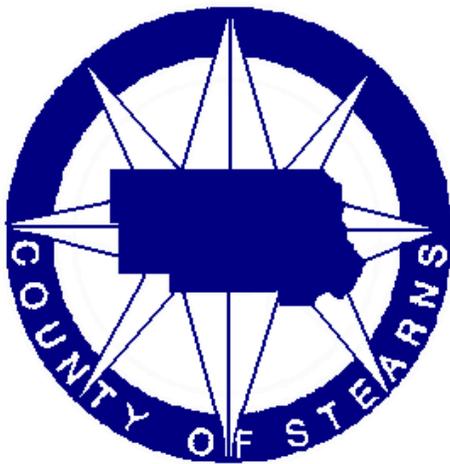


STEARNS COUNTY/ CITY OF ST. CLOUD



EMERGENCY OPERATIONS PLAN – 2014

VERIFICATION OF PLAN APPROVAL

The Stearns County/City of St. Cloud Emergency Operations Plan has been reviewed and approved by the Stearns County Board of Commissioners, the Mayor for the City of St. Cloud and by the Stearns County Emergency Management Director.



Mark J. Bromenschenkel
Chair, Stearns County Board of Commissioners

12-02-2014

Date



Mayor, City of St. Cloud

12-5-2014

Date



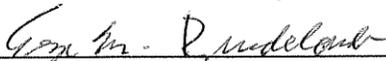
Interim Director,
Stearns County Emergency Management

12-5-2014

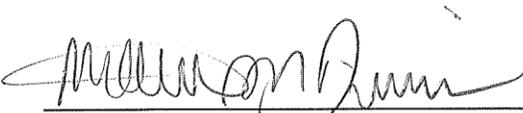
Date

AUTHENTICATION FOR STEARNS COUNTY/CITY OF ST. CLOUD
EMERGENCY OPERATIONS PLAN

The Stearns County/City of St. Cloud Emergency Operations Plan has been reviewed and approved by the following representatives:

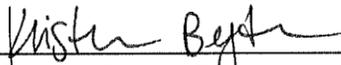

Stearns County Administration


Stearns County Assessor


Stearns County Attorney
MATTHEW M. QUINN
CHIEF DEPUTY CO. ATTORNEY

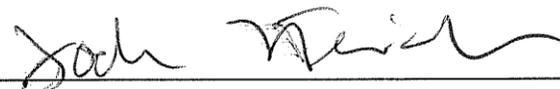

Stearns County Auditor-Treasurer

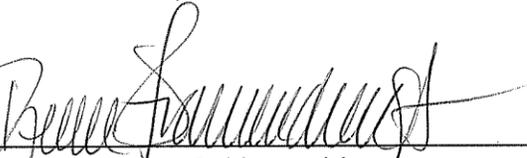

Stearns County Building Facilities

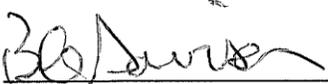

Stearns County Emergency Management

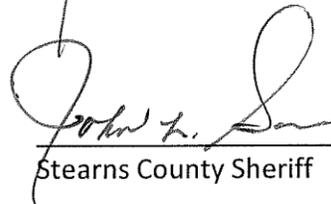

Stearns County Environmental Services


Stearns County Fire Chief's Association


Stearns County Highway

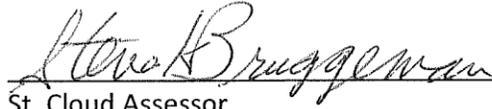

Stearns County Public Health


Stearns County Purchasing

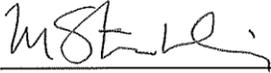

Stearns County Sheriff



St. Cloud Administration



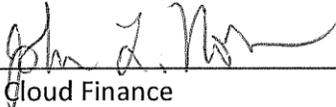
St. Cloud Assessor



St. Cloud Attorney



St. Cloud Engineering



St. Cloud Finance



St. Cloud Fire



St. Cloud Health



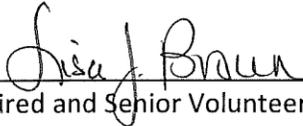
St. Cloud Police



St. Cloud Public Utilities



St. Cloud Public Works



Retired and Senior Volunteer Program (RSVP)



American Red Cross – Central MN Chapter



Benson Funeral Home



Tri-County Humane Society

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I. REASON FOR THE PLAN

Tornados, floods, blizzards, homeland security threats and other natural disasters can affect Stearns County and the City of St. Cloud. In addition, major disasters such as train wrecks, plane crashes, explosions, hazardous materials releases, emergency levee failures, pipeline leaks, health related and national security emergencies pose a potential threat to public health and safety in Stearns County/City of St. Cloud. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

STEARNS COUNTY HAZARDS RANKING BY THE HAZARD MITIGATION COMMITTEE

<u>Potential Hazards</u>	<u>Frequency</u>	<u>Magnitude</u>	<u>Warning Time</u>	<u>Severity</u>	<u>Special Characteristics</u>	<u>Risk Priority</u>
Tornado	3. Likely	2. Limited	4. Minimal	3. Critical	Mobile Homes	12
Thunderstorm	3. Likely	3. Critical	3. 6-12 hours	2. Limited	Crop Damage Mobile Homes	11
Flooding	2. Possible	2. Limited	1. 24+ hours	2. Limited	Road Washouts Flood Ins	7
Snow	2. Possible	3. Critical	1. 24+ hours	3. Critical		9
Ice Storm	2. Possible	3. Critical	1. 24+ hours	3. Critical		9
Drought	2. Possible	3. Critical	1. 24+ hours	2. Limited	Agricultural	8
Wild Fire	2. Possible	2. Limited	4. Minimal	2. Limited		10
Food Safety	1. Unlikely	1. Negligible	4. Minimal	2. Limited		8
Haz Mat Spills	3. Likely	2. Limited	4. Minimal	3. Critical		12
Water Contamination	2. Possible	2. Limited	4. Minimal	2. Limited		10
Radiological Incident	1. Unlikely	4. Catastrophic	4. Minimal	4. Catastrophic		13
Train Derailments	2. Possible	2. Limited	4. Minimal	3. Critical		11
Civil Unrest	1. Unlikely	2. Limited	2. 12-24 hours	2. Limited		7
Power Outage	3. Likely	3. Critical	4. Minimal	2. Limited	Impacts the Elderly	12
Bio-Terrorism	1. Unlikely	4. Catastrophic	4. Minimal	4. Catastrophic		13
Pandemic	3. Likely	4. Catastrophic	4. Minimal	4. Catastrophic	Emergency Responders sick also	13

Additional information can be found in the Stearns County Hazard Mitigation Plan, published separately.

- Created on January 2, 2002 by Benton and Stearns County Hazard Mitigation Taskforce: Connie Bauman, Stearns County; Ron Bomstad, Benton County; Bill Becker, St. Cloud Hospital; Jay Bukowski, USDA; Phyllis Framstad, FSA; Koji Fujiwara, Stearns County; Marvin Klug, Stearns County; Kathy Kortz, Stearns County; Dan Lais, MN DNR; Dan Martins; Doug Pearce, Stearns County; Hank Schreifels, Stearns County; Jill Wegman, Benton County; Mark Wurdeman, MN DNR

II. PURPOSE OF THE PLAN

Stearns County and the City of St. Cloud have many capabilities and resources that could be used in the response to a major disaster. These include facilities, equipment, personnel and skills of both government and nongovernment personnel in Stearns County/ City of St. Cloud. The purpose of this plan is to ensure the effective, coordinated use of these resources to:

1. Provide support to all areas and political subdivisions in the County, including the City of St. Cloud, which require assistance
2. Answer the questions during emergencies, “Who is in charge?” and “What should I do?”
3. Make sure the necessary jobs get done during emergencies
4. Provide for the continuity of government during emergencies
5. Identify organizational structure for emergency response and recovery
6. Provide guidance for disaster education and training
7. Provide references for more detailed information

III. LEGAL BASIS AND REFERENCE

- City of St. Cloud
 - [City of St. Cloud Ordinance No. 379, dated December 31, 1954 as amended by revised Ordinance No. 210 dated 1977](#)
 - [City of St. Cloud Resolution 2004-12-315 dated December 20, 2004 adopting the National Incident Command System](#)
- Stearns County
 - [Stearns County Resolution 05-32, dated February 22, 2005 adopting the National Incident Command System](#)
 - [Stearns County Ordinance 194 – Solid Waste Collection](#)
 - [Stearns County Ordinance 171 – Authorizing and providing solid waste management Including Amendments Ordinance 264 and Ordinance 281](#)
 - [Stearns County Ordinance 193 – Public Solid Waste Service](#)
- State References
 - Minnesota Statutes
 - [Chapter 12](#)
 - [Chapter 16C](#)
 - [Chapter 299J, as amended \(Minnesota Pipeline Safety Act\)](#)
 - [Chapter 299K.01 \(MN Emergency Planning and Community Right to Know Act\)](#)
 - [Chapter 375.08 Board to Fill Vacancies in County Offices](#)
 - [Chapter 382.01 Officers Elected: Terms](#)
 - [Chapter 390 Coroner; Medical Examiner](#)
 - [Chapter 144.419 Public Health](#)
 - [Chapter 86B Water Safety, Watercraft, and Watercraft Titling](#)
 - [MN Division of Emergency Management BULLETIN No 90-1 and 89-1](#)
 - [League of Minnesota Cities Handbook](#)

- Federal References

- [Public Law 99-499 of 1986 \(SARA\)](#)

- [HSPD-5, February 9, 2005 \(National Incident Command System\)](#)

- [Robert T Stafford Act Public Law 93-288 as amended by Public Law 100-707](#)

- [Federal Emergency Management Executive Order 12148](#)

- [Title 49 – Transportation](#)

- [National Response Framework](#)

- [FEMA Comprehensive Preparedness Guide \(CPG-101\)](#)

- [Pets Evacuation and Transportation Standards Act of 2006](#)

- Mutual Aid Agreements

- Central Minnesota Mutual Aid Association Mutual Aid Agreement

- [Automatic Mutual Aid Agreement for the Provisions of Aircraft Fire Suppression Services](#)

- Joint Powers Agreement for Hazardous Materials Response

- [MN Homeland Security & Emergency Management Region 4 Mutual Aid Agreement](#)

- [Tri-Cap Statement of Understanding](#)

- Memorandum of Understanding St. Cloud VA Health Care System and Stearns County Agreement with Stearns County Fair Board

IV. ACTIVATION

The Stearns County/City of St. Cloud Emergency Operations Plan may be activated under any of the following conditions:

- On the order of the Emergency Management Director (or designee) provided the existence or threatened existence of a local emergency has been proclaimed in accordance with the appropriate emergency ordinance
- When the Emergency Operations Center is activated
- When the Governor has proclaimed a peacetime emergency in an areas that includes Stearns County or the City of St. Cloud
- By a Presidential Declaration of a national emergency

County and City departments and various agencies have their own emergency plans and procedures that are separate from this plan. If this plan is activated, use it as the primary plan and other plans as supplements. In the event of any conflict between the revisions of this plan and any supplement guide prepared by County or City departments, this Plan takes precedence.

V. DELEGATION OF AUTHORITY

The Stearns County Board of Commissioners/City of St. Cloud Mayor has the final responsibility for all County/City government operations. However, the Commissioners/Mayor has delegated the authority to coordinate emergency operations to the Emergency Management Director. The Emergency Management Director is authorized to activate this plan and is responsible for the coordination of emergency operations within the Stearns County and the City of St. Cloud. Contact information for the Emergency Management Director can be found in Annex A – Warning and Notification.

The Emergency Operations Plan delegates the Chair of the County Board of Commissioners/City of St. Cloud Mayor authority to specific individuals in the event that he or she is unavailable, or delegates his or her authority. The line of succession in a major emergency or disaster is as follows:

Stearns County

County Board Chair
Vice Chair of County Board
County Administrator

City of St. Cloud

Mayor
City Administrator
Public Services Director

Emergency Operations Center Director

The Emergency Operations Center Director will serve the Chairperson of the County Board of Commissioners/City of St. Cloud Mayor or designee as the senior advisor in regards to emergency operations and recovery. The Stearns County Emergency Management Director serves as the Emergency Operations Center Director. In the event that the Stearns County Emergency Management Director is unavailable, the Stearns County Emergency Management Planner will serve as the Emergency Operations Center Director. If the Emergency Management Planner is unavailable the Stearns County Risk Manager or the designated St. Cloud Police Department Sergeant will be the Emergency Operations Center Director.

VI. CONCEPT OF OPERATIONS – DIRECTION AND CONTROL

Our direction and control structure for emergency operations is pursuant to the National Incident Management System (NIMS), which employs two levels of incident management structure:

1. The Incident Command System includes a core set of concepts, principles and terminology applicable to single or multiple incidents regardless of their scope or size
2. Multi-Agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures and communication into a common framework, which allows for the coordination and support of incident management.

An Incident Commander using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The Emergency Operations Center will generally not be activated. The Incident Commander will manage and direct the on-scene response from the Incident Command Post. The Emergency Operations Center may be opened at the request of the on-scene Incident Commander when an incident overwhelms the on-scene incident command system.

During major emergencies, disasters or catastrophic incidents, a Multi-Agency Coordination System may be advisable. Central to this system is the Emergency Operations Center, which is the nucleus of all coordination of information and resources. The Emergency Operations Center will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate public information and perform other tasks to support on-scene operations.

For some types of emergency situations the Emergency Operations Center may be activated without activating an incident command field operation. Such situations may include:

1. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area, such as spring flooding. The Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the public. When the hazard impacts an Incident Command Post may be established, and direction and control of the response may be transitioned to the Incident Commander.
2. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area such as an ice storm or public health event.

For operational flexibility, both the Incident Command System and Emergency Operations Center operations may be sized according to the anticipated needs of the situation. The structure of incident command is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The Emergency Operations Center may also be activated on a gradual basis.

NIMS/EMERGENCY OPERATIONS CENTER INTERFACE

Most incidents are classified as minor. They affect only a small portion of the community and most response organizations have the ability to manage the incident by committing only limited resources.

Major incidents, however may threaten the entire community. Whole communities may require evacuation for several days during large scale incidents. A much greater commitment of equipment and personnel is made in an attempt to control these incidents. The decision making process moves to the policy level, which involves more people in the procedure. Coordination of the response, responders, and information management moves to the highest level.

Collaboration between Incident Command and the Emergency Operations Center is crucial in addressing issues facing a community during disasters and large scale emergencies. The Incident Commander is generally responsible for coordination and control of specific activities at a particular incident site. The Emergency Operations Center is generally responsible for coordination of all incidents occurring within a community. Usually, administrative and off-site functions are the responsibility of the Emergency Operations Center personnel, while the Incident Commander retains authority at the site of the incident. These functions may overlap, and sometimes conflict may develop. Continual communication and discussion between the Emergency Operations Center and Incident Commander can assist in conflict resolution. In rare instances where there is no resolution, the Emergency Operations Center, which has the responsibility for the entire community, makes the final decision.

The Emergency Operations Center does not dictate actions at the scene but may influence changes in the action plan through the distribution of resources. The Emergency Operations Center does not develop on-scene action plans, but must be made aware of them. Possible conflicts and potential problems can be role-played and addressed during planning and exercising before an actual event.

The Emergency Operations Center is a function, not just a building. Stearns County/City of St. Cloud has a mobile Emergency Operations Center with the capability to respond to the scene or any other remote location. This usually happens during partial activation of the Emergency Operations Center when the numbers of persons in the Emergency Operations Center is small. A mobile Emergency Operations Center is sometime more cost-effective than activating the primary.

OPERATIONAL POLICIES

Situation

Our County and Cities are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties and damaging or destroying public or private property. A summary of our major hazards is provided below. More detailed information is provided in our Hazard Mitigation Plan, published separately. Maps showing the areas at risk are located on file in the Emergency Management Office.

HAZARD SUMMARY

	Likelihood of Occurrence *	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Hazard Type:	(see below)	Limited, Moderate, Major	Limited, Moderate, Major
<u>Natural</u>			
Drought	Highly Likely	Major	Major
Earthquake	Unlikely	Limited	Limited
Flash Flooding	Highly Likely	Moderate	Moderate
Flooding	Highly Likely	Major	Major
Tornado	Highly Likely	Major	Major
Wildfire	Unlikely	Major	Major
Winter Storm	Highly Likely	Major	Moderate
Public Health	Highly Likely	Major	Limited
<u>Technological</u>			
Dam Failure	Unlikely	Major	Major
Energy/Fuel Shortage	Likely	Major	Major
HazMat/Oil Spill (fixed site)	Highly Likely	Moderate	Moderate
HazMat/Oil Spill (transport)	Highly Likely	Moderate	Moderate
Major Structural Fire	Highly Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Highly Likely	Major	Major
<u>Security</u>			
Civil Disorder	Highly Likely	Moderate	Moderate
Enemy Military Attack	Unlikely	Limited	Limited
Terrorism	Likely	Limited	Limited
* likelihood of occurrence: unlikely, occasional, likely, or highly likely			

From Stearns County Hazard Mitigation Plan adopted August 2004

Operational concepts presented in this section are applicable to both peacetime and wartime situations. In cases where similarities in operational concepts exist, these concepts have been combined. Operational concepts particular to either peacetime or wartime situations have been so noted. In some instances, emergencies will be preceded by some sort of build-up or warning period which, if recognized and utilized, can provide sufficient time to warn the population and implement mitigation measures designed to reduce the loss of life and property damage. However, often an emergency occurs with little or no warning, requiring immediate activation of the Emergency Operations Plans and commitment of resources. In light of this continuum of possibilities, this guide will be implemented, to the extent possible, in the following three period and related phases:

A. Pre-Emergency Period

The Pre-Emergency Period is divided into two phases, as follows:

1. Normal Preparedness Phase

Entities identified in this guide have either a primary or support mission relative to response and recovery should prepared Standard Operations Guidelines and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these Standard Operating Guidelines and checklists and periodically be trained in their activation and execution. Keep emergency communications systems, warning systems and the Emergency Operations Center ready at all times. Resource lists should also be prepared and maintained current.

- Prepare, review and maintain emergency operations plans, resource lists and checklists
- Inspection of critical facilities
- Recruitment of additional staff and disaster service workers

2. Increased Readiness Phase

This phase will be initiated by the receipt of a warning or the observation that an emergency situation is imminent. Actions to be accomplished during this phase include, but are not necessarily limited to:

- Dissemination of accurate, timely, emergency public information
- Accelerated training of permanent and auxiliary staff
- Mobilization of resources

B. Emergency Period

The Emergency Period is composed of the following three phases:

1. Pre-impact Phase

Actions to be accomplished during this phase are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safer areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Identify the need for Mutual Aid and request such through the appropriate channels
- Declaration of a LOCAL EMERGENCY by local authorities

2. Immediate Impact Phase; during this phase:

- Evacuations of portions of the County or City are required due to uncontrollable, immediate or ensuing threats
- Mutual aid from outside the County or City is required
- The County or City is either impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions

The Stearns County Commissioners or the Mayor of St. Cloud will issue an emergency declaration, when appropriate, to enable the Stearns County Emergency Management staff to operate under Chapter 12. This helps reduce the chance of litigation. When County or City resources are committed to the maximum, and additional resources are required, requests for Mutual Aid will be initiated through the proper channels.

If required, the Minnesota Division of Homeland Security and Emergency Management may activate the State Emergency Operations Center in St. Paul. The mission of the State Emergency Operations Center is coordination and support of operations in affected areas. The Minnesota Division of Homeland Security and Emergency Management will assist the Governor in direction and coordination or response activities of State agencies, as well as coordinate and support response and recovery activities conducted by local government. To support the State Emergency Operations Center operation, during statewide emergencies, the State may open the Central MN Region Emergency Operations Center located at the Kandiyohi County Emergency Management office.

Depending on the severity of the emergency, a LOCAL EMERGENCY may be proclaimed. In this case, the County/City Emergency Operations Center will be activated and the Division of Homeland Security and Emergency Management will be advised. The Division of Homeland Security and Emergency Management Director may request gubernatorial declaration of a PEACETIME EMERGENCY. Should a PEACETIME EMERGENCY be proclaimed, State agencies will, to the extent possible, respond to requests for assistance.

In the event that the Governor request and receives a Presidential declaration of an EMERGENCY or a MAJOR DISASTER under the provisions of Public Law 93-288, the President will appoint a State Coordinating Officer. In conjunction with a Federal

Coordinating Officer, the State Coordinating Officer will coordinate state and federal support efforts.

3. Sustained Emergency Phase

In addition to continuing life safety and property protection operations, mass care, relocation, registration of displaced persons and damage assessment, operations will be initiated. Disaster Assistance Centers, providing victims' services addressing immediate emergency or rehabilitation needs, may also be established.

C. Post-Emergency Period (Recovery)

As soon as possible, the Minnesota Division of Homeland Security and Emergency Management Director, operating through the State coordinating Officer, will bring together representatives of federal, state, county and city agencies, as well as representative of the American Red Cross, for the purpose of coordinating the implementation of assistance programs and establishment of support priorities.

The Post-Emergency Period has at least six prime objectives, which may overlap. These objectives are:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of public and private property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

D. Peacetime Emergencies

Generally, the level of involvement in peacetime emergencies will be City, to County, to State to Federal. To facilitate the planning process, the Minnesota Division of Homeland Security and Emergency Management has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources.

Level I

A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be proclaimed.

Level II

A moderate to severe emergency characterized by a need for Mutual Aid to ensure a favorable resolution of the situation. In most cases, a LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY may be proclaimed.

Level III

A major disaster, exemplified by depletion of resources and mutual aid response capability area wide, necessitating extensive Statewide and Federal assistance. Generally, a LOCAL EMERGENCY and STATE of EMERGENCY will be proclaimed. A Presidential declaration may or may not be proclaimed.

E. Wartime Emergencies

The impact of wartime emergency may range from minor inconvenience such as food and petroleum shortages to a worst case scenario involving an attack on the United States.

Protective measures to be employed in the event of a threatened or actual attack on the United State include:

- In-place protection utilizing designated fallout shelters
- Construction of fallout shelters, given adequate lead-time
- Upgrading homes and other buildings to a radiation protection factor of at least 40, given adequate lead time
- Spontaneous evacuation by an informed citizenry. Crisis relocation is not considered a viable option within the context of this guide

Additional resources and guidance can be found on file in the Emergency Management office.

VII. ORGANIZATION

The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state and local jurisdictions work effectively, efficiently and cooperatively to prepare for, respond to and recover from domestic incidents of any cause, size or complexity.

NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation. Flowchart can be found as attachment 3.

VIII. RESPONSIBILITIES

Policy Group: The City of St. Cloud Mayor/Stearns County Board Chair is the chief elected official. Local government has the primary role of implementing protective actions to reduce risks to the general public from emergency situations or disasters. The elected officials have the overall responsibility to proclaim St. Cloud/Stearns County to be in a state of disaster when resources of the jurisdictions are overwhelmed.

EOC Director: Responsible for carrying out the emergency management program for St. Cloud/Stearns County. The Director will coordinate the activities of all organizations for emergency management within St. Cloud/Stearns County and with additional emergency management agencies/organizations

throughout the county and state. The EOC Director will establish response and recovery priorities through the EOC and will coordinate the resources needed to support emergency operations. The Emergency Operations Center Director is responsible for identifying personnel to fill the following positions as needed: Liaison, Safety Officer, Operations Section Chief, Planning Section Chief, Situation and Analysis Unit Leader and Logistics Section Chief.

Public Information Officer: Provide official information and instructions to the community utilizing all available means of communication, before, during and after an emergency or disaster situations.

Liaison: The Liaison Officer is a member of the command staff and is the point of contact for cooperating agencies. This may include entities such as the American Red Cross, law enforcement agencies, public works departments, etc. that are not affiliated with local government but provide critical support services in the community following disasters/emergencies.

Legal Advisor: Advise the Emergency Management Director and EOC staff during an emergency on the legal requirements and statutes applicable to the emergency situation. Especially important are the legal requirements for declaration of local emergency and applying for financial assistance.

Safety Officer: Responsible for developing measures to monitor and assess unsafe and hazardous conditions, to assure personnel and resident safety, during emergencies.

Operations Section Chief: The Operations Section Chief activates and supervises operational elements in accordance with the emergency operations plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources makes expedient changes to the incident action plan as necessary and reports such to the EOC Director. The Operations Section Chief will be chosen based on the scope of the incident.

Fire Protection and Hazardous Materials: Provide for rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of disasters. The Fire Branch Director acts as an advocate on behalf of the fire and rescue services interagency/interdisciplinary activities and provides a regional perspective in requesting aid and in establishing response priorities. In addition to fire and rescue operations fire departments will respond to hazardous materials incidents and provide information regarding health or safety concerns that may impact responders and the surrounding community. A portion of response to hazardous materials incidents may also include identification of hazardous materials/substance and decontamination.

Law Enforcement (Warning and Notification, Search and Rescue and Evacuation and Traffic Control): Preserve life and property by ensuring maintenance of law and order and providing for timely and coordinated evacuations of populations. Acts as an advocate and information channel on behalf of law enforcement services in interagency and interdisciplinary activities and provides a regional perspective in requesting and establishing response priorities. Law Enforcement also provides guidance and collaboration for search and rescue operations, including missing persons, collapsed structure and drownings.

Public Health and Medical: The responsibility of Public Health is to provide the preventative public health services and coordinate the city and county wide public health related activities of the public and private sectors during disasters. Medical coordination is required to minimize the loss of life, subsequent disability and human suffering by ensuring timely and coordinated medical response, treatment and transport.

Utilities Restoration: Coordinate the restoration and continued operations of water, wastewater, gas, phone and electric services – including redirection during emergencies and disasters.

Debris Management: Inspection and restoration of critical infrastructure; repair/restoration of roadways, bridges, overpasses and tunnels; barricading and signing services to facilitate the safe movement of traffic, pedestrians and protection of hazardous sites; providing for the safe and legal disposal of solid waste; and emergency support services to other departments.

Congregate Care: Develop organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during natural, technological and national security hazards. Congregate Care also includes food procurement, handling and distribution to personnel engaged in emergency operations and recovery.

Mass Fatalities: The County Medical Examiner/Coroner will be responsible for removal and examination of the deceased and notifications of the next of kin in a manner that will preclude abnormal time delays in releasing the victims to the next of kin.

Animals: Arrange for or provide care and proper disposition of companion animals, livestock and wildlife. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision of transportation and security, destroying sick or diseased animals as well as facilitating a system for companion animal/owner reunification.

Planning Section Chief: The Planning Section Chief, a member of the general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events and prepare alternative strategies and control operations for the incident.

Situation and Analysis: Gather and analyze information on the nature, severity and extent of the disaster, as well as report this information clearly and correctly. These reports will guide response decisions.

Demobilization: Prepare an overall plan for demobilization and assist other departments and organizations in the orderly return to normal status.

Damage Assessment: The damage assessment process consists of a series of activities designed to determine the extent, severity and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking state and federal assistance and ensures appropriate decisions are made regarding the structural safety of buildings, roads and bridges throughout the impacted jurisdiction.

Logistics Section Chief: The Logistics Section Chief, a member of the general staff, is responsible for locating, procuring, cataloging and prioritizing the distribution of resources. In coordination with planning and operations, tracks availability, distribution, redistribution and projected resource needs during the response phase as well as ensuring the return of resources during the recovery and demobilization efforts.

Logistics: The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating and monitoring the use of resources during emergency situations or when emergency situations appear imminent. This is to include: maintenance of inventory, procedures to obtain necessary additional resources and procedures to deploy all resources in an orderly and timely manner in response to an emergency or potential emergency.

Transportation: When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities and residents from impacted areas. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.

Donations Management: Many disaster incidents create a need to coordinate donations of solicited/unsolicited goods and services, along with spontaneous and unaffiliated volunteers. It is not anticipated that every disaster will result in the donation of goods and services.

Communications: The communications section is responsible for ensuring that the EOC can communicate with outside agencies, field units and the general public. This should include radio, phone and computer capabilities. The communications section will also handle all communications by radio in to and out of the EOC. Normally operated with logistics and staffed with personnel familiar with acquisition and radio operations, for example, personnel from fire, public works or law enforcement departments.

Administration and Finance Section Chief: Manage all financial and cost analysis aspects of the incident as well as coordinate the emergency finance units which include cost, time and claims. This support includes stabilization of regional and local economies, using available programs and resources of Federal departments and agencies to aid community recovery, especially long-term recovery, and to reduce or eliminate risk from future incidents, where feasible.

Personnel/Human Resources: Coordinate and allocate personnel resources to assist with emergency operations; identify emergency personnel requirements; register, classify and assign emergency workers and auxiliary personnel; recommend priorities to help resolve conflicting needs for personnel.
Functional Responsibilities:

Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. County/City organizations and interrelationships are shown on the following page.

- A. A summary of Stearns County/City of St. Cloud emergency responsibility assignments, by function is shown below. Directors (or designees) of the various county and city government departments and agencies will be responsible for carrying out the assignments shown on this chart.

- B. Responsibilities have been assigned by the following:

1. Primary operational responsibility, which means the official or agency is in charge of and responsible to make provision for that function
2. Support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible
3. Coordination responsibility, 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
4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and city officials will have the corresponding responsibility within city limits

STEARNS COUNTY EMERGENCY RESPONSIBILITY ASSIGNMENTS

Annex	Department/Agency	Responsibility Assignment
Warning and Notification	Stearns County Sheriff's Office	Primary
	Stearns County Emergency Management	Support
Direction and Control	Stearns County Board of Commissioners	Primary
	Stearns County Administration	Support
	Stearns County Emergency Management	Support
Emergency Public Information	Stearns County Administration	Primary
	Stearns County Emergency Management	Support
Search and Rescue	Stearns County Sheriff's Office	Primary
	Fire Departments (as identified in Annex G)	Support
	Stearns County Emergency Management	Support
Public Health and Medical	Stearns County Public Health	Primary
	Stearns County Environmental Services	Support
	Stearns County Emergency Management	Support
Evacuation and Traffic Control	Stearns County Sheriff's Office	Primary
	Stearns County Highway Department	Support
	Stearns County Emergency Management	Support
Fire Protection	Fire Departments (as identified in Annex G)	Primary
	Stearns County Emergency Management	Support
Damage Assessment	Stearns County Assessor's Office	Primary
	American Red Cross	Support
	Stearns County Emergency Management	Support
Congregate Care	Stearns County Human Services	Primary
	American Red Cross	Coordination
	Stearns County Emergency Management	Support
Debris Management	Stearns County Highway Department	Primary
	Stearns County Emergency Management	Support
Utilities Restoration	Stearns County Building Facilities	Primary
	Stearns County Emergency Management	Support
Hazardous Materials	St. Cloud Fire Department	Primary
	Stearns County Environmental Services	Support
	Stearns County Emergency Management	Support
Transportation	Stearns County Highway Department	Primary
	Stearns County Emergency Management	Support

Mass Fatalities	Stearns County Sheriff's Office Benson Funeral Home Stearns County Emergency Management	Primary Support Support
Legal	Stearns County Attorney's Office Stearns County Emergency Management	Primary Support
Finance and Administration	Stearns County Board of Commissioners Stearns County Auditor/Treasurer's Office Stearns County Human Resources Stearns County Emergency Management	Primary Support Support Support
Logistics	Stearns County Purchasing Department Stearns County Emergency Management	Primary Support
Donations Management	Retired and Senior Volunteer Program Stearns County Emergency Management	Coordination Support
Animals	Tri-County Humane Society Stearns County Environmental Services Stearns County Emergency Management	Coordination Primary Support
Special Populations	Special Populations Task Force Stearns County Emergency Management	Coordination Support
Communications	Stearns County Sheriff's Office Stearns County ARES Stearns County Emergency Management	Primary Support Support

CITY OF ST CLOUD EMERGENCY RESPONSIBILITY ASSIGNMENTS

Annex	Department/Agency	Responsibility Assignment
Warning and Notification	St. Cloud Police Department Stearns County Emergency Management	Primary Support
Direction and Control	Mayor, City of St. Cloud Administration, City of St. Cloud Stearns County Emergency Management	Primary Support Support
Emergency Public Information	City of St. Cloud Administration Stearns County Emergency Management	Primary Support
Search and Rescue	St. Cloud Police Department St. Cloud Fire Department Stearns County Emergency Management	Primary Support Support
Public Health and Medical	Local Public Health Authority St. Cloud Health & Inspections Department Stearns County Emergency Management	Primary Support Support
Evacuation and Traffic Control	St. Cloud Police Department St. Cloud Public Works Stearns County Emergency Management	Primary Support Support
Fire Protection	St. Cloud Fire Department Stearns County Emergency Management	Primary Support
Damage Assessment	St. Cloud Assessor's Office American Red Cross	Primary Support

	Stearns County Emergency Management	Support
Congregate Care	County Human Services American Red Cross Stearns County Emergency Management	Primary Coordination Support
Debris Management	St. Cloud Public Works St. Cloud Parks Department Stearns County Emergency Management	Primary Support Support
Utilities Restoration	St. Cloud Public Utilities Stearns County Emergency Management	Primary Support
Hazardous Materials	St. Cloud Fire Department Stearns County Emergency Management	Primary Support
Transportation	St. Cloud Public Works Stearns County Emergency Management	Primary Support
Mass Fatalities	Sheriff's Office Benson Funeral Home Stearns County Emergency Management	Primary Coordination Support
Legal	St. Cloud Legal Department Stearns County Emergency Management	Primary Support
Finance and Administration	Mayor, City of St. Cloud St. Cloud Finance Department St. Cloud Human Resources Department Stearns County Emergency Management	Primary Support Support Support
Logistics	St. Cloud Public Works Stearns County Emergency Management	Primary Support
Donations Management	Retired and Senior Volunteer Program Stearns County Emergency Management	Coordination Support
Animals	Tri-County Humane Society Environmental Services Stearns County Emergency Management	Coordination Primary Support
Special Populations	Special Populations Task Force Stearns County Emergency Management	Coordination Support
Communications	Stearns County Sheriff's Office Stearns County ARES Stearns County Emergency Management	Primary Support Support

IX. SUPPORT

A. National Guard

Purpose: The National Guard provides ready units and personnel to the state to protect life and property, and preserve peace, order, and public safety.

National Guard Assistance may be provided when:

- The situation is beyond the capacity of local and state government to control and all civil resources have been exhausted and,
- Required resources are not available from commercial sources and,
- When public service is lost or withdrawn and an immediate substantial threat to public health, safety or welfare is evident.
- Assistance is limited to tasks that the National Guard can perform more efficiently and effectively than any other agency.

Some Important Considerations:

- The National Guard is not a First Responder.
- Communication capabilities (hand-held radios) will be required of the supported agency.
- Local authorities remain in charge of the incident.
- MN Guard soldiers remain under the charge of their military chain of command.
- Mission closure occurs when the protection of life and property, and preservation of peace, order, and public safety is restored.

State Active Duty Mobilization Procedures:

- Sheriff or Mayor of a city of the first class requests National Guard Assistance from the State of Minnesota through the State Duty Officer at 651-649-5451 or 1-800-422—0798.
- Division of Homeland Security and Emergency Management (HSEM) coordinates with the National Guard and obtains Governor’s decision.
- Governor approves/disapproves request for National Guard support.
- National Guard contacts Sheriff/Police Chief to coordinate mission requirements.

Request procedure – In the case of the county and all cities in Stearns County, the Sheriff must submit the request for assistance to the governor’s office.

B. State and Federal Agencies

A summary of state and federal programs available to local governments, which are experiencing or have experienced a disaster is contained in - Disaster Response and Recovery: A Handbook for Local Government. This document was developed by and is available from, the Minnesota Division of Homeland Security and Emergency Management regional program coordinator’s office.

Information and assistance in securing state or federal support may be obtained by contacting the MN State Duty Officer at 1-800-422-0798.

X. PLAN UPDATING AND DISTRIBUTION

Planning Process

The Stearns County/City of St. Cloud Emergency Operations Plan, including Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for revising the Emergency Operations Plan is that of the Stearns County Emergency Management Department.

Record databases for resources and contacts of each department shall be updated on a regular, scheduled basis to keep the Resource Database current to reflect current capabilities. These resources

are also to be reported to emergency management when there has been a significant change in a resource, in addition to the scheduled maintenance. This schedule is maintained by Stearns County Emergency Management. These resources still retain confidentiality within the Emergency Management department and sensitive information will not be released without prior approval.

Personnel who will staff the Emergency Operations Center shall receive appropriate training on the operation of the facility, which should be arranged by Stearns County Emergency Management or the annex representative for each of the functional areas. Emergency exercises and drills will periodically include scenarios to test all components of the Emergency Operations Plan.

This plan is available through a secure portal online to those that are listed in the plan. A list of the people, as well as their permissions, which have access to this plan via the secure portal is maintained by emergency management.

Stearns County/City of St. Cloud will comply with Homeland Security and Emergency Management, Federal Emergency Management Agency and Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises are listed as attachments 1 and 2.

XI. RECORDS RETENTION

A serious effort has to be made to prevent the irretrievable destruction of document and records that are essential to the continued operation of the archives. A records retention schedule has been developed for each county department as outlined by Minnesota State Statutes. Those retention schedules are on file with Stearns County Emergency Management.

Stearns County has a records retention program to protect documents vital to the continued operation of its mandated programs. These records are retained based on the State of Minnesota Records Retention Schedule. Vital records are stored in different places by different departments. Optical images of vital records are stored at the County Highway Department. The County AS400 system which maintains department budgets', assessors', and auditors' tax records and the county computer network files which handle departmental data processing files are backed up weekly and stored at an off-site location.

Stearns County and the City of St. Cloud recognize the need to ensure that key services continue to be provided through a line of succession. Stearns County/City of St. Cloud line of succession for key leadership positions can be found on file with Stearns County Emergency Management as well as in Annex A – Warning and Notification, of the Emergency Operations Plan.

XII. REFERENCES

Stearns County Hazards Mitigation Plan
Stearns County Continuity of Operations Plan
City of St. Cloud Continuity of Operations Plan
Disaster Response and Recovery: Handbook for Local Government
Resource Manual