(320)669-7561	Jeanie Anderson	Yellow Medicine	Southwest
Clearwater Ambulance Service	Specialized Life Support	(218)694-6501	Susan Davidson	Clearwater	Northwest
Clearwater Co. Memorial Hosp.	Basic Life Support	(218)694-6501	Susan Davidson	Clearwater	Northwest
Cloquet Fire Department Ambulance	Advanced Life	(218)879-6514	James Langenbrunner	Carlton	Northeast
Cokato Volunteer Ambulance	Basic Life Support	(320)286-5505	James Erickson	Wright	Central
Columbia Hts Fire, Rescue & Emergency	Basic Life Support	(763)706-3654	John Larkin	Anoka	Metro
Cook Area Ambulance Service	Basic Life Support	(218)666-2866	Penny Buckingham	St. Louis	Northeast
Cook County Ambulance	Basic Life Support	(218)387-3040	Darrell Smith	Cook	Northeast

Cosmos Ambulance Service	Basic Life Support	(320)583-1570	Emily Schmeling	Meeker	Southwest
Cottage Grove EMS	Advance Life Support	(651)458-6014	Jeff Sedlacek	Washington	Metro
Cottonwood Ambulance Service	Basic Life Support	(507)423-6488	Gregory Issackson	Lyon	Southwest
County Emergency Medical Services	Advanced Life Support	(218)945-3110	Steven Belau	Polk	Northwest
Cromwell Fire & Ambulance Service	Basic Life Support	(218)644-3331	Charles Peterson	Carlton	Northeast
Crookston Area Ambulance, Inc.	Advanced Life	(218)281-4302	Barret Wicklund	Polk	Northwest
Cuyuna Regional Medical Center	Advanced Life	(218)546-2309	Larry Lindman	Crow Wing	Central
Dawson Ambulance Service	Basic Life Support	(320)769-4323	Ann Jenson	Lac Qui Parle	Southwest
Deer River Ambulance	Basic Life Support	(218)246-2909	Renee Donnelly	Itasca	Northeast
Dodge Center Ambulance Service	Basic Life Support Part Time Advanced Life support	(507)374-2600	Daniel Stensrud	Dodge	Southeast
ELEAH Medical Center Ambulance Ser	Basic Life Support	(218)685-4461	Mary Iversen	Grant	West Central
Edgerton Volunteer Ambulance	Basic Life Support	(507)442-5081	Rachelle Fey	Pipestone	Southwest
Edina Fire Department	Advanced Life	(612)826-0330	Darrell Todd	Hennepin	Metro
Elgin Volunteer Ambulance	Basic Life Support	(507)876-2266	David Kohs	Wabasha	Southeast
Elk River Fire & Ambulance Service	Advanced Life support	(763)441-2733	Steve Dittenbrener	Sherburne	Central
Ellendale Ambulance Service	Basic Life Support	(507)688-2745	Steven Louks	Steele	Southeast
Elmore Ambulance Service	Basic Life Support	(507)943-3373	Clara Vereide	Fairbault	South Central
Ely Area Ambulance	Basic Life Support	(218)365-3271	John Fossum	St. Louis	Northeast

Eveleth Ambulance Service	Basic Life Support	(218)744-7550	Brian Ness	St. Louis	Northeast
Eyota Volunteer Ambulance Service	Basic Life Support	(507)545-2868	Christopher Arendt	Olmstead	Southeast
F-M Ambulance Service	Advanced Life Support	(701)364-1710	Michael Hall	Out of State	Northwest
Fairfax Ambulance	Part time advanced life support	(507)426-6105	Scott Waibel	Renville	Southwest
Fairfax Fire Department Ambulance	Basic Life Support	(507)426-6105	James Schroeder	Renville	Southwest
First Care Medical Services	Advanced Life support	(218)435-1133	James Aaganes	Polk	Northwest
Floodwood Ambulance Service	Basic Life Support	(218)476-2238	Lori Schumacker	St. Louis	Northeast
Franklin Ambulance Service	Basic Life Support	(507)557-2259	Karen Hoffman	Renville	Southwest
Freeborn Fire Department & Ambulance	Basic Life Support	(507)863-2152	Steven Seipp	Freeborn	Southeast
Frost Area Ambulance	Basic Life Support	(507)526-2174	Mary Rosamond	Faribault	South Central
Fulda Community Ambulance Service	Basic Life Support	(507)425-3514	Joan Kolander	Murray	Southwest
Gaylord Ambulance Service	Basic Life Support	(507)237-4699	Tara Swenson	Sibley	South Central
Glacial Ridge Ambulance	Basic Life Support	(320)634-2264	Greg Meyers	Pope	West Central
Glacial Ridge Ambulance Starbuck	Basic Life Support	(320)634-2264	Greg Meyers	Pope	West Central
Glencoe Ambulance Service	Basic Life Support	(320)864-3121	DeWayne Wieseler	McLeod	Southwest
Gold Cross Ambulance - Austin	Advanced Life	(320)229-3624	Tom Fennell	Mower	Southwest
Gold Cross Ambulance - Duluth	Advanced Life	(320)229-3624	Tom Fennell	St. Louis	northeast
Gold Cross Ambulance - Fairmont	Advanced Life	(320)229-3624	Tom Fennell	Martin	South Central



Gold Cross Ambulance - Litchfield	Advanced Life	(320)229-3624	Tom Fennell	Meeker	Southwest
Gold Cross Ambulance - Little Falls	Advanced Life	(320)229-3624	Tom Fennell	Morrison	Central
Gold Cross Ambulance - Mankato	Advanced Life	(320)229-3624	Tom Fennell	Blue Earth	South Central
Gold Cross Ambulance - Owatonna	Advanced Life	(320)229-3624	Tom Fennell	Steele	Southeast
Gold Cross Ambulance - Rochester	Advanced Life	(320)229-3624	Tom Fennell	Olmsted	Southeast
Gold Cross Ambulance - St. Cloud	Advanced Life	(320)299-3624	Tom Fennell	Stearns	Central
Graceville Ambulance Service	Basic Life Support	(320)589-7421	Ronald Flannigan	Bigstone	Southwest
Grand Meadow Area Ambulance	Basic Life Support	(507)754-5150	Meghan Lamp	Mower	Southeast
Grand Portage Ambulance	Basic Life Support	(218)475-2235	Jonathan Sage	Cook	Northeast
Granite Falls Ambulance	Basic Life Support Part time advanced life support	(320)564-3111	Gene Hughes	Yellow Medicine	Southwest
Gunflint Trail Volunteer Fire Department	Basic Life Support	(218)388-0109	Laura Popkes	Cook	Northeast
HCMC Emergency Medical Services	Advanced Life	(612)873-2172	Martin Vanburen	Hennepin	Metro
Harmony Volunteer Ambulance	Basic Life Support	(507)886-8122	Eileen Schansberg	Fillmore	Southeast
Hastings Fire Department EMS	Advanced Life Support	(651)480-6150	Mak Hastings	Dakota	Metro
Hayfield Community Ambulance	Basic Life Support	(507)477-3442	Christopher Nelson	Dodge	Southeast
HealthEast Ambulance	Basic Life Support Advanced Life Support Specialized Life support	(651)232-5890	Kevin Raun	Ramsey	Metro
Hector Ambulance Service	Basic Life Support	(320)848-2122	Kenneth Rodmyre	Renville	Southwest

Hendricks Community Hospital	Basic Life Support	(507)275-3134	Linda Pitzl	Lincoln	Southwest
Henning Ambulance	Basic Life Support	(218)583-2983	Robert Reinbold	Otter Trail	West Central
Heron LakeEmergency Medical	Basic Life Support	(507)793-2826	John Hay	Jackson	Southwest
Hibbing Ambulance Service	Advance life support	(218)263-4266	Tony Pogorels	St. Louis	Northeast
Hoffman Ambulance	Basic Life Support	(320)986-2964	Kenneth Sanstead	Grant	West Central
Houston Community Ambulance	Basic Life Support	(507)896-3234	Christine Cox	Houston	Southeast
Howard Lake Ambulance Service	Basic Life Support	(320)543-2001	Eric Stoll	Wright	Central
Hoyt Lakes Fire Department Ambulance	Basic Life Support	(218)225-2110	Steven House	St. Louis	Northeast
Hutchinson Area Health Care	Advanced Life Support	(320)234-4797	James McKay	McLeod	Southwest
International Falls Ambulance	Basic Life Support	(218)283-2929	Jerry Jensen	Koochiching	Northeast
Ivanhoe Ambulance	Basic Life Support	(507)694-1414	Dean Leibfried	Lincoln	Southwest
Jackson Volunteer Ambulance Service	Basic Life Support Specialized Advanced support	(507)847-5306	Michael Muchlinski	Jackson	Southwest
Jasper Community Ambulance Service	Basic Life Support	(507)348-7461	Kimberlee Drew	Pipestone	Southwest
Jeffers Ambulance Service	Basic Life Support	(507)682-4242	Morgen Pederson	Cottonwood	Southwest
Kanabec Hospital Ambulance Service	Basic Life Support Part Time Advanced life support	(320)225-3515	Adam Stout	Kanabec	Central
Kerkhoven Ambulance	Basic Life Support		Micah Driscoll	Swift	Southwest
Kiester Ambulance	Basic Life Support	(507)294-3203	Marlin Albers	Fairbault	South Central
Kittson County Volunteer Ambulance	Basic Life Support	(218)843-3612	Kathleen Turner	Kittson	Northwest

Lafayette Area Ambulance	Basic Life Support	(507)276-7316	Arden DeBoer	Nicollet	South Central
Lake City Ambulance Service	Basic Life Support Part Time Advanced Life support	(612)345-3030	Gail Riemersma	Wabasha	Southeast
Lake Crystal Ambulance Service	Basic Life Support	(507)726-2538	Steve Olson	Blue Earth	South Central
Lake Lillian Ambulance Service	Basic Life Support	(320)235-1137	Chad Sportel	Kandiyohi	Southwest
Lake of the Woods Ambulance	Basic Life Support	(218)634-2100	Jason Breuer	Lake of the Woods	Northwest
Lakefield Ambulance Service	Basic Life Support	(507)662-6164	Lisa Barkheim	Jackson	Southwest
Lakes Region EMS, Inc.	Advanced Life	(651)277-4911/10	Aaron Reinert	Chisago	Central
Lakeview EMS - North St. Paul	Advanced Life	(651)430-4621	Jon Muller	Ramsey / Washingto Metro	
Lamberton Ambulance	Basic Life Support	(507)752-7601	Wade Wellner	Redwood	Southwest
Lanesboro Ambulance Service	Basic Life Support	(507)467-2122	Steve Klotz	Fillmore	Southeast
Le Center Volunteer Ambulance	Basic Life Support	(612)364-8884	Tamara Stweig	Lesueur	South Central
Le Sueur Volunteer Ambulance	Basic Life Support	(507)665-6401	Monica Muchow	Lesueur	South Central
LeRoy Area Ambulance Service	Basic Life Support	(507)324-5305	Kari Eastvold	Mower	Southeast
Leech Lake Ambulance Service	Basic Life Support	(218)335-6363	Tonya Losh	Cass	Central
Lewiston Volunteer Ambulance	Basic Life Support	(507)523-2982	Holly Hammann	Winona	Southeast
Lewisville Ambulance Service	Basic Life Support	(507)435-2791	David Zenk	Watsonwan	South Central
Life Link III	Specialized Life Support	(612)638-4900		Hennepin	Metro
Life Link III - Air	Specialized Life Support	(612)638-4900		Hennepin	Metro

LifeFlight MeritCare	Specialized Life Support	(701)234-6054	Daniel Ehlen	Out of State	West Central
Littlefork Municipal Ambulance	Basic Life Support	(218)278-4123	Lee Lufgen	Kooching	Northeast
Long Prairie Ambulance Service	Basic Life Support	(320)732-7335	Kelly Saarela	Todd	Central
Longville Ambulance Service	Basic Life Support		Gary Pearson	Cass	Central
Lower St. Croix Valley Ambulance	Basic Life Support	(651)435-7033	James Stanley	Washington	Metro
Luke's One	Specialized Life Support Air	(218)249-5631	Karen Thorp-Talbot	St. Louis	Northeast
Mabel Ambulance Service	Basic Life Support	(507)493-5299	Neil Folstad	Fillmore	Southeast
Madelia Community Ambulance Service	Basic Life Support	(507)842-3474	Carol Etter	Watonwan	South Central
Madison Ambulance Service	Basic Life Support	(320)598-3761	David Pillatzki	Lac Qui Parle	Southwest
Mahnomen Health Center Ambulance	Advanced Life	(218)935-2511	Michael Bunker	Mahnomen	Northwest
Mahtomedi Ambulance	Advanced Life	(651)426-1080	Terry Fischer	Washington	Metro
Maple Lake Fire Department	Basic Life Support	(320)963-3612	Scott Cariveau	Wright	Central
Maplewood EMS	Advanced Life support	(651)249-2822	Bernard Jungmann	Ramsey	Metro
Marietta Ambulance Service	Basic Life Support	(320)668-2375	Karen Trost	Lac Qui Parle	Southwest
Marine On St. Croix Ambulance	Basic Life Support		Lon Pardun	Washington	Metro
Mayo I/Mayo MedAir St. Mary's Hospital	Specialized Life Support Air	(320)229-3624	Thomas Fennell	Olmstead	Southeast
McGregor Area Ambulance	Basic Life Support	(218)768-2555	Penny Olson	Aitkin	Northeast
Mdewakanton Emergency Services	Advanced Life Support	(952)2333-1077	James Muelken	Scott	Metro

Meadowlands Ambulance Service	Basic Life Support	(218)427-2797	Troy Maly	St. Louis	Northeast
MedLink AIR	Specialized advanced life support Air	(608)775-3966	Quentin Lamers	Out of State	Southeast
Meds-1 Ambulance Service, Inc.	Advanced Life	(218)326-0020	Timothy George	Itasca	Northeast
Melrose Area Ambulance	Basic Life Support	(320)256-7151	Jennifer Tschida	Stearns	Central
Mercy Hospital Ambulance	Basic Life Support Part Time Advanced Life support	(218)485-5636	Susan Bengtson	Carlton	Northeast
Mille Lacs Ambulance Service	Basic Life Support	(320)532-4325	Judy Oslin	Mille Lacs	Central
Minnesota Lake Ambulance Service	Basic Life Support	(507)462-3277	Edith More	Fairbault	South Central
Montgomery Ambulance	Basic Life Support	(507)364-8888	Craig Nording	Lasueur	South Central
Morgan Ambulance Service	Basic Life Support	(507)249-2457	Craig Huiras	Redwood	Southwest
Mountain Lake Ambulance Service	Basic Life Support	(507)427-3333	David Watkins	Cottonwood	Southwest
Murray County Ambulance	Basic Life Support	(507)836-6111	James Gertsema	Murray	Southwest
Nashwauk Ambulance Service	Basic Life Support	(218)885-1042	Karen Calaguire	Itasca	Northeast
New London Ambulance Service	Basic Life Support	(320)354-4651	Loren Beck	Kandiyohi	Southwest
New Prague Ambulance	Basic Life Support	(952)758-3589	Bill Van Cura	Lesueur	Metro
New Richland Community Ambulance	Basic Life Support	(507)465-8140	Jennifer Johnson	Waseca	South Central
Norman County EMS	Advanced Life	(218)784-5226	Susan Halls	Norman	Northwest
North Ambulance	Advanced Life //Park Rapids	(218)237-5255	Dennis Mackendanz	Hubbard	Northwest
North Ambulance - Walker	Basic Life Support	(218)547-5504			

North Ambulance - Walker	Part Time advanced life support						
North Ambulance Douglas County, Inc.	Advanced Life (320)763-6160						Northwest
North Memorial Ambulance Longville	Part-Time advanced life support						Central
North Memorial Ambulance - Aitkin	Advanced Life					Richard Wagner	Douglas
North Memorial Ambulance - Brainerd	Advanced Life				(218)829-8767	Gary Pearson	Cass
North Memorial Ambulance - Faribault	Advanced Life				(218)829-8767	Gary Pearson	Aitkin
North Memorial Ambulance - Marshall	Advanced Life				(507)334-6031	David Augustin	Crow Wing
North Memorial Ambulance - Minneota	Advanced Life				(507)537-9677	Daniel Desmet	Rice
North Memorial Ambulance - Princeton	Basic Life Support				(507)537-9677	Daniel Desmet	Lyon
North Memorial Ambulance - Redwood	Advanced Life				(763)389-2082	Gregory Weinand	Lyon
North Memorial Ambulance - Redwood	Basic Life Support				(507)537-9677	Daniel Desmet	Mille Lacs
North Memorial Ambulance - Redwood	Specialized Life Support						Redwood
North Memorial Ambulance - Waseca	Advanced Life				(507)835-7704	David Augustin	Waseca
North Memorial Ambulance-Forest Lake	Advanced Life				(651)464-6738	Charles Lindstrom	Washington
North Memorial Ambulance-metro	Specialized Life				(612)520-5789	Mike Oliverius	Hennepin
North Memorial Ambulance-metro	Advanced Life				(763)520-5789	Mike Oliverius	Hennepin
North Memorial Ambulance Service - Air	Specialized Life Support				(763)520-1735	Nancy Loberg	Hennepin
Northfield Fire Rescue	Basic Life Support				(507)645-4256	Terry Heinrich	Rice
Northfield Hospital Ambulance Service	Advanced Life Support				(507)646-1444	Brian Edwards	Rice
Oakdale Fire Ambulance	Basic Life Support				(651)731-8886	Mark Tiffany	Washington
	Part Time advanced life support						Metro
Oklee Emergency Squad	Basic Life Support				(218)796-5183	Michael Dessellier	Red lake
Olivia Ambulance Service, Inc.	Basic Life Support				(320)523-1322	Julie Wertish	Renville
Orr Ambulance Service	Basic Life Support				(218)757-3300	Dianan Klakoski	St. Louis
Ortonville Ambulance Service	Basic Life Support				(320)839-3102	Thomas Scoblic	Bigstone
Parkers Prairie Community Ambulance	Basic Life Support				(218)338-4357	Robert Huckle	Otter Tail
Paynesville Ambulance	Basic Life Support				(320)243-3807	Steve Stang	Stearns
	Part time advanced life support						Central

Pelican Rapids Ambulance Service, Inc.	Advanced Life	(218)863-4653	Tollef Ringdahl	Otter Tail	West Central
Perham Area E.M.S.	Advanced Life	(218)346-4440	James Rieber	Otter Tail	West Central
Pine Medical Ambulance Service	Basic Life Support Part Time Advanced Life Support	(320)629-5199	Margery Fagerstrom	Pine	Central
Pipestone County Ambulance	Basic Life Support	(507)825-6770	Steve Ewing	Pipestone	Southwest
Plainview Emergency Medical Services	Basic Life Support	(507)534-3980	Greg Neumann	Wabasha	Southeast
Preston Area Ambulance	Basic Life Support	(507)765-2153	David Keene	Fillmore	Southeast
Raymond Ambulance Service	Basic Life Support	(320)967-4962	Craig Petersen	Kandiyohi	Southwest
Red Lake Comprehensive Health	Basic Life Support	(218)679-3359	Delwyn Spears	Beltrami	Northwest
Red Lake Falls Volunteer Ambulance	Basic Life Support	(218)253-2035	Theresa Hagl	Red Lake	Northwest
Red Wing Fire Department	Advanced Life	(651)385-3695	Michael Amendolar	Goodhue	Southeast
Remer Area Ambulance Service	Basic Life Support	(218)244-2268	Dianne Ammerman	Cass	Central
Renville Ambulance Service	Basic Life Support	(320)329-8234	Nelida Marcus	Renville	Central
Reservation Ambulance Service	Basic Life Support	(218)983-3285/12	Carol Turner	Becker	West Central
Ridgeview Ambulance Service	Advanced Life	(952)442-2191/55	Darel Radde	Carver	Metro
Ringdahl Ambulance	Advanced Life	(218)736-2819	Tollef Ringdahl	Otter Tail	West Central
Rock County Ambulance	Basic Life Support Part Time Advanced Life	(507)283-2321/27	Gary Holmgren	Rock	Southwest
Roseau EMS	Basic Life Support Specialized Life Support advanced	(218)463-2500	Curtis Ireland	Roseau	Northwest

Rushford Community Ambulance	Basic Life Support	(507)864-7577	Julie Ziebell	Fillmore	Southeast
Sanford Canby Ambulance	Basic Life Support	(507)223-7277	Larry Duis	Yellow Medicine	Southwest
Sauk Centre Ambulance	Basic Life Support Specialized advanced life	(320)352-2202	Kathryn Struffert	Stearns	Central
Sherburn Fire Department	Basic Life Support	(507)764-6501	Bradley Ringnell	Martin	South Central
Silver Bay Ambulance Service	Basic Life Support	(218)226-4423	Gina Heinzen	Lake	Northeast
Silver Lake Ambulance Service	Basic Life Support	(320)327-2742	Duane Wawrzyniak	McLeod	Southwest
Sleepy Eye Ambulance Service	Basic Life Support	(507)794-3116	Shari Hittesdorf	Brown	South Central
Spring Grove Ambulance Service	Basic Life Support	507)498-5221	Patricia Blagsvedt	Houston	Southeast
Spring Valley Area Ambulance Service	Basic Life Support	(507)346-7414	James Cooper	Fillmore	Southeast
Springfield Ambulance Service	Basic Life Support	(507)723-3523	Douglas Cook	Brown	South Central
St. Charles Ambulance	Basic Life Support	(507)398-2641	Jeffrey Hardtke	Winona	Southeast
St. Croix Valley EMS	Advanced Life	(612)638-4900	Chris Schultz	Out of State	Central
St. James Volunteer Ambulance	Basic Life Support	(507)375-4180	Jeanette Dexheimer	Watsonwan	South Central
St. Mary's EMS	Advanced Life	(218)847-0817	David Langworthy	Becker	West Central
St. Mary's LifeFlight	Specialized Life	(218)786-4134	John Jordan	St. Louis	Northeast
St. Paul Fire	Advanced Life	(651)228-6260		Ramsey	Metro
St. Peter Area Ambulance	Basic Life Support Part time advanced life	(507)931-7626	Kelly Goodnature	Nicollet	South Central
Staples Ambulance	Basic Life Support	(218)894-8010	Michael Goff	Wadena	Central



Part Time advanced life support					
Stephen Volunteer Ambulance Service	Basic Life Support	(218)478-3620	Karen Znajda	Marshall	Northwest
Stevens County Ambulance Service	Advanced Life	(320)589-7421	Ronald Flannigan	Stevens	West Central
Sunburg Ambulance	Basic Life Support	(320)366-3479	Milton Tollefson	Kandiyohi	Southwest
Swift County - Benson Hospital	Basic Life Support	(320)843-4232	Steven Orbeck		Southwest
Thief River Falls Area Ambulance	Advanced Life	(218)681-4084	Brett Rima	Pennington	Northwest
Tower Area Volunteer Ambulance	Basic Life Support	(218)753-4070	Peter Wargowsky	St. Louis	Northeast
Tracy Ambulance	Basic Life Support	(507)629-3780	Charles DeSchepper	Lyon	Southwest
Part time Advanced Life Support					
Tri-County EMS District, Inc.	Basic Life Support	(218)436-3161	Roberta Anderson	Kittson	Northwest
Tri-County Hospital Emergency Medical	Advanced Life	(218)631-3510	Sharon Heinen	Wadena	Central
Tri-State Ambulance, Inc.	Advanced Life	(608)782-2282	Matt Zavadsky	Out of state	Southeast
Trimont Ambulance Service	Basic Life Support	(507)639-2060	Jody Nelson	Martin	South Central
Truman Fire and Rescue	Basic Life Support	(507)776-7901	Michael Lampi	Martin	South Central
Two Harbors Ambulance	Basic Life Support	(218)834-7110	Patick Lee	Lake	Northeast
Tyler Ambulance Service	Basic Life Support	(507)247-2284	Margaret Dunblazier	Lincoln	Southwest
United Hospital District Ambulance	Basic Life Support	(507)526-3273	Theodore Armon	Fairbault	South Central
University of Minnesota Ambulance	Specialized Basis Life Support	(612)626-1518	Daniel Powers	Hennepin	Metro
Virginia Regional Medical Center	Advanced Life	(218)744-7520	Darrell Knapper	St. Louis	Northeast

Wabasha Ambulance Service	Basic Life Support	(612)565-2633	Darren Sheeley	Wabasha	Southeast
Wabasso Ambulance Association	Basic Life Support	(507)342-5519	Charles Robasse	Redwood	Southwest
Walnut Grove Ambulance Service	Basic Life Support	(507)859-2135	Paula McGarvey	Redwood	Southwest
Warren Volunteer Ambulance Service	Basic Life Support	(218)745-5456	David Lansing	Marshall	Northwest
Warroad Area Rescue Unit	Basic Life Support Part Time Advanced	(218)386-1161	Jay Bukowiec	Roseau	Northwest
Watkins Ambulance Service	Basic Life Support	(320)764-5591	John Gruenes	Meeker	Southwest
Wells Community Ambulance Service	Basic Life Support	(507)553-5439	Jayne Dylla	Fairbault	South Central
West Concord Fire Dept. Ambulance	Basic Life Support	(507)527-2668	Jeffrey McCool	Dodge	Southeast
Westbrook Ambulance Service	Basic Life Support Specialized Advanced Life	(507)274-5510	David VanLoh	Cottonwood	Southwest
Wheaton Ambulance Service	Basic Life Support Part time Advance life support	(320)563-8226	Thomas Schmitz	Traverse	West Central
White Bear Lake Fire Department	Advanced Life	(651)429-8567	Timothy Vadnais	Ramsey	Metro
Willmar Ambulance Service	Advanced Life	(320)231-4017	Bradley Hanson	Kandiyohi	Southwest
Windom Ambulance Service	Basic Life Support Specialized Life Support advanced	(507)831-1794	James Skarphol	Cottonwood	Southwest
Winnebago Area Ambulance	Basic Life Support	(507)893-3217	Roque Gonzalez		South Central
Winona Area Ambulance Service, Inc.	Advanced Life	(507)452-5351	Karla Eppler	Winona	Southeast
Winthrop Ambulance Service	Basic Life Support	(507)647-5377	Donald Lannoye	Sibley	South Central
Woodbury EMS	Advanced Life support	(651)714-3698	JB Guiton	Washington	Metro

Worthington Regional Hospital	Basic Life Support Specialized Advance life support	(507)372-2941	David McNab	Nobles	Southwest
Zumbrota Area Ambulance Association	Basic Life Support Part Time Advanced Life support	(507)732-784	Sally Houg-Massaro	Goodhue	Southeast

### **Cottage Grove Fire Division Equipment**

#### **Responsible Party:**

Chief Bob Byerly ((651) 458-2860 Cell (651)755-8211  
Deputy Chief Dennis Leonard (651) 458-2867 Cell (651) 755-8214  
Deputy Chief Al Beasley (651) 458-6083 Cell (651) 755-8215  
Deputy Chief Rick Redenius (651) 458-2855 Cell (651) 755-8213

#### **Equipment:**

##### **Station I**

1994 Freightliner Engine	1500 GPM 10 Gal Class A Foam 5 SCBA's Hurst Tool
1997 Chevrolet Brush Truck	115GPM 100 Gal Chainsaw
1992 Medic Unit	

##### **Station II**

1990 Peterbuilt Engine	1500GPM 750 Gal 8 SCBA's TNT Rescue Tools/Air Bags
2003 E-One 75' Aerial Ladder	2000GPM 500Gal 10 Gal Class A Foam RIT Bag K12 Saw 6 SCBA's
1998 Chevrolet Brush Truck	115 GPM 100 Gal Chainsaw
2001 Medic Unit	

##### **Station III**

1996 Volvo Engine/Tanker	1500GPM 2000Gal 6 SCBA's K12 Saw Roof Chainsaw
1989 Brush Truck	115GPM 100Gal

Station IV

1985 Ford Engine	1500GPM 750 Gal 5 SCBA's TNT Rescue Tools RIT Bag
1980 Mack Tanker	115GPM 4000 Gal 2 SCBA's
2004 F350 Brush Truck	115GPM 100Gal Chainsaw Floating Pump
2004 Utility Vehicle	Generator
1995 Medic Unit	
Fire Boat (Mon Ark) with Fire Pump	

3 Command Vehicles (Chief and Deputy Chiefs)

### **Cottage Grove Public Works Equipment List**

**Responsible Party:**

Les Burshten  
Harry Taylor

**Equipment:**

***27 Pickup Trucks (Mle) – 1000 Series***

9 Single Axle Dump Trucks (Mle) 4000 Series

4 Tandem Dump Trucks (Mle) – 4100 Series

3 One Ton Dump Trucks (Mle) – 4200 Series

Miscellaneous Equipment (Mle) – 6000 Series

Gmc Chassis (Bucket Truck)

Sewer Jet Vac

Pres. Wshr./Stmr.

1996 Ing Rand Air Comp (Plus 2 Jackhammers)

6 Generators (Mnle) – 6100 Series (Don't Need To License)

Winco Generator

Katolt Gen 100 Kw

Katolt Gen 250 Kw

1987 Winco Gen

2000 Generator

2000 Generator

***3 Graders (Mnle) – 8000 Series***

Cat Patrol

John Deere W/Wing

Huber

***5 Loaders (Mnle) – 8200 Series***

John Deere

New Holland Skidster

Case Skidster

Case Backhoe

John Deere Loader

***Sweepers (Mnle) – 8600 Series***

Elgin Street Sweeper

### 3M Cottage Grove Equipment

**Responsible Party:**

Steve Kosch (651) 768-1545

**Equipment:**

- Engine 1 1995 Saulsbury
- Gas Analyzer
- 6 SCBA
- Various Hazmat Equipment
- Standard Engine Company Equipment
- 20 Gallons Light Water – 5 Gallon Pails
- 110 Gallons Light Water Tank (Class B)
- 20 Gallons Light Water Tank (Class A)

**Engine 2 Dodge 4x4 With Class B Foam And Pump Tank**

- Standard Engine Company Equipment
- 2 SCBA
- 20 Gallons Light Water Tank (Class B)
- Hazmat Equipment

**Hazmat Van**

- Standard Hazmat Unit Equipment

**Inventory Trailer**

- Assorted Hazmat and Firefighting Equipment

### **SEMARC Emergency Personnel List**

<b><u>Name</u></b>	<b><u>Affiliation</u></b>
Dennis Ackerman	SEMARC, ARES*
Gordy Bauer	SEMARC, ARES*
James Boyd	SEMARC, ARES*
Geoff Ernst	SEMARC, ARES*
Daniel Franz	SEMARC
O.T. Frampton, III	SEMARC, ARES*
Bernie Hanson	SEMARC, ARES*
Barb Mueller	SEMARC
Joe Mueller	SEMARC
Jeff Peterson	SEMARC
Vern Reiter	SEMARC, ARES*
Dick Roberts	SEMARC, ARES*
Pat Story	SEMARC

Emergency contact:  
Dennis Ackerman  
(H) 651-459-7232  
(W) 651-733-3126  
(C) 612-309-7680

Additional Personnel available from Dakota and Washington County ARES teams

\* ARES (Amateur Radio Emergency Service)  
SEMARC (Southeast Metro Amateur Radio Club)



Scott P. Johnson, MS, CSP  
Safety Engineer Specialist



3M Cottage Grove Center  
10746 Innovation Road, Bldg. 116  
Cottage Grove, MN 55016-4600  
651 458 2314 Office  
651 373 2371 Cellular  
651 458 2596 Fax  
safejohnson@mmm.com

# CHOPPER LANDING ARTICLE

## ***Trooper-Pilot Helps Choose Helispot Locations***

As part of 3M Cottage Grove's emergency preparedness planning, the EOC (Emergency Operations Center) based out of building 116, scheduled an on-site helicopter landing on August 9, 2007 to help select and designate a couple of helispots.

Minnesota State Highway Patrol Trooper-Pilot Dave Willar flew in for a breakfast meeting with the 3M Cottage Grove EOC Incident Managers, toured the grounds, and then set his helicopter down at multiple locations throughout our campus to pick out the best helispot area(s).



Two primary helispots will be marked, and numerous back-up locations are also available on our property. Hopefully, our helispots will never be used for other than training, but we will now know where to land a helicopter in case of a required medivac, or other emergency event.

## County Emergency Managers

Aitkin	NE	Emergency Management	Turner, Scott	Director	217 2nd Street N.W. Aitkin, MN 56431 2100 3rd Ave	218-927-7420 218-927-7359 763-323-5761	<a href="mailto:turners@co.aitkin.mn.us">turners@co.aitkin.mn.us</a> <a href="mailto:Terry.Stoltzman@co.anoka.mn.us">Terry.Stoltzman@co.anoka.mn.us</a>
Anoka	M	Emergency Management	Stoltzman, Terry	Director	Anoka, MN 55303 PO Box 787	763-323-5682 218-846-7302	<a href="mailto:rdhaski@co.becker.mn.us">rdhaski@co.becker.mn.us</a>
Becker	NW	Emergency Management	Haskins, Rusty	Director	Detroit Lakes, MN 56502	218-846-7266	
Beltrami	NW	Emergency Services	Wernberg, Beryl	Director	Beltrami County Sheriffs Office 613 Minnesota Av NW	218-333-8320 218-755-9322	<a href="mailto:beryl.blashill@co.beltrami.mn.us">beryl.blashill@co.beltrami.mn.us</a>
Benton	WC	Emergency Management	McDermott, Jim	Director	Bemidji, MN 56601 531 Dewey St. PO Box 129	320-968-8105 320-968-5320	<a href="mailto:jmcdermo@co.benton.mn.us">jmcdermo@co.benton.mn.us</a>
Big Stone	WC	Big Stone County Emergency Management	Hasslen, Jim	Director	Foley, MN 56329 20 2nd Street SE	320-839-3558	
Blue Earth	SE	Emergency Management	Walker, Randy	Director	Ortonville, MN 56278 710 South Front Street	507-387-8403	<a href="mailto:randy.walker@co.blue-earth.mn.us">randy.walker@co.blue-earth.mn.us</a>
Brown	SW	Emergency Management	Sletta, Laine	Director	Mankato, MN 56001 Brown County Courthouse	507-387-4929 507-233-6642	<a href="mailto:Laine.Sletta@co.brown.mn.us">Laine.Sletta@co.brown.mn.us</a>
Carlton	NE	Emergency Management	Stafford, Mike	Director	P.O. Box 248 New Ulm, MN 56073-0248	507-359-1430	<a href="mailto:michael.stafford@co.carlton.mn.us">michael.stafford@co.carlton.mn.us</a>
Carver	M	Emergency Management	Carlson, Ken		P.O. Box 510 301 Walnut Street Carlton, MN 55718 600 E. 4th St.	218-384-9141 218-384-9196 952-361-1527 952-361-1342	<a href="mailto:KCarlson@co.carver.mn.us">KCarlson@co.carver.mn.us</a>
Cass	NE	Cass County Emergency	Burch, Tom	Director	Chaska, MN 55318 P.O. Box 1119	218-547-1424 218-547-7306	<a href="mailto:tom.burch@co.cass.mn.us">tom.burch@co.cass.mn.us</a>

Chippewa	SW	Emergency Management	Garbe, Marvin	Director	Walker, MN 56484 303 No. 3rd Street	320-226-0378 320-269-8669	<a href="mailto:mgarbe@co.chippewa.mn.us">mgarbe@co.chippewa.mn.us</a>
Chisago	M	Emergency Management	Halstrom, James	Director	Montevideo, MN 56265 38794 Sixth Avenue	651-674-5725 651-674-5712	<a href="mailto:jghalst@co.chisago.mn.us">jghalst@co.chisago.mn.us</a>
Clay	NW	Emergency Management	Siirro, Matt	Director	North Branch, MN 55056 915 9th Ave. N.	218-299-7357 218-299-5010	<a href="mailto:matt.siirro@co.clay.mn.us">matt.siirro@co.clay.mn.us</a>
Clearwater	NM	Emergency Management	Olson, Larry		Moorhead, MN 56560 213 Main Ave. N	218-694-6226	<a href="mailto:larry.olson@co.clearwater.mn.us">larry.olson@co.clearwater.mn.us</a>
Cook	NE	Cook County Emergency Management	Wiinanan, Jim	Director	Dept. 102 Bagley, MN 56621 Law Enforcement Center	218-694-6964 218-387-3059	<a href="mailto:jim.wiinanan@co.cook.mn.us">jim.wiinanan@co.cook.mn.us</a>
Cottonwood	SW	Emergency Management	Marcy, Mark	Director	143 Gunflint Trail Grand Marais, MN 55604 902 5th Ave.	218-387-3089 507-822-0885	<a href="mailto:mark.marcy@co.cottonwood.mn.us">mark.marcy@co.cottonwood.mn.us</a>
Crow Wing	NE	Emergency Management	Bowen, John	Director	PO Box 124 Windom, MN 56101 326 Laurel Street	507-822-1957 218-824-1044	<a href="mailto:john.bowen@co.crow-wing.mn.us">john.bowen@co.crow-wing.mn.us</a>
Dakota	M	Emergency Management	Gisch, David	Director	Brainerd, MN 56401 1580 Highway 55	651-438-4703 651-438-4709	<a href="mailto:david.gisch@co.dakota.mn.us">david.gisch@co.dakota.mn.us</a>
Dodge	SE	Dodge County Emergency Management	Chartier, Ryan	Director	Hastings, MN 55033 22 6th St. E Dept 21	507-635-6132 507-635-6225	<a href="mailto:ryan.chartier@co.dodge.mn.us">ryan.chartier@co.dodge.mn.us</a>
Douglas	WC	Emergency Management	Wolberson, Troy		Mantorville, MN 55955 216 7th Avenue West		
Faribault	SE	Emergency Management	Campbell, Terry	Director	Alexandria, MN 56308 125 West 2nd St.	507-526-5335 507-526-3051	<a href="mailto:annh@frcsd.org">annh@frcsd.org</a>
Fillmore	SE	Emergency Management	Teske, Deborah	Director	Blue Earth, MN 56013 902 Houston St. NW #4	507-765-4937	<a href="mailto:dteske@co.fillmore.mn.us">dteske@co.fillmore.mn.us</a>

Freeborn	SE	Freeborn County SO	Roche, Mark	Preston, MN 55965 411 South Broadway PO Box 170 Albert Lea, MN 56007 PO Box 120	507-765-4405  507-377-5221 507-377-5257  507-377-5257	<a href="mailto:mark.roche@co.freeborn.mn.us">mark.roche@co.freeborn.mn.us</a>    <a href="mailto:mark.harig@co.freeborn.mn.us">mark.harig@co.freeborn.mn.us</a>
Freeborn	SE	Freeborn County Emergency Management	Harig, Mark	Albert Lea, MN 56007 430 West 6th Street	651-267-2641 651-388-1181	<a href="mailto:gary.fried@co.goodhue.mn.us">gary.fried@co.goodhue.mn.us</a>
Goodhue	SE	Emergency Management	Fried, Gary	Red Wing, MN 55066 P.O. Box 1007 Courthouse Elbow Lake, MN 56531 1600 Prairie Drive	218-685-4967 218-685-6714	<a href="mailto:greg.lillemon@co.grant.mn.us">greg.lillemon@co.grant.mn.us</a>
Grant	WC	Emergency Management	Lillemon, Greg	Medina, MN 55340-5421 304 S. Marshall St.	612-569-0252 763-478-4001	<a href="mailto:tim.turnbull@co.hennepin.mn.us">tim.turnbull@co.hennepin.mn.us</a>
Hennepin	M	Emergency Management	Turnbull, Tim	Caledonia, MN 55921 201 Fair Ave.	507-725-3379 507-725-5249	<a href="mailto:kurt.kuhlers@co.houston.mn.us">kurt.kuhlers@co.houston.mn.us</a>
Houston	SE	Emergency Management	Kuhlers, Kurt	Park Rapids, MN 56470 555 - 18th Avenue SW	218-732-3135 218-732-8170	<a href="mailto:ilombard@co.hubbard.mn.us">ilombard@co.hubbard.mn.us</a>
Hubbard	NW	Emergency Management	Lombard, John	Cambridge, MN 55008- 440 North 1st Avenue NE	763-689-3591 763-689-8307	<a href="mailto:mary.delage@co.isanti.mn.us">mary.delage@co.isanti.mn.us</a>
Isanti	M	Emergency Management	Delage, Mary	Grand Rapids, MN 55744 Courthouse 405 4th Street Jackson, MN 56143	218-326-3477 218-326-4663	<a href="mailto:pat.medure@co.itasca.mn.us">pat.medure@co.itasca.mn.us</a>
Itasca	NE	Emergency Management	Medure, Pat	905 E. Forest Ave. Suite 127 Mora, MN 55051	507-847-4774 507-847-2767	<a href="mailto:jeff.johnson@co.jackson.mn.us">jeff.johnson@co.jackson.mn.us</a>
Jackson	SW	Emergency Management	Johnson, Jeffrey	2201 NE 23rd Street PO Box 588	320-679-6380 320-679-6480	<a href="mailto:lowell.sedlacek@co.kanabec.mn.us">lowell.sedlacek@co.kanabec.mn.us</a>
Kanabec	NE	Emergency Management	Sedlacek, Lowell			
Kandiyohi	WC	Emergency Management	Ericson, Donald		320-235-5133 320-214-6777	<a href="mailto:don_e@co.kandiyohi.mn.us">don_e@co.kandiyohi.mn.us</a>

Kittson	NW	Emergency Management	Rice, Gary	Director	Willmar, MN 56201 410 S. 5th Ave Suite 104 Hallowell, MN 56728 715 4th Street	218-843-2113 218-843-2020	<a href="mailto:grice@co.kittson.mn.us">grice@co.kittson.mn.us</a>
Koochiching	NE	Emergency Management	Yousou, Brian		Int'l Falls, MN 56649 600 Sixth Street	218-283-4416 218-243-7004	<a href="mailto:Brian.yousou@co.koochiching.mn.us">Brian.yousou@co.koochiching.mn.us</a>
Lac Qui Parle	SW	Emergency Management	Carlson, Graylen	Director	Madison, MN 56256 600 Sixth Street	320-598-3720 320-598-7555	<a href="mailto:graylen.carlson@lqpc.com">graylen.carlson@lqpc.com</a>
Lac Qui Parle	SW	Emergency Management	Schellberg, Dallas	Assistant Director	Madison, MN 56256 601 3rd Ave	320-598-3720 320-598-7555	<a href="mailto:dallas.schellberg@lqpc.mn.us">dallas.schellberg@lqpc.mn.us</a>
Lake	NE		Cook, Jenny	Interim	Two Harbors, MN 55616 613 Third Ave.	218-834-8547 218-834	<a href="mailto:jenny.cook@co.lake.mn.us">jenny.cook@co.lake.mn.us</a>
Lake	NE	Emergency Management	Johnson, Carey				
Lake of the Woods	NW	Emergency Management	House, Holly	Director	Two Harbors, MN 55616 206 SE 8th Avenue P.O. Box 808 Baudette, MN 56623	218-634-1143 218-634-1144	<a href="mailto:holly_h@co.lake-of-the-woods.mn.us">holly_h@co.lake-of-the-woods.mn.us</a>
Le Sueur County	SE	Emergency Management	Germerscheid, Ron	Director	88 South Park Ave.	507-388-5302 507-357-6375	<a href="mailto:cblaschko@co.le-sueur.mn.us">cblaschko@co.le-sueur.mn.us</a>
Lincoln	SW	Emergency Management	VanOverbeke, Norman	Director	Le Center, MN 56057 P.O. Box 133	507-694-1552 507-694-1525	<a href="mailto:norm@dsi-services.com">norm@dsi-services.com</a>
Lyon	SW	Emergency Management	VanOverbeke, Tammy	Director	Ivanhoe, MN 56142-0133 611 West Main St. PO Box 28 Marshall, MN 56258	507-537-7666 507-537-7428	<a href="mailto:TammyVanOverbeke@co.lyon.mn.us">TammyVanOverbeke@co.lyon.mn.us</a>
Mahnomen	NW	Emergency Management	Athmann, Bradley	Coordinator	P.O. Box 440	218-935-2255 218-935-5946	<a href="mailto:brad.athmann@co.mahnomen.mn.us">brad.athmann@co.mahnomen.mn.us</a>
Marshall	NW	Emergency Management	Durand, Gary	Director	Mahnomen, MN 56557 Courthouse 208 E. Colvin Avenue Warren, MN 56762	218-745-5841 218-745-8801	<a href="mailto:gedurand@hotmail.com">gedurand@hotmail.com</a>

Martin	SW	Emergency Management	Gerhardt, Brad	Director	201 Lake Avenue	507-238-3244 507-238-1093	<a href="mailto:Brad.Gerhardt@co.martin.mn.us">Brad.Gerhardt@co.martin.mn.us</a>
McLeod	SW	Emergency Management	Mathews, Kevin	Director	Fairmont, MN 56031 801 East 10th Street	320-864-3134 320-864-5920	<a href="mailto:kevin.mathews@co.mcleod.mn.us">kevin.mathews@co.mcleod.mn.us</a>
Meeker	WC	Civil Defense	Hirman, Mike	Director	Glencoe, MN 55336- 326 N. Ramsey Avenue	320-693-5420 320-693-5424	<a href="mailto:mikehirman@co.meeker.mn.us">mikehirman@co.meeker.mn.us</a>
Mille Lacs Band of Ojibwe	WC	Office of Emergency Services	Fronk, Monte	Coordinator	Litchfield, MN 55355 Office of Emergency Services	320-532-4181	<a href="mailto:montef@millelacs@ibwe.nsn.us">montef@millelacs@ibwe.nsn.us</a>
Mille Lacs County	WC	Emergency Management	Smith, Mike	Director	43500 Migizi Drive Onamia, MN 56359- 640 3rd Street SE	320-532-7546 320-983-8449 320-983-8343	<a href="mailto:mike.smith@co.mille-lacs.mn.us">mike.smith@co.mille-lacs.mn.us</a>
Morrison	WC	Emergency Management	Jelinski, Jeffrey	Director	Milaca, MN 56353- 213 First Avenue S.E.	320-632-0195 320-632-0179	<a href="mailto:jeffreyj@co.morrison.mn.us">jeffreyj@co.morrison.mn.us</a>
Mower	SE	Emergency Management	Madson, Wayne	Director	Little Falls, MN 56345 Courthouse 201 First St. N.E. Austin, MN 55912	507-434-2710 507-437-9471	<a href="mailto:waynem@co.mower.mn.us">waynem@co.mower.mn.us</a>
Murray	SW	Emergency Management	Reinert, James	Director	2500-28th St. P.O. Box 57 Slayton, MN 56172	507-836-6148 507-836-8904	<a href="mailto:jreinert@co.murray.mn.us">jreinert@co.murray.mn.us</a>
Nicollet	SE	Emergency Management	Sadler, Henry	Director	Courthouse 501 S. Minnesota Ave. St. Peter, MN 56082	507-934-0408 507-931-0821	<a href="mailto:hsadler@co.nicollet.mn.us">hsadler@co.nicollet.mn.us</a>
Nicollet	SE	Emergency Management	Wright, Denise	Assistant Director	501 S Minnesota Ave St. Peter, MN 56082- 315 Tenth Street P.O. Box 757	507-934-0412 507-931-0821	<a href="mailto:dewright@co.nicollet.mn.us">dewright@co.nicollet.mn.us</a>
Nobles	SW	Emergency Management	Anderson, Dan		Worthington, MN 56187 816 East Main Street	507-295-5106 507-372-8363	<a href="mailto:danderson@co.nobles.mn.us">danderson@co.nobles.mn.us</a>
Norman	NW	Emergency Management	Ruud, Kevin R.	Director	Ada, MN 56510-1318	218-784-5493 218-784-3430	<a href="mailto:kevin.ruud@co.norman.mn.us">kevin.ruud@co.norman.mn.us</a>

Olmsted	SE	Olmsted County Emergency Management	Waletzki, Terry	Director	7300 Brataas Drive SW	507-287-7811 507-287-2187	<a href="mailto:waletzki.terry@co.olmsted.mn.us">waletzki.terry@co.olmsted.mn.us</a>
Olmsted	SE	Emergency Management	Weerheim, Michelle		Rochester, MN 55902 7300 Brataas Drive SW	507-285-8103 507-287-2187	<a href="mailto:weerheim.michelle@co.olmsted.mn.us">weerheim.michelle@co.olmsted.mn.us</a>
Olmsted	SE	Emergency Management	Bromber, Mike	Assistant	Rochester, MN 55902 7300 Brataas Drive SW	507-285-8103 507-287-2187	<a href="mailto:bromber.mike@co.olmsted.mn.us">bromber.mike@co.olmsted.mn.us</a>
Otter Tail	WC	Emergency Services	Holm, Sheldon H	Director	Rochester, MN 55902 Government Services Center	218-998-8067	<a href="mailto:tholm@co.otter-tail.mn.us">tholm@co.otter-tail.mn.us</a>
Pennington	NW	Emergency Management	Hruby, Mike	Director	520 - Fir Avenue West Fergus Falls, MN 56537 102 West 1st St. P.O. Box 484 Thief River Falls, MN 56701	218-998-8067 218-681-6161 218-683-7006	<a href="mailto:mhruby@penningtonsheriff.org">mhruby@penningtonsheriff.org</a>
Pine County	NE	Pine County HSEM	McLain, Gene	Coordinator	1602 Hwy. 23 North Sandstone, MN 55072	800-450-7463 320-245-0068	<a href="mailto:gtmclain@co.pine.mn.us">gtmclain@co.pine.mn.us</a>
Pipestone	SW	Emergency Management	Nepp, Harlan	Director	416 S. Hiawatha Avenue Pipestone, MN 56164-1566	507-825-6771 507-825-6774	<a href="mailto:harlan.nepp@co.pipestone.state.mn.us">harlan.nepp@co.pipestone.state.mn.us</a>
Polk	NW	Emergency Management	Buckmiller, Jim	Assistant Director	600 Bruce Street Box 416 Crookston, MN 56716	218-281-0437 218-281-6093	<a href="mailto:jim.buckmiller@co.polk.mn.us">jim.buckmiller@co.polk.mn.us</a>
Polk	NW	Emergency Management	Wagner, Allen	Assistant Director	600 Bruce Street Box 416 Crookston, MN 56716	218-281-0437 218-281-6093	<a href="mailto:allen.wagner@co.polk.mn.us">allen.wagner@co.polk.mn.us</a>
Polk	NW	Sheriffs Department	LeTexier, Mark	Director	600 Bruce Street Crookston, MN 56716	218-281-0431 218-281-6093	<a href="mailto:mark.letexier@co.polk.mn.us">mark.letexier@co.polk.mn.us</a>
Pope	WC	Civil Defense	Larson, Tom	Director	130 East Minnesota Avenue Glenwood, MN 56334	320-634-5411 320-634-5457	<a href="mailto:tom.larson@co.pope.mn.us">tom.larson@co.pope.mn.us</a>

Pope	WC	Joos, Kim	Sr. Administrative	130 East Minnesota Avenue	320-634-5411	<a href="mailto:kim.ioos@co.pope.mn.us">kim.ioos@co.pope.mn.us</a>
Ramsey	M	Kumlin-diers, Karma	Assistant Coordinator	Glenwood, MN 56334 50 West Kellogg Blvd Suite 913 St. Paul, MN 55102	320-634-5457 651-266-1013 651-266-1019	<a href="mailto:karma.kumlin-diers@co.ramsey.mn.us">karma.kumlin-diers@co.ramsey.mn.us</a>
Ramsey	M	Reuter, Krysta	Coordinator	50 West Kellogg Blvd. Suite 913 St. Paul, MN 55102	651-266-1020 651-266-1019	<a href="mailto:krysta.reuter@co.ramsey.mn.us">krysta.reuter@co.ramsey.mn.us</a>
Ramsey	M	Hughes, Bill	Coordinator	50 West Kellogg Blvd. Suite 913 St. Paul, MN 55102	651-266-1020 651-266-1019	<a href="mailto:william.hughes@co.ramsey.mn.us">william.hughes@co.ramsey.mn.us</a>
Ramsey	M	Freed, Judson	Director	50 West Kellogg Blvd. Suite 913 St. Paul, MN 55102	651-266-1020 651-266-1019	<a href="mailto:judd.freed@co.ramsey.mn.us">judd.freed@co.ramsey.mn.us</a>
Red Lake	NW	Bernstein, Mitch	Director	124 Main Street North P.O. Box 306 Red Lake Falls, MN 56750	218-253-2996 218-253-2656	<a href="mailto:oklee06@yahoo.com">oklee06@yahoo.com</a>
Redwood	SW	Read, Harold R.	Director	P.O. Box 130  Redwood Falls, MN 56283	507-637-4035 507-637-4035	<a href="mailto:harold_r@co.redwood.mn.us">harold_r@co.redwood.mn.us</a>
Renville	SW	Hennen, Mike	Director	410 E. DePue Suite 210 Olivia, MN 56277	320-523-3838 320-523-3787	<a href="mailto:mike_h@co.renville.mn.us">mike_h@co.renville.mn.us</a>
Rice	SE	Hauer-Schmitz, Jennifer	Rice County Emergency Director	118 NW 3rd Street Faribault, MN 55021 P.O. Box 509	507-332-6119	<a href="mailto:jhauer@co.rice.mn.us">jhauer@co.rice.mn.us</a>
Rock	SW	Oldre, Kyle J.	Director		507-283-5065 507-283-5078	<a href="mailto:kyle.oldre@co.rock.mn.us">kyle.oldre@co.rock.mn.us</a>
Roseau	NW	Nelson, Gracia	Director	Luverne, MN 56156 606 5th Avenue SW	218-463-3375 218-463-4283	<a href="mailto:gracia_n@yahoo.com">gracia_n@yahoo.com</a>
Scott	M	Weldon, Chris	Director	Roseau, MN 56751 Scott County Law Enforcement Center	952-496-8381	<a href="mailto:cweldon@co.scott.mn.us">cweldon@co.scott.mn.us</a>



Sherburne	M	Emergency Services	Olson, John	Director	301 S. Fuller St. Shakopee, MN 55379-1220	952-445-4622	<a href="mailto:John.Olson@co.sherburne.mn.us">John.Olson@co.sherburne.mn.us</a>
Sibley	SW	Emergency Management	Phillips, Tom	Director	13880 Highway 10  Elk River, MN 55330-4609 111 8th St P.O. Box 1054 Gaylord, MN 55334	763-241-4560 763-241-4570  507-237-4090 507-237-4099	<a href="mailto:tomp@co.sibley.mn.us">tomp@co.sibley.mn.us</a>
St. Louis	NE	Emergency Management	Litman, Ross	Director	PO Box 16187 100 North 5th Avenue West, Room 103 Duluth, MN 55802	218-726-2337 218-726-2171	<a href="mailto:litmanr@co.st-louis.mn.us">litmanr@co.st-louis.mn.us</a>
St. Louis	NE	Emergency Management	Lee, Paul	Coordinator	5735 Old Miller Trunk Highway	218-625-3960	<a href="mailto:leep@co.st-louis.mn.us">leep@co.st-louis.mn.us</a>
St. Louis	NE	Emergency Management	Blakesley, Karen	Secretary	Duluth, MN 55811- 5735 Old Miller Trunk Highway	218-625-3965 218-625-3960	<a href="mailto:blakesleyk@co.st-louis.mn.us">blakesleyk@co.st-louis.mn.us</a>
Stearns	WC	Emergency Management	Klug, Marvin	Director	Duluth, MN 55811- 807 Courthouse Square P.O. Box 811 St. Cloud, MN 56302-0811	218-625-3965 320-259-3940 320-259-3952	<a href="mailto:marvin.klug@co.stearns.mn.us">marvin.klug@co.stearns.mn.us</a>
Steele	SE	Emergency Management	Johnson, Michael	Director	107 West Main Street  Owatonna, MN 55060-2913	507-444-2454 507-444-2457	<a href="mailto:mikej@ci.owatonna.mn.us">mikej@ci.owatonna.mn.us</a>
Stevens	WC	Emergency Services	Willis, Randy	Director	P.O. Box 530  Morris, MN 56267	320-589-2141 320-589-1157	<a href="mailto:randywillis@co.stevens.mn.us">randywillis@co.stevens.mn.us</a>
Swift	WC	Emergency Services	Bjornsgeld, Gary	Director	Courthouse 301 14th Street N. Benson, MN 56215	320-842-5271 320-843-4850	<a href="mailto:gary.bjornsgeld@co.swift.mn.us">gary.bjornsgeld@co.swift.mn.us</a>
Todd	WC	Emergency Services	Blessing, Bob	Director	119 Third Street South Suite 1 Long Prairie, MN 56347	320-533-4697 320-732-6233	<a href="mailto:bob.blessing@co.todd.mn.us">bob.blessing@co.todd.mn.us</a>

Traverse	WC	Emergency Management	Schmitz, Thomas	Director	702 - 2nd Ave N PO Box 807 Wheaton, MN 56296	320-563-1460 320-563-1461	<a href="mailto:tom.schmitz@co.traverse.mn.us">tom.schmitz@co.traverse.mn.us</a>
University of Minnesota	M	Emergency Management	Cook, Terry	Director	2221 University Ave SE Suite 140 Minneapolis, MN 55144	612-625-2802 612-627-4770	<a href="mailto:tcCook@umn.edu">tcCook@umn.edu</a>
Wabasha	SE	Emergency Management	Wodele, Brenda	Director	625 Jefferson Avenue	651-565-3069 651-565-3159	<a href="mailto:bwodele@co.wabasha.mn.us">bwodele@co.wabasha.mn.us</a>
Wadena	WC	Emergency Management	McKellep, Scott	Director	Wabasha, MN 55981- 415 S. Jefferson St.	218-631-7600 218-631-7699	<a href="mailto:scott.mckellep@co.wadena.mn.us">scott.mckellep@co.wadena.mn.us</a>
Waseca	SE	Emergency Management	Pentico, Michael J.	Assistant Director	Wadena, MN 56482 307 North State Street	507-835-0690 507-835-0548	<a href="mailto:michael.pentico@wcem.co.waseca.mn.us">michael.pentico@wcem.co.waseca.mn.us</a>
Waseca	SE	Emergency Management	Dinneen, Dennis	Director	Waseca, MN 56093-2932 307 North State Street	507-835-0690 507-835-0548	<a href="mailto:dennis.dinneen@co.waseca.mn.us">dennis.dinneen@co.waseca.mn.us</a>
Washington	M	Emergency Management	Paige, Deb	Director	Waseca, MN 56093-2932 14949 62nd Street North P.O. Box 3803 Stillwater, MN 55082-	651-430-7621 651-430-7623	<a href="mailto:deb.paige@co.washington.mn.us">deb.paige@co.washington.mn.us</a>
Watsonwan	SW	Emergency Management	Peterson, Julie	Director	711 3rd Avenue South St. James, MN 56081	507-375-5841 507-375-1246	<a href="mailto:julie.peterson@co.watsonwan.mn.us">julie.peterson@co.watsonwan.mn.us</a>
Wilkin	WC	Emergency Management	Woytassek, Vern	Director	324 Brott Ct.	218-643-2326	<a href="mailto:vbw@wah.midco.net">vbw@wah.midco.net</a>
Winona	SE	Emergency Management	Bilder, Robert	Director	Breckenridge, MN 56520 201 W. Third Street	507-457-6351 507-454-9386	<a href="mailto:rbilder@co.winona.mn.us">rbilder@co.winona.mn.us</a>
Wright	WC	Sheriff's Department	Berg, Stephen	Coordinator	Winona, MN 55987 10 NW Second Street C-170 Buffalo, MN 55313	763-684-2364 763-682-7610	<a href="mailto:stephen.berg@co.wright.mn.us">stephen.berg@co.wright.mn.us</a>
Yellow Medicine	SW	Emergency Management	Gatz, Michelle	Director	415 9th Avenue Granite Falls, MN 56241	320-564-3134 320-564-2475	<a href="mailto:michelle.caveney@co.yellow-medicine.mn.us">michelle.caveney@co.yellow-medicine.mn.us</a>

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0003	Adrian Ambulance Service	N.	P	Rud, M.D.	5074832668			
0005	Albert Lea Medical Center - EMS	Michael		Ulrich, M.D.	5073732384			erickson@reginamedical.org
0394	ALF Ambulance	Lawrence	G	Erickson	6514804301			charles.lick@allina.com
0341	Allina Medical Transportation	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
0335	Allina Medical Transportation	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
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0218	Allina Medical Transportation	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
0227	Allina Medical Transportation	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
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1842	Allina Medical Transportation	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
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0176	Allina Medical Transportation - New Ulm	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
0038	Allina Medical Transportation -Wright Co	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
0042	Allina Medical Transportation-Cambridge	Charles		Lick, M.D.	7636847183			charles.lick@allina.com
0042	Allina Medical Transportation-Cambridge	Mark		Thayer, M.D.	6126897891			
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0034	Ambulance Service, Inc.	William		Mayo, M.D.	7016427000	7016423365		william.mayo@meritcare.com
0009	Appleton Ambulance Service	Florante	S	Austria, M.D.	6122892422			fsaema7@yahoo.com
0011	Arlington Area Ambulance	Dean	H	Bergersen, M.D.	5079642285			dea.bergersen@sibleymedical.co
0012	Ashby Fire Department Ambulance Service	Larry		Rapp, M.D.	2186854461			
0016	Babbitt Ambulance Service	Stephen		Park, M.D.	2183653151			
0018	Balaton Fire Dept/Ambulance Service	Sajjad		Rizvi, M.D.	5078361296		5072275811	
1830	Barnesville Ambulance Service	Bruce		Klosterman, M.D.	7012345121			BruceKlosterman@meritcare.com
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0021	Belle Plaine Community Ambulance Service	Michael	R	Wilcox, M.D.	9527583090	6519668947		mwilcox3090@yahoo.com
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1901	Blackduck Ambulance Association, Inc.	Paul	C	Howes M.D.	2187328800	rafiki3@wcta.net
0029	Blooming Prairie Ambulance	Wei-Lin		Jung, M.D.	507-324-530 5073241470	Jung.WeiLin@mayo.edu
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0035	Bricelyn Fire and Ambulance	Michael	R	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0036	Browerville Ambulance	Rene		Eldidy, Jr., M.D.	3207322141	eldidy@centracare.com
0037	Browns Valley Ambulance Service	Victor	M	Colago y Magpity, N	6126952105	
0039	Buffalo Lake Ambulance	Brian	R	Bonte, D.O.	6125872020	bbonte@hahc-hmc.com
0040	Buhl Ambulance	Ryan		Kelly, M.D.	2187412250	
0041	Caledonia Ambulance Service	Eric		Voter, M.D.	6087850530	mdofer@centurytel.net
0044	Cannon Falls Ambulance Service	Alice		Suchomel, M.D.	5072633951	
1885	Cannon Falls Ambulance Service	Alice		Suchomel, M.D.	5072633951	
0045	Carlton Fire and Ambulance Service	Vicki		Anderson, M.D.	2188797923	tnvlunderson@msn.com
0401	CART Ambulance, Inc.	Mitchell	N	Palmer M.D.	7634733551	
0327	Ceylon Ambulance Service	Steven		Sumey, M.D.	5072384263	sumeyfamily@yahoo.com
0046	Chaska Ambulance	Kevin		Sipprell M.D.	95244221915030	ksipprell@mchsi.com
0047	Chatfield Ambulance Service	Michael	G	Mesick, MD	5078674925	
0164	Chippewa County Montevideo Ambulance	Erik		Shelstad, M.D.	3202696435 3202698878	wdurie@smdc.org
0049	Chisholm Ambulance	William		Durie, M.D.	2182543391	kmyhre@montevideoemical.com
0050	Clara City Ambulance	Kevin		Myhre, M.D.	3202696435 3202696731	
0052	Clarkfield Area Ambulance	Erik		Shelstad, M.D.	3202696435 3202698878	
1976	Clearwater Ambulance Service	Rudd		Thabes, D.O.	2186946281	cwcl6281@gvtel.com
0017	Clearwater Co. Memorial Hosp. Ambulance	Rudd		Thabes, D.O.	2186946281	cwcl6281@gvtel.com
0053	Cloquet Fire Department Ambulance	Kenneth	M	Ripp, M.D.	2188791271 2187284981	kenripp@cpinternet.com
0055	Columbia Hts Fire, Rescue & Emergency Ser	Charles		Lick, M.D.	7636847183	charles.lick@allina.com
0056	Cook Area Ambulance Service	Bruce		Garbisch, M.D.	2186665941	bglg@2z.net
0095	Cook County Ambulance	Paul	E	Terrill, M.D.	2183872330	pterrill@boreal.org
0058	Cosmos Ambulance Service	Steven		Mulder, M.D.	3202345000	smulder@hahc-mn.org
0059	Cottage Grove EMS	Kory		Kaye M.D.	6517780398	kory.l.kaye@healthpartners.com
0059	Cottage Grove EMS	Ralph	J	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0060	Cottonwood Ambulance Service	G. Patrick		Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0370	County Emergency Medical Services	Theodore	S	Olson, M.D.		tolson@altru.org
0061	Cromwell Fire & Ambulance Service	Susan		Benzie, M.D.	2184854491	
0305	Crookston Area Ambulance, Inc.	Tim		Rittenour, M.D.	2186963141 2182946033 8009569015	rittenour56727@yahoo.com
0062	Cuyuna Regional Medical Center Ambulance	Rob		Westin, M.D.	2185465704	

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0063	Dawson Ambulance Service	Ralph	L	Gerbig, M.D.	3207694393	doc_rg@hotmail.com
0064	Deer River Ambulance	Kion		Hoffman, M.D.		khoffman@smdc.org
1934	Dodge Center Ambulance Service	David	C	Agarter, M.D.	5076347011	agarter.david@mayo.edu
0306	Dodge Center Ambulance Service	David	C	Agarter, M.D.	5076347011	agarter.david@mayo.edu
0069	Edgerton Volunteer Ambulance Association	Roland	G	Beckerling, MD	5074427111	
0070	Edina Fire Department	Jeff		Ho, M.D.		
0071	ELEAH Medical Center Ambulance Ser	Larry		Rapp, M.D.	2186854461	dpesch@olmmed.org
0072	Elgin Volunteer Ambulance	Daniel		Pesch, M.D.	5075343885	charles.lick@allina.com
0073	Elk River Fire & Ambulance Service	Charles		Lick, M.D.	7636847183	laudon.dennis@mayo.edu
0074	Ellendale Ambulance Service	Dennis		Laudon, M.D.	5075369333	mwilcox3090@yahoo.com
0075	Elmore Ambulance Service	Michael	R	Wilcox, M.D.	9527583090 6519668947	jknottt@smdc.org
0076	Ely Area Ambulance	John		Knott, M.D.	2183653271	whitingc@smdc.org
0077	Eveleth Ambulance Service	Christopher	T	Whiting, M.D.		
0078	Eyota Volunteer Ambulance Service	D		Aegetar, M.D.	5072555123 5075369333	mwilcox3090@yahoo.com
1898	Fairfax Ambulance	Michael	R	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0079	Fairfax Fire Department Ambulance	Michael	R	Wilcox, M.D.	9527583090 6519668947	darrens@gvtel.com
0086	First Care Medical Services EMS-Fosston	Darren		Swanson, M.D.	2184356091	bzotti@smdc.org
0083	Floodwood Ambulance Service	Robert		Zotti, M.D.	2187864295	BruceKlosterman@meritcare.com
0166	F-M Ambulance Service	Bruce		Klosterman, M.D.	7012345121	d.gilles@mchsi.com
0087	Franklin Ambulance Service	Thomas	F	Gilles, M.D.	5074267228	mwilcox3090@yahoo.com
0385	Freeborn Fire Department & Ambulance Ser	Michael	R	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0089	Frost Area Ambulance	Michael	R	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0367	Fulda Community Ambulance Service	Robert		Aby, M.D.	5073722921	robert.abby@mckenna.com
0090	Gaylord Ambulance Service	Dean	H	Bergersen, M.D.	5079642285	dea.bergersen@sibleymedical.co
0092	Glacial Ridge Ambulance	Mark	O	Johnson, M.D.	3206345157	mark.johnson@glacialridge.org
0240	Glacial Ridge Ambulance Starbuck	Mark	O	Johnson, M.D.	3206345157	mark.johnson@glacialridge.org
0091	Glencoe Ambulance Service	Bryan		Peterson, M.D.	3208643121	
0014	Gold Cross Ambulance - Austin	Daniel	G	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0067	Gold Cross Ambulance - Duluth	John		Schrock, M.D.	2187862500 7153724745	jschrock@smdc.org
0137	Gold Cross Ambulance - Litchfield	David	L	Frederickson, M.D.	3202555656	f42041@aol.com
0208	Gold Cross Ambulance - Rochester	Daniel	G	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0208	Gold Cross Ambulance - Rochester	Roger	D	White, M.D.	5072555187	white.roger@mayo.edu
0215	Gold Cross Ambulance - St Cloud	David	L	Frederickson, M.D.	3202555656	f42041@aol.com
0080	Gold Cross Ambulance-Fairmont	Steven		Sumey, M.D.	5072384263	sumeyfamily@yahoo.com
0080	Gold Cross Ambulance-Fairmont	Daniel	G	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0138	Gold Cross Ambulance-Little Falls	David	L	Frederickson, M.D.	3202555656	f42041@aol.com
0146	Gold Cross Ambulance-Mankato	Daniel	G	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu

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0187	Gold Cross Ambulance-Owatonna	Daniel	G	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0093	Graceville Ambulance Service	Arthur	E	Van Vranken, M.D.	3207487243	avanvranken@ghealth.net
0096	Grand Meadow Area Ambulance	Anu		Luke, M.D.		luke.anuradha@mayo.edu
1879	Granite Falls Ambulance	Art		Rillo, M.D.	3205643111	ajrillomd@hotmail.com
0098	Granite Falls Ambulance	Darrell		Carter, M.D.	6125642511	dcarter@mchsi.com
1879	Granite Falls Ambulance	Darrell		Carter, M.D.	6125642511	dcarter@mchsi.com
0388	Gunflint Trail Volunteer Fire Department	Jennifer		Delfs	2183872330	jdelfs@boreal.org
0100	Harmony Volunteer Ambulance	Eric		Voter, M.D.	6087850530	mdofer@centurytel.net
0313	Hayfield Community Ambulance	Peter		Anagnostopoulos, M.D.	5075296650	panagnos@olmmed.org
0157	HCMC Emergency Medical Services	Brian		Mahoney, M.D.	6128735689	brian.mahoney@co.hennepin.mn.us
0156	HCMC Emergency Medical Services	Brian		Mahoney, M.D.	6128735689	brian.mahoney@co.hennepin.mn.us
0389	HealthEast Care System	Keith		Wesley, M.D.	7158344103 7158789741	drwesley@charter.net
0234	HealthEast Care System	Keith		Wesley, M.D.	7158344103 7158789741	drwesley@charter.net
0217	HealthEast Care System	Keith		Wesley, M.D.	7158344103 7158789741	drwesley@charter.net
0219	HealthEast Care System	Keith		Wesley, M.D.	7158344103 7158789741	drwesley@charter.net
0338	HealthEast Care System	Keith		Wesley, M.D.	7158344103 7158789741	drwesley@charter.net
0103	Hector Ambulance Service	Paul	E	Thompson, M.D.	3205235491 3208486294	paulthompson@mchsi.com
0104	Hendricks Community Hospital	Tabb		McCluskey, D.O.	5072753134	mccluskdo@itctel.com
0105	Henning Ambulance	John	S	Pate, M.D.	2186313510	js_pate@hotmail.com
0106	Heron Lake Emergency Medical Services	Steven		Hartberg, M.D.	5078311422	
0107	Hibbing Ambulance Service	Paul	R	Kindamo, D.O.		
0387	Hoffman Ambulance	G. Patrick		Lilja, M.D.	7635201515	pkindamo@bigfork.net
0110	Houston Community Ambulance	Eric		Voter, M.D.	6087850530	pat.lilja@northmemorial.com
0111	Howard Lake Ambulance Service	Kevin		Sipprell M.D.	95244221915030	mdofer@centurytel.net
0112	Hoyt Lakes Fire Department Ambulance	Darrell	J	Leier, M.D.	2182252063	ksipprell@mchsi.com
0113	Hutchinson Area Health Care Ambulance	Steven		Mulder, M.D.	3202345000	
0114	International Falls Ambulance	Jeri		Vergeldt, M.D.	2182839431	smulder@hahc-mn.org
0116	Ivanhoe Ambulance	Tabb		McCluskey, D.O.	5072753134	mccluskdo@itctel.com
1732	Jackson Volunteer Ambulance Service	Sister Marie	P	Locker, D.O.	5078473571	mfricke@qwest.net
0117	Jackson Volunteer Ambulance Service	Sister Marie	P	Locker, D.O.	5078473571	mfricke@qwest.net
1732	Jackson Volunteer Ambulance Service	Ronald		Kline, D.O.	5078472420	klineron@hotmail.com
0118	Jasper Community Ambulance Service	Greg	A	Cooper M.D.	5078255700	gacooper@iw.net
0119	Jeffers Ambulance Service	Steven		Hartberg, M.D.	5078311422	
1847	Kanabec Hospital Ambulance Service	Mohammed		Hussain, M.D.	3206791212	
0123	Kiestler Ambulance	Anita		Eshelman-Peters, M.D.	5155673381	abpeters@wctatel.net
0099	Kittson County Volunteer Ambulance Servi	Leon		Nesvacil, MD		nesleo@earthlink.net

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1969	Lake City Ambulance Service	Dennis	Spano, M.D.	6513453321168	spano.dennis@mayo.edu
0126	Lake City Ambulance Service	Dennis	Spano, M.D.	6513453321168	spano.dennis@mayo.edu
0127	Lake Crystal Ambulance Service	Anthony	Jaspers, M.D.	5077262136	anthony@hickorytech.net
0129	Lake Lillian Ambulance Service	Paul	Buhr, M.D.	6125231460	Paulbuhr@aol.com
0020	Lake of the Woods Ambulance	Robert	Dayer, M.D.	2186341655	mdayer1@hotmail.com
0128	Lakefield Ambulance Service	Sister Marie	Lockerd, D.O.	5078473571	mfricke@qwest.net
0211	Lakes Region EMS, Inc.	Scott	Johnson, M.D.	6519827000	
0177	Lakes Region EMS, Inc.	Scott	Johnson, M.D.	6519827000	
0048	Lakes Region EMS, Inc. (closed)	Scott	Johnson, M.D.	6519827000	
0180	Lakeview EMS - North St Paul	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0242	Lakeview Hospital EMS	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0131	Lamberton Ambulance	Annette	Schmit-Cline, M.D.		SCHMITCLINE.ANNETTE@MAYO.EDU
0132	Lanesboro Ambulance Service	Dennis	Laudon, M.D.	5075369333	laudon.dennis@mayo.edu
0133	Le Center Volunteer Ambulance	Michael	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0279	Le Sueur Volunteer Ambulance	Timothy	Halloran, M.D.	9528734435	tshalloran@frontiernet.net
0322	Leech Lake Ambulance Service	Diane	Pittman M.D.	2183353270	diane.pittman@ihs.gov
0134	LeRoy Area Ambulance Service	Dennis	Laudon, M.D.	5075369333	laudon.dennis@mayo.edu
0135	Lewiston Ambulance	Carlos	Morales, M.D.	5075369333	MORALES.CARLOS@DOCTOR.I
0136	Lewisville Ambulance Service	Jennifer	Langbehn, M.D.	5076423214 5074352087 5073176052	mjandy@myclearwave.net
0359	Life Link III	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0360	Life Link III - Air	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0395	LifeFlight MeritCare	Troy	Shaff, M D	7012346000	malthoen@gmail.com
0139	Littlefork Municipal Ambulance	Morgan	Althoen M.D.	2182834481	ralph.j.frascone@healthpartners.c
0324	Lower St Croix Valley Fire Department	Ralph	Frascone, M.D.	6517780398	shansen3@d.umn.edu
0404	Luke's One	Steven	Hansen M.D.	2187265616 2187296233	gmactdo@springgrove.coop
0142	Mabel Ambulance Service	G.P.	McCarty Jr. D.O.		Eiselt.James@mayo.edu
0143	Madelia Community Ambulance Service	James	Eiselt, D.O.	5076423241	
0144	Madison Ambulance Service	Larry	Grong, M.D.	3205987551	
0145	Mahnomen Health Center Ambulance	Sanjit	Dutta, M.D.		sanjiddutta@yahoo.com
0268	Mahtomedi Ambulance	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0147	Maple Lake Fire Department	Steven	Fuglestad, M.D.	7632742863	doc_rg@hotmail.com
0148	Maplewood EMS	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0149	Marietta Ambulance Service	Ralph	Gerbig, M.D.	3207694393	
0150	Marine On St. Croix Ambulance	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0390	Mayo One/Mayo MedAir	Daniel	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0390	Mayo One/Mayo MedAir	Scott	Zietlow, M.D.	5072556960	zietlow.scott@mayo.edu

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1950	Mdewakanton Emergency Services	Michael	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0152	Meadowlands Ambulance Service	John	Schrock, M.D.	2187862500 7153724745	jschrock@smdc.org
0386	MedLink AIR	Jeff	Hillesland, M.D.	60878273002584	jdhillis@gundluth.org
0386	MedLink AIR	Nirav	Patel, M.D.	60878273002812	
0319	Meds-1 Ambulance Service, Inc.	Peter	Friedlieb, M.D.	2183266613	
0153	Melrose Area Ambulance	Carl	Melling, M.D.	3202564228 3202567227	LST@cpinternet.com
0167	Mercy Hospital Ambulance	Steven	Tekippe, M.D.	2184852013 2183724281	LST@cpinternet.com
1739	Mercy Hospital Ambulance Service	Steven	Tekippe, M.D.	2184852013 2183724281	
0115	Mille Lacs Ambulance Service - Isle	Rodney	Hayes, M.D.	3205323154	
0184	Mille Lacs Ambulance Service - Onamia	Rodney	Hayes, M.D.	3205323154	
0163	Minnesota Lake Ambulance Service	Bryan	Pucik, M.D.	5075243207	BryanP@Mankato-clinic.com
0165	Montgomery Ambulance	Michael	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0169	Morgan Ambulance Service	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0171	Mountain Lake Ambulance Service	Steven	Harder, D.O.	5073467373	sharder@olmmed.org
0232	Murray County Ambulance	Brian	Pratt, M.D.	5078366153	prattb@murraycountymed.org
0172	Nashwauk Ambulance Service	Paul	Kindamo, D.O.		pkindamo@bigfork.net
1894	Native American Air Ambulance (closed)	Daniel	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0173	New London Ambulance Service	Steven	Shelver, M.D.	6123542222	stevens@acmc.com
0174	New Prague Ambulance	Michael	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0174	New Prague Ambulance	Mark	Berg, M.D.		jretzer@parkviewclinic.com
0174	New Prague Ambulance	Timothy	Miller, M.D.	9527584477	tjmiller@bevcomm.net
0174	New Prague Ambulance	Eric	Gage, M.D.	9527584431	egage@integraonline.com
0175	New Richland Community Ambulance	Michael	Wilcox, M.D.	9527583090 6519668947	mwilcox3090@yahoo.com
0001	Norman County EMS	Jeff	Peterson M.D.	2187845269	jeff.peterson@bhshealth.org
0256	North Ambulance - Walker	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0190	North Ambulance - Park Rapids	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
1972	North Ambulance - Walker	Burton	Haugen, M.D.	2185473452	pat.lilja@northmemorial.com
0006	North Ambulance Douglas County	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0316	North Memorial Ambulance - Aitkin	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0033	North Memorial Ambulance - Brainerd	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0081	North Memorial Ambulance - Faribault	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0121	North Memorial Ambulance - Kenyon (close	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
1981	North Memorial Ambulance - Longville	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0310	North Memorial Ambulance - Longville	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0151	North Memorial Ambulance - Marshall	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0162	North Memorial Ambulance - Minneota	David	Lilja, M.D.	5075329631 5075327553	pat.lilja@northmemorial.com
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0200	North Memorial Ambulance - Princeton	Brenda	Sommerdorf, M.D.	7633893344	
0205	North Memorial Ambulance - Redwood Falls	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
1679	North Memorial Ambulance - Redwood Falls	Steven	Medrud, M.D.	5076372907	stevenm@acmc.com
0205	North Memorial Ambulance - Redwood Falls	Steven	Medrud, M.D.	5076372907	stevenm@acmc.com
1679	North Memorial Ambulance - Redwood Falls	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0260	North Memorial Ambulance - Waseca	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0158	North Memorial Ambulance Service	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0160	North Memorial Ambulance Service	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0084	North Memorial Ambulance Service	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0392	North Memorial Ambulance Service - Air	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0179	Northfield Fire Rescue	Michael	Wilcox, M.D.	9527583090	mwilcox3090@yahoo.com
0178	Northfield Hospital Ambulance Service	Jeff	Meland, M.D.	5076461101	mdjmel@hotmail.com
1942	Oakdale Fire Ambulance	Kory	Kaye M.D.	6517780398	kory.l.kaye@healthpartners.com
0368	Oakdale Fire Ambulance	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
1942	Oakdale Fire Ambulance	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0182	Oklee Emergency Squad	Darren	Swanson, M.D.	2184356091	darrrens@gvtel.com
0183	Olivia Ambulance Service, Inc.	Paul	Thompson, M.D.	3205235491	paulthompson@mchsi.com
0355	Orr Ambulance Service	Harold	Johnston, M.D.	2186665945	jchcook@2z.net
0185	Ortonville Ambulance Service	Bryan	Delage, M.D.	6128396157	delageb@oahs.us
0186	Osakis Ambulance Service (closed)	G. Patrick	Lilja, M.D.	7635201515	pat.lilja@northmemorial.com
0188	Parkers Prairie Community Ambulance	Steven	Longbotham, M.D.	6127635123	
0191	Paynesville Ambulance	Larry	Strate, M.D.		drstrate@pahcs.com
1932	Paynesville Area Ambulance	Larry	Strate, M.D.		drstrate@pahcs.com
0194	Perham Area E.M.S.	M.	Paulson, M.D.	2183464040	markpaulson@meritcare.com
0195	Pine Medical Ambulance Service	Brian	Barstad, M.D.	3203846618	peasandcarrots2007@q.com
1967	Pine Medical Center Ambulance	Brian	Barstad, M.D.	3203846618	peasandcarrots2007@q.com
0197	Pipestone County Ambulance	Bruce	Kocourek, M.D.	5078255700	5078255895 Bruce.kocourek@pcmhhealth.org
0198	Plainview Emergency Medical Services	Daniel	Pesch, M.D.	5075343885	dpsch@olmmed.org
0199	Preston Area Ambulance	Daniel	Hankins, M.D.	5072554399	dhankins@mayo.edu
0325	Raymond Ambulance Service	Kevin	Switzer, M.D.	6122357232	
0202	Red Lake Comprehensive Health Services	Gregory	Anderson, D.O.	2186793912224	greg.anderson@ihs.gov
0203	Red Lake Falls Volunteer Ambulance	Erik	Kanten, M.D.		ekanten@riverviewhealth.org
0204	Red Wing Fire Department	Gregory	Kays, M.D.	6512675706	gkays1@redwing.fairview.org
0206	Remer Area Ambulance Service	David	Goodall, M.D.	2182468275	
0207	Renville Ambulance Service	Paul	Buhr, M.D.	6125231460	Paulbuhr@aol.com

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0354	Reservation Ambulance Service	Carson	Gardner, M.D.	2189834300	meta44@tvutel.com
0254	Ridgeview Ambulance Service	Kevin	Sipprell M.D.	95244221915030	ksipprell@mchsi.com
0082	Ringdahl Ambulance	Michael	Van Valkenburg M.D.	2187396656 2187367973	kdenker@prtcl.com
0192	Ringdahl Ambulance - Pelican Rapids	Michael	Van Valkenburg M.D.	2187396656 2187367973	kdenker@prtcl.com
1983	Rock County Ambulance	T.	Ceynowa, M.D.	5072834476	ctceynowa@hotmail.com
0141	Rock County Ambulance	T.	Ceynowa, M.D.	5072834476	ctceynowa@hotmail.com
0209	Roseau EMS	Ronald	Brummer, M.D.	2184632500	rbrummer@altru.org
0212	Rushford Community Ambulance	John	Peterson, M.D.	5078647180	bigsky@acegroup.cc
0043	Sanford Canby Ambulance	Eftimios	Bakalakos, M.D.	5072237221	bakalakt@sanfordhealth.org
1774	Sanford Regional Worthington Ambulance	Gregory	Hoversten, D.O.	5073722941	mathomas@mainstreetcom.com
0276	Sanford Regional Worthington Ambulance	Gregory	Hoversten, D.O.	5073722941	mathomas@mainstreetcom.com
0403	Sauk Centre Ambulance	Mari	Thomas, M.D.	3203526591 3203526415	
0226	Sauk Centre Ambulance	Mari	Thomas, M.D.	3203526591 3203526415	
0228	Sherburn Fire Department	Christopher	Anderson M.D.		
0230	Silver Bay Ambulance Service	Ada	Helleloid, M.D.		ahelleloid@slhduluth.com
0231	Silver Lake Ambulance Service	Steven	Mulder, M.D.	3202345000	smulder@hahc-mn.org
0233	Sleepy Eye Ambulance Service	Michael	Ecker, M.D.	5077943697 5077942337	m.ecker@mchsi.com
0237	Spring Grove Ambulance Service	G.P.	McCarty Jr, D.O.		gmactdo@springgrove.coop
0238	Spring Valley Area Ambulance Service	Steven	Harder, D.O.	5073467373	sharder@olmmed.org
0236	Springfield Ambulance Service	Annette	Schmit-Cline, M.D.		SCHMITCLINE.ANNETTE@MAYO.EDU
0214	St. Charles Ambulance	Daniel	Hankins, M.D.	5072554399 8002376822	dhankins@mayo.edu
0357	St. Croix Valley EMS	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0216	St. James Volunteer Ambulance	T.	Koehnen, M.D.	5073757321	koehnen@federatedwildblue.com
0065	St. Mary's EMS	Mark	Lindquist, M.D.	2188475344 2188478574	mark@mdlindquist.com
0393	St. Mary's LifeFlight	Gary	Foley, M.D.	2187864388	
0222	St. Paul Fire	Ralph	Frascone, M.D.	6517780398	ralph.j.frascone@healthpartners.c
0222	St. Paul Fire	Kory	Kaye M.D.	6517780398	kory.l.kaye@healthpartners.com
1875	St. Peter Area Ambulance	Benjamin	Chaska, M.D.	5079347416	bchaska@comcast.net
0224	St. Peter Area Ambulance	Benjamin	Chaska, M.D.	5079347416	bchaska@comcast.net
1956	Staples Ambulance	David	Freeman, M.D.		
0239	Staples Ambulance	David	Freeman, M.D.		
0241	Stephen Volunteer Ambulance Service	M.	Paulson, M.D.	2183464040	markpaulson@meritcare.com
0402	Stevens County Ambulance Service	Michael	Busian, M.D.	6125894008	
0170	Stevens County Ambulance Service	Michael	Busian, M.D.	6125894008	
0023	Swift County - Benson Hospital Ambulance	Roger	Bauer, M.D.	3208432365	rogerb@acmc.com
0243	Thief River Falls Area Ambulance	Bruce	Klosterman, M.D.	7012345121	BruceKlosterman@meritcare.com
0244	Tower Area Volunteer Ambulance Service	Michael	Pettinelli, M.D.	2189842072 2187534308	pettine@frontiernet.net

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0245	Tracy Ambulance	Sajjad	Rizvi, M.D.	5078361296	5072275811	
1772	Tracy Ambulance	Sajjad	Rizvi, M.D.	5078361296	5072275811	
0120	Tri-County EMS District, Inc.	E	Kruger, M.D.	2187822130		js_pate@hotmail.com
0255	Tri-County Hospital Emergency Medical Se	John	Pate, M.D.	2186313510		koehnen@federatedwildblue.com
0246	Trimont Ambulance Service	T.	Koehnen, M.D.	5073757321		mdofer@centurytel.net
0124	Tri-State Ambulance, Inc. - LaCrosse	Eric	Voter, M.D.	6087850530		mwilcox3090@yahoo.com
0247	Truman Fire and Rescue	Michael	Wilcox, M.D.	9527583090	6519668947	stevemargosnow@yahoo.com
0248	Two Harbors Ambulance	Shawn	McMahon, M.D.	2188347200	2188343767	mwilcox3090@yahoo.com
0249	Tyler Ambulance Service	Steven	Snow, M.D.			vxmossman@pol.net
0031	United Hospital District Ambulance	Michael	Wilcox, M.D.	9527583090	6519668947	taylor.robert@mayo.edu
0161	University of Minnesota Ambulance	Victoria	Mossman-VanEndenberg, MD			thomasg@acmc.com
0251	Wabasha Ambulance Service	Robert	Taylor D.O.	6515654571		campb@mncable.net
0253	Wabasso Ambulance Association	Thomas	Gross, M.D.	5076976651		hballen@wiktel.com
0257	Walnut Grove Ambulance Service	Jeffrey	Cassel, M.D.	5072746145		mwilcox3090@yahoo.com
0258	Warren Volunteer Ambulance Service	Judith	Campbell, M.D.	2187454211		agerter.david@mayo.edu
1748	Warroad Area Rescue Unit	H. Brad	Allen M.D.	2183862020		
0259	Warroad Area Rescue Unit	Tim	Rittenour, M.D.	2186963141	2182946033	8009569015
0262	Watkins Ambulance Service	Allan	Solum, M.D.	3202433767		
0263	Wells Community Ambulance Service	Michael	Wilcox, M.D.	9527583090	6519668947	
0265	West Concord Fire Dept. Ambulance	David	Agerter, M.D.	5076347011		
0264	Westbrook Ambulance Service	Jeffrey	Cassel, M.D.	5072746145		
1716	Westbrook Ambulance Service	Jeffrey	Cassel, M.D.	5072746145		
1974	Wheaton Ambulance Service	Angel	Overvold, D.O.	3205638226		
0266	Wheaton Ambulance Service	Stanley	Gallagher, D.O.	3205638226	3205638440	
0267	White Bear Lake Fire Department	Ralph	Frascone, M.D.	6517780398		ralph.j.frascone@healthpartners.c
0269	Willmar Ambulance Service	Scott	Abrams MD	3202358733	3202621894	
1854	Windom Ambulance Service	Jeffrey	Taber, M.D.	5078312550		taberjk@connect.com
0270	Windom Ambulance Service	Jeffrey	Taber, M.D.	5078312550		taberjk@connect.com
0271	Winnebago Area Ambulance	Michael	Wilcox, M.D.	9527583090	6519668947	mwilcox3090@yahoo.com
0272	Winona Area Ambulance Service, Inc.	Brett	Whyte, M.D.	5074543650	5074521159	bwhyte1@hbc.com
0274	Winthrop Ambulance Service	Michael	Wilcox, M.D.	9527583090	6519668947	mwilcox3090@yahoo.com
0275	Woodbury EMS	Ralph	Frascone, M.D.	6517780398		ralph.j.frascone@healthpartners.c
1891	Zumbrota Area Ambulance Association	Deborah	Abney-Lidahl, M.D.	6513859178		dlidahl@yahoo.com
0278	Zumbrota Area Ambulance Association	Deborah	Abney-Lidahl, M.D.	6513859178		dlidahl@yahoo.com



# CONTINUITY OF OPERATIONS PLAN

City of Cottage Grove

September 2007

Updated: December 2007

<b>EM</b>	<b>Fire</b>	<b>EMS</b>	<b>PD</b>	<b>Other</b>
Bob	Al	Jeff	Craig	Les
Dennis	Rick	PJ	Brian	Harry
Donna	Randy	Mike C	Pete	Rick A
	Cal			Mark O

## **Purpose**

This Continuity of Operations Plan (COOP) provides policy and guidance for The City of Cottage Grove personnel to ensure that critical operations are continued in the event of an emergency or threat of an emergency.

The COOP provides guidance for, and facilitates the preparation of; site- or activity-specific plans and procedures that help ensure the safety of the City of Cottage Grove personnel and allow the City of Cottage Grove organizational elements to continue essential operations in the event of an emergency or threat of an emergency. The planning guidance and the plans to be developed in accordance with it do not address day-to-day activities that enable the City of Cottage Grove to conduct or safeguard routine operations. The COOP environment is an emergency response environment. As an extension of their other duties, the City of Cottage Grove leadership at all levels will ensure that personnel are aware of their COOP responsibilities.

## **Objective**

The objective of COOP planning is to direct and guide appropriate actions to assure the capability exists to continue City functions and activities, and to achieve an orderly recovery from emergency situations across a wide range of potential emergencies or threats, including acts of nature, accidents, technological, and attack related emergencies.

COOP planning is simply a “good business practice”, part of the fundamental mission of agencies as responsible and reliable public institutions. The objectives of a COOP plan include:

- Ensuring the continuous performance of the city’s essential functions/operations during an emergency
- Protection of essential facilities, equipment, records, and other assets,
- Reducing or mitigating disruptions to operations,
- Reducing loss of life and minimizing damage and losses,
- Achieving a timely and orderly recovery from an emergency and resumption of full service.

## **Assumptions**

This COOP is based on the following assumptions:

- Emergencies or threatened emergencies may adversely affect the City's ability to continue to support essential internal operations and to provide support to the operations.
- Emergencies and threatened emergencies differ in order of priority or impact.

## **Vulnerability**

The vulnerability of the City of Cottage Grove to an emergency, hazard, or threat is based on the combination of the probability of an event occurring and the impact the event would have on operations.

## **Implementation**

This COOP will be implemented based on both known and unanticipated threats and emergencies.

- Known threats and emergencies (with warning):

There are some threats to operations that may afford advance warning that will permit the orderly alert, notification, evacuation, and if necessary, the relocation of employees. Situations that might provide such warning include an infectious disease outbreak, a transportation accident resulting in a threat of a release of Hazardous Materials (HAZMAT) or a threat of a terrorist incident.

- Unanticipated threats and emergencies (no warning):

During Non-Duty Hours:

Incidents may not be preceded by a warning, e.g., tornadoes, HAZMAT, or terrorist incidents, or may occur while the majority of on-site staff is not at work.

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## Section 1

### Prioritization of Services

The ability of local jurisdictions to provide services will be impacted during a Continuity of Operations/Emergency and demand for those services will increase. It is necessary for local jurisdictions to clearly identify the level of service they intend to provide throughout the Minnesota Response phases.

Management lines of succession will need to be identified. For an example, an infectious disease could affect the absentee rates of more management staff than in other emergencies. Lines of succession would need to be enhanced. (Payroll and human resources are essential functions and should also be enhanced). Cross training of many functions will require additional resources and time. Succession plans of each department should clearly identify the names of personnel, ranking by succession, and how they can be contacted.

The following factors should be considered when determining priority service levels:

- Health, welfare and safety of employees;
- Health, welfare and safety of citizens;
- Economic impact of not providing service;
- Impact of performing (or not performing) services;
- Ability to provide services during an emergency; and
- Availability of alternate methods of delivering services.

Using the “local priority service goals” and or mission statement, agencies should assign one of the following priority service levels to each of the services they provide:

#### **A. Priority Service One (Immediate threat to public health, safety or welfare)**

Activities that must remain uninterrupted. Generally, these would include agencies and facilities that operate 24 hours a day and/or 7 days a week. (If the service closes on a weekend or holiday, it is not a Priority Service One function.)

##### Cottage Grove Fire

- Fire suppression
- Ambulance response
- Emergency Operations Center staffing
- Rescue response(MVA)
- Emergency and disaster response functions

##### Cottage Grove Public Works

- Snow removal from roadways
- Emergency road repair
- Maintaining building HVAC systems
- Emergency Operations Center staffing
- Fleet Maintenance and fuel supply

##### Cottage Grove Police

- Law enforcement; patrol/Investigations
- Emergency medical operations
- Emergency and disaster response functions
- Emergency Operations Center staffing and Security

##### Cottage Grove Administration

- Phone and internet communication services

#### **B. Priority Service Two (Direct economic impact, constitutionally or statutorily mandated time frames, or civil disorder may develop if not performed in a few days)**



Activities that can be disrupted temporarily or might be periodic in nature; but must be re-established within a few days.

#### **Finance**

- Processing payroll
- Payment to vendors
- Benefit payment to individuals
- Workers compensation
- Emergency procurements and contracting
- Insurance payments

#### **Administration**

- Legal services
- City Council Meetings
- Reception Desk

#### **Building Department**

- Time sensitive inspections for construction activities

### **C. Priority Service Three (Regulatory services required by law, rule or order that can be suspended or delayed by law or rule during an emergency)**

Activities that can be disrupted temporarily (a few days or weeks) but must be re-established sometime before the pandemic wave is over (<6 weeks).

#### Human Resources

- Right to Know Programs

#### Building Department

- General Inspections (not time sensitive)
- Issuing Building Permits
- Project Management

#### Administration

- License Renewal
- Maintaining Websites for Info
- Grants & Contracts
- Mail
- Filing Job Vacancies

#### Public Works

- Vehicle Maintenance

#### Police Division

- Investigations of Complaints

### **D. Priority Service Four (All other services that could be suspended during an emergency and are not required by law or rule)**

Activities that can be deferred for the duration of a Pandemic influenza wave (6-8 weeks).

#### Fire Division

- Training
- Public Education
- Fire Prevention Programs

#### Administration

- Records Retention

#### Finance

- Internal Audit
- Financial Analysis

#### Police Division

- Crime Prevention Programs

#### Parks & Recreation

- Educational Programs
  - Youth Service Programs
- Outreach Programs
- General Maintenance

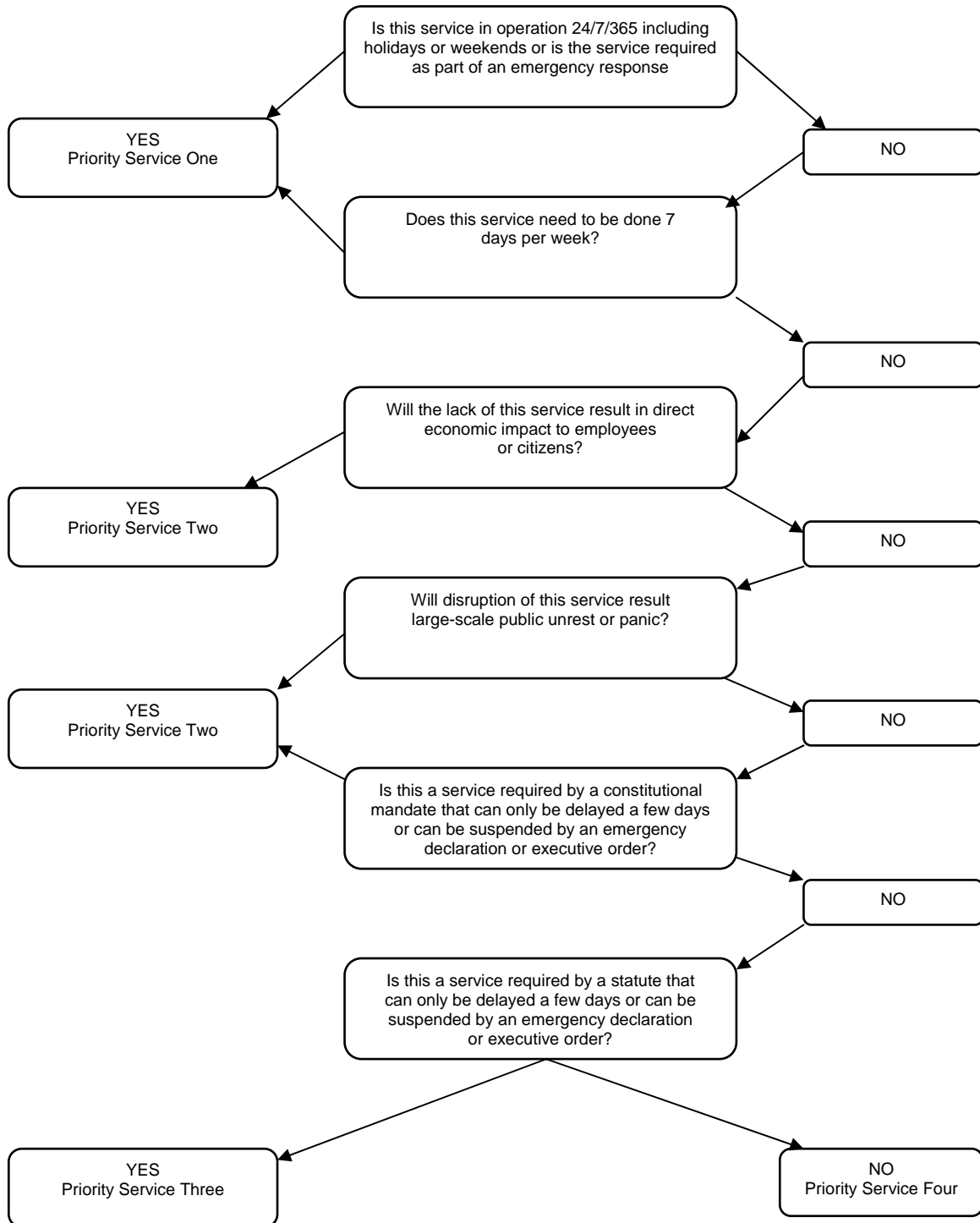
#### Public Works

- General Maintenance

#### Human Resources

- Collective Bargaining
- Agreements

## Pandemic Priority Service Continuation Determination Matrix



## Local Government Service Continuation Priorities Example Worksheet

*Each Department should complete a priorities sheet that can be rolled up into an overall master priorities listing*

Priority Level	Service Description	Minimum Staff Req.	Staff Available w/Reallocation	Outside Assistance Req.	Special Skills Req.
1	Fire suppression	8		Yes	Yes
1	911 Communications Dispatching (WASHCO)	8-12	N/A	Yes	Yes
1	Emergency Medical Services (All ALS, BLS, and Priority Medicals)	5	2-ALS 3-BLS	No	Yes
1	All Crimes in Progress Against Persons	2	Yes	Yes	Yes
1	All Crimes in Progress Against Property	2	Yes	Yes	Yes
1	All Crimes Not in Progress Against Persons	1	N/A	No	Yes
1	All Crimes Not in Progress Against Property	1	N/A	No	Yes
1	Jail Operations	1	N/A	Yes	Yes
1	Water Treatment Operations	3	Yes	Yes	Yes
1	Roadway Snow Removal	10	Yes	No	Yes
1	Emergency Operations Center Staffing	6	Yes	Yes	Yes
2	Accounts Payable/Vendor Payments	1			Yes – In house Training
2	Insurance Payment and Claim processing	1			Yes – In house Training
2	Employee Payroll	1			Yes – In house Training
2	Time-Sensitive Inspections During Construction.	1	Yes	No	
2	Emergency Equipment Repairs	2	Yes	Yes	Yes
2	HVAC System Operations and Repairs	1	Yes	Yes	Yes
3	Issuing Permits	1	Yes	No	
3	Vehicle Maintenance Services	2	Yes	Yes	Yes
3	Grant Reporting Requirements				
3	Mail Services	1	No	No	

4	Training & Outreach Programs	1	Yes	No	
4	Office Administration Support	1	Yes	No	
1	MIS- Networking	1		Available	
2	Utility Billing	1	Yes	Available	Yes
4	Fire and Crime Prevention Programs	2	N/A	No	No
<b>Services Required to be Provided by Others</b>					
1	Fuel Deliveries for Vehicles and Heating.	Outside Dependency	Yes	Yes	Yes
1	Web Connectivity and Internet Connectivity	1			
1	Chemical Deliveries for Water Treatment	Outside Dependency	Yes	Yes	Yes

## Section 2

### Essential Functions Lines of Succession and Delegation of Authority

**Major recommended changes:** Management lines of succession will be expanded during a city emergency.

**Major consideration:** Multiple lines of succession will be required. As public servants, Cottage Grove employees may be required to serve, if able.

**Significant issue:** Cross-training of the payroll and human resources functions will require additional resources and time.

**Preplanning:** Departments must predetermine first responder functions, essential functions and non-essential functions; provide for access to information; and cross-train payroll function.

The following section provides guidance and direction to assist all departments, divisions, and work units to develop plans for identifying essential functions, lines of management succession and delegation of authority in the event of a Continuity of Operations emergency.

- A. The Mayor shall identify the conditions that activate the plan.
- B. Departments shall predetermine first responder functions, essential functions and non-essential functions; including critical times of year when certain functions must be performed (the discharge of certain essential work may be specific to the time of season, year or month or dependant on other factors directly affecting the function).
  1. Departments shall predetermine personnel who perform first responder functions, essential functions and non-essential functions and the minimum number of staff necessary to perform the functions.
  2. Departments shall identify functions that may be suspended while personnel are assigned to more critical roles. Departments should identify the time period that the function can be suspended and the functions that may be done on a less frequent basis than would occur under normal conditions.
  3. Departments should identify secondary personnel that have the skills and abilities to perform other functions. Such personnel may be:
    - Employees in the same classification series as those who normally perform the function;
    - Employees who have previously performed the work and are currently employed elsewhere in organizations within the city; and
    - Employees who can be trained either in advance of the need or on-the job when the need arises.

4. Departments should identify other personnel who may be available to perform the essential functions. Such personnel may include retired employees, former employees, temporary workers and contract workers.
  5. The payroll function is an essential function and shall have a plan of succession and cross-training for the payroll function. There should be *at least* 3 employees who are trained to perform the payroll function.
- C. Departments, divisions, and work units shall establish a management line of succession plan. A line of succession provides a list of predetermined alternates for key leadership positions in each department, division or work unit.
1. The succession plan should be 3 to 4 employees in depth, where possible. The personnel identified for the line of succession should know the operations of the work unit; have the confidence of the principal to act in his or her absence; clearly understand the scope of the powers and duties delegated to him or her; and clearly understand the constraints; if any, of the powers and authorities she or he will be delegated.
  2. The successions plan should clearly identify the names of designated personnel and their regular titles and how they can be contacted. (Consider having the principal's phone, work cell-phone, pager, and email forwarded to the person who assumes the powers and duties of the principal in his/her absence.
  3. The names and order of succession of designated personnel shall be communicated to division and work unit personnel.
  4. The plan should clearly set forth the powers and duties that will be performed and by whom. The departments shall predetermine the individuals who will have the delegated authority to make decisions and *communicate* that these individuals will have that authority to division and work unit personnel.

## Section 3

### Labor Relations

In the event that a continuity of operations emergency is declared by the Mayor, such emergency may necessitate changes in the implementation of labor agreements in order to staff and administer the functions of a department, division, and/or work unit.

Should an emergency be declared, emergency administration of certain collective bargaining agreements may be invoked where and when the emergency threatens to limit or impair key city services.

**No change in the interpretation or application of labor agreement provisions will be administered without consultation with City Administrator or designee.**

Changes in the interpretation or administration of collective bargaining agreements shall be narrowly tailored to provide specific flexibility during an emergency and shall be limited to the term of emergency.

Of course, it is difficult to predict which contract provisions might be affected. However, among the many provisions which should be reviewed prior to the onset of an emergency are the following general provisions:

- Bidding of Shifts
- Work Out of Class (Higher Class/Lower Class)
- Leave Approvals
- Assignment of Work
- Shift Assignment Changes
- Increase/Decrease in Hours
- Posting of Vacancies
- Shift Differential
- Overtime/Compensatory Time
- Absence Without Leave
- Lunch and Rest Breaks

Under emergency conditions, it is possible the above listed provisions may be modified in order to deliver city services in the most efficient and seamless manner possible.

Before or immediately upon the onset of the declaration of an emergency, Human Resources Staff will be in regular communications with management staff and union representatives regarding whether and when the emergency requires certain provisions of labor agreements to be administered differently.

Some other matters to consider during department planning activity include:

1. Might employees from outside the bargaining unit be utilized?
2. Might minimal notice be required for changes in work schedules and/or hours of work?
3. Employees may be required to telecommute or telecommuting may be discontinued with minimal notice.
4. Employees could be assigned to work overtime with minimal notice
5. Employees may be assigned to perform work in other work units or departments.
6. Essential employees (as defined by individual departments) are expected to report to work, unless specifically excused by the Employer.

*NOTE: All Departments must identify and communicate those job classes they feel are essential. MN STAT 179A.03, Subd. 7 identifies Essential employees for purposes of collective bargaining. However, some departments may feel additional job classes are essential to providing services.*

7. Non-essential employees who are unable to work due to reasons related to the emergency, will be allowed to use accumulated paid leave during such absence (s) consistent with such language in most labor agreements.

**Contract Negotiations, Meet and Confer, Labor/Management Committees, Grievance Procedures, etc.**

During the period of the emergency, the city and labor unions may temporarily suspend collective bargaining negotiations, grievance processing and labor-management committee meetings. Managers and Supervisors should contact the Human Resource Representative for their respective collective bargaining agreement if they have questions or concerns about these issues.



## Section 4

### Alternative Work Schedules

**Major consideration:** An email/memo/fax may be used to document the assignment; no written explanation is required if a requested schedule is denied; and normal schedules and alternative schedules may be changed with 24 hour notice or minimal notice. Meal and rest periods will still be required; overtime is probable and should be expected.

**Significant issue:** Notification periods in collective bargaining agreements may be suspended. Overtime provisions differ across departments.

**Preplanning:** Departments review their normal business hours and work schedules to determine if they can be modified and staffed with personnel on alternative schedules.

The administration of alternative work schedules will be modified during a proclaimed emergency to enhance social distancing, business continuity or other response goals as follows:

1. In addition to regular full-time employees, regular part-time and temporary employees may work alternative schedules.
2. Departments shall review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other response goals during an emergency.
3. Departments will identify first responder functions, essential functions and non-essential functions that may be staffed with personnel on alternative schedules.
4. If feasible, supervisors should first ask for employees to volunteer to work hours other than their usual schedule. Where certain work schedules cannot be staffed with volunteers, department management may direct staff to work the schedules necessary. To the extent possible, for employees covered by labor agreements, alternative schedules be assigned in inverse order of seniority if volunteers cannot fill needs.
5. Regular or alternative work schedules may be changed by a supervisor subject to a 24 hour cancellation notice upon the declaration of an emergency, when possible. If less than a 24 hour notice is necessary, department management may make such changes.
6. Departments are encouraged to work with staff to minimize the impacts of decisions affecting schedule changes. Rest and meal period requirements continue no matter what type of work schedule is assigned. Overtime is probable and should be expected.

7. If an employee makes a request for an alternative work schedule and the request is denied, no written explanation of why the request has been denied is required during the proclaimed emergency.
8. When appropriate, management may assign an employee back to the employee's regular schedule.
  - If an employee is assigned back to his or her regular schedule during an emergency, the assignment is subject to a 24 hour cancellation notice, when possible; if less than a 24 hour notice is necessary, department management may make such changes as necessary.
  - When an employee is assigned back to his or her regular schedule after an emergency is declared over, the assignment is subject to notice periods provided in the appropriate labor contract or personnel policy.
9. Departments should refer to their Hours of Work and Overtime Plan or applicable labor agreement language regarding overtime pay.

## Section 5

### Contingent Workforce: Non-Permanent Appointments

**Major consideration:** Hiring the contingent employee through a non-regular appointment must be documented through a written offer of employment and a completed job application or resume'.

**Significant issue:** Work jurisdiction provisions of collective bargaining agreements may be suspended. Departments may need to utilize the services of employees outside of the bargaining unit's jurisdiction to perform work and will need to consult with Human Resources if this becomes an issue.

**Preplanning:** Departments identify classifications which may be needed during an emergency so that they may more quickly staff their work units.

1. Non-continuous appointments include:
  - Intermittent/Temporary – an individual hired as a city employee for a limited time period.
  - Contract – an individual hired through a personal services agreement to provide specific services or from one of the city's temporary staffing agency contracts.

Departments may contact Human Resources to check prior eligibility lists or to develop emergency postings in order to identify individuals available for contingent employment.

2. Monitoring non-continuous appointments is a joint responsibility of the department and Human Resources. It is the responsibility of the department to obtain any necessary city approvals prior to offering a non-continuous appointment.
3. During an emergency phase, job classification studies will be suspended but will be required after the emergency is declared at an end for any job classification change that is to be continued. In order to hire an individual in a non-continuous appointment on a regular basis, in accordance with Human Resources rules.

## Section 6

### Acting Appointments / Work Out of Class

**Significant issue:** Collective bargaining agreement provisions dealing with working out of class and notification periods may be suspended.

**Preplanning:** Departments should identify areas where acting appointments are expected to occur.

An acting appointment is defined as a temporary assignment of an employee to an existing higher-level position when the higher-level duties and responsibilities comprise the majority of the work performed and the work is expected to be performed for a period of 40 or more continuous regular hours.

1. Only in the event that an employee is assigned to higher level duties will he or she receive acting pay. An acting appointment is not appropriate where an employee is simply assigned different duties which are not higher level duties or where an employee is simply assigned to work in a different work unit if the work performed there is not high level duties.

Labor contract language (Work Out of Class) exists in many labor contracts and provides for employees to receive additional pay if the employee fills a vacancy in a higher rated job class for forty (40) consecutive hours or more.

2. Employees may be assigned to perform duties of an equal or lower classification, without reduction in base pay.
3. An acting appointment shall be confirmed with an employee via e-mail, memorandum, fax or department form.
4. During an emergency, Human Resources must approve all acting appointments. Human Resources approval will be required for acting appointments that continue after the emergency is declared at an end.

## Section 7

### Facility Closure / Workforce Reduction

**Major consideration:** Decisions as to facility closures or workforce reductions will be made on a case-by-case basis, by the City Administrator in conjunction with City Council Members.

**Preplanning:** Human Resources should review layoff procedures and update as necessary to address an emergency.

City operations will remain open during emergency situations that do not pose an immediate life, health, or safety risk to its occupants unless directed otherwise by the City Administrator or designee.

1. Because of potential staffing shortages, employees may be deployed to provide support for varied city operations in alternative worksites and should expect to come to work.
2. If a facility is closed by order of the Mayor and Council and no alternative site is designated for the employee to report to, the employee will not be paid except by utilizing vacation, sick leave, PTO, compensatory time, deferred holiday earned, SLWOP, or leave without pay, or by making up the time in accordance with provisions of Personnel Policy or labor agreements.
  - Employees who, prior to a facility closure, have previously requested and have been approved for time off (e.g. PTO, leave of absence) will have hours deducted from their accruals as approved in accordance with established policies.
  - If the facility closes after the start of an employee's shift, the employee will be paid for hours worked. Employees who are scheduled to work but do not report to work and do not contact their supervisor prior to a facility closure are considered to have been absent without leave and will be subject to leave without pay for the full day. However, the department may authorize the use of PTO, or compensatory time deferred holiday earned or SLWOP for the absence as individual circumstances warrant.
3. Departments should make every reasonable effort to allow employees who have reported to work to check on the status of their families, providing that doing so does not compromise emergency response functions.
4. If the shutdown extends for more than one week, the status of displaced staff may be reviewed by the City Administrator to determine whether layoff due to either lack of funds or lack of work is in order.

## Section 8

### Telecommuting

**Major recommended changes:** *Policy and guidelines.* Employees should be able to provide limited child care while telecommuting, and supervisors may require telecommuting, neither of which are the case under the current policy. If telecommuting is denied by the City Administrator, there is no requirement to provide an explanation of her/his reasoning for the denial.

**Major consideration:** The City Administrator may waive the current criteria established to determine who can telecommute and require that an employee telecommute. Current telecommuting agreements between employees and supervisors may need to be suspended.

**Preplanning:** Telecommuters and associated technology solutions/needs must be identified, and equipped – where appropriate – as soon as possible.

**Definition of Telecommuting:** Telecommuting is the practice of an employee working at an alternate work site. Alternate work sites include homes, mobile work sites, or customer sites. Telecommuters generally use information technologies at the alternate work site. Telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute.

Types of Telecommuting, as defined in the current Telecommuting Guidelines:

**Telecommuter:** A telecommuter is an employee who works at a designated alternate work site on a regular basis. A regular basis is defined as at least 50% of the time working at the alternate work site. Telecommuters normally must agree to share a workstation with at least one other worker.

**Occasional Telecommuter:** An occasional telecommuter works at an alternate work site less than 50% of the time on a regular basis. Occasional telecommuters maintain their city work space and normally work on city laptops or their own computer equipment at the alternate work site.

**Working at Home Employee:** This is a temporary, short-term arrangement, which may be approved by a supervisor for special projects or for special circumstances when the Department Head/City Administrator determines that the circumstance continues to meet the needs of customers, clients and the city.

The purpose of modifications to the Telecommuting Policy is to provide support for social distancing or other response goals as necessary to respond to an emergency. These modifications apply only to planning and response for employees who have been identified as appropriate staff for telecommuting.

1. Departments should identify possible telecommuters as soon as possible and make the necessary technological arrangements.
  - Departments shall consider a broader use of telecommuting than they would for normal operations or other types of emergencies to accomplish social distancing for an emergency.
  - Departments shall identify essential functions that may be accomplished remotely and whether the person performing the function needs access to all systems and applications or only email and/or voice communications.
  - Departments shall identify employees who are qualified for the provision of essential functions and determine their ability to telecommute and their current systems access.
  - Departments shall consider alternative work schedules for those authorized to telecommute to reduce peak demands on technology systems.
  - Departments must recognize that equipment is limited and employees should not expect to be provided a computer/equipment.
  - Telecommuting assignments may be communicated via email or telephone.
2. Department Heads may require that an employee telecommute during an emergency. A requirement to telecommute shall be documented. Such documentation should occur within one week of the start of the directive to telecommute or as soon as practicable. Department Heads may document the change in writing via email, memo, fax, etc.
  - The Telecommuting Contract attached at the end of this section is the preferred method of documentation; however, less formal written documentation may be used.
3. Employees may initiate a telecommuting arrangement verbally or by submitting a written request to their immediate supervisor. Telecommuting may be approved by the appointing authority for set periods up to 90 days and renewable each 30-day period thereafter during an emergency. Departments should determine a chain of command approval process appropriate for their management structure and line business. If the request is denied, the employee need not be provided with a written explanation of why the request has been denied.
4. There are a number of technical planning methods to accomplish telecommuting as follows:

- Via the World-Wide-Web, employees can access their email accounts from any computer with internet access. There is no additional set-up or cost, however, the access is limited only to email. Employees cannot access other systems or applications
  - Teleconferencing – allows for audio meetings to be held with multiple attendees at different sites. This can be a subscription service where individuals call into a toll-free number and enter a password for the connection to others calling into the same meeting.
  - Departmental-specific planning should be completed to ensure appropriate computer access is available to those employees identified as potential telecommuters.
5. Terms and Conditions of the current Guidelines may be waived in the event of an emergency, however, the following must apply:
- Telecommuting does not change the basic terms and conditions of employment. The telecommuter's salary, benefits and work status will not change only as a result of telecommuting.
  - Telecommuters must conform to all City of Cottage Grove policies, and in particular to those relating to use of city equipment, data privacy, computer security issues, mileage and parking reimbursement, etc.
6. Equipment/Supplies: Upon approval of the MIS Department, Departments should consider the following criteria regarding equipment and supplies prior to an emergency in deciding what city-owned equipment and phone lines will be provided to the telecommuter. Departments may provide additional equipment and/or phone lines upon approval of the MIS Department. Only those items deemed necessary to perform assigned work duties according to job function may be provided. The minimum recommended guidelines are outlined below, but may be waived in the event of an emergency.
- The Telecommuting Equipment Receipt attached at the end of this section is the preferred method of documentation to track city-owned equipment; however, less formal written documentation may be used.
  - Telecommuter may provide:
    - His/her own personal computer and software, or use a checkout laptop from the city.
  - His/her own office furniture.
  - The City of Cottage Grove may provide:
    - Computer security and communications software needed to perform job duties.
    - One phone line if requested and approved by MIS.
    - Appropriate office supplies.



- a. 50% to 80% of the time – the telecommuter must agree to give up their “personal” city workstation, and The City of Cottage Grove may provide:
    - At least one phone line (more if needed by job function).
    - A personal computer, modem, and/or other required equipment.
    - Software needed to accomplish their job.
    - At least one lockable two-drawer file cabinet (if needed for data security).
    - Appropriate office supplies to complete job function.
  - b. A telecommuter working at an alternate site more than 80% of the time will not have a designated workspace at the city. Each department may have a shared work area for use by telecommuters.
  - c. Equipment, software, and other supplies provided by the City of Cottage Grove remain the property of the city and are subject to the same business use restrictions as if located at the telecommuter’s primary work site. No personal software may be loaded on city owned equipment.
  - d. The MIS department will provide initial and on-going training on software and access issues. Initial training will include, but not be limited to, initial set-up and loading of hardware and software, working at alternate site experiences and expectations.
  - e. The City will provide maintenance or repair of city-owned equipment and software. Each department must establish their own policies regarding transportation of equipment.
  - f. Employee-owned equipment must be able to run current city software and applications. The City of Cottage Grove does not assume responsibility for any loss, damage, or wear to employee-owned equipment or furnishings.
  - g. Each department will provide appropriate technical support for hardware and software required for the telecommuter to perform their job duties.
7. Departments should consider the appropriateness of the following criteria regarding Liability and Data Privacy/Security when making telecommuting arrangements:

## Liability

- Telecommuters may not conduct any customer meetings in their homes. Doing so will be cause for discontinuing the telecommuting arrangement.
- The City of Cottage Grove shall have no liability to third parties for injuries or property damage occurring at the employee's home. Telecommuters remain responsible for such injuries and damages and should consult with their Homeowner's or Renter's insurance agent to protect themselves.
- Telecommuters are responsible for submitting claims for stolen or damaged city owned equipment to their Homeowners or Renter's insurance company, and for filling a police report with their local police department. The supervisor should be consulted in the event of any damage to or loss of city property.
- The employee is responsible for establishing a safe and secure work environment, for requesting an ergonomic review of the designated workspace, and for adhering to ergonomic guidelines. However, if the employee sustains an injury during the course and scope of performing assigned work responsibilities, the City of Cottage Grove will provide Workers' Compensation benefits subject to its review of the injury and applicable law. The employee is obligated to provide prompt notice of an injury.
- Telecommuters may not take work home that includes customer checks or cash due to inherent problems relating to delayed deposit, accountability, and increased risk. However, telecommuters may key cash receipts from receipt or remittance forms provided that checks and cash are not transported to the telecommuting site/location.

**Data Privacy / Security:** The legal status of all data used by the telecommuter remains unchanged by the telecommuter's participation in telecommuting.

- Telecommuters will take all necessary precautions to secure and prevent unauthorized access to all data used in the performance of their work responsibilities and agree to follow all pertinent policies, laws, and rules regarding data privacy.
- Documents, reports, data or software products created as a result of work related activities are the property of the city and are subject to city policies and state law.
- Handling and disposal of documents, reports, and data, will be in accordance with state and federal law and City of Cottage Grove policy.

## TELECOMMUTING AGREEMENT

Employee Name: \_\_\_\_\_

Employee Home Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Remote Work Location: Home \_\_\_\_\_ Other (Specify):

\_\_\_\_\_

Schedule: In Office:

\_\_\_\_\_

Remote Location:

\_\_\_\_\_

*I have read, understood, and agree to adhere to the City of Cottage Grove and department's Telecommuting Guidelines and the approved proposal for telecommuting. A copy of the Guidelines and the Telecommuting Policy are on the Intranet and can be accessed on the computer at the alternate work site. I will coordinate any deviation from the Guidelines as soon as possible with my supervisor. Special circumstances are listed separately on an attached piece of paper (special division rules, conditions, etc.). I have discussed the terms and conditions of employment, scheduling days and hours of work, communications, employee/supervisory responsibility for work progress and monitoring work, the use of the City of Cottage Grove equipment, and data privacy with my supervisor. I understand that telecommuting may be terminated by either the City of Cottage Grove or me as provided in the Guidelines. Upon termination I will return all City owned equipment to the City immediately.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TELECOMMUTING EQUIPMENT RECEIPT

I have been issued the following City owned equipment and access. I will abide with the Telecommuting Guidelines as pertains to use of this equipment. I will also comply with all security and privacy oaths as if I was working in my county office location. The following equipment is in my possession:

<u>Equipment</u>	<u>Model Number</u>	<u>Serial Number</u>	<u>Asset Number</u>
PC	_____	_____	_____
Monitor	_____	_____	_____
Modem	_____	_____	_____
Printer	_____	_____	_____
Other Equipment	_____	_____	_____
_____	_____	_____	_____

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
File Cabinet	_____	_____	Trackball	_____	_____
Table	_____	_____	Chair	_____	_____
Telephone	_____	_____	Telephone Headset	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Section 9

### Discipline – Conduct, Including Unauthorized Absences

**Major recommended changes:** *Procedural.* Processing of disciplinary action may need to be held in abeyance pending a return to normal business operations.

**Major consideration:** First responders who are absent without leave are held to a higher standard than other employees in analyzing disciplinary action.

**Significant issue:** Paid suspension (administrative leave) remains available when departments determine that an employee should not return to work pending the outcome of the disciplinary process.

**Preplanning:** Departments should have defined call in procedures for employees to follow. Employees should be informed of the expectation that they report to work, unless their absence is approved, and that the consequence for not doing so is potential disciplinary action.

In order to fulfill service to the public, all able employees are expected to report to work and perform duties, unless directed otherwise. Held to the highest standard are **first responders** – those are employees who exercise civil authority and maintain the safety and well-being of city citizens. There may be occasions during the emergency when employee misconduct or unexcused absenteeism arise and need to be addressed. In some cases, that will mean that discipline is appropriate.

1. Disciplinary Action in General: Like always, the type and level of disciplinary action will be determined by the nature and severity of the behavior and/or performance deficiency that led to the disciplinary action. Prior to proposing or implementing disciplinary action, managers and supervisors should consult Human Resources for assistance in reviewing pertinent facts and decisions regarding when and if to take disciplinary action.
2. Disciplinary Action for Unauthorized Absences: An unauthorized absence means the absence of an employee from duty without specific authorization. Authorization is obtained via the notification and approval method prescribed by the department or work unit. Certain unauthorized absences during an emergency may result in a reduction in pay and/or disciplinary action, up to and including termination.
  - Mitigating circumstances underlying the unauthorized absence may be taken into consideration in any analysis of disciplinary action proposals, including termination. Incidents will be reviewed on a case-by-case basis.
  - Should an employee's unauthorized absence from work for a period of 3 consecutive days be sustained and no compelling mitigating circumstances exist, the employee is considered to have abandoned his or

her position with the city. Such employee shall be deemed to have resigned and is terminated.

3. Processing of discipline and any corresponding grievance activity should be conducted as soon as the department is able to do so but may be delayed until after the emergency is declared over.

## Section 10

### Leave of Absence

Approval of leave shall not be unreasonably withheld.

Because a City, State, or National Emergency is an unforeseen circumstance, and may cause significant staffing shortages, PTO, compensatory time off, deferred holiday, Special Leave Without Pay, and other leave without pay approved for non-medical reasons may be rescinded in order to provide appropriate staffing coverage for city services.

Directions for supervisors, managers, and directors:

1. Maintain an accurate record of all approved time off and provide access to that record to those in their line of succession.
  - a. Identify those employees who are using leave (whether paid or unpaid) due to medical reasons as opposed to personal reasons.
  - b. Require, if deemed appropriate, documentation of present medical disability from those employees who are absent from work due to medical reasons. Consult with Human Resources.
  - c. Identify those employees who are currently using non-medical leave who may not be reasonably expected to report to work if their leave is rescinded (e.g., it is reasonable for an employee who is on vacation at home to report to work but unreasonable to require an employee who is on vacation out of the country to report to work).
2. Attempt, before rescinding leave, to staff the work unit and/or projects through other available means bearing in mind the cost to the City of Cottage Grove. This may involve seeking staff to volunteer for the work or reassigning other available employees (see **Alternative Work Schedules** section). Employees who volunteer to work despite being absent from work due to medical reasons will be required to provide medical documentation confirming their ability to return to work (see **Return to Work Provisions** section).
3. Rescind PTO, compensatory time off, deferred holiday, special leave without pay, and other leave without pay – if being used by the employee for personal, as opposed to medical, reasons – if Department Head is unable to adequately staff a work unit or project. Impacted employees, who must return to work, should be notified as soon as this determination is made.

4. Notifications of leave rescission should be made by the City Administrator, Department Head or his/her designee preferably via actual contact with the employee (i.e. direct telephone conversation or email exchange) or, if not possible, in writing (i.e. fax or U.S. mail).

A sample e-mail/letter/FAX is included at the end of this section.

5. Should an employee not return to work as directed, consult with Human Resources before proceeding to disciplinary action.
6. Employees whose leave is rescinded and who, by returning to work, would accrue leave above the designated maximum shall be allowed to accrue such leave above the maximum allowed.



### Sample Notification of Rescission (e-mail/letter/FAX)

Date: xx/xx/xx  
To: *Employee's name*  
From: *Supervisor/Manager/Appointing Authority's name*  
Subject: **Rescission of Previously Approved Leave for Non-Medical Reasons**

Please be advised that the Pandemic Influenza emergency has caused staffing shortages citywide. Unfortunately, this means that your previously-approved leave must be rescinded in order to provide staffing coverage for (*Department/Work Unit*). Please report to work as follows:

Date: xx/xx/xx  
Time: \_\_\_\_\_ am/pm  
Place: \_\_\_\_\_

Failure to report to work without supervisory approval may result in disciplinary action.

## Section 11

### Sending Employees Home

**Major consideration:** When in doubt, Department Heads should send ill employees home. Employees who refuse to leave the workplace when directed to may be subject to disciplinary action.

**Preplanning:** Training of Department Heads should include a reminder that they have the authority to send ill employees home.

Employees who are unable to work due to medical reasons, including absences for treatment and/or health appointments, are required to use PTO. Under the personnel policy and labor agreements, an employee may use PTO to care for a spouse, child, parent, or person regularly residing in the employee's immediate household. See also **FMLA** Section.

Management should consider the physical well-being of its employees and whether their health may be endangered by the health of an ill employee at work. Such is the case if an employee exhibits symptoms of an infectious disease. If an employee who is working during the emergency appears to have symptoms of the infectious disease, Department Heads have the authority, and obligation, to require the employee to leave the workplace.

Department Heads should do the following:

1. Do not make judgments as to medical diagnosis. Determination to send an employee home includes:
  - Fever
  - Cough
  - Sore Throat
  - Muscle aches
  - Eye infections (conjunctivitis)
  - Pneumonia
  - Acute respiratory distress
  - Viral pneumonia
  - CONSULT WEBSITE: [www.pandemicflu.gov](http://www.pandemicflu.gov)
2. Advise Human Resources of decision to send an ill employee home.

3. Inform the employee, orally with a subsequent written confirmation (see sample e-mail/letter/FAX is at the end of this section), of the decision to send him/her home and to explain his/her leave options.
  - If the employee has PTO, inform the employee that he/she may elect to use leave.
  - If the employee has PTO, inform the employee that he/she will be approved to use leave and may, if leave is exhausted, use compensatory time off, deferred holiday, special leave without pay [*if available under the City's policy*], or leave without pay.
4. Send the employee a Family and Medical Leave Employee Handout and Request Form as well as the FMLA Medical Certification with a job description attached. A minimum 15-calendar day deadline for the return of the completed Certification form should be imposed; however, it may be necessary to extend this deadline due to a city emergency.
5. Inform the employee that – at the point his/her condition improves to the point where he/she no longer poses a health hazard to fellow employees (which will require written confirmation by the employee's health care provider) – he/she should contact his/her Department Head in order to arrange for return to work. Such notice should be given as soon as possible after a medical clearance is obtained but no later than the next work day following the determination. See **Return to Work Provisions** section for more information.

## Sample Removal from Workplace Notice

Date:           xx/xx/xx  
To:            *Employee's name*  
From:         *Supervisor/Manager/Appointing Authority's name*  
Subject:       **Removal from Workplace – Exhibiting Pandemic Influenza Symptoms**

I am concerned about your physical well-being and I am also concerned that you may be contagious in light of the recent declaration of a health emergency. As a result, I am sending you home from work.

You may use paid time based on the rules of your specific leave benefit.

While you are using paid leave, compensatory time off, deferred holiday hours, Special Leave Without Pay, or leave without pay via timecards, your health coverage, Basic Term Life insurance, and other benefits will continue as though you are actively working; if your paychecks are not large enough to deduct required employee benefit payments, the city's Benefits Unit will notify you in writing should you need to submit these payments via personal check. Contact your Human Resources Representative.

( ) at 651- if you have any questions.

Enclosed are the Cities FMLA Employee Handout and Request Form as well as the FMLA Medical Certification Form with your job description attached. Please do the following:

1. Complete the FMLA Request Form. Return this Form to me [*supervisor's name and address*] within three working days from the date of this letter.
2. Have your primary health care provider complete the FMLA Medical Certification Form. Return this Form to me [*supervisor's name and address*] within 15 calendar days from the date indicated on the Form.

At the point you are cleared to return to work, please contact me at [*supervisor's telephone number*] as soon as this determination is made but no later than the following work day. We will arrange for your return to work. NOTE: *When your doctor indicates you are able to return to work, you are encouraged to get*

## **Section 12**

### **Family Medical Leave**

- **See City's FMLA Policy**

## Section 13

### Return to Work Provisions

In the event the City of Cottage Grove declares a Citywide Emergency, the following procedures will be in effect for the duration of the emergency.

The employee (who has been on leave for medical reasons and who reports to his/her supervisor that he/she is able to return to work) and the employee's supervisor are responsible for the following:

#### Employee's responsibility

The employee will be required to obtain written approval from his/her primary health care provider. This documentation should specify any restrictions the employee may have upon return to work, including their duration. At the point the employee's condition improves to the point where he/she no longer poses a health hazard to fellow employees (which may require written confirmation by the employee's health care provider) – the employee should contact his/her supervisor in order to arrange for return to work as soon as possible.

#### Department Head/ City Clerk responsibility

1. Review the employee's health care provider's written approval for return to work, which may specify any restrictions the employee may have upon return to work and their duration.
2. If the medical statement indicates restrictions, determine whether the employee's job duties may be sufficiently modified to allow the continued operation of the work unit. The Human Resources Staff for the Department should be consulted, if necessary, to assist with this evaluation.

*NOTE: It may be necessary to obtain clarification from the health care provider. If this is indicated, the request for clarification should be clearly described and should be provided to the employee for submission to the health care provider; under no circumstances should the request for clarification be sent directly to the provider nor should the supervisor contact the provider directly in any manner. Again, the Human Resources Staff for the Department should be consulted if there are any questions concerning how to proceed.*

3. If the medical clearance is determined to be acceptable, provide the employee with the following information:
  - Return-to-work date and time;

- Work location (or whether the employee will be assigned to work from a different location than his/her normal place of work, or telecommute);
- Work schedule on an on-going basis (and, if significantly different from the employee's normal work schedule, the duration of the temporary work schedule if known);
- Specific work assignment (if significantly different from the employee's regular duties)

**Section 14**  
**Annual Leave Donation Program**

**GUIDELINES FOR THE ANNUAL LEAVE DONATION RECIPIENT**

- The Annual Leave Donation Program is intended to assist employees who have exhausted paid leave due to a serious health condition, their own or that of their spouse, legal dependant, or parent.
- The recipient must exhaust all accrued paid leave, including Annual Leave, Compensatory time, etc. Donations will be applied beginning with the pay period that all accrued time is exhausted.
- Donations will not be used until needed and will be used in order of the date the forms were completed.
- The recipient will receive no more than their usual regular pay in any pay period. Any remaining donation will be held for the next pay period(s).
- Only Annual Leave hours may be donated.
- Please see City of Cottage Grove Annual Leave Donation Program Policy for specific details.



## Section 15

### Employee Assistance Program

**Significant Issue:** Will the EAP vendor and backup resources have the capacity to handle the volume and complexity of employee requests for assistance? Also, how far should the city go in providing support to its employees (e.g. providing transportation, food, etc.) in the event of a long term emergency?

During a citywide emergency, referral to the city's Employee Assistance Program (EAP) may be recommended to address personal problems which may interfere with work performance. Supervisors and managers should be mindful of the fact that such an emergency may cause stresses that uniquely compromise the effective functioning of a work unit. Furthermore, there may be a need for Critical Incident/Stress Debriefing Sessions and/or management consultations to assist a work unit with particular problems or traumatic events.

In the event The City of Cottage Grove declares an emergency, the city's standard policy concerning the use of the EAP will continue to apply, as described below.

1. Supervisors should recommend that an employee contact the EAP for assistance if, in the opinion of the supervisor, such assistance may be helpful in improving not only the employee's job performance but that of a work unit.
2. Employees who wish to access EAP services should schedule such phone calls/consultations so that they are not unduly disruptive to the work unit.
3. Employees who must schedule EAP sessions/consultations on work time must obtain approval from their supervisor. Employees will be expected to use sick leave/PTO time.
4. Supervisors should approve leave requests EAP consultations if an acceptable staffing level may be maintained. (**See Leave of Absence Administration Section**).

## Section 16

### Volunteer Services

During a citywide emergency, departments may wish to utilize the services of volunteers. Generally, volunteers are individuals who perform hours of service for the city for civic, charitable or humanitarian reasons.

1. Departments should first attempt to utilize employees to perform needed work and then look to volunteers.
2. Departments should identify in advance of an emergency areas where volunteers might be utilized and identify the type of skills that volunteers will need to be useful in that area. Departments should then compile a list of possible volunteers if possible.
3. Departments may include as volunteers any individual who volunteers to perform services for the department if the following conditions are met:
  - The individual must perform services without any kind of promise or expectation or receipt of compensation for the services rendered.
  - Employees may not volunteer to do what they are otherwise paid by the city to do.
  - The volunteer must sign a waiver and release prior to performing volunteer services.

*A Volunteer Service Waiver and Release is attached at the end of this section.*

4. Departments may be contacted by individuals who want to volunteer but are not needed or do not possess the needed skills. Departments should preplan on how to communicate to such individuals that their offer to volunteer is appreciated but that the department cannot utilize their service.

**Sample Volunteer Services and Waiver and Release Form**

**WAIVER AND RELEASE**

The undersigned on behalf of themselves and their estate hereby waives any right of recovery and releases The City of Cottage Grove, their officers, officials, employees and agents, from liability arising from any injury to Undersigned, arising from or out of the Undersigned's activities and participation in volunteer services at the City of Cottage Grove \_\_\_\_\_.

*[INSERT DEPARTMENT AND DIVISION NAME]*

The undersigned further acknowledges and agrees that the City of Cottage Grove does not assume any responsibility whatsoever for any property of the Undersigned and the Undersigned shall not hold the city liable for any loss or damage to same. The Undersigned gives their permission to be photographed and have their image used in the City of Cottage Grove publications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For youth under 18 years of age:** \_\_\_\_\_ (print)

Has my permission to accept an assignment as a volunteer for the City of Cottage Grove.

## **Annex: A**

### **Infectious Disease/Pandemic Flu/Avian Flu**

#### **Introduction**

A flu pandemic is a global outbreak that occurs when a new influenza A virus causes serious human illness and spreads easily from person to person. The potential Pandemic Influenza could disrupt the continuity of operations for provision of essential and other community services, including governmental and business functions.

Severe influenza pandemics represent one of the greatest potential threats to the public's health. Pandemics are distinct from seasonal influenza epidemics that happen nearly every year, causing an average of 36,000 deaths annually in the United States. Seasonal influenza epidemics are caused by influenza viruses which circulate globally in humans. Over time, people develop some degree of immunity to these viruses, and vaccines are developed annually to protect people from serious illness. Pandemic influenza refers to a worldwide epidemic due to a new, dramatically different strain of influenza virus, to which there is no immunity. The new virus strain may spread rapidly from person to person and, if severe, may cause high levels of disease and death around the world. The Centers for Disease Control and Prevention (CDC) estimates that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 200,000 and 1,900,000 deaths.

There are several characteristics of a influenza pandemic that differentiate it from other public health emergencies. Unlike other natural disasters, where any disruption to business service provision is likely to be infrastructure-related, disruption to business operations in the event of a pandemic is anticipated to be human and material oriented. A pandemic has the potential to cause illness in a very large number of people, overwhelm the health care system, and jeopardize services by causing high levels of absenteeism in the workforce. Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities could be disrupted during a pandemic. Finally, the pandemic, unlike many other emergency events, could last many months and affect many areas throughout the world simultaneously.

In a pandemic situation, the goal is to slow the spread of disease to prevent illness. The most effective strategy to accomplish this is through vaccination. However, it is likely that effective vaccines will not be available for many months following the emergence of a new pandemic strain of influenza. Existing antiviral medications may also not be effective or available. Other infection control strategies such as social distancing, improved hygiene and respiratory etiquette, isolation, and quarantine may be used to control the spread of disease.

If the Pandemic Influenza spreads to Cottage Grove, a cumulative absentee rate of more than 30% of Cottage Grove employees is expected for up to six months (on a rolling basis). This number includes sick employees, employees who are caring for sick family members and employees who do not come to work out of fear of becoming ill. In addition, there may be a significant need for social distancing (a reduction of the number of persons concentrated in the workplace), necessitating that employees continue working but do not report to the workplace.

Emergency staffing and backfill of existing positions will be of primary concern in order to provide essential services and other services to the public. In the event that essential services are adequately staffed, non-essential services may be staffed, to the extent possible.

This document is drafted such that it can be used immediately. It is meant to compliment department operational plans which should address the following citywide services and underlying processes:

1. Which processes would continue and what additional support or equipment would be needed?
2. Which processes would continue on a limited basis?
3. Which processes would you suspend and who or what will be affected?
4. Where are there expected to be increased demands for services? What processes must be adopted to meet the increased demands?
5. What laws, rules, or policies need to be changed to suspend service or change the way services are delivered?

This manual does not limit department authority to make operational decisions as to essential or needed functions. Essential functions will be staffed first and other functions will be staffed secondarily.

The purpose of the Continuity of Operations Plan is to enable the City of Cottage Grove to respond effectively and efficiently to ensure that essential operations are maintained during an influenza or avian flu pandemic and other crisis management situations.

## **Glossary**

### **Avian influenza**

Avian influenza, also referred to as bird flu, is a disease of birds (e.g. ducks, chickens). Between 2003 and 2006 the H5N1 avian influenza virus has infected millions of birds. Although it is primarily a disease of birds a small number of people have also been infected after having close contact with birds. Also see influenza, seasonal influenza, and pandemic influenza.

### **Contact**

A contact is a term used to refer to someone who has been in close proximity with an individual who is, or is suspected of being, infected with an infectious disease like influenza.

### **H5N1**

H5N1 is the latest avian influenza virus subtype of concern and there appears to be little human immunity to it. The predominant winter strain of human influenza is H3N2. Most adults have some partial immunity to this strain, which caused a pandemic in 1968 when it evolved from avian influenza.

### **Hand hygiene**

Hand hygiene is a term that applies to the cleaning of one's hands. This is usually done with soap and water, hand sanitizer, or hand wipes. To kill an influenza virus hands must be washed with soap and water for 15 seconds and hand sanitizers or wipes must be used for 10 seconds and have an alcohol content of at least 60%.

### **Human-to-human transmission**

Human-to-human transmission refers to the ability of an infectious disease to be passed continuously from one person to another. Some viruses can be transmitted between animals (animal-to-animal), some can be transmitted from animal-to-human (and vice versa), and some can be transmitted from human-to-human.

### **Infection control**

Infection control is a broad term used to describe a number of measures designed to detect, prevent, and contain the spread of infectious disease. Some measures include hand washing, respiratory etiquette, use of personal protective equipment (PPE), prophylaxis, isolation, and quarantine.

**Infectious disease**

An infectious disease, or communicable disease, is caused by the entrance of organisms (e.g. viruses, bacteria, fungi) into the body which grow and multiply there to cause illness. Infectious diseases can be transmitted, or passed, by direct contact with an infected individual, their discharges (e.g. breath), or with an item touched by them.

**Influenza**

Influenza is a viral disease that causes high fever, sore throat, cough, and muscle aches. It usually affects the respiratory system but sometimes affects other organs. It is spread by infectious droplets that are coughed or sneezed into the air. These droplets can land on the mucous membranes of the eyes or mouth or be inhaled into the lungs of another person. Infection can also occur from contact with surfaces contaminated with infectious droplets and respiratory secretions. Also see seasonal, avian, and pandemic influenza.

**Isolation**

Isolation is when sick people are asked to remain in one place (e.g. home, hospital), away from the public, until they are no longer infectious.

**Pandemic influenza**

A pandemic influenza, or pandemic flu, occurs when a new subtype of influenza virus: 1) develops and there is little or no immunity (protection due to previous infection or vaccination) in the human population; 2) it is easily passed from human to human; 3) is found in many countries; and, 4) causes serious illness in humans. Also see influenza, seasonal influenza, and avian influenza.

**Personal Protective Equipment (PPE)**

PPE is specialized clothing or equipment worn to protect someone against a hazard including an infectious disease. It can range from a mask or a pair of gloves to a combination of gear that might cover some or all of the body.

**Prophylaxis**

Prophylaxis is an infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual (e.g. nurse, contact) to prevent illness before or after being exposed to an individual with an infectious disease (e.g. influenza).

**Quarantine**

A quarantine is when people who have been in close proximity to an infected person, but appear healthy, are asked to remain in one place, away from the general public, until it can be determined that they have not been infected.

### **Respiratory etiquette**

Respiratory etiquette, or good coughing and sneezing manners, is one way of minimizing the spread of viruses which are passed from human-to-human in the tiny droplets of moisture that come out of the nose or mouth when coughing, sneezing, or talking. Healthy and sick people should cover their nose and mouth when sneezing, coughing, or blowing their nose and then put the used tissue in the trash to prevent the spread of germs.

### **Seasonal influenza**

Seasonal influenza, commonly referred to as the flu, is an infectious disease. In the US, flu season usually occurs between December and March. The influenza virus is one that has the ability to change easily; however, there is usually enough similarity in the virus from one year to the next that the general population is partially immune from previous infection or vaccination. Experts monitor the influenza virus yearly and create a new vaccine to address changes in the virus. People are encouraged to get a flu shot yearly.

### **Social distancing**

Social distancing is an infection control strategy that includes methods of reducing the frequency and closeness of contact between people to limit the spread of infectious diseases. Generally, social distancing refers to the avoidance of gatherings with many people.

### **Employee Health and Safety**

(Reference [www.osha.gov](http://www.osha.gov) "Guidance on Preparing Workplaces for an Influenza Pandemic" OSHA 3327-02N-200)

#### **A. General Principles**

##### **1. Protect the Health of Employees**

Protecting the health of employees by reducing the possibility that they will be exposed to humans or animals infected with avian or pandemic influenza or other infectious diseases should be paramount in planning activities and should be prioritized over continuity of operations, unless those operations are essential to the health, welfare, and safety of our citizens.

##### **2. Support Disease Containment Measures**

The following disease containment measures may impact local jurisdictions:

- Isolation: restriction of movement/separation of ill/infected persons with a contagious disease;



- Quarantine: restriction of movement/separation of well persons who likely have been exposed to a contagious disease;
- Self-shielding: self-imposed exclusion from infected persons or those who may be infected (e.g., staying home);
- Social distancing: reducing interactions between people to reduce the risk of disease transmission; and
- “Snow” days: days on which offices, schools, transportation systems are closed or cancelled, as if there were a major snowstorm.

Of these measures, self-shielding is the most effective measure that can be taken at the individual level to prevent infection.

### 3. Enable Employees to Work from Home Whenever Possible

Business continuity measures (e.g., establishing web-based email capability, facilitating access to files and computer drives from home, and updating teleconference and videoconference capabilities) would help disperse the workforce while maintaining many business functions.

#### **B. Reduce the Risk of Infected Persons from Entering the Workplace**

It is important that employees and visitors are educated about the symptoms of a contagious disease and do not enter the workplace if they are symptomatic. Workplace visitors should be strictly limited to those essential for the operation of Priority Service Functions.

#### **C. Department Pandemic Flu Coordinators will Ensure**

- Each work unit understands its responsibilities detailed in the department Service Continuation Plan.
- Employees receive information about contagious diseases, such as pandemic flu or avian flu, including information regarding how to prevent transmission of the virus with hand hygiene, environmental cleaning, and social distancing via brochures, newsletters, global emails, employee notice boards, and information included with pay stubs.
- Workers are cross-trained for Priority Service One and Two functions to increase capacity.
- Visual alerts are posted at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of a contagious disease.
- Adequate supplies of tissues, hand hygiene products (e.g., soap and water, paper towels, alcohol-based hand rubs), cleaning supplies, and

surgical masks (for people who become ill at work) are available for employees.

- Visual alerts with key infection control messages (hand hygiene, covering coughs and sneezes, and social distancing) should be posted in the workplace (including entrances, notice boards, conference rooms, break rooms, and restrooms). For materials, please see:  
<http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/cover/>
- Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, etc., are cleaned and disinfected at least between shifts or more often if possible. Specialized cleaning solutions are not needed. Routinely used cleaning products (EPA-registered disinfectants, bleach solution) may be used.

## **Employee Pandemic Influenza Fact Sheet**

### **Advice for Employees**

- Influenza is a respiratory disease that spreads easily from person to person.
- Do not come to work if you are ill, especially if you have any symptoms of influenza. The symptoms are fever, headache, fatigue or weakness, sore throat, cough, difficulty breathing, and muscle or joint aches and pains. These symptoms usually occur suddenly.
- Influenza is spread by coughs and sneezes, so cover your nose and mouth with a tissue or your upper arm when you are coughing, sneezing or blowing your nose. Throw used tissues away and clean your hands immediately.
- Influenza is also spread when people touch their eyes, nose, or mouth with hands contaminated with discharges of the nose or throat of infectious people. It is important to keep your hands away from your eyes, nose and mouth, and to keep your hands clean to minimize the risk of infecting yourself with influenza virus.
- Influenza virus is readily inactivated on hands by cleaning them with soap and water or an alcohol-based hand rub.
- To clean your hands with soap and water: lather them with soap and water (it is not necessary to use an antibacterial soap), rub hands together vigorously for 15-20 seconds (this is about the time it takes to sing the ABC song), rinse hands thoroughly with water, and dry hands with a clean cloth or paper towel or an automatic hand dryer.
- To clean hands with an alcohol-based hand rub: use a product that contains at least 60% alcohol, put enough rub on one palm to cover all surfaces of both hands, and rub hands together covering all surfaces of the hands and fingers until dry.
- Avoid exposure to the saliva of other people by not sharing glasses and eating utensils, etc.

Example of Respiratory Hygiene/Cough Etiquette Visual Alert



## **D. Social Distancing**

Social distancing refers to strategies to reduce the frequency of contact (and the transmission of pandemic influenza virus) between people by minimizing close contact between people.

### **1. Departments Should Ensure**

- All employees receive information on social distancing measures;
- Social distancing is encouraged for those employees remaining in the workplace; and
- Ill employees are excluded from the work place.

### **2. Department Social Distancing Strategies**

- Arrange for employees to work from home (e.g., telecommuting), as possible;
- Encourage the use of flexible work schedules for employees who must be in the workplace to minimize contact with other employees;
- Minimize face-to-face contact with other people by using telephone, video conferencing and the Internet to conduct business, even for employees in the same building;
- Separate work teams into different work locations, as possible;
- Stagger work shifts to minimize contact between employees;
- Avoid unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops, and training sessions;
- Allow an interval between shifts so that the worksite can be thoroughly ventilated (either opening all doors and windows or turning up air conditioning system);
- Bring a lunch from home and eat at desk or away from others (avoid the lunch room, cafeteria, and crowded restaurants);
- Introduce staggered lunchtimes so the number of people in the lunch room is reduced;
- Limit congregating in areas where people socialize. Employees should be instructed to do what needs to be done and then leave the area;
- If a face-to-face meeting with people is unavoidable, minimize the meeting time, using a large meeting room and instructing employees to sit as far away from other people as possible (>6 feet);
- Avoid shaking hands or hugging other people;
- Use stairs instead of crowded elevators; and
- Set up systems where clients can request information via phone, email, and fax and have information ready for fast pickup or delivery.

### 3. Department Recommended Social Distancing Measures for Individuals and Families

- Stay home and away from other people as much as possible;
- Minimize visitors to the home;
- When outside of the home, avoid crowded settings. If a crowd setting cannot be avoided, minimize the amount of time spent there and try to stay as far away from other people as possible (> 6 feet);
- Avoid public transportation: walk, cycle, drive a car or go early or late to avoid rush hour crowding on public transport;
- If public transportation is used, ensure good ventilation within the vehicle (e.g. open windows), clean hands often, cover coughs and sneezes and sit as far away from other people as possible (> 6 feet);
- Cancel or postpone family gatherings, outings, trips;
- Stock up on basic items to reduce the necessity to shop;
- Shop at off-peak hours at stores that are less busy and have shorter checkout lines;
- Order groceries and other items over the phone/online for delivery or quick pick up; and
- Arrange to pay bills online or over the phone.

### E. Workplace Cleaning

Influenza virus can survive on nonporous surfaces up to 24-48 hours. Cleaning frequently touched surfaces can help reduce the risk of influenza transmission. The transfer of bacteria and viruses from environmental surfaces to people occurs largely by hand contact with the surface followed by inoculation of the mucous membranes of the eyes, nose, or mouth by contaminated hands. In a pandemic, it is likely that there will be a shortage of cleaning staff and that available staff may be working outside of regular business hours to reduce the chance of exposure in the workplace. Therefore, it may be necessary for other employees to assist with cleaning their facilities.

- Routine cleaning tasks (e.g., vacuuming, floor cleaning, dusting) should be suspended and the focus should be on cleaning frequently touched surfaces/items in areas where employees are working (not all areas of a building may be used in a pandemic);
- Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, faucet handles, etc., should be cleaned and disinfected by cleaning staff or other employees at least between shifts and more often if possible;
- Telephones and other equipment should not be shared. Equipment that must be shared should be cleaned and disinfected between users;

- Cleaning supplies should be made available for use by employees. Specialized cleaning solutions are not needed. Routinely used cleaning products (EPA-registered disinfectants, bleach solution) may be used;
- If bleach solution is used, mixing ¼ cup household bleach with 1 gallon of water makes bleach solution. This solution should be mixed fresh daily;
- Persons performing cleaning duties should wear cleaning gloves and should clean hands after removing gloves;
- Vacuuming and dusting should be avoided during a pandemic to reduce the spread of dust particles that could contain influenza virus. If dusting is performed, it should be damp, not dry. If vacuuming is performed, it should be done using vacuum cleaners with high-efficiency particulate air (HEPA) filters;
- Remove non-essential items (e.g., magazines/newspapers) from common areas (such as lunch rooms).

## F. Hand Hygiene

Transmission of influenza can occur by indirect contact from hands and articles freshly soiled with discharges of the nose and throat of an acutely ill individual. By frequently cleaning your hands, you eliminate germs that you have picked up from other people, from contaminated surfaces, or from animals and animal waste.

- Hand hygiene is an important step in preventing the spread of infectious diseases, including influenza;
- Hand hygiene can be performed with soap and warm water by using waterless alcohol-based hand sanitizers;

# Clean your Hands

It is as easy as 1, 2, 3...

Proper hand washing may eliminate nearly half of all cases of foodborne illness and significantly reduce the spread of the common cold and flu. Use an alcohol-based handrub when your hands are not visibly soiled. Wash your hands with soap and water when your hands are visibly soiled.

Food handlers in restaurants, schools, delis and grocery stores must wash their hands with soap and water. (Mon Rules Chap. 402.007) - 04/09/08



- 1 When you wash your hands use warm water if it is available.
- 2 Lather with soap and rub hands vigorously for 20 seconds.
- 3 Rinse thoroughly
- 3 Dry with a clean towel.



- 1 When you clean hands with an alcohol-based handrub use enough to cover all surfaces of hands.
- 1 Put handrub on the palm of one hand.
- 2 Rub hands, covering all surfaces of hands and fingers with handrub.
- 3 Rub until dry.



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- Influenza virus is readily inactivated by soap and water or an alcohol-based hand rub;
- Antibacterial hand wash products are not required because routine products, along with proper hand washing procedures, will inactivate influenza virus; and
- Employees should take responsibility for keeping their hands clean and for minimizing hand contact with environmental surfaces, both to reduce contamination of surfaces and to reduce the risk of contaminating their hands.

## **G. Personal Protection Equipment (PPE)**

Employees whose work involves close contact with humans or animals known or suspected to be infected with avian or pandemic influenza must be provided appropriate personal protective equipment (PPE). Employees providing direct care to patients known or suspected of being infected with avian or pandemic influenza or those employees working directly with animals known or suspected of being infected with avian influenza should use Full Barrier PPE.

### **1. Full Barrier PPE**

- respirator at least as protective as a NIOSH-certified N95 respirator;\*
- gown;
- gloves; and
- eye protection (face shield/goggles)

Although most employees outside of healthcare or animal control settings will not need PPE, the need for PPE by employees whose regular duties do not involve possible contact with infected humans or animals will be evaluated on a case-by-case basis.

\*Respirators should be used in the context of a complete respiratory protection program as required by OSHA. This includes pre-use medical evaluation, training, and fit testing, as well as seal checking at time of use to ensure appropriate respirator selection and use. To be effective, respirators must seal properly to the wearer's face. Detailed information on respiratory protection programs is available at: <http://www.osha.gov/SLTC/etools/respiratory/> and <http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/rpp/index.html>

### **2. Surgical Masks**

People with respiratory infection symptoms should use a disposable surgical mask to help contain respiratory secretions and prevent others from being exposed to respiratory aerosols. Masks should be disposed of as soon as they become moist, in an appropriate waste receptacle, and hands must be thoroughly cleaned with soap and water or an alcohol-based hand rub after the used mask has been discarded.



### 3. Other Protective Barriers

Protective barriers in the form of plastic or glass may provide useful protection for people (e.g., front-counter staff, cashiers, public transport drivers) whose duties require them to have frequent face-to-face contact with members of the public where social distancing is either not possible or not practical and they are performing priority service functions.

## H. Management of Ill Employees in the Workplace

The latest Minnesota Department of Health (MDH) recommendations should be followed regarding management of employees who become ill at work and the identification of workplace contacts (see below).

### 1. Employee Becomes Ill at Work

If an employee feels ill or observes that another person is exhibiting influenza symptoms at work, they should contact the Department Pandemic Flu Coordinator by telephone immediately or as soon as possible.

- Post visual alerts advising what to do if people become ill while at work.
- The Department Pandemic Flu Coordinator should avoid face-to-face contact with ill employee if at all possible and should manage the evaluation process over the phone.
- The Department Pandemic Flu Coordinator will determine if the employee has influenza symptoms by using the *Influenza-Like Screening Form*.

#### **Influenza-Like Illness Screening Form**

Ask the ill person if they have any of the following symptoms:

- Fever (feels feverish and hot)
- Headache
- Fatigue or weakness
- Sore throat, cough, or difficulty breathing
- Muscle or joint aches or pains

Ill person with any of the above symptoms should be considered a suspect case of pandemic influenza.

If the employee does *not* have any symptoms listed in the *Influenza-Like Illness Screening Form*.

- The employee is unlikely to have influenza. However, the ill employee should still be advised to go home as soon as possible, to contact the Department Pandemic Flu Coordinator later to report their health status, and to contact their healthcare provider if they are still concerned.

If the ill employee has any of the symptoms listed on the *Influenza-Like Illness Screening Form*, the Department Pandemic Flu Coordinator should:

- Consider the ill employee to be a possible pandemic influenza case.
- Inform the ill employee where they can find a surgical mask and instruct them to wear it immediately. This will help prevent other employees from exposure to respiratory secretions/aerosols from the ill employee.
- Advise the ill employee to leave the workplace immediately and to contact a healthcare provider **by telephone** in the manner recommended by MDH at that time.
- Advise the ill employee not to use public transport if at all possible. If the use of public transportation cannot be avoided, the ill employee should be advised to clean their hands before using public transportation, to wear a surgical mask, and to stay as far away from other passengers as possible.
- Advise the ill employee who cannot immediately leave the workplace because of transportation or other issues to isolate themselves from others in a room with a door that closes.
- Request to be informed when the ill employee has left the workplace.
- After the ill employee has left the workplace, ensure that their work area and any other known places they have been that day are thoroughly cleaned and disinfected, (see section on workplace cleaning above).
- Advise an ill employee not to return to work until they are healthy and no longer infectious using the current MDH/Center for Disease Control and Prevention (CDC) definition of the infectious period for pandemic influenza.

## 2. Return to Work of a Recovered Individual

Employees who have recovered from pandemic influenza will have developed immunity to the pandemic influenza strain and are unlikely to be re-infected. Such employees should be encouraged to return to work as soon as they are healthy again and no longer infectious.

## 3. Identification of Workplace Contacts

Early in a pandemic, MDH may ask employers to assist in the identification of workplace contacts of employees known or suspected to be infected with pandemic influenza.

When efforts are directed toward containing the pandemic or managing small clusters, in this early stage, contact tracing and associated quarantine of contacts by MDH may be vigorous. However, once the pandemic affects larger numbers of people, these measures are unlikely to be effective in containing the pandemic and will be discontinued.

#### **I. Pandemic Influenza Vaccine**

If a vaccine for the pandemic influenza virus strain is available, MDH/CDC will determine priority groups for vaccine and will inform the public on how the vaccine will be used. It may take six months or more from the beginning of the pandemic to manufacture the vaccine. Employees should be encouraged to receive the annual seasonal influenza vaccine.

#### **J. Antiviral Medications**

Antiviral medications may play an integral role in the treatment and prevention of pandemic influenza, however, the certainty of their efficacy is currently unknown. Unlike a pandemic influenza vaccine, antiviral medications are already available, however, the supply may be limited during a pandemic and these medications may not prove to be an effective treatment and prevention tool for pandemic influenza. If antivirals are available and thought to be efficacious, the State of Minnesota and WASHCO Public Health will determine priority groups for antivirals and will inform the public on how antivirals will be used.

## **K. Heating, Ventilation, and Air Conditioning (HVAC) Systems**

There is evidence that influenza can spread more easily in inadequately ventilated indoor spaces. Workspaces should be well ventilated. In office buildings, ventilation is usually done by using HVAC systems. HVAC should be maintained regularly according to appropriate standards and building codes. Filters should be cleaned and change frequently.

## **L. Summary of Individual Influenza Protection Measures**

<b>What</b>	<b>When</b>
Hand and respiratory etiquette, ventilation	Everyone, all the time.
Self-shielding	Everyone, whenever possible.
Social distancing	Everyone, all the time (leverage technologies).
Protective barriers	To avoid close contact with the public.
Disposable surgical mask	Persons with influenza symptoms.
Disposable particulate respirator, eye protection, gloves, gown	Employees in close contact with humans or animals known or suspected of being infected with avian or pandemic influenza.

### M. Differences between Influenza and the Common Cold

Symptom	Influenza	Common Cold
Fever	Usual, sudden onset, and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset, and can be severe	Rare
Nausea, vomiting, diarrhea	In children < 5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a chronic condition; can be life threatening	Congestion or earache
Fatalities	Well recognized	Not reported

### **Technology Disaster Recovery Planning (1999 and 2007) (CAAFR)**

**Background.** Governments provide many essential services to their citizens. The disruption of these services following a disaster could result in significant harm or inconvenience to those whom a government serves. State and local governments have a duty to ensure that disruptions in the provision of essential services are minimized following a disaster. Today the public sector, like the private sector, relies heavily upon computers and other advanced technologies to conduct its operations. Therefore, disaster recovery planning, in order to be effective, must specifically address policies and procedures for minimizing the disruption of government operations if computers or other advanced technologies are disabled following a disaster.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that every government formally establish written policies and procedures for minimizing disruptions resulting from failures in computers or other advanced technologies following a disaster. These written policies and procedures should be evaluated annually and updated periodically, no less than once every three years.

At a minimum, a government's policies and procedures for computer disaster recovery should do all of the following:

- *Formally assign disaster recovery coordinators for each agency or department to form a disaster recovery team.* The responsibilities of team members should be defined and a current list of team members and their telephone numbers should be maintained. The government should also establish procedures for assembling the team in the event of a disaster.
- *Require the creation and preservation of back-up data.* A government's procedures in this regard should cover the regular and timely back-up of computer data (with proper documentation) and the transportation and storage of back-up data off-site (with proper documentation). The government should also ensure the security of back-up data both during transport off site and during storage off site.
- *Make provisions for the alternative processing of data following a disaster.* A government should enter into a contract for the alternative processing of data following a disaster. It is essential that the government carefully monitor software upgrades to ensure that any such alternative processing site remains capable of processing the government's data. A government should also establish processing priorities should the use of the alternative processing site become necessary. In addition, in situations qualifying for federal emergency assistance, it is essential that the government be capable of providing information to the federal government in the format mandated by the Federal Emergency Management Agency;

- *Provide detailed instructions for restoring disk files.*
- *Establish guidelines for the immediate aftermath of a disaster.* Specifically, the government's computer disaster recovery plan should provide guidelines for declaring a disaster, for issuing press releases and dealing with the media, for recovering communications networks, and for assessing damage.
  - A copy of the government's formal computer disaster recovery policies and procedures should be kept off-site to ensure its availability in the event of a disaster;
  - Every government should annually test its computer disaster recovery plan, including communication within the disaster recovery team, and take immediate action to remedy deficiencies identified by that testing. It is essential that such testing encompass the restoration as well as the processing of the government's data; and
  - A government also should satisfy itself concerning the adequacy of disaster recovery plans for outsourced services.

Approved by the GFOA's Executive Board, March 2, 2007.