

LAKE AREA EMERGENCY MANAGEMENT EMERGENCY OPERATIONS PLAN

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Introduction

The Lake Area Regional Plan establishes a framework through which the member cities may prepare for, respond to, recover from, and mitigate the impact of a wide variety of disasters and emergency events that could adversely affect the health, safety, and/or general welfare of the citizens of the member cities. Because it is a framework, the details of how this is accomplished are contained in the operations documents of the respective cities.

The Lake Area Region includes the cities of Corcoran, Deephaven, Excelsior, Greenfield, Greenwood, Independence, Long Lake, Loretto, Maple Plain, Medina, Minnetonka Beach, Minnetrista, Mound, Orono, St. Bonifacius, Shorewood, Spring Park, Tonka Bay, Wayzata and Woodland. The Lake Area Emergency Management Group is responsible for coordinating plan development and maintenance. The emergency management director for each jurisdiction is responsible for distribution of the plan, preparation and maintenance of standard operating guidelines, resource lists, and checklists and may distribute to department heads and others as the director deems necessary.

I. Reason for Plan

The Lake Area cities are subject to natural disasters such as tornadoes, floods, and blizzards. In addition, other disasters such as train wrecks, plane crashes, explosions, infectious disease outbreaks, release of hazardous materials, and foreign or domestic terrorism can occur at any time. An emergency plan is needed to articulate the management of a given hazard/disaster.

II. Purpose

The Lake Area Plan describes the basic strategies and mechanisms through which the cities will mobilize resources and conduct activities to guide and support emergency management efforts using the National Incident Management System (NIMS). The Lake Area Plan is designed to coordinate resources to:

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

III. Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499, (Superfund Amendments and Reauthorization Act (SARA) of 1986.)

- C. Homeland Security Presidential Directives (PDD 39, PDD 59)
- D. Minnesota Statutes, Chapter 12, as amended.
- E. Minnesota Statutes, Chapter 353, Pipeline Safety Act.
- F. Minnesota Statutes 315, Emergency Planning; Community Right-to-Know Act.
- G. Minnesota Division of Emergency Management Bulletin No. 87-1.
- H. Hennepin County Emergency Operations Plan
- I. Mutual aid agreements.
- J. West Metro EMS Operational Plan.
- K. Facility hazardous materials plan.
- L. City Ordinances

IV. Integrated Emergency Management

Integrated Emergency Management is a comprehensive system that integrates and coordinates vital agencies and resources into a program of disaster mitigation, preparedness, response, and recovery. The establishment of an Integrated Emergency Management System (IEMS) requires a systematic process that will:

- A. Identify risks and potential vulnerabilities
- B. Inventory community resources
- C. Outline roles and responsibilities of municipal and county departments
- D. Ensure strict coordination and communication among state, federal, and local governments, as well as businesses, industry, and volunteer organizations

Four (4) Phases of Emergency Management

The four phases of Emergency Management operate in a cyclical fashion and remain in a state of constant progression and motion.

- A. Mitigation: Activities that eliminate or reduce the probability of occurrence of an emergency/disaster.

- B. Preparedness: Activities that serve to develop and/or enhance the response capabilities needed in the event of an emergency/disaster.
- C. Response: Activities which help reduce casualties and damage, and which expedite recovery via the elimination of the hazard or hazardous threat. Response activities include activation of warning systems, evacuation implementation, rescue activities and other similar operations contained in the Emergency Operations Plan functions.
- D. Recovery: Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on the restoring the community to its normal or improved state of affairs. The Recovery period is an opportune time to institute mitigation measures, particularly those related to the recent emergency/disaster event.

V. Emergency Versus Disaster

- A. Emergency: This is defined as an incident or event which can routinely be handled with normal regional personnel and procedures.
- B. Disaster: This is defined as an incident or event which cannot be handled with normal regional personnel and procedures.

Disaster Category Types

- A. Technological Disaster: This is a disaster incident or event which involves materials or situations created by human beings.
- B. Natural Disasters: This is a disaster or event which involves situations created by nature which humans have no control, but are affected.
- C. National Security: This is a disaster incident or event which involves the use of threats, force, or violence against Federal, State, County or Local Government and the civil rights of the people they protect.

VI. Civil Defense

This term was used previous to that of Emergency Management. This encompassed an all hazard approach to disasters with a primary emphasis a National Security and Nuclear Attack.

VII. Emergency Operations Center

The Emergency Operations Center (EOC) is a central location that enables government to coordinate policy decisions, manage resources, and respond to disasters and emergencies beyond the scope of an on-scene Incident Commander. The purpose of the EOC is to provide additional support to the on-scene Incident Commander as needed. An Alternate EOC is a designed location(s) which can be utilized as a secondary Emergency Operations Center in case the primary is affected by the disaster and/or rendered unusable. See Annex B, Attachment 4.

VIII. Continuity of Government/Continuity of Operations

This term refers to the preservation, maintenance or reconstruction of each city government's ability to carry out its executive, legislative, and judicial processes under the threat of occurrence of any emergency condition that could disrupt governmental process and service. It is the purpose of Continuity of Government to preserve leadership and authority, prevent unlawful assumptions of authority, assure government direction and control mechanisms and assure delivery of government services. The following detail Continuity of Government elements:

- A. Lines of Succession: Establish an order or line of those entitled to succeed one another under emergency conditions. It identified who is in charge and ensures continued leadership. Each city has established lines of succession for key positions.
- B. Pre-delegation of Emergency Authority: Allows specific emergency legal authorities to be exercised by the elected or appointed leadership or their designated successor. Each city is responsible for its own pre-delegation authority.
- C. Emergency Action Steps: Those actions that facilitate the ability of government personnel to respond quickly and efficiently to emergencies. Ensure that specific actions exist that senior leaders must be prepared to take in response to emergency conditions. Each city designs its own steps to fit the needs of the community.
- D. Safe-guarding Essential Records: These are measures taken by government to protect those documents needed to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency concludes. Specific procedures are the responsibility of each city.
- E. Protection of Government Resources, Facilities, and Personnel: Refers to the measures taken to disperse resources, facilities and personnel in a manner that will facilitate sufficient redundancy in order to preserve government's function during and post emergencies. Each city has its own method of safeguarding records.

IX. Hazards, Risks, Vulnerabilities

Member communities have similar hazards, risks and vulnerabilities. The cities

have hazardous materials transportation corridors. A pipeline runs through the northern part of the region. An event at the Monticello Nuclear Generating Plant would activate the reception center in Rogers, resulting in traffic issues.

Hazards

Natural: Wind, Tornado, Flood, Winter Storms
Hazardous Materials
Transportation: Highway, Rail
Business/Industry
Lake Minnetonka
Pipelines

A hazard rating done by cities in the region lists contains events considered as being of the most concern taking into account probability, magnitude, warning time and effect on continuity of city operations. The scale was 1-5, with 1 being lowest and 5 being highest.

X. Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships in the Lake Area Group communities are shown on attached chart.

A. Federal Emergency Management Agency (FEMA)

FEMA is the central point of contact within the Federal Government for a wide range of Emergency Management activities.

B. Minnesota Division of Homeland Security and Emergency Management (HSEM)

HSEM is the central coordination and contact point within the State of Minnesota for a wide range of Emergency Management activities.

C. Hennepin County Emergency Management

Hennepin County Emergency Management is the central coordination division and contact point within Hennepin County for a wide range of Emergency Management activities.

1. Lake Area Emergency Management Group

XI. Plan Assessment and Exercises

The region will conduct drills and exercises as required by Federal / State Homeland Security and Emergency Management. Exercises will be conducted to test the planning and operational components of the emergency operations plan. Upon completion of the exercise, a briefing will be held to determine strengths and areas that may need corrective actions. The cities may do this individually or as a group.

In addition to the exercise, significant actual events occurring during the year will be recorded and submitted to the Hennepin County Emergency Management office for inclusion as a test of the emergency plan and program.

XII. Direction, Control and Training

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. This facility is the Emergency Operations Center.

Each city covered by this plan will appoint an Emergency Management Director/Coordinator certified by MN-HSEM. The City Emergency Management Director or designee will serve as the official representative to the Lake Area Emergency Management. In each of the cities of the plan a position under the mayor has been identified who will be responsible for providing direction and control of the city and other resources involved in the response to an incident. The Emergency Management Director/Coordinator will also serve as a liaison to the Hennepin County Emergency Management Office. The Lake Area Management Group will be responsible for coordinating plan development and maintenance.

The Lake Area Management Group will assist in identifying training necessary to meet and carry out those activities required by the Lake Area Emergency Plan. Each city will take every reasonable effort to ensure its public safety responders are trained to carry out their responsibilities as stated in the plan. Each city is responsible for keeping and maintaining its own training records.

XIII. Emergency Responsibility Assignments

A summary of the City's emergency responsibility assignments, by function, shown on the following Chart A. Heads of the various City government departments and agencies will be responsible for carrying out the assignments shown on this chart utilizing their SOG's and resource lists.

CHART A

Functional Annex	Primary Responsibility	Support Responsibility
Warning & Notification	<ul style="list-style-type: none"> • Hennepin County Sheriff's Dispatch/NAWAS Warning Point • Emergency Management • Law Enforcement 	<ul style="list-style-type: none"> • Fire Department • Public Works Department • EMS Agency • City Administration • Minnesota State Duty Officer
Direction & Control	<ul style="list-style-type: none"> • Incident Commander On-Scene • EOC City-wide/Regional 	
Crisis Communication	<ul style="list-style-type: none"> • Public Information Officer 	<ul style="list-style-type: none"> • Incident Command • EOC/Emergency Mgmt. Dir.
Search & Rescue Fire Related	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Law Enforcement • Mutual Aid-Multiple • EMS • Public Works
Search & Rescue Police Related	<ul style="list-style-type: none"> • Law Enforcement 	<ul style="list-style-type: none"> • Mutual Aid-Law Enforcement • Fire • EMS • Public Works
Health & Medical	<ul style="list-style-type: none"> • EMS-Transportation • Fire-Triage • Police-Triage • Henn County Health • Henn County Medical Examiner 	<ul style="list-style-type: none"> • Law Enforcement • Mutual Aid
Scene Security/Crime Scene	<ul style="list-style-type: none"> • Law Enforcement 	<ul style="list-style-type: none"> • Mutual Aid-Law Enforcement • Fire • Public Works • County Health Department
Evacuation	<ul style="list-style-type: none"> • Law Enforcement-Outside HazMat Hot Zones • Fire-Inside HazMat Hot Zones 	<ul style="list-style-type: none"> • Public Works • Administration-Transportation • Mutual Aid-Law Enforcement • Mutual Aid-Fire
Traffic Direction & Control	<ul style="list-style-type: none"> • Law Enforcement-Outside HazMat Hot Zones • Fire-Inside HazMat Hot Zones 	<ul style="list-style-type: none"> • Public Works • Mutual Aid-Multiple

**LAEM
EMERGENCY OPERATIONS PLAN**

**Basic Plan
Revision 3**

Fire Department Services	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Mutual Aid-Fire
Domestic Animals	<ul style="list-style-type: none"> • Law Enforcement 	<ul style="list-style-type: none"> • Mutual Aid-Law Enforcement • Humane Society
Volunteers/Donations	<ul style="list-style-type: none"> • Emergency Management 	<ul style="list-style-type: none"> • VOAD, Henn Cty Emergency Mgmt • Law Enforcement • City Administration
Damage Assessment	<ul style="list-style-type: none"> • Law Enforcement • Fire Department • Public Works-Public Infrastructure • Building & Fire Inspections-Structure Safety Inspections • Assessing-Values and Property Loss \$ 	<ul style="list-style-type: none"> • Emergency Management • Red Cross • Mutual Aid
Sheltering/Congregate Care	<ul style="list-style-type: none"> • Red Cross • Parks & Recreation • Community & Economic Develop-Housing Coordinator 	<ul style="list-style-type: none"> • Emergency Management • Salvation Army • Mutual Aid-Multiple
Debris Clearance	<ul style="list-style-type: none"> • Public Works • Parks & Recreation 	<ul style="list-style-type: none"> • Mutual Aid-Public Works
Utilities Restoration	<ul style="list-style-type: none"> • Public Works-City Utilities • Utility company-Other Utilities 	<ul style="list-style-type: none"> • Emergency Management • Fire • Police • Mutual Aid-Multiple
HazMat & Radiological	<ul style="list-style-type: none"> • Fire • MN DEM-Nuclear Power Plant • MN Pollution Control Agency 	<ul style="list-style-type: none"> • Mutual Aid-Fire • Hennepin Cty Radiological Officer • Law Enforcement
National Security/Terrorism/ Civil Disorder	<ul style="list-style-type: none"> • Law Enforcement • Relevant Federal Agencies 	<ul style="list-style-type: none"> • Mutual Aid – Law Enforcement • Emergency Management • Fire • Public Works