

**CITY OF MOOSE LAKE
EMERGENCY OPERATIONS PLAN**

Revised: November 15, 2007

CITY OF MOOSE LAKE EMERGENCY OPERATIONS PLAN

FORWARD

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

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

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document will transfer it to his/her successor or to the City of Moose Lake Emergency Management Director.

Copy No. _____ **Assigned to:** _____

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I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Moose Lake. In addition, major disasters such as, plane crashes, explosions, accidental releases of hazardous materials, emergency levee failures, pipeline leaks, and enemy attack pose a potential threat to public health and safety in Moose Lake. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

The City of Moose Lake has many capabilities and resources which could be used in response to any major disaster. These capabilities include the facilities, equipment, personnel, and skills of both government and non-governmental professionals and groups in Moose Lake. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

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

III. LEGAL BASIS, REFERENCES, AND SUPPORTING PLANS

- A. Public Law 920, as amended.
- B. Public Law 99-499, (Superfund Amendments and Reauthorization Act (SARA) of 1986), as amended.
- C. Minnesota Statutes, Chapter 12, as amended
- D. City of Moose Lake Resolution No. **99-04-01** dated **April 14, 1999**.
- E. Minnesota Division of Emergency Management Bulletin No.
- F. Carlton County – County Wide Emergency Operations Plan.
- G. Mutual Aid Agreements
- H. Hospital Plan

IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those that they perform on a day-to-day basis. City organizations and inter-relationships are shown on Chart A. below:

CHART A.

**CITY ORGANIZATION AND
INTER-RELATIONSHIPS***

MAYOR/COUNCIL

CITY ADMINISTRATOR

- 1. FIRE CHIEF----EMERGENCY: 218-485-0668**
- 2. POLICE CHIEF----EMERGENCY: 380-2581**
- 3. PUBLIC WORKS SUPERINTENDENT----EMERGENCY: 380-2596**
- 4. ELECTRIC POWER SUPERINTENDENT----EMERGENCY: 380-2593**

V. DIRECTION AND CONTROL

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

In the City of Moose Lake, 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 will serve in a staff capacity to the Mayor, and will coordinate emergency operations. The City Emergency Management Director will also serve as a liaison with the Carlton County Emergency Management Director.

Direction and control of the City's response to a major disaster will take place from the Emergency Operating Center (EOC), which is located at the Emergency Response Center, 600 Hwy 73.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart B. Finally, City departments and agencies are expected to develop whatever standard operating procedures (SOPs) they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned a code letter: "P", "S", or "C".
1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provisions for, that function. As a rule, only City government officials can be assigned primary responsibility for carrying out a 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.

**CITY OF MOOSE LAKE
EMERGENCY OPERATIONS PLAN**

**Basic Plan
Revision: 1
Chart B**

EMERGENCY RESPONSIBILITY ASSIGNMENTS

CODE: P = Primary S = Support C = Coordination

<u>FUNCTION</u>	<u>RESPONSIBLE AGENCIES</u>	<u>REMARKS</u>
1. Notification & Warning	P - 911 P - Moose Lake Police P - Moose Lake Fire Chief S - Minnesota Highway Patrol	
2. Direction & Control	P - Emergency Management Director S - Fire Chief S - Police	
3. Emergency Public Information	P - Emergency Management Director or Designate S - Police Chief S - Fire Chief	
4. Search & Rescue	P - Fire Chief S - Police Chief S - Mutual Aid	
5. Health/Medical	P - Mercy Hospital S - Highway Patrol S - Sheriff	
6. Evacuation, Traffic Control & Security	P - Police Department S - Minnesota Highway Patrol S - Carlton County Sheriff	
7. Fire Protection	P - Fire Department S - Mutual Aid	
8. Damage Assessment	P - Public Works S - City Administrator	

**CITY OF MOOSE LAKE
EMERGENCY OPERATIONS PLAN**

**Basic Plan
Revision: 1
Chart B**

<u>FUNCTION</u>	<u>RESPONSIBLE AGENCIES</u>	<u>REMARKS</u>
9. Congregate Care	P - School S - Local Churches S - Mercy Hospital	
10. Debris Clearance	P - Public Works Department S - Electrical Power Department S - Carlton County Highway Department	
11. Utilities Restoration	P - Electrical Power Department S - Street Department	
12. Radiological/Hazardous Materials Protection	P - Fire Department S - Police Department	

(Note: Only one "P" or "C" can be assigned per function, and a minimum of one "S" should be assigned for each function.)

VII. OPERATIONS POLICIES

- A. Protection of life and property and alleviation of human distress will be the primary goal of City government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The City Emergency Management Director will assist in providing resource Coordination between government agencies and the private sector.
- D. City government resources will be utilized to the extent possible before requesting County, State or Federal assistance.
- E. Each agency, department, or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the Mayor may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property.

VIII. SUPPORT

- A. County Government Support
Information and assistance in securing County Government support may be obtained by contacting the Carlton County Emergency Management Director.
- B. State and Federal Government Support
General. Information and assistance in securing State or Federal Support should be obtained by contacting the County Emergency Management Director. In addition, the nearest Minnesota Division of Emergency Management (DEM) regional program coordinator will provide additional technical information and assistance, if requested. Finally, a summary of State and Federal disaster assistance programs is contained in 'Disaster Response and Recovery: a Handbook for Local Government.' This document is on file with the Carlton County Emergency Management Director.

1. Emergency Assistance. In the event of a major emergency/disaster which exceeds the resources and capabilities of both City and County government, and which necessitates immediate State and/or Federal assistance, the State Duty Officer's telephone numbers are: 1-800-422-0798 (Outside MPLS/ST. PAUL AREA) and 649-5451 (within MPLS/ST. PAUL AREA)

2. National Guard. When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.
 - a. Operation Policies
 - (1) National Guard assistance will complement, and not be a substitute for City and/or County participation in emergency operations.
 - (2) If made available, National Guard personnel will remain under Military command at all times, but will support and assist City and/or County forces in the accomplishment of a specific task or tasks.
 - b. Request Procedure

In the case of Counties, and all Cities that are not of the first class the Sheriff is the only local Government Official authorized to, submit the request for National Guard Assistance to the state duty officer.

3. Federal Assistance for Serious Hazardous Materials Accidents/Incidents. If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of State and Local Governments, the Federal Government may be able to provide assistance. Such assistance can be requested through the State Duty Officer. 1-800-422-0798 (Outside MPLS/ST. PAUL AREA) and 649-5451 (within MPLS/ST. PAUL AREA)

IX. PLAN UPDATING, TRAINING AND EXERCISES

- A. For purposes of this plan, the City of Moose Lake Emergency Management Director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Moose Lake Emergency Management director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures
- C. This plan will be distributed to all City government departments and agencies Which have emergency assignments in the event of a major disaster in the City of Moose Lake. A plan distribution list will be maintained by the Moose Lake City Emergency Management director.
- D. The City of Moose Lake will comply with Public law 99-499, (SARA), or its successor, pertaining to training and exercise requirements, as published. Information about both scheduled and previously-conducted training and exercises is available at City Hall 412 4th Street, Moose Lake, MN 55767

I. PURPOSE

To provide an overview of the responsibilities and the procedures whereby the notification of key City officials and the warning of the general public is accomplished.

II. RESPONSIBILITIES

- A. The Carlton County Sheriff's Office is the Carlton County Warning Point. The County Warning Point is responsible for relaying emergency notifications (i.e. severe weather, manmade emergency) which it receives to the Electrical Power Plant, which serves as the City warning point.
- B. Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance should call 911. The personnel who answer 911 calls are responsible for determining the appropriate response agency (-cies) to dispatch to the scene of the emergency.
- C. The City warning point is responsible for ensuring that all emergency notifications which it receives are handled properly. Specifically, the warning point will:
 - 1. Notify key City government officials.
 - 2. Activate the City's outdoor warning sirens.
 - 3. Activate tone-alert warning radios.
 - 4. Carry out route alerting (house to house) with the use of public address systems on law enforcement vehicles.
 - 5. Request an emergency activation notification of the Emergency Broadcast Station.
 - 6. Activate the Cable T. V. emergency override system and City's Web emergency information site.
 - 7. Notify affected private and/or public facilities including hospitals, nursing homes, schools, factories, etc.

III. SUPPORTING DOCUMENTS

The City of Moose Lake Notification and Warning Standard Operating Procedures (SOP) details the specific notification and warning procedures that will be followed by the Moose Lake City Warning Point.

IV. AUTHENTICATION

(Date)

*(Signature and title of person responsible
for ensuring proper receipt and
dissemination of warnings.*

I. PURPOSE

To describe how direction and control of the City of Moose Lake response to a disaster will be accomplished.

II. RESPONSIBILITIES

A. Mayor. The Mayor of Moose Lake will be responsible for providing the overall direction and control of City government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

Mayor
Mayor Pro-Tem
City Administrator

B. City Emergency Management Director. The Moose Lake Emergency Management Director will serve in a staff capacity to the Mayor, will carry out his/her policies and directives, and will coordinate emergency operations. Line of succession to the Emergency Management Director is as follows:

III. CITY OF MOOSE LAKE EMERGENCY OPERATIONS CENTER (EOC)

Direction and control of Moose Lake response to a disaster will be carried out at the City of Moose Lake EOC. The EOC is located in the Emergency Response Center. If for some reason the EOC is not usable at the time of disaster, the Community Center will serve as the alternate EOC.

A. Criteria for EOC Activation.

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

1. The EOC may be partially activated due to a potential threat to life or property from severe weather, (i.e. tornado, flooding, blizzard), pipeline leak, or a hazardous materials incident/accident that is a controlled release of a reportable product (Response Level 1.)

2. The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This will include, but is not limited to : a tornado touchdown, pipeline leak, or flooding which causes damage to the public and private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies, (including Federal and State, as well as surrounding counties and municipalities (Response level II and III)

B. Responsibilities for EOA Activation

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

C. Staffing of the EOC

Staffing of the EOC will normally consist of the Mayor, Council, City Administrator, Emergency Management Director, Police Chief, Fire Chief, Public Works Superintendent , Electrical Power Superintendent and anyone else requested by the Mayor. (The Staffing list for the Moose Lake EOC is on file with the Emergency Management Director) EOC Staff are responsible for the operations of their particular service or assignment. Each department/agency which is represented is the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.

D. Communications capability

1. *EOC Communications Capability:*

Carlton County Law Enforcement
Carlton County Fire Network
Pine County Fire Network
Local Public utilities

2. *Communications Van/Mobile Command Post – Communications Capability:*

Carlton County Law Enforcement
Carlton County Fire Network
Pine County Fire Network

E. Emergency Power

The Moose Lake Fire Departments Fire truck has the capacity to become an emergency backup power source if needed. The Fire Truck would then become the emergency command center.

F. EOC Equipment/Supplies

The Moose Lake Emergency Management Director is responsible for ensuring that the EOC is operational, and that the necessary maps, displays, tables and chairs communications equipment, message logs, etc., are on hand and available for use in the EOC.

IV. AUTHENTICATION

(Date)

(Emergency Management Director)

I. PURPOSE

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

II. SPOKESPERSON (S)

The only official authorized to serve as the Public Information Officer (PIO) for the City of Moose Lake is the Mayor. If the Mayor is unavailable, the Emergency Management Director will serve as the alternate PIO. These individuals will be given access to all information necessary to carry out their role as PIO for the City.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instruction to the public on a timely basis, and for coordinating all releases during pre-emergency, emergency, and post-emergency conditions. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated, should that be necessary, and for reviewing and approving all information releases before they are disseminated.

IV. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the Community Center will be used for this purpose. News media personnel will be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
- C. Public information will be disseminated through the following stations:
KDHL, WDIO, WKLK, KBJR AND WEBC, Local Cable Channel 7.

V. AUTHENTICATION

(Date)

(Signature & Title)

I. PURPOSE

To describe how Search and Rescue will be accomplished in the City following a disaster.

II. RESPONSIBILITY

Within the City of Moose Lake, the primary responsibility for search and rescue belongs to the Moose Lake Area Volunteer Fire Protection District. Back-up assistance for search and rescue may be available from other City departments.

III. SUPPORTING STANDARD OPERATING PROCEDURES (SOPS)

Fire and law enforcement departments, ambulance services, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating procedures (SOPS) they may need. Such SOPS should include guidance and instructions for performing search and rescue following an accident/incident involving hazardous materials. The following SOPS have been developed and are on file at the Fire Department at 600 Highway 73.

IV. AUTHENTICATION

(Date)

(Signature and Title)

I. PURPOSE

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

II. PRIMARY RESPONSIBILITIES

- A. Hospital Care. Injured victims will be transported to Mercy Hospital. If the number of victims requires use of additional hospitals, the following hospitals will be utilized; Community Memorial, Cloquet; St. Lukes, and St. Mary's, Duluth.
- B. Ambulance service. The following ambulance service will be used to transport disaster victims: Mercy Hospital Ambulance. If additional ambulances are needed, the following ambulance services will be contracted: Carlton County 911 for Cloquet, Carlton, or Cromwell.
- C. Pre-Hospital Emergency Medical Care. Mercy Hospital will be available to provide immediate medical care to disaster victims suffering minor/major injuries.
- D. Emergency Mortuary Operations. These operations will be the responsibility of the Carlton County Medical Examiner.
- E. Health Threats, Serious Potential or Actual Health Problems. (Epidemics, Food and/or Water Contaminations, etc.) associated with a disaster will be the responsibility of the City of Moose Lake Board of Health Officers. Support is available from the Minnesota Department of Health.
- F. Inquiry and Referral Service. This service will be the responsibility of the Liaison Officer.

III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City of Moose Lake, overall coordination of the various Health/Medical Organizations response to the disaster will be coordinated through the EOC. Mercy Hospital and the Ambulance Service is equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. LOCAL SUPPORTING PLANS/PROCEDURES AND PERSONNEL

- A. Mercy Hospital maintains a disaster plan.
- B. Mercy Hospital maintains a Chemical Emergency Plan Procedure.
- C. Mercy Hospital and Mercy Ambulance Service have established triage procedures regarding which hospital injured victims should be transported to:
- D. Mercy Ambulance Service has/have entered into a Mutual Aid Agreement with surrounding counties.
- E. A listing of pharmacies, sources of medical supplies, Doctors, Hospitals, Ambulance Services and other health support services is contained within the Mercy Hospital Disaster Plan.
- F. Ambulance service and other medical services agencies/organizations which report to the scene of a serious accident/incident are responsible for developing and maintaining whatever standard operating procedures (SOPS) they may need. Such SOPS should include guidance and instructions for operating in an environment in which hazardous materials are present. The following SOPS have been developed, and are on file at Mercy Hospital.

V. STATE SUPPORT

- A. Support is available from the Minnesota Department of Health and from Carlton County in responding to serious radiation incidents, as well as other major health threats. (See the Radiological/Hazardous Materials Protection Annex for more detailed information.)
- B. Support is available from the State Hazardous Materials Response Team in the event of a catastrophic hazardous materials incident through the State Duty Officer. (See the Radiological/hazardous Materials Protection Annex for more detailed information.)

VI. AUTHENTICATION

(Date)

(Signature and title of person
responsible for this annex)

I. PURPOSE

To outline how evacuation, traffic control, and security will be carried out if they are required due to a disaster in the City of Moose Lake.

II. RESPONSIBILITY

A. The following officials will be responsible for recommending evacuation:

OFFICIAL

TYPES OF INCIDENTS

**Fire Chief
Police Chief**

**Fire, Weather and Hazardous
Materials.**

B. The Moose Lake Police Department will be responsible for coordinating an evacuation effort.

C. The Moose Lake Police Department has primary responsibility for traffic control and security.

III. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by WKLK, WEBC, KDHL, KBJR, WDIO and Local Channel 7.

B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other factors. The primary traffic arteries that will/can be used for evacuating all/part of the City are as follows:

1. North/South Roads: County Highway 61, I-35

2. East/West Roads: Highway 73 West, Hwy 27-73 East.

C. Depending upon which highways are used for evacuation, traffic control points will be established at the following locations: (See attachment 1)

D. Mobility – impaired and other individuals unable to evacuate themselves can obtain assistance by calling the Moose Lake Community Center.

E. Facilities at risk (hospitals, nursing homes, schools, etc.) may have developed their own SOPS for evacuation, and such SOPS would be available at the respective facility(ies).

IV. RESOURCES AVAILABLE

- A. Mercy Hospital and Ambulance Service vehicles may be available, if needed, to evacuate non-ambulatory individuals.
- B. Moose Lake Public Schools could provide buses, if needed, to assist in the evacuation process.
- C. Assistance for traffic control and security may be available from:

Carlton County Sheriff's Department
Minnesota State Highway Patrol
Pine County Sheriff's Department

V. AUTHENTICATION

(Date)

(Signature and title of Person
responsible for this Annex)

Attachment 1 – 8 1/2" X 11" City Map which depicts both the primary traffic arteries that will/can be used for an evacuation, and the potential location of traffic control points.

I. PURPOSE

To summarize how fire protection is provided in the City of Moose Lake.

II. RESPONSIBILITY

Fire protection is provided by the Moose Lake Area Fire Protection District. This is a volunteer department, which has approximately 30 members.

III. MUTUAL AID AGREEMENTS

The Moose Lake Area Fire Protection District participates in a Mutual Aid Agreement that involves all departments in Carlton County, along with Sturgeon Lake, Willow River and Kerrick in Pine County.

Written Mutual Aid agreements exist, and are on file with the Fire District.

IV. COMMUNICATIONS CAPABILITY

Moose Lake Area Fire Protection District vehicles are equipped with the following radio communications equipment and frequency: Pine and Carlton County Fire Departments; Moose Lake Public Utilities; and, School Bus Fleet. Mercy Hospital, DOC, MSOP and Ambulance.

V. SUPPORTING DOCUMENTS

The Moose Lake Area Fire Protection district is responsible for developing and maintaining whatever standard operating procedures SOPS it may need in order to carry out its fire protection responsibilities. Such SOPS should include guidance and instructions for responding to a fire scene which involves hazardous materials. Refer also to the Radiological/Hazardous Materials Protection Annex to this plan.

VI. AUTHENTICATION

(Date)

*(Fire Chief of Moose Lake Area
Volunteer Fire Protection District)*

I. PURPOSE

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Moose Lake.

II. RESPONSIBILITIES

A. The City Emergency Management Director is responsible for:

1. Developing and maintaining a damage assessment “Team” composed of City and/or private sector agency representatives.
2. Maintaining an up to date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the initial damage assessment process following the occurrence of a disaster.

B. City government officials who, depending upon the nature of the disaster, will participate in a damage assessment effort:

- | | |
|---|---|
| 1. City Administrator | 5. Fire Chief |
| 2. Public Works Superintendent | 6. Police Chief |
| 3. Electrical Power Superintendent | 7. Public Utility Representative |
| 4. Building Inspector | |

C. County Government officials who will participate in a damage assessment Effort are:

- 1. County Emergency Management Director**
- 2. County Engineer**
- 3. County Assessor**
- 4. County Social Services director**

D. Private Sector Agencies

Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:

1. Red Cross

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2. Realtors
3. Hazardous materials clean up contractors

III. POLICIES AND PROCEDURES

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas, and City maps will be used to show the location of damage sites.
- C. When damage assessment is carried out in conjunction with a request for State or Federal Disaster Assistance, the City Emergency Management Director will contact the County Emergency Management Director, who will coordinate with the Minnesota Division of Emergency Manage (DEM).
- D. When possible, the City Emergency Management Director and other appropriate local government officials will participate in damage assessment procedure training.

IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to:

Disaster Response and Recovery: **NIMS Fieldbook**

V. AUTHENTICATION

(Date)

*(Signature and Title of Person
Responsible for this Annex)*

I. PURPOSE

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of City of Moose Lake residents (as well as incoming evacuees from other communities) will be met in the event of a disaster.

II. RESPONSIBILITIES

A. Primary Needs. The following primary congregate care needs of disaster victims will be met by the City and/or County government departments/private sector agencies indicated:

- 1. Emergency Housing: Moose Lake Public School and Area Churches**
- 2. Emergency Feeding: Moose Lake Public School and Area Churches**
- 3. Emergency Clothing: Salvation Army**
- 4. Crisis Counseling: Ministerial Association, Mercy Hospital**

B. Additional Needs. The following additional congregate care needs of disaster victims will be met by the following agencies/organizations indicated:

- 1. Registration of Victims: Fire District, Mortuary**
- 2. Inquiry and referral: Fire District and Mortuary.**
- 3. Decontamination of Victims: Fire District**

III. COORDINATION OF CONGREGATE CARE

Emergency Management Director will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the Emergency Management Director will provide a representative to the City Emergency Operating Center (EOC).

IV. AVAILABLE RESOURCES/FACILITIES

A. Potential Reception Centers. Other facilities in Moose Lake that have been identified as being appropriate for use as reception centers for incoming evacuees from other communities are as follows: Moose Lake School and

- B. Emergency Housing Facilities. (Number) facilities (Schools, Churches, Armories, Meeting Halls, Motels, etc.) have been identified as being appropriate for use as emergency housing. A total of ____ individuals can be housed in these facilities, if necessary. A listing of these facilities, their housing capabilities, feeding capabilities, contact persons, and telephone number is on file at:

- C. Fallout Shelter Spaces. A total of 0 fallout shelter spaces with a protection factor of at least two exists within the city. A listing of the facilities containing these spaces are on file with the city Emergency Management Director.

- D. Emergency Feeding Providers. A listing of food providers within the City is on file at City Hall.

V. SUPPORTING DOCUMENTS

- A. The following written agreements (between the City and agencies/organizations that have agreed to assume responsibility for meeting certain congregate care needs, between private sector agencies, etc.) exist, and are on file in the emergency Response Plan.

- B. The government agencies and private sector organizations that have agreed to carry out the congregate care responsibilities listed in this annex are expected to develop whatever standard operating procedures (SOPS) they may need.

VI. AUTHENTICATION

(Date)

*(Signature and title of Person
Responsible for this Annex)*

I. PURPOSE

To describe how debris clearance will be accomplished following a disaster in the City of Moose Lake.

II RESPONSIBILITIES

The Public Works and the Electrical Power Utility will be responsible for debris clearance.

III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. Debris will be disposed of in a to be determined manner based upon the nature of the debris.
- C. If additional debris clearance type equipment/assistance is needed, it can be obtained from: DOC, DNR, Gobel Excavating.

IV. SUPPORTING DOCUMENTS

- A. A listing of construction contractors which have debris removal-type equipment, and which are located in the City, is on file at: Moose Lake Public Works Department Superintendents Office.
- B. A listing of hazardous materials clean-up contractors is located in the Carlton County Resource Manual.
- C. The following written (or non-written) debris clearance agreements exists: Carlton County Resource Manual.

V. AUTHENTICATION

(Date)

(Signature of the City Engineer)

I. PURPOSE

To provide an overview of how utility services will be restored as a result of a disaster/emergency.

II. RESPONSIBILITY

The following government agencies/private sector organization are responsible for providing utility services for the City of Moose Lake.

- A. Electrical Service: Moose Lake Water and Light**
- B. Gas Service: Minnesota Energy Resources**
- C. Telephone Service: Qwest**
- D. Water and Sewer Service: City of Moose Lake**

III. SERVICE RESTORATION

In the event of a utility outage due to a disaster, the following offices/agencies should be called in order to restore service:

- A. Electrical Service: Superintendent of the Water and Light Commission**
- B. Gas Service: Minnesota Energy Resources**
- C. Telephone Service: Qwest**
- D. Water and Sewer Service: City of Moose Lake**

IV. STATE SUPPORT/RESPONSIBILITY

For the most part, the restoration of a utility damaged as a result of a disaster/emergency is the responsibility of either a private company or the City; whichever owns and operates the utility. However, it is possible that a state agency might become involved in restoration efforts, either because of a state or federal statutory requirements to do so, or because of the consequences associated with the loss/disruption of utility service. Local governments that feel that state government assistance is needed in a utilities restoration effort may contact the Minnesota division of Emergency management (DEM).

V. AUTHENTICATION

(Date)

*(Signature and title of Persons
Responsible for this Annex)*

I. PURPOSE

To provide an overview of how the City of Moose Lake will respond to a radiological/hazardous materials accident/incident.

II RESPONSE TO RADIOLOGICAL/HAZARDOUS MATERIALS ACCIDENTS/INCIDENTS

A. Radiological Incidents/Accidents

Within the City, The Emergency management director is responsible for attempting to develop and maintain the radiological protection response capability necessary to minimize the threat to citizens in the event of a radiological accident/incident/enemy attack. This capability includes monitoring, reporting, assessment, containment, decontamination, and protective actions. Specific responsibilities are as follows:

1. Peacetime accidents/incidents. In all likelihood, most peacetime accidents/incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capability of the City, the Carlton County Emergency Management Director can be called upon for assistance. If the accident/incident is beyond the capability of the County, the Minnesota Department of Health, Radiation Control Section, has the trained personnel, equipment, and authority to provide assistance. For all accidents/incidents, the City will be responsible for: controlling access to the scene, providing medical care for victims, preventing the spread of contamination by people and vehicles, obtaining basic information as to what has happened, and notifying the State Duty Officer (1-800-422-0798 (Outside Metro Area)
2. Enemy Attack, Although plans and preparations have been made at the State and Federal Levels to assist Local Governments during periods of widespread radiological emergency caused by nuclear detonations, such assistance would probably be slow in coming. Therefore, the City (and County) should be prepared to provide for its own radiological monitoring and decontamination needs.

B. Other Hazardous Materials Incidents/Accidents

1. Pre-Identification and analysis of Risk. In response to the requirements and recommendations contained in the Superfund amendments and

Reauthorization Act (SARA) of 1986 as well as other legislation, the

**CITY OF MOOSE LAKE
EMERGENCY OPERATIONS PLAN**

**Annex L.
Radiological/Hazardous
Material
Revision: 1**

specific risk/potential risk/locations within the City have been pre-identified:

- a. *“Covered facilities.” (Facilities that possess extremely hazardous materials.) See Attachment 1.*
 - b. *Other facilities that may contribute to additional risks due to their closeness to “covered facilities” sees Attachment.*
 - c. *Facilities (schools, hospitals, nursing homes, etc.) at risk due to their closeness to facilities with extremely hazardous materials. See Attachment 2.*
 - d. *Transportation routes (highways, railroad lines, rivers, etc.) for extremely hazardous materials. See Attachment 2.*
2. Determination that a release of hazardous materials has occurred. Facilities located within the City 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 have occurred. Similarly, City government employees who respond to transportation and other accidents/incidents will receive training designed to help them determine if hazardous materials are present.
3. Response to a release of hazardous materials.
- a. Facilities within the City that possess extremely hazardous materials are required to develop and maintain a procedure that their employees will follow in the event of a release of those materials. The City does have the general outline of such a procedure available, should it be requested by a facility. The procedure is on file in the EOC Manual.
 - b. The no analysis taken - has conducted a vulnerability analysis to determine potential populations and facilities which might be affected by a hazardous materials emergency. The approaches used to decide the area of the City likely to be affected were the following: (Briefly indicate the approaches used such as: resource Manuals (Technical Guidance for Hazards Analysis, or U. S. DOT Emergency Response Guidebook), the CAMEO or other computer software,

Facility preplans, and/or other systems). The following facilities have provided input in the analysis:

- c. The following facilities have developed SOP for onsite response:

4. Hazardous Materials Response Capabilities.

- a. Within the City, the Fire District has the primary responsibility for responding to a serious hazardous materials accident/incident. The Fire District is trained to handle the following types of hazardous materials response:

In addition the Police Department will/may participate in the response. These departments will/may participate in the response. These departments will develop whatever standard operating procedures (SOPS) they may need in order to carry out this responsibility. Preplans for hazardous materials response may be developed for facilities, and are on file at:

- b. City government "First responders" will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material (s) involved. For the most part, they will then rely on the following system/approach to decide which area of the City to evacuate: Briefly indicate which of the following will be used: previously conducted vulnerability analysis, resource manuals, the CAMEO or other computer software, facility input, and/or other system.

5. A listing of the major emergency equipment and facilities within the City is located in the EOC Manual.

III. STATE SUPPORT

- A. In the event of a major accident/incident involving radiological materials that is beyond the capabilities of local government, assistance from the Minnesota Department of Health, Radiation Control Section, can be requested. Requests for such assistance should be made to the State Duty Officer.
- B. In the event of other hazardous materials accidents/incidents that are beyond the capabilities of

local government, assistance from the State hazardous materials response team can be requested. Such requests should be submitted to the State Duty Officer.

IV. FEDERAL SUPPORT

- A. In the event of a hazardous materials accident/incident that is beyond the capabilities of local and State Government, the National Regional Response Team can be requested. Requests for such assistance should be made to the State Duty Officer.

V. SUPPORTING/REFERENCE DOCUMENTS

- A. FEMA Civil Preparedness Guide 1-30. (Guide for the Design and Development of a Local Radiological Defense Support system.
- B. The Minnesota Division of Emergency Management (DEM) can provide Local Governments with Radiological Protection Guidance materials designed to assist in the development of a Standard Operating procedure.
- C. The National Response Team's hazardous Materials Emergency Planning Guide, and Technical Guidance for Hazard Analysis.
- D.U.S. Dot's Emergency Response guidebook.

VI. AUTHENTICATION

(Date)

*(Signature & Title of Person
responsible for this annex)*

FACILITIES AT RISK

(Schools, Hospitals, Nursing Homes, Day Care Centers, etc)

FACILITY LOCATION CONTACT PERSON TELEPHONE

Mercy Hospital & Health Care Center	710 Kenwood Avenue	Jason Douglas	485-4481
SOCS Home	4th Street		
Hillside Manor East	700 4th Street	Lawrence Mills	485-8516
Hillside Manor West	708 4th Street	Roger Shelton	380-2407
Lakeshore Manor Apartments	900 Lakeshore Drive	Kathy Fredrickson	485-8316
The Meadows Apartments	800 Lakeshore Drive	Bowman Properties	218-390-1091
Moose Lake Public School	Birch Avenue	Tim Caroline	485-4435
Southern Carlton County Family Service Center	Elm Avenue	Tim Caroline	485-8520
Oakview Assisted Living			
MSOP	1111 ST. Hwy 73		
DOC	1000 Lakeshore Drive		

TRANSPORTATION ROUTES OF EXTREMELY HAZARDOUS MATERIALS

- 1. I-35 Interstate**
- 2. State Highway 27**
- 3. County Highway 61**
- 4. State Highway 73**

PIPELINES –GENERAL INFORMATION

<u>COMPANY</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>EMERGENCY PHONE NO.</u>
Minnesota Energy Resources			1-800-889-4970

**ORGANIZATION: MOOSE LAKE AREA FIRE PROTECTION DISTRICT
CONTACT PERSONS:**

FIRE CHIEF:	Steve Trenhaile 316 2 nd Street Moose Lake, MN 55767	Work 485-5000
ASSISTANT:	James Michalski 1016 Folz Blvd Moose Lake, MN 55767	Work 485-5000
CAPTAIN:	Kevin Huso 310 Elm Avenue Moose Lake, MN 55767	Work 485-5000
FIRST LIEUTENANT:	Phil Lattu 3535 County Line Road Moose Lake, MN 55767	Work 485-5000
SECOND LIEUTENANT:	Corey Hibke 4134 North Road Moose Lake, MN 55767	Work 485-5000

RESPONSIBILITY: The Moose Lake Fire Protection District's resources will be the primary manager of all emergency conditions within the Fire district's jurisdiction which have duly declared an emergency as defined and that constitute a threat to the public safety as a whole.

LOCATION: The Moose Lake Fire Protection Building will serve as the primary command post for all of the participating agencies involved.

AUTHORITY: Overall management of a given emergency situation will be under the immediate direction of the district Fire chief or his designate.

ASSESSMENT TEAM: The situation assessment team will consist of the following personnel as first responder to the emergency control center.

1. City Emergency Director
2. Chief of Police
3. E.M.T. Personnel
4. City Street Superintendent
5. Superintendent of the Water and Light

The assessment team will coordinate strategy with the emergency manager for appropriate responses.