

REDACTED VERSION



January, 2009

City of Jordan, Minnesota

EMERGENCY OPERATIONS PLAN

CERTIFICATION OF PLAN APPROVAL

This page documents approval of the General Plan and Annexes, the Standard Operating Procedures, and the Resource Manual.

Plan developed by: **Emergency Management Director
City of Jordan: Robert Malz**

Signature: _____

Date: _____

Plan approved by: **Mayor on behalf of the City Council
of Jordan, MN: Peter Ewals**

Signature: _____

Date: _____

**Scott County Emergency Management
Director: Chris Weldon**

Signature: _____

Date: _____

TABLE OF CONTENTS

<u>General Plan</u>	<u>Page No.</u>
I. Reason for Plan	5
II. Purpose of Plan	5
III. Legal Basis and References	5, 6
IV. Organization.....	6
Chart A.....	7
V. Hazard analysis	8
VI. Training/Response by Emergency Management Responders	9
VII. Direction & Control	9
VIII. Emergency Responsibility Assignments	10
Chart B.....	11
IX. Operations Policies	12
X. State and Federal Support.....	12, 13
XI. Plan Development/Maintenance, Training, and Exercises	13, 14
XII. Emergency Operations Plan Distribution List.....	15

Emergency Operations Plan - Annexes

- A Notification and Warning
- B Incident Management
- C Public Information
- D Search and Rescue
- E Health Protection
- F Evacuation, Traffic Control and Security
- G Fire Protection
- H Damage Assessment
- I Mass Care
- J Debris Management
- K Public Works/Utilities Restoration
- L Environmental Hazard Response
- M Resource Management
- N Terrorism
- O Emergency Notification/Contact List
- P Continuity of Government
- Q Infectious Diseases
- R Employee Preparedness and Response

Supporting Documents

- Standard Operating Procedures (SOPs)
- City Resource Manual

FOREWORD

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

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if it 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.

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF THE CITY OF JORDAN, DEPARTMENT OF EMERGENCY MANAGEMENT

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

Copy No: _____ Printed version

Assigned to: _____

I. Reason for Plan

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Jordan. In addition, major disasters such as transportation accidents, explosions, hazardous materials releases, pipeline leaks, disease outbreaks, terrorist attacks, and national security emergencies pose a potential threat to public health and safety. Environmental emergencies related to hazardous materials may also present risks to the community through exposures in the air, surface or ground water, or soil. 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 Jordan has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property,
2. Prepare for and respond to emergencies and recover to a state of normalcy,
3. Ensure the continuity of government,
4. Provide support to all areas in the city that require assistance.

III. Legal Basis and References

The legal basis for planning for and conducting all-hazard emergency operations at the federal level and state of Minnesota level are listed in the Emergency Management Director's Handbook, Section B. located at the Emergency Management Department, or Record Storage.

The legal basis also includes the following:

- Minnesota State Statute Chapter 12
- City of Jordan Code, Chapter 2
- Mutual Aid agreements
- Scott County Emergency Operations Plan.
- Public Law 920, as amended
- Public Law 99-499, (Superfund Amendments and Reauthorization Act (SARA) of 1986
- Minnesota Statutes – Chapter 299K (The Minnesota Planning and Community Right to Know Act)
- Minnesota Statutes, Section 299J, as amended.
- Minnesota Statutes, Chapter 103F (Emergency Flood Protection Measures)
- Division of Emergency Management BULLETIN No. 90-1
- Scott County Common Organization Civil Defense Agreement dated December 14th, 1971
- Public Law No. 101-380, 104 Statute 484 (Codified at 33 U.S.C. 2701 et.seq.)
- Minnesota State Statute Chapter 115E
- OSHA 29 CFR 1910.120 Hazardous Waste Operation and Emergency Response Substance Discharge

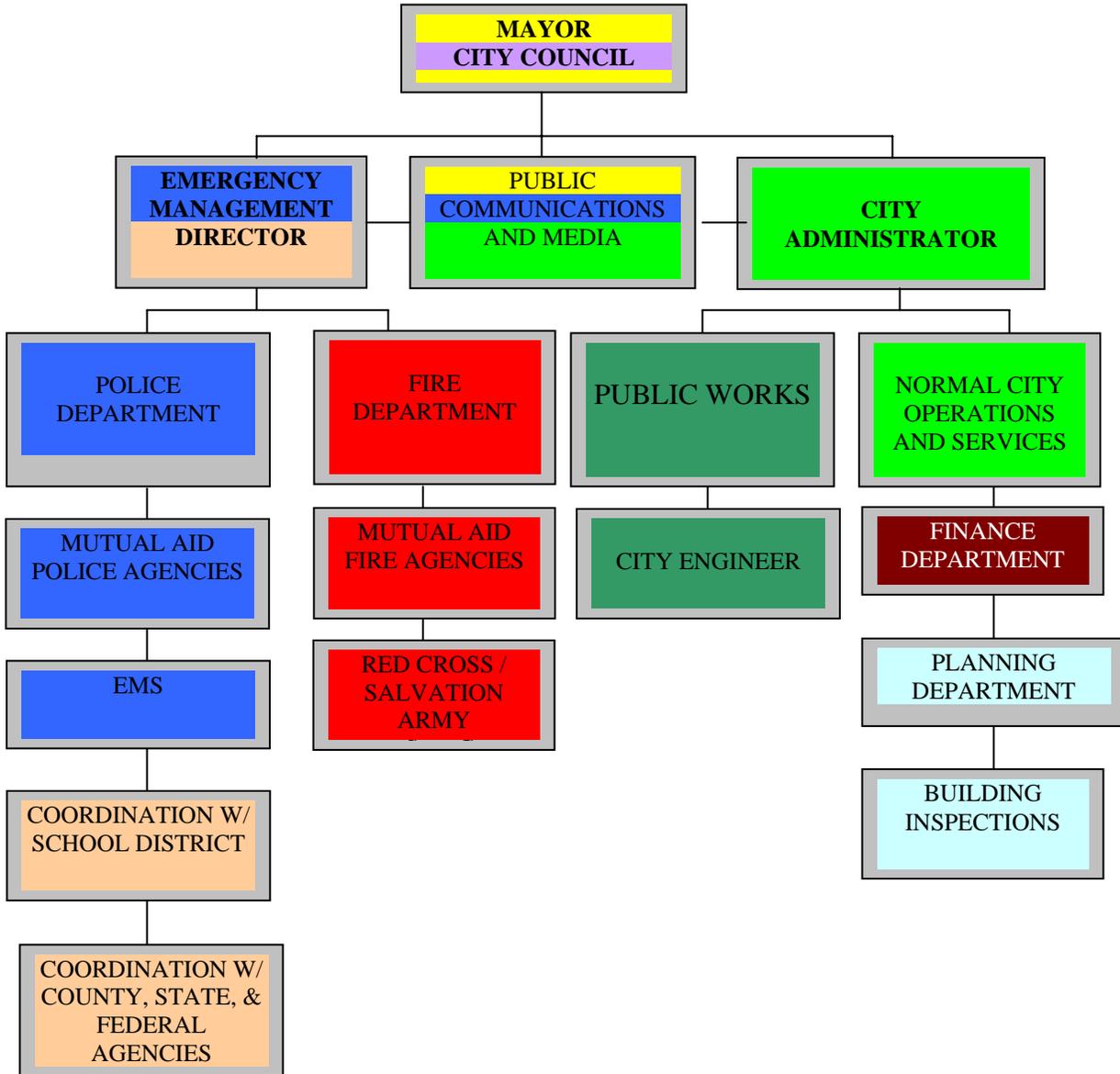
- Minnesota Statute 299F.56 to 299F.641 governing Intrastate Pipeline Safety
- Minnesota Rules, Chapter 7514.0900 subd. 2,3,4,5, and 6.
- Scott County Mutual Aid Pacts as Amended
- Minnesota Statute 466.01 Subd. 6 (includes volunteers as employees)
- Minnesota Statute 3.736 – volunteers
- City of Jordan Resolution # 10-71-2005 / NIMS
- City of Jordan Resolution # 10-73-2005 / Intrastate Mutual Aid Agreements

IV. 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 that coordinate plan development and maintenance are shown on Chart A of this basic plan.

CHART A

EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



V. Hazard Analysis

Natural Hazards

Tornadoes/Straight-line Winds	Severe Hail Storms
Flooding	Extreme Ice Storms
Severe Thunderstorms	Severe Winter Storm Accumulations
Large Rain Falls with Flash Flooding	Extreme & Prolonged Fog
Extreme & Prolonged Heat Temperatures	Large Scale Wildfires/Grass and Forest
Drought	Earthquake
Extreme & Prolonged Winter Cold Temperatures	

Technological Hazards (Human Created)

Fixed Facility Hazardous Materials Incident	International Hazardous Materials Dumping
Transportation Hazardous Materials Incident	Large Scale Transportation Accident
Large/Multiple Structure Fire w/high occupancy	Large/Multiple Structure Collapse
Utility Failure – Water, Sewer, Gas, Electric, etc.	

National Security/Terrorism/Manmade

Terrorist Bombing/Mass Homicide/Assault	Hostage Taking Incident
Terrorist Act Against Government/Society	Large Scale Civil Disorder/Riot Incident
Enemy Military Invasion	Chemical/Biological Weapon Attack

Hazard Probability Analysis: More Likely to Occur

Tornadoes/Straight-line Winds	Severe Thunderstorms
Flooding	Severe Winter Storm Accumulations
Severe Hail Storms	Large Rainfalls with Flash Flooding
Extreme & Prolonged Winter Cold Temperatures	Drought
Extreme & Prolonged Heat Temperatures	Facility Hazardous Materials Incident
Extreme Ice Storms	Extreme & Prolonged Fog
Transportation Hazardous Materials Incident	Large Scale Transportation Accident
Utility Failure – Water, Sewer, Gas, Electric, etc.	Large Scale Civil Disorder/Riot Incident
Large/Multiple Structure Fire w/high occupancy	

Less Likely to Occur

Terrorist Hostage Taking Incident	Terrorist Act Against Government/Society
Large Scale Wildfires/Grass and Forest	International Hazardous Materials Dumping
Earthquake, Large/Multiple Structure Collapse	Enemy Military Invasion
Terrorist Bombing/Mass Homicide/Assault	Chemical/Biological Weapon Attack

VI. Training/Response by Emergency Management Responders

Emergency responders and city employees who respond to hazardous materials incidents within the City of Jordan have received training designed to help them respond to such incidents. At a minimum, city personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records for city employees other than police and fire are maintained at City Hall, 210 East First Street by their respective departments.

Jordan Police Department is trained to, and responds at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained in police training files at the Jordan Police Department.

Allina Ambulance Co. and the Ridgeview Ambulance Service are the primary EMS transport in the City of Jordan. These personnel and the designated mutual aid ambulance services are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120, at a minimum.

Jordan Fire Department is trained to, equipped and responds at HazMat Operations Level as part of a Scott County wide team defined in 29 CFR 1910.120 9 (except new firefighters). Training records are maintained by the Scott County Emergency Manager.

All City Employee training and planned exercises will be in compliance with HSEM guidelines and will follow NIMS protocols. Training records are maintained by the appropriate departments.

VII. 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. This has been provided for as follows:

The Emergency Management Director shall be responsible for determining when it is necessary to implement the Emergency Operations Plan and then make a recommendation to the Mayor for enactment of the plan.

The Mayor will be 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, will implement this plan, and will coordinate emergency operations.

Direction and control of the City of Jordan response to a major disaster will be carried out at the Emergency Operating Center (EOC). The City EOC is located at 501 North Varner (Jordan Fire Station). The secondary EOC location is 210 East First Street (City Hall).

(For additional direction and control information such as staffing, communications, incident command system [ICS], etc.; refer to the Direction and Control Annex, and SOP, to this plan.)

VIII. Emergency Responsibility Assignments

- A. A summary of the City of Jordan 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 basic plan. (One annex exists for each of the responsibilities [functions] that are shown on Chart B.) Lastly, city departments and agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: "P," "S," or "C."
1. "P" indicates primary operational responsibility, which means that the official or agency is in charge of and responsible to make provisions for that function.
 2. "S" indicates support responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
 3. "C" indicates coordination responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-government agencies are involved.
 4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and municipal officials will have the corresponding responsibility within city limits.
 5. Only one "P" or "C" can be assigned per function, and a minimum of one "S" should be assigned for each function.

CHART B
EMERGENCY RESPONSIBILITY ASSIGNMENTS

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Warning and Notification	Scott County Sheriff's Office - P Jordan Police Department – S	See Warning and Notification Section (Annex A)
2. Incident Management	Emergency Management Director - P City Administrator - S Mayor – S	See Annex B
3. Emergency Public Information	Mayor – P City Administrator - S Emergency Management Director – S	See Annex C
4. Search and Rescue	Fire Department - P Police Department - S Scott County Sheriff's Office – S	See Annex D
5. Health Protection	Scott County Emergency Management - P Red Cross – S	See Annex E
6. Evacuation, Traffic Control, and Security	Police Department - P State Patrol - S Mutual Aid Police + Sheriff's Office - S Fire Department – S	See Annex F
7. Fire Protection	Fire Department - P Automatic and Mutual Aid Fire Depts. – S	See Annex G
8. Damage Assessment	Finance Director - P Building Official - P City Engineer - S	See Annex H
9. Mass Care	Red Cross – P Scott County Emergency Management - S Salvation Army – S	See Annex I
10. Debris Management	City Engineer - P Public Works Department - S Scott County Mutual Aid Cities – S	See Annex J
11. Public Works/Utilities Restoration	City Engineer – P Public Works – S	See Annex K
12. Environmental Hazard Response	Scott County Emergency Services - P City of Jordan Emergency Management – S	See Annex L
13. Resource Management	Dependant upon Incident	See Annex M
14. Terrorism	Emergency Management Team (Incident Dependant) – P FBI, CIA – S, C	Emergency Management is Primary in terms of initial response. FBI and CIA become primary in terms of investigation and on-going response. See Annex N
15. Emergency Notification Contact List	Emergency Management Department – P	See Annex O
16. Continuity of Government	City Administrator – P Emergency Management Director – S Finance Director - S	See Annex P

Code: P = Primary S = Secondary C = Coordination

IX. Operation Policies

- A. 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. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for Emergency Management.
- B. Protection of life and property and alleviation of human distress is the primary goal of city government emergency operations.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- D. The Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- F. 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.
- G. All emergency response organizations in the city are required to prepare and maintain SOP's, resource lists and checklists to support their operations. Depending on the emergency, different departments/organizations will be required to be involved, but at minimum they will include police, fire, EMS, Public Works, Administration/Mayor, Finance, and MIS.

X. State and Federal Support

- A. *General*

The City of Jordan Emergency Management Director will be responsible for assisting the city in obtaining any county, state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the County Emergency Management Director. The county director can provide/obtain technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the Scott County Emergency Management Director.

B. *Emergency Assistance*

In the event of a major emergency/disaster which exceeds the resources and capabilities of city and county government, and which requires immediate state and/or federal assistance, the State Duty Officer should be contacted. The State Duty Officer telephone number is (651) 649-5451.

C. *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.

1. Operational Policies

- a. National Guard assistance will complement, and not be a substitute for county and/or city participation in emergency operations.
- b. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or city forces in the accomplishment of a specific task or tasks.

2. Request Procedure

In the case of 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. Such requests are to be submitted to the State Duty Officer.

XI. Plan Development/Maintenance, Implementation, Training, and Exercises

- A. With regard to this plan, the City Emergency Management Director will serve as the planning coordinator. As such, the director will have overall authority and responsibility for the development and maintenance of the plan, and implementation. The Emergency Management Director is listed in Annex O along with various CONTACT numbers.
- B. This plan will be reviewed and updated as necessary. The City Emergency Management Director will be responsible for ensuring that this updating occurs, and that the Minnesota HSEM in accord with the schedule and procedures establishes it. In establishing its schedule and procedures, HSEM will consult with the appropriate state and federal agencies.

- C. This plan will be distributed to all city government departments and agencies that have emergency assignments relative to a major disaster in the city. The City of Jordan's Emergency Management Director will maintain a plan distribution list.

- D. At least once annually, the Emergency Management Director will hold either a planning, tabletop, functional, or full-scale exercise to test the planning and operational components of the general operations plan. Upon the completion of the exercise, a briefing will be held to determine strengths and areas that may need corrective action.

In addition to the mock exercise, significant actual events occurring during the year would be recorded and submitted to Scott County Emergency Services for exercise validity.

See next page for EOP distribution list.

Emergency Operations Plan
Distribution List

Title	Person	Date Obtained	Plan #	Issued	Returned
Mayor	Pete Ewals	020209	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City Administrator	Ed Shukle	020209	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Management Director	Robert Malz	020209	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire Chief	Steve Kochlin	020209	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jordan Fire Station	Steve Kochlin	020209	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jordan Police Department	Sgt. Tom Stolee	020209	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Works Director	Dave Bendzick	020209	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Director	Tom Nikunen	020209	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior Planner	Joe Janish	020209	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planner	Vacant	020209	10	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Assistant	Sandra Dault	020209	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember	Jeanne Marnoff	020209	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember	Sally Schultz	020209	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember	David Hanson	020209	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember	Mike Shaw	020209	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember	Jeremy Goebel	020209	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember	Tanya Velishek	020209	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Fire Chief	Mark Hoen	020209	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police Sergeant	Brett Empey	020209	19	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott County EM	Chris Weldon	012609	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City Engineer	Carol Caron	020209	21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			22	<input type="checkbox"/>	<input type="checkbox"/>
			23	<input type="checkbox"/>	<input type="checkbox"/>
			24	<input type="checkbox"/>	<input type="checkbox"/>
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