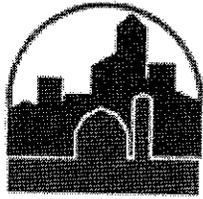


City of Windom



**City of
Windom**

EMERGENCY OPERATIONS PLAN 2012

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I. CERTIFICATION OF PLAN APPROVAL

THIS PAGE DOCUMENTS APPROVAL FOR THE EMERGENCY OPERATIONS
PLAN: BASIC PLAN AND ESFs

Prepared by: _____ Date: _____
Emergency Management Director

Approved by: _____ Date: _____
Mayor

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II. RECORD OF REVISIONS

Brief Summary of Changes Made as of November 20, 2012~~September 12~~

1. Updated Cover Page with current year: 2012

III. PLAN DISTRIBUTION LIST

The following agencies have been assigned a copy of the City of Windom Emergency Operations Plan.

Agency	Signature
City Administrator's Office	_____
City of Windom Mayor	_____
Emergency Operations Center	_____
City of Windom Emergency Manager	_____
City of Windom Police Chief	_____
City of Windom Fire Chief	_____
City of Windom Ambulance Director	_____
City of Windom Electric Utility Manager	_____
City of Windom Water/Wastewater Superintendent	_____
City of Windom Street Superintendent	_____
Windom Area Hospital Administrator	_____
Windom School Superintendent	_____
Windom Library	_____
Cottonwood County Emergency Management Director	_____

Upon termination of office by reason of resignation, election, or dismissal, the holder of this document shall return it to the City Administrator.

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FOREWARD

The purpose of this plan is to provide a guide for emergency operations. The Plan is to be coordinated by the City of Windom Emergency Management.

The plan is organized into two major sections:

1. The Basic Plan: Outlines the basis and purpose of emergency planning.
2. The Emergency Support Functions (ESFs): Describe the basic functions of emergency response.

BACKGROUND

This *National Response Framework (NRF)* is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

Emergency Support Functions group resources and capabilities into functional areas that are most frequently needed in a response (e.g., Transportation, Firefighting, Mass Care).

The Federal Government and many State governments organize much of their resources and capabilities – as well as those of certain private-sector and nongovernmental organizations – under 15 Emergency Support Functions (ESFs). ESFs align categories of resources and provide strategic objectives for their use.

During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by Federal departments and agencies, along with certain private-sector and nongovernmental organizations. ESFs may be selectively activated for both Stafford Act and non-Stafford Act incidents where Federal departments or agencies request DHS assistance or under other circumstances as defined in Homeland Security Presidential Directive 5 (HSPD-5). Not all incidents result in the activation of ESFs.

ESFs may be activated to support headquarters, regional, and/or field activities. The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasking, and requirements in order to respond to incidents in a more collaborative and cross-cutting manner.

While ESFs are typically assigned to a specific section at the EOC for management purposes, resources may be assigned anywhere within the Unified Coordination structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other ICS sections to ensure that appropriate planning and execution of missions occur. For example, if a city requests assistance with a mass evacuation, the EOC would request personnel from ESF #1 (Transportation), ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services), and ESF #8 (Public Health and Medical Services). These would then be integrated into a single branch or group within the Operations Section to ensure effective coordination of evacuation services.

Each ESF Annex identifies the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities.

ESF Primary Agency(ies). An ESF primary agency is the agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies, and the specific responsibilities of those agencies are articulated within the relevant ESF.

ESF Support Agencies. Support agencies are those entities with specific capabilities or resources that support the primary agency(ies) in executing the mission of the ESF.

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BASIC PLAN

ESF 1 Transportation

ESF 2 Communications

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ESF 9 Search & Rescue

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ESF 16 Hazard Mitigation

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BASIC PLAN

I. HAZARDS

Natural disasters like tornadoes, floods, blizzards, and other natural disasters can affect the City of Windom. In addition major technological disasters such as train wrecks, plane crashes, explosions, hazardous material releases, public health emergencies (disease and outbreaks), flooding, pipeline leaks, and national security emergencies pose potential threat to public health and safety in Windom. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE

Natural disasters like tornadoes, floods, blizzards, and other natural disasters can affect the City of Windom. In addition major technological disasters such as train wrecks, plane crashes, explosions, hazardous material releases, public health emergencies (disease and outbreaks), emergency levee failures, pipeline leaks, and national security emergencies pose potential threat to public health and safety in Windom. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

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

- A. Mitigate the loss of life and property,
- B. Prepare for emergencies,
- C. Respond to emergencies,
- D. Recover from the emergency to a state of normalcy.



III. LEGAL BASIS AND REFERENCES

Existing government is the basis for emergency operations. That is, government agencies will perform on a day-to-day basis. City organization and interrelationships are shown on the Emergency Management Structure flow chart in this section. Each emergency response organization will be responsible to prepare/maintain their Standard Operating Guidelines (SOG). The Windom City Emergency Manager will update the resource manual for the entire city annually.

The following laws, documents, and reference materials can be found in the Minnesota Emergency Management Directors Handbook on file at the City of Windom City Hall.

1. Public Law 920, as amended
2. Public Law 99-499 (SARA Law of 1986)
3. Minnesota Statutes, Chapter 12, as amended (Civil Defense Act)
4. Minnesota Statutes, Section 299K.01 (Emergency Planning & Community Right to Know Act)
5. Minnesota Statutes, Section 299J, as amended (The Minnesota Pipeline Safety Act)
6. Minnesota Statutes, Section 103F, Subdivision 3, (Emergency Flood Protection Measures)
7. Minnesota Division of Homeland Security and Emergency Management (DEM) Bulletin No. 90-1 (Local government emergency operations plan requirements)
8. Common County Emergency Management Agreements
9. Pub. L. No. 101-380, 104 Stat. 484 (Codified at 33 U. S. C. 2701 et. seq.).
10. Minn. Stat. Chap. 115E The Oil and Hazardous Substance Discharge Preparedness Act, (1992) governing oil and hazardous substance discharge
11. OSHA 29 CFR 1910.120 Hazardous Waste Operation and Emergency Response Regulations
12. Minn Stat. 299F.56 to 299F.641 governing Intrastate Pipeline Safety
13. Minnesota Rules, Chapter 7514.0900, subpart(s) 2,3,4,5 and 6;



and Minn. Rules, Chapter 7514.0500 subpart 5, relating to public safety and implementing of a hazardous materials incident response plan and response teams

14. Minn Stat 466.01 Subd 6 includes volunteers as employees
15. Minn Stat 3.736 on volunteers
16. Minnesota Statutes 115A.02 and 115A.471. on waste management
17. City Ordinance No. 102 2nd Series, dated 7/29/98

SEC. 2.12 EMERGENCY MANAGEMENT

Subd. 1. Statute Adopted. The "Minnesota Emergency Management Act of 199611, Minnesota Statutes, Chapter 12, insofar as it relates to cities, is hereby adopted by reference as part of this Section, as fully as if set forth explicitly herein.

Subd. 2. Establishment of an Emergency Management Office . There is hereby created within the City government an Emergency Management Office, which shall be under the supervision of a Director to be appointed forthwith by the Mayor. The Director shall have director responsibility for the organization; administration and operation of said Emergency Management Agency, subject to the overall direction and control of the Council.

Subd. 3. Emergency Preparedness Plan. The Council may, by resolution, adopt from time-to-time amend, or repeal an emergency preparedness plan for the City.

Source: ordinance No. 102, 2nd Series

Effective Date: 7-29-98

IV. ORGANIZATION

Government agencies will perform emergency activities related to those they perform on a day-to-day basis.



V. DIRECTION & CONTROL

The direction and control of government operations is essential to the conduct of emergency operations. This has been provided for as follows:

- A. City Government - The Mayor of the city, in Windom, will be responsible for providing overall direction and control information for the city government's resources involved in the response to a disaster.

The City of Windom Emergency Manager serves in a staff capacity to the City Council. The EM coordinates the implementation of the plan. He/she will also serve in a liaison role when obtaining county, state, and federal-level resources. The line of succession to the Emergency Manager is as follows:

Mayor
City Administrator
Police Chief

Direction and control of the City of Windom's response to a major disaster may be carried out at the Windom Emergency Operating Center (EOC) in City Hall.

- B. County Government - The Board of Commissioners will be responsible for providing overall direction and control of county resources involved in response to a disaster. The County Emergency Manager will be responsible for coordinating plan development and maintenance. The County Emergency Manager will also serve as the "Community Emergency Coordinator" for the county and will implement the plan and coordinate emergency operations.

The standard for all emergency operations in the City of Windom will be NIMS (the National Incident Management System).

(For additional EOC information refer to ESF 5, Emergency Management.)

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of Windom emergency responsibility assignments, by function, is shown on Chart B. Heads of the various City government departments and agencies are responsible for carrying out the assignments shown on this chart.



- B.** Responsibilities have been assigned by a code letter:
1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to, make provision for that function.
 2. "S" indicates support responsibility, which means the agency so 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.
 4. As a general rule, Municipal officials will be primarily responsible for carrying out emergency functions within city limits and County officials will have the corresponding responsibility outside city limits.

VII. OPERATIONS POLICIES

- A.** Protection of life and property during an emergency is the primary responsibility of government at all levels.
- B.** In the event of a major disaster in the City of Windom, the Mayor or their legal successors 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 the public safety
- C.** The City Administrator, the Police Chief or the Director of Emergency Management may activate the Windom Emergency Operations Center (EOC) in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.
- D.** The City Administrator is responsible for providing overall policy direction of Windom government resources involved in the response to a disaster. The Emergency Manager will serve in staff capacity to the chief elected official or their legal successors to coordinate and implement aspects of this emergency plan with the City Administrator.

PRIMARY EMERGENCY COORDINATOR

Emily Cenzano
Emergency Management Director

ALTERNATE COORDINATOR

Steve Nasby
City Administrator



507-295-5212 (work)
507-822-4610 (cell)

507-831-6129 (work)
319-321-2637 (cell)

- E.** Local government emergency coordinators are charged with activating their own disaster plan. A city's local resources must be fully utilized before outside assistance will be made available.
- F.** In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their service needs through the Cottonwood County Emergency Management Director.
- G.** Each agency, department, or service of government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- H.** The Windom Emergency Manager will hold meetings with city representatives or City department heads, in order to address deficiencies found in the Emergency Management Plan or Standard Operating Guideline's (SOG's.) One major expectation for these meetings is to set up a training schedule to address deficiencies found in the City's Emergency Operations Plan's (EOP's). Said training will take the form of classroom, tabletop, and functional and full-scale exercises.
- I.** Each department head with an emergency assignment will be responsible for the preparation and maintenance of current SOG's, resource lists and checklists that are required to support their operations.



City of Windom
Emergency Operations Plan
Basic Plan

Responsible Agency	Windom Jurisdictional Limits	Contacts	Contact Phone Number
1. Warning & Notification			
Cottonwood County Sheriff's Communication	P	PSAP	911
Police Department	S	Scott Peterson	507-831-6134
Fire Department	S	Dan Ortmann	507-831-6129
Emergency Manager	C	Emily Cenzano	507-822-4610
2. Direction & Control			
Windom City Council/Administration	P	Steve Nasby	507-831-6129
Emergency Manager	S	Emily Cenzano	507-822-4610
City Attorney	C	Ron Schramel	507-831-1301
3. Emergency Public Information			
Windom City Administration	P	Steve Nasby	507-831-6129
Public Affairs Coordinator	S	TBD	
4. Search & Rescue			
Police Department	S	Scott Peterson	507-831-6134
Fire Department	S	Dan Ortmann	507-831-6129
Emergency Manager	C	Emily Cenzano	507-822-4610
Cottonwood County Sheriff's Office	P	Jason Purrington	507-831-1376
*** Also available: SAR, CAP, National Guard			
5. Health & Medical			
Cottonwood-Jackson County Human Services	P		507-831-1987
Windom Hospital	S	Gerri Burmeister	507-831-2400
Windom Ambulance	P	Tim Hacker	507-831-6134
7. Evacuation & Traffic Control			
Cottonwood County Sheriff's Office	P	Jason Purrington	507-831-1376
Police Department	S	Scott Peterson	507-831-6134
Fire Department	S	Dan Ortmann	507-831-6129
Windom Street Superintendent	S	Bruce Caldwell	507-831-6137
State Highway Patrol	S	Duty Officer	763-591-4680
8. Fire			
Windom Fire Department	S	Dan Ortmann	507-831-6129
8. Damage Assessment			
Building & Zoning	P	Jim Kartes	507-831-6125
Economic Development	P	Aaron Backman	507-831-6125



City of Windom
Emergency Operations Plan
Basic Plan

Responsible Agency	Windom Jurisdictional Limits	Contacts	Contact Phone Number
9. Congregate Care			
Cottonwood-Jackson County Human Services	P		507-831-1987
10. Debris Clearance			
Street Superintendent	P	Bruce Caldwell	507-831-6137
Electric Utility Manager	S	Marv Grunig	507-831-6151
11. Utilities Restoration			
Electric Utility Manager	P	Marv Grunig	507-831-6151
Water/Wastewater Superintendent	P	Mike Haugen	507-831-6138
12. Radiological/Hazardous Materials Protection			
Fire Department	P	Dan Ortmann	507-831-6129
Police Department	S	Scott Peterson	507-831-6134
Cottonwood County Sheriff	S	Jason Purrington	507-831-1376
Emergency Manager	C	Emily Cenzano	507-822-4610
13. Support/Personnel			
Finance Director/Controller	P	Chelsie Carlson	507-831-6129
14. Transportation			
Cotton County Transit	P	Kelly Thongvivong	507-831-5669
15. General Supply			
Windom City Administration	P	Steve Nasby	507-831-6129
16. Vital Services			
Windom City Administration	P	Steve Nasby	507-831-6129

A phone list containing other City of Windom personnel can be found at City Hall.

Responsibilities have been assigned by code letter: "P", "S", or "C".

"P" indicates primary operational responsibility, which means the official or agency in charge of, and responsible to make provision for, that function.

"S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.

"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.



VIII. STATE AND FEDERAL SUPPORT

- A. The Emergency Management Director will be responsible for assisting the City in obtaining state or federal government resources needed as a result of a disaster.
- B. In the event of a major emergency the State Duty Officer should be contacted.

State Duty Officer 651-649-5451

- C. Support from the National Guard may be available. Only the Governor has the authority to activate the Guard.

1. Operational Policies

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

2. Request Procedure

Only the Sheriff is authorized to submit the request for National Guard assistance by calling the State Duty Officer at 651- 649-5451.

IX. PLAN UPDATING, EXERCISING, AND DISTRIBUTION

- A. The Emergency Management Director shall serve as the planning coordinator. Input for the plan development will be received from business and industry (especially those required to do so under Emergency Planning and Community Right to Know standards), public health and safety agencies in the City, City Department Heads, and community interest groups.
- B. This plan will be reviewed and updated as necessary, in accordance with the schedule and procedures established by the State Division of Homeland Security and Emergency Management.



- C.** This plan will be distributed to all City government departments, agencies and cities, which have emergency assignments. City Administration will maintain a plan distribution list and can also be found in the FOREWARD of this Plan.
- D. Exercise Methods and Schedules**
1. Windom Emergency Management may conduct or participate in a tabletop, functional or full-scale exercise to test the planning and operational components of its emergency operations plan. Upon completion of the exercise, an after action review is held to determine strengths and areas which may need improvement. Such exercises shall be in compliance with MN HSEM's Exercise Policy.
 2. A copy of Windom's current methods and schedules for exercising its emergency plan are located at City Hall, 444 9th St., Windom, MN 56101. Contact the Windom Emergency Management Director for further information.
- E. Training and Training Records for Emergency Responders**
1. Emergency responders and City employees who respond to hazardous materials incidents within Windom have received training designed to help them respond to such incidents. At a minimum, in Windom primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.
 2. Police Department personnel are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by the City of Windom Police Department at the Cottonwood County Law Enforcement Center
 3. Fire Department personnel (except new members in training) are trained to, equipped and respond at the Hazardous Material Operations Level, as defined in 29 CFR 1910.120. Training records are maintained by the City of Windom Fire Department.
 4. Ambulance personnel and the designated mutual aid ambulance service(s) are, at a minimum, trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Ambulance training records are maintained by Windom Ambulance Service.
 5. Training records for City employees other than police, fire and ambulance are maintained by their respective departments.



Training Schedules

<u>City</u>	<u>Agency</u>	<u>Training / Meeting Dates</u>
Windom	Fire Department	1st & 3rd Wednesday of the month at 6 :45 p.m.
Windom	Ambulance	Last Thursday of the month at 7 p.m.

Records Safeguarding Policy

The City of Windom server is backed up on a daily basis with a backup copy stored off-site. Other records are stored in the city's vault for safe-keeping. Within the Departments the individual responsibility of the department heads and their employees for maintenance of their office records

Emergency Support Function 1 Transportation

LEAD COORDINATING AGENCY: City of Windom Street Department

SUPPORT AGENCIES: Emergency Management
Cottonwood County Transit
Public Schools

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 1 is developed for the coordination of transportation missions and activities for emergencies and disasters. In the context of this plan, transportation refers to the infrastructure consisting of the means and equipment necessary to move goods and people from one location to another.

B. Scope

Provision of transportation resource support includes coordinating transportation activities to supplement the efforts of emergency response agencies to protect the public. It is intended to assist in establishing priorities and/or allocation of transportation resources, process transportation requests, managing traffic, determining priorities of road and highway repair, and conducting appropriate emergency management coordination with neighboring jurisdictions and state agencies.

II. POLICIES

- A.** Windom Street Department and field operations will be coordinated through the Windom Emergency Operations Center (EOC).
- B.** Priorities will be established for use of limited public transportation assets.
- C.** Primary and support agencies will support the coordination and information collection of transportation damage assessments, which should be conducted as soon as possible, and reported to the EOC.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster may severely damage transportation

infrastructure. The movement of people, equipment, and supplies may be much less efficient than under normal circumstances. Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.

B. Planning Assumptions

1. The local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
2. Operations may require traffic controls to divert traffic around damaged, isolated, or evacuated areas.
3. The immediate use of transportation systems for emergency operational activities may exceed local capabilities, thus requiring assistance from neighboring jurisdictions and the state.
4. Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

IV. CONCEPT OF OPERATIONS

A. General

1. In accordance with the Windom Emergency Operations Plan (EOP) and this ESF, the Street Department is responsible for coordinating transportation activities. Emergency Operations Procedures developed by the Street Department provide the framework for carrying out these activities.
2. Requests for assistance will be forwarded to the Windom Emergency Operations Center (EOC).
3. The Street Superintendent is in charge of roads of the municipality, and the County Engineer is in charge of all county roads and bridges.
4. The City of Windom will provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment, and materials. Law enforcement agencies conduct the coordination for evacuation and movement during emergencies and disasters.

B. Organization

1. **Street Department**

The City of Windom Street Department has their own equipment and tools necessary to complete daily functional activities. Some equipment may be specialized to perform only specific tasks. The number of staff trained on particular equipment may vary. Equipment, personnel, and tools used on a normal basis may or may not apply to the disaster or emergency situation. Therefore, transportation assistance will be provided as resources permit.

2. Emergency Management

Emergency Management is organized to support transportation by supporting the Public Works representative at the EOC with requests to the State when necessary.

3. Cottonwood County Transit

Cottonwood County Transit has buses and drivers qualified to operate them, and may be utilized to serve the public by providing transportation in emergency or disaster situations. Their use is dependent on their availability and the status of Memorandums of Understanding.

4. Public Schools

The Public School system has buses and drivers qualified to operate them, and may be utilized to serve the public by providing transportation in emergency or disaster situations. Their use is dependent on their availability and the status of Memorandums of Understanding. It can be expected that the transportation of children within the school system will be prioritized over other situations.

C. Procedures

1. Emergency operations begin with support to Law Enforcement, Ambulance, Fire and Damage Assessment Teams.
2. A Street Department emergency plan will be developed using information from damage assessments of transportation systems including roads, bridges, overpasses, and other transportation infrastructure. The immediate protection of the public will be considered with the prioritization of activities, such as debris clearing.
3. When the Street Department is requested to support disaster operations, they will keep accurate records of all time and costs for

personnel and equipment utilized in responding to and recovering from the disaster. These records must document and separate disaster related expenditures from normal operations for any reimbursement.

D. Mitigation Activities

1. Primary Agency

The Street Department ensures that all trained personnel are briefed on the event and the known hazards and mission assignments before they are deployed.

2. Support Agencies

Emergency Management maintains the Cottonwood County All-Hazards Mitigation Plan. Cottonwood County Transit and Public School Districts mitigate transportation risks by providing staff with training to drive in hazardous driving conditions, however, they may terminate their duties in the event that conditions are so severe that the risks would likely outweigh the benefits.

E. Preparedness Activities

1. Primary Agency

Public Works develops the departments' procedures and in support of the City of Windom Emergency Operations Plan (EOP). It maintains equipment that can remove debris, haul water, load sand, build berms and perform other tasks.

2. Support Agencies

Emergency Management coordinates with Cottonwood County and the State of Minnesota to ensure operational readiness. It maintains an EOC in a state of readiness and ensures that Emergency Operations Procedures are current. It maintains liaison with Minnesota Homeland Security and Emergency Management (HSEM). Cottonwood County Transit and Public Schools provide regular maintenance to their vehicles and equipment, keeping them in a state of readiness to function.

F. Response Activities

1. Primary Agency

The Street Department staffs the EOC for coordinating all

transportation missions. It determines the usable portion of the transportation system and controls emergency traffic regulations in conjunction with Law Enforcement. It mobilizes personnel and equipment required for engineering services related to transportation. It provides graphics, maps, and editorial support to the Public Information Officer (PIO) during response and recovery operations.

2. Support Agencies

Emergency Management activates the EOC, develops situation reports, and coordinates requests for state transportation support. It coordinates support with the state EOC. The use of Cottonwood County Transit and Public Schools' transportation resources are dependent upon availability and the status of Memorandums of Understanding.

G. Recovery Activities

1. Primary Agency

The Street Department reconstructs, repairs, and maintains the transportation system within its capabilities, including the designation of alternate routes of transportation in conjunction with local agencies.

2. Support Agencies

Emergency Management coordinates recovery activities for transportation with local jurisdictions and the state EOC.

V. RESPONSIBILITIES

A. Primary Agencies

The Street Department has the responsibility to maintain transportation routes within the local jurisdiction. The Cottonwood County Public Works Department is responsible to maintain county transportation routes. It is within both city and county public works responsibilities to:

1. Coordinate transportation activities in support of the EOP.
2. To develop and maintain a Public Works Disaster Plan in support of the EOP.
3. To dispatch trained, mission-essential personnel for essential services.

4. Provide liaison to the EOC and report on critical lifeline routes.
5. Make temporary emergency repairs to restore transportation facilities and structures.
6. Assist first responders with barricades and contribute other traffic related supplies and expertise.

B. Support Agencies

Emergency Management coordinates support with neighboring jurisdictions in support of this ESF. Cottonwood County Transit and Public Schools may assist by providing transportation services (when possible) to protect the general public, and may depend on the status of Memorandums of Agreement or Understanding.

VI. RESOURCE REQUIREMENTS

- A. Buses or large vehicles capable of providing transportation to large numbers of people.
- B. Equipment and personnel to provide debris removal or repair of the transportation system which may be damaged.

VII. APPENDICES

- Appendix A Primary Transportation Routes
- Appendix B Evacuation, Traffic Control, & Safety
- Appendix C Evacuation, Traffic Control, & Safety SOP

**Emergency Support Function 1
 Transportation
 Appendix A
 Primary Transportation Routes**

A list of covered 302 Facilities and their addresses are on file with the Cottonwood County Emergency Management Director. This list was obtained from the Minnesota HSEM Division (Field Services Branch, EPCRA) and is maintained in an electronic format. It can be accessed by contacting the Cottonwood County Emergency Management Director.

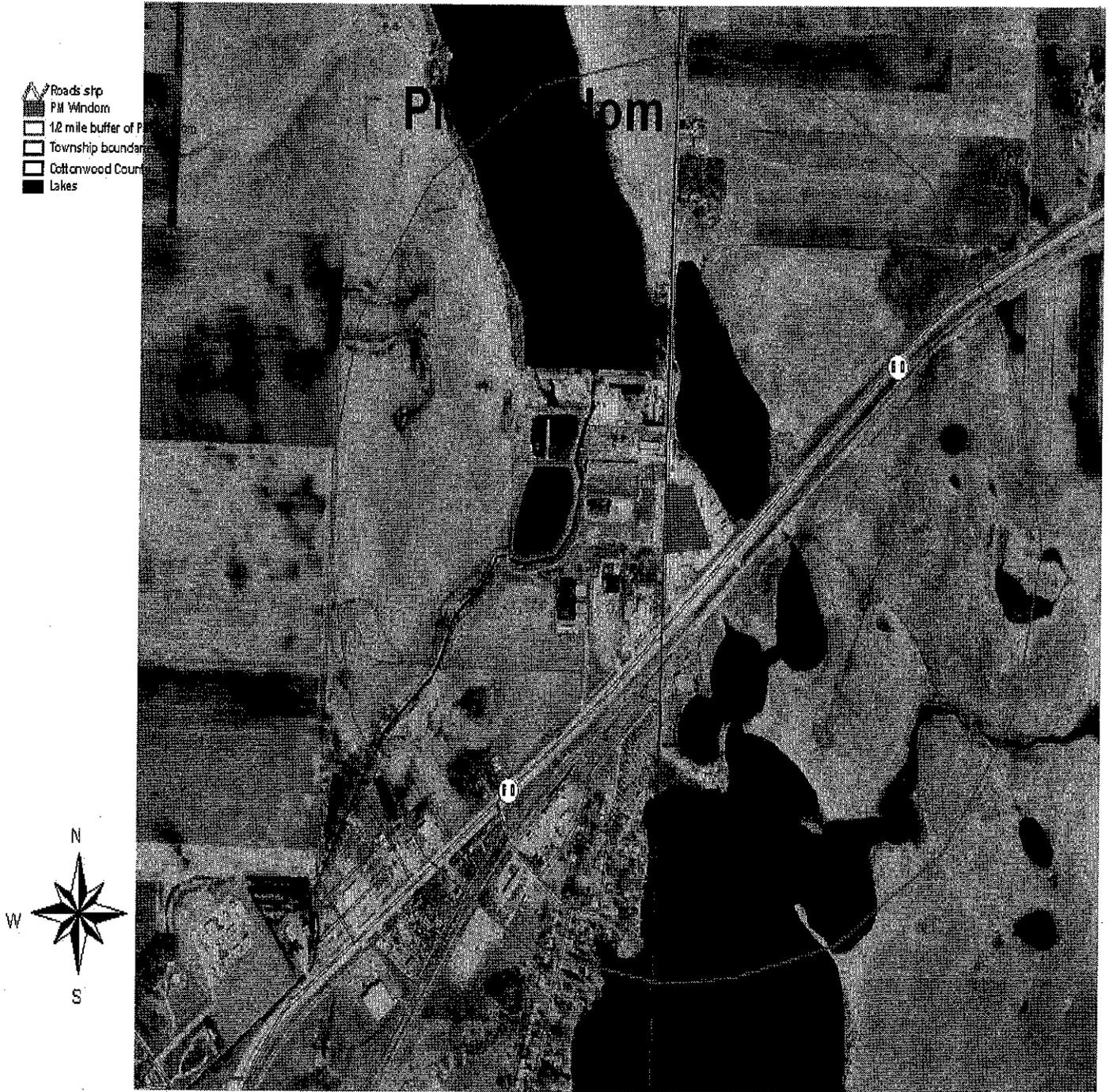
**Primary and Secondary Evacuation Routes for
 Section 302 Facility "Population at Risk"**

<u>Facility</u>	<u>Primary Evacuation Route</u>	<u>Secondary Evacuation Route</u>
<i>WINDOM</i>		
Amoco Service Station	North on Hwy 60/71	South on Hwy 60/71
Casey's General Store	North on Hwy 60/71	South on Hwy 60/71
Country Pride Coop C-Store	South on Hwy 71	Southwest on Hwy 60
Dino's Truck Stop	Northeast on Hwy 60	South on Hwy 60/71
Erickson Oil Company (Freedom)	North on Hwy 60/71	South on Hwy 60/71
Phillips 66 Center Stop	North on Hwy 60/71	South on Hwy 60/71
PM Windom	Northeast on Hwy 60	North on 500 th Ave to CR 44
The Toro Company	South on Hwy 60/71	N on Hwy 71 or E on Hwy 60
United Packing Inc.	South on CR 26	North on CR 26
Vet's Whoa N' Go Fuel Stop	North on Hwy 60/71	South on Hwy 60/71
Windom Area High School & Middle School	South to River Road	East on 17 th St to 4 th Avenue
Winfair Elementary School	South on 6 th Avenue	East on 14 th St to Hwy 60/71
Windom Ready Mix Inc.	South on Lakeview to CR 13	N on Lakeview to 15 th Ave W West Highway 60/71
<u>Windom City of:</u>		
Water & Waste Department	N to 6 th Street, W on Hwy 60	N on 6 th St., E 6 th St to CR 17
Municipal Power Plant	South on Hwy 60/71	North on Hwy 60/71

Map of the City of Windom



Business: PM Windom



Business: Toro Company



Business: Windom Swimming Pool



Railroad Routes in Windom:

Canadian Pacific – 1-800-465-9239 (for Hazardous Materials Incidents)

Union Pacific – 1-888-877-7267

Note: Large sized topographic maps and regular county maps are on file in the Windom City Hall, Council Chambers. These transportation routes are clearly identified on those maps.

**Emergency Support Function 1
 Transportation
 Appendix B
 Evacuation, Safety, & Traffic Control**

I. PURPOSE

To provide an overview of how evacuation and traffic control would be carried out.

II. RATIONALE AND RESPONSIBILITIES

The rationale for evacuation is that hazardous conditions can best be mitigated by moving the affected population to an area of lesser risk. Local Incident Command or City Officials at the Windom EOC will evaluate the benefit of sheltering in place or evacuation. Whatever choice is determined to be the most appropriate protective action, information and instructions should be provided to the affected population. NIMS will be used to operationally conduct evacuations, traffic control and security on any scene requiring such actions as here described.

- A. The Emergency Management Director will conduct a hazard analysis and vulnerability assessment to determine populations at risk.
- B. The Police Chief and Street Superintendent will coordinate identification of evacuation routes. (Pre-identified primary and secondary evacuation routes related to hazardous materials are listed in the SARA Title III portion of the Community Hazard Analysis Section of this Plan.)
- C. The following official(s) will be responsible for determining the need for evacuation, Protect in Place and Or Re-Entry:

Official(s)	Type(s) of Incidents
Sheriff	Natural Hazard(s)
Emergency Management Director	Hazardous Material(s) Civil Disturbance(s)
Local Fire Official(s)	Hazardous Material(s)
Sheriff and/or Local Chief(s) of Police	Natural Hazard(s) Civil Disturbance(s)
Director of Public Health	Hazardous Material(s) Unsafe Sanitary Conditions Contamination Threat

- D. The Police Department will be responsible for conducting and coordinating any large scale evacuation of city residents.
- E. The Police Department will have the primary responsibility for notifying county residents and facilities of the need to evacuate.
- F. The Emergency Management Director will coordinate with the Public Information Officer (PIO), the development of instructional materials to be given to the public in an evacuation effort.
- G. The Police Department and the Emergency Management Director will assist persons with special needs in an evacuation effort.
- H. The Police Department and/or Public Works Department will be responsible for establishing and staffing traffic control points.
- I. The Police Department will be responsible for maintaining access control and security for evacuated areas.
- J. The Public Works Department is responsible for overseeing the removal of all debris or obstructions so that evacuation routes may be established, or remain open.

The Public Works Department is likewise responsible for the coordination of all public and private transportation resources, including but not limited to evacuation of special needs and institutionalized populations.

- K. The Police Department (in cooperation with public and private hazardous materials emergency responders) will be responsible for determining when evacuees can safely return to their homes.

III. SUPPORTING AGENCIES/ORGANIZATIONS

- A. School districts may provide buses, if needed, to assist in the evacuation process.
- B. Cottonwood County Transit and others may provide buses upon request in an emergency situation.

**Emergency Support Function 1
Transportation
Appendix C
Evacuation & Traffic Control and Security
Standard Operating Procedures**

Index

General Information

Hazardous Material Evacuation

Levee/Flood

Shelter In Place

Sample Evacuation Notices

I. PURPOSE

This standard operating procedure is to provide specific guidance for an evacuation of residents of the City of Windom and for the possible reception of persons from within Cottonwood County or surrounding area coming into Windom.

II. GENERAL INFORMATION

- A.** Windom residents to be evacuated or asked to implement protect-in-place will be notified by outdoor warning systems, radio, TV, Cable, public address systems, telephone or other method as implemented through the Cottonwood County Communications Center. (Warning Point)

Residents may also be advised by door to door contact; or route alerting from police/sheriffs personnel that there is a need to evacuate. Some facilities such as schools, hospitals, nursing homes, etc. may be contacted by telephone to notify of the need to evacuate.

- B.** The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions and other pertinent factors.
- C.** Determination of congregate care facilities that can be used for shelters for evacuees should be made in cooperation with the Emergency Management Director and the American Red Cross.
- D.** Procedures for initiating a protect-in-place option include but are not limited to:
- Determination of need by incident command using established criteria.
 - Action by official(s) authorized to implement the plan.
 - Public notification as appropriate.
 - Implementation by local law enforcement.
 - Evacuation routes, assembly points and assistance instructions will be coordinated and announced through the Cottonwood County Communications Center or the City of Windom EOC.
 - Local law enforcement personnel or the Cottonwood County Sheriff's Office will establish traffic control points, if needed.
 - Mobility-impaired individuals unable to evacuate themselves will receive assistance from local police and fire departments, including mutual aid departments, as necessary.

E. Shelter Locations

Shelter Contracts are arranged through the Southwest Chapter of the American Red Cross and an active list is maintained by the ARC. This list can be accessed by contacting the local Red Cross representative (Rod Byam). Locations such as the Cottonwood County Law Enforcement Center (primary), Windom Community Center (secondary) and Windom Arena (alternate) may be utilized as needed.

F. Re-entry (repopulation) Procedures

- Re-entry (repopulation) decisions made by Incident Command/Commander.
- Appropriate announcements made via the Cottonwood County Communications Center or City of Windom EOC.
- Implementation by local law enforcement or Cottonwood County Sheriff's Office or assisted by mutual aid agencies, as necessary.

III. EVACUATION DUE TO HAZARDOUS MATERIALS RELEASE

A. Release from a Fixed Facility

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

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

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

1. Establish a Command Post.
2. Identify wind and weather conditions.
3. Establish perimeter security control.

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

IV. EVACUATION DUE TO FLOODING AND/OR EMERGENCY LEVEE FAILURE

The City of Windom has no levees. Flooding could occur if there were a failure of a levee at Talcott Lake, but this would result in minor to moderate flooding in the City of Windom.

V. SHELTER IN-PLACE

Situations may arise where the best means of protection of life and property is to recommend "shelter in-place" procedures. If conditions are present which do not allow adequate time for evacuation or where the risk from the emergency incident will be minimal or very short in duration officials should consider shelter in-place recommendations. Emergency Actions such as taping doors, windows, shutting off outside air intake from fans, air conditioning or other means may be the best available option to protect public health and safety.

VI. SAMPLE EVACUATION NOTICES

SAMPLE EVACUATION PROCLAMATION

WHEREAS, a disaster proclamation has been issued, and

WHEREAS, the disaster has resulted in a state of emergency existing in City/Township of _____; and

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

NOW, THEREFORE, I do hereby recommend that the area bordered by _____ on the North, _____ on the South, _____ on the West, _____ on the East, be immediately evacuated.

This proclamation is in effect until further notice.

Done at _____

This ____ day of _____ 19__.

Attest to:

Signed: _____

(Name and Title)

SAMPLE EVACUATION NOTICE

ATTENTION:

There has been an accident involving _____ at _____.

This material (gas/liquid/solid, etc.) is dangerous and you are in the DANGER AREA.

DO NOT DELAY. LEAVE THE AREA IMMEDIATELY.

Take with you items you may require, such as glasses, medicine, special foods, baby needs, and pets.

Listen to the radio for more information as you leave.

Do not remain in the area and do not return until you have been told to do so.

Leave immediately and follow instructions.

If you need transportation walk to _____.

A place to stay will be established for you.

Please act now for your safety.

Thank you.

Emergency Support Function 2 Communications

LEAD COORDINATING AGENCY: City of Windom Administration

SUPPORT AGENCIES: City of Windom Emergency Management
City of Windom Telecommunications
Cottonwood County Sheriff's Department
Private Telecommunications Service Providers

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is:

1. To serve as a basis for planning the coordination of communication assets in Windom in accordance with the City of Windom Emergency Operations Plan.
2. To provide guidance for rapid alerting and warning to key local jurisdictions, officials and the general public of an impending or occurring natural or technological emergency or disaster.
3. To provide guidance for organizing, establishing, and maintaining the communications and information system capabilities necessary to meet the operational requirements of the county in responding to, and recovering from, emergencies and disasters.
4. To assist with providing accurate and timely information to state, local and federal officials.
5. To coordinate the effective restoration of communications after a disaster with the service providers and private utilities.

II. POLICIES

- A. The City of Windom Emergency Operations Plan (EOP) as described by this ESF, will guide all city communications, information systems, and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.
- B. If communications, information systems and warning requirements cannot be met at the local level requests for assistance may be made to county, state, and federal level agencies.

III. CONCEPT OF OPERATIONS

A. General

- 1.** Reliable communications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other state and public safety agencies. Such capabilities must be available to the city for operations from the primary or alternate EOC as well as any other location selected because of existing conditions at the time of the emergency or disaster.
- 2.** The federal government, under the National Response Framework (NRF) may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to state and/or local jurisdictions prior to or during an emergency or disaster.
- 3.** A request for additional, supplemental, or replacement communications resources must be coordinated through the City of Windom Emergency Operations Center (EOC).
- 4.** The City of Windom is located in the Southwest EAS Operational Area.
- 5.** The Emergency Alert System (EAS) operates through designated radio, television stations and cable systems and is intended to provide federal, state, and local jurisdictions with the means to disseminate prompt alerting and warning information to the general public (See State EAS Plan). NOAA National Weather Service radio transmitter will augment the warning and information process (See Map in Appendix B).
- 6.** The County Emergency Management Director, or the Dispatch Shift Commander, will contact the National Weather Service by telephone and request that the EAS System be activated. Provide the EAS message live on the air; to the broadcaster; or by facsimile machine.
- 7.** National Weather Service Office: 605-330-4247

8. The primary and backup methods of communication (radio, telephone, etc.) among emergency response organizations, critical facilities (e.g., utilities, water treatment plants, hospitals, etc.), and the EOC/alternate EOC are:

a. Telephone Systems

1. County/Local

- a)** 24/7 Telephone Systems (primary)
- b)** Cellular telephones (secondary)
- c)** Facsimile (secondary)
- d)** Pager Systems (secondary)
- e)** Others, as appropriate

2. State assets that support county ESF 2:

- a)** Minnesota State Duty Officer: 1-800-422-0798
- b)** Minnesota Statewide Radio Board
- c)** NAWAS (National Warning System, intra-state landline-voice)

b. Radio Systems

1. County/Local

- a)** Narrow-band ARMER System (primary)
- b)** Amateur Radio (secondary)
- c)** Siren (or other warning) Systems (primary)
- d)** NOAA Weather Alert Radios (secondary)
- e)** Others, as appropriate

2. State assets that support county ESF 2:

- a) State Patrol Radio
 - b) Emergency Alert System (EAS) Relay Network (Public Safety radio and the broadcast industry).
 - c) Amateur Radio System: (which includes: RACES (Radio Amateur Civil Emergency Services), ARES (Amateur Radio Emergency Services).
 - d) Mobile Command Center and associated equipment.
 - e) Other Radio Systems
- c. Computer Systems
- 1. City/County
City and county government networks and programs
 - 2. State assets that support county ESF 2:
 - a) National Weather Service Emergency Management Weather Information Network (EMWIN) weather data system
 - b) Department of Justice's (DOJ) Transaction of Information for Management of Enforcement (TIME) System.
 - c) Minnesota Department of Health – Health Alert Network (HAN)

B. Organization

The County ESF 2, Communications consists of:

- 1. The Sheriff has overall responsibility for ensuring that all warnings and notifications received are handled properly.
- 2. The Sheriff's Communications Division maintains the 911 telephone Public Safety Answering Point (PSAP) for the county. The County participates in the metro region interoperable radio system which is the regional component of the state's ARMER system.
- 3. The Sheriff's Communications Division is responsible for the receipt and proper dissemination of all notifications received. Upon receipt of a warning, the Cottonwood County Warning Point is responsible

for:

- a. Notifying the affected municipalities
 - b. Activating the appropriate outdoor warning sirens
 - c. Notifying Key City government officials
 - d. Activating the Emergency Alerting System for the following types of incidents (as necessary):
 1. Weather Emergencies
 2. Hazardous Materials Emergencies
 3. Terrorist/CBRNE Activities
 - e. Notifying certain private and/or public facilities which may be endangered by the incident (hospitals, schools, industries, nursing homes, etc.)
4. The Sheriff's Office is responsible for activating outdoor warning sirens for the City of Windom.

C. Procedures - Manuals

The Warning and Notification Standard Operating Procedures (SOP) contained in the Basic Plan detail the procedures to accomplish this function. Further information can also be found in Appendix C of this ESF.

D. Mitigation Activities

1. Identify areas where mutual aid agreements, private organization and non-profit organization support may assist in city communications support during an emergency.
2. Ensure that City communication systems have interoperability, redundancy and long term backup power capabilities.
3. Strengthen communications and warning infrastructure physical security

E. Preparedness Activities

1. Pre-identify communications facilities, equipment, personnel and training needs in the city that could be made available to support response and recovery efforts.
2. Encourage and promote interoperability throughout the county and other local jurisdictions.
3. Conduct regularly scheduled communications and siren tests and

drills in accordance with the Testing Procedures identified in the Basic Plan.

4. Conduct regular checks of all communications and IT equipment and systems in the EOC and associated facilities.
5. Utilize EOC communications and IT equipment as an integral part of all communications and warning systems in exercises and city EOC participation.
6. Develop plans for alternate warning systems and disseminate information to the public.

F. Response Activities

1. Receive and disseminate warning information citywide.
2. Coordinate communications support to all governmental, private communications providers, and volunteer agencies as required.
3. Identify assets and resources that may be available.
4. Coordinate the acquisition and deployment of communications and warning equipment, personnel, and resources to establish temporary communications capabilities within the affected area and to meet critical needs.
5. Work with local commercial communications companies to restore services by assisting with planned and actual actions.
6. Track communication and warning system damage information obtained from assessment teams (i.e., local service providers, public works, and city utilities).
7. Maintain a continuous communications capability as the city point-of-contact for emergency reporting.

G. Recovery Activities

1. Use public, private and volunteer communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort.
2. Plan and prepare the communication systems to support the establishment of staging areas, distribution sites, Joint Information Centers, and other local, State, and federal recovery facilities and

emergency workers in the impacted area.

3. Coordinate with local and county agencies to establish recovery communications operations, as appropriate.
4. Maintain appropriate records of work schedules and costs incurred by the city during an event.
5. Generate in a timely manner, information to be included in City EOC briefings, situation reports, and/or action plans.

IV. RESPONSIBILITIES

A. Primary Agency

1. Cottonwood County Sheriff's Office

- a. Overall responsibility for planning and coordinating the emergency communications, warning and information technology programs within the county, including assistance to local jurisdictions.
- b. Coordinate and maintains a countywide communications and warning capability and provides warning of impending emergencies or disasters to affected political subdivisions.
- c. Operates and maintains the County Communications Center (identify) on a 24/7 basis.
- d. Coordinates the acquisition and deployment of additional communications equipment, personnel and resources necessary to establish temporary communications capabilities.
- e. Supplements other county and local emergency communications systems requirements within capabilities.
- f. Identify critical communications equipment and personnel to ensure agency primary responsibilities are met.
- g. Work with other agencies to develop and maintain comprehensive reference with equipment type and common frequencies.

B. Support Agencies

1. City of Windom Emergency Management
City of Windom Telecommunications
Cottonwood County Sheriff's Department
Private Telecommunications Service Providers

(Note: Assign individual agency responsibilities as appropriate)

- a. Assist in planning and coordinating the emergency communications, warning and information technology systems within the county to include assistance to local jurisdictions, to develop and enhance interoperability.
- b. Prepare and maintain the agency's warning plans, SOPs, and call lists.
- c. Participate in training and exercises with local jurisdictions and the county as appropriate.
- d. Develop plans to establish and maintain communications links between EOC and Field Operations based on the agency's capabilities.
- e. Provide communications support as requested within the agency's capabilities.
- f. Identify non-critical communication assets that could be used to support response and recovery operations.
- g. Assist in developing a phased plan for the use the agency's non-critical assets to identify personnel, equipment and duration of assistance.
- h. Work with other agencies to develop common communications protocols and terminology.

C. Communications Service Providers

Provide technical support and repair/replacement of communications systems to local jurisdictions.

D. Volunteer Agencies

1. Amateur Radio Groups
2. Radio Amateur Civil Emergency Services (RACES)

3. Civil Air Patrol

V. REFERENCES (located at City Hall and Cottonwood County Law Enforcement Center)

- A.** Any pertinent communications equipment information, city and/or county statutes and ordinances, and Standard Operating Procedures.

VI. APPENDICES

- A.** Appendix A State Emergency Alert System
- B.** Appendix B NOAA National Weather Service
- C.** Appendix C Standard Operating Guidelines

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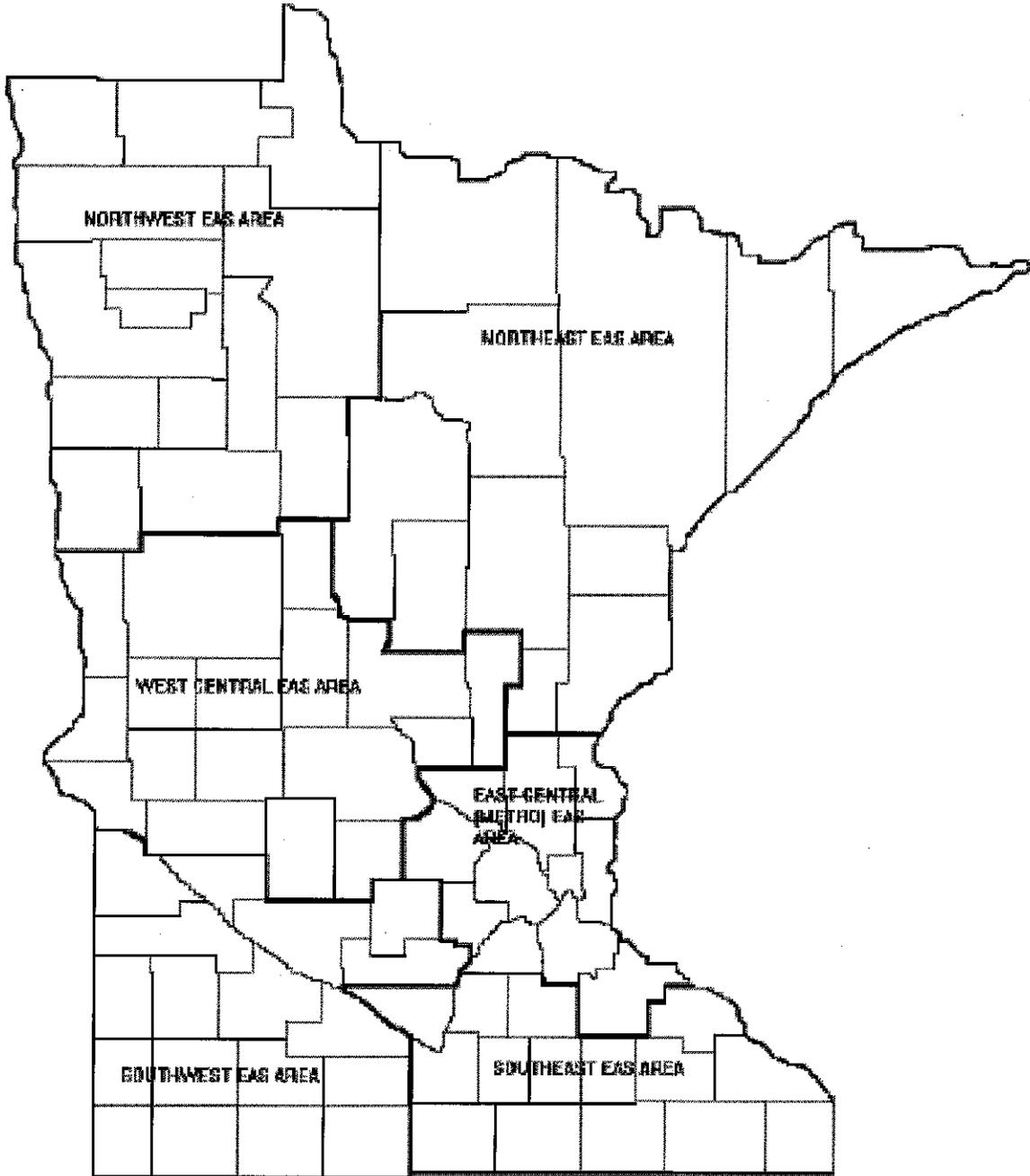
**ESF 2
 Communications
 Appendix A
 State Emergency Alert System**

Organizing the EAS to work within Minnesota is a cooperative effort of several private businesses and public agencies. The FCC created a state emergency communications committee (SECC) in each state and appointed a representative from the broadcast industry and a representative from the cable industry to co-chair this committee. In order to alleviate any misconceptions regarding the purpose of this committee in Minnesota, the members determined that it was more appropriate to rename the committee the *Minnesota Emergency Alert System Team (MnEAST)*. The goal of the MnEAST is to coordinate the development of the Minnesota Statewide EAS Plan and to coordinate operations within the state.

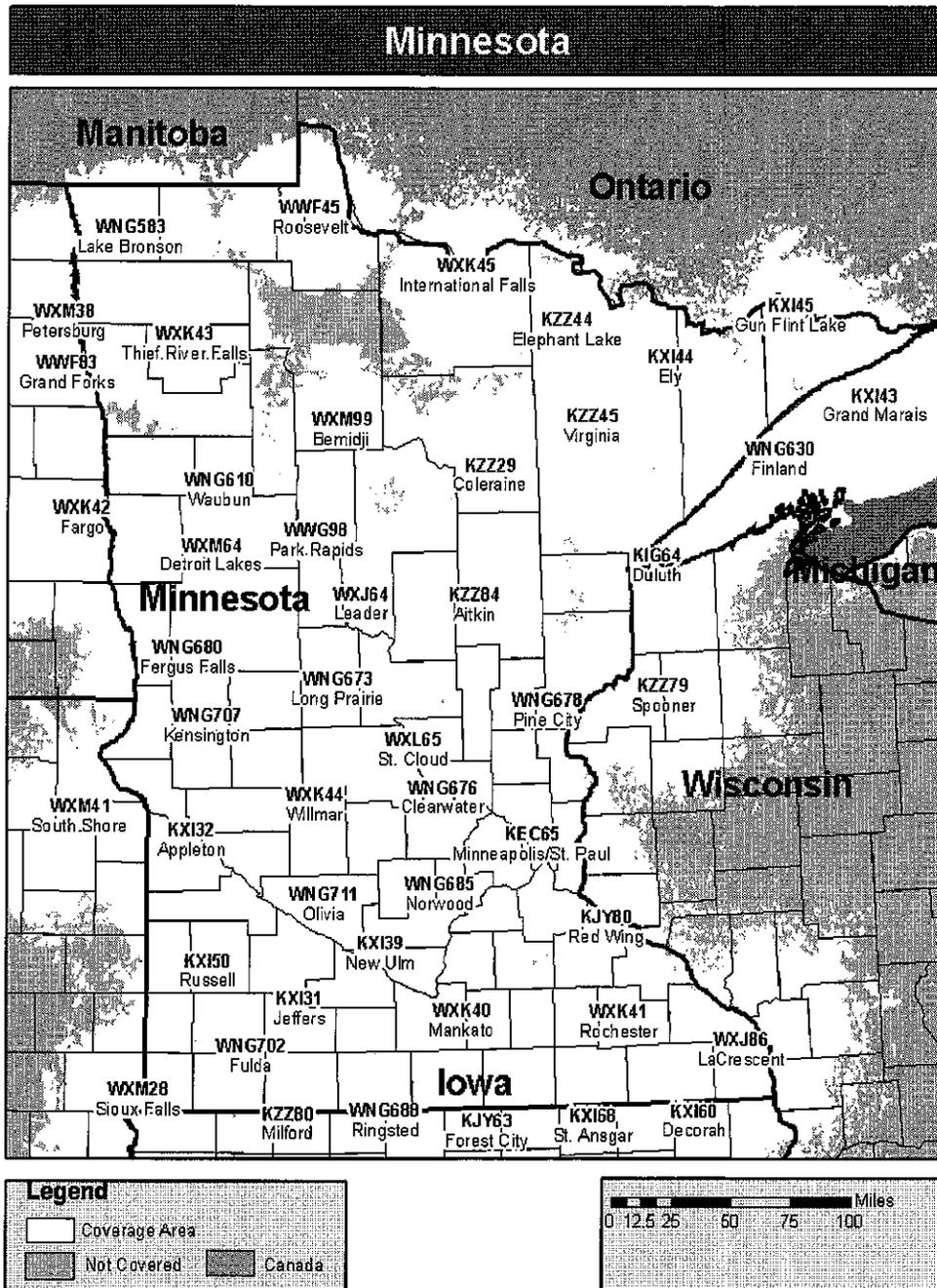
Teams on two operational levels will accomplish coordination of the EAS within Minnesota. The MnEAST team is the statewide coordination committee from the EAS. Local EAS Team (LEAST) will coordinate the EAS within a local/regional operational area. Together, the MnEAST and LEAST teams direct the EAS "organization" for Minnesota.

The following agencies and organizations are suggested members for the state and local EAS teams:

Agencies & Organizations	MnEast Member	LEAST Member
Amateur Radio Operators (RACES, ARES, etc)		X
Association of Minnesota Emergency Managers	X	
Association of Public Safety Communications Officials (APCO)	X	
Wireless Telecommunications Industry	X	X
Broadcast Industry	X	X
Cable Industry	X	X
County/Local emergency management directors		X
MN Department of Administration- 911 Coordinator	X	
MN Department of Transportation	X	X
MN Division of Emergency Management	X	X
MN State Patrol Division	X	X
Minnesota Broadcasters Association	X	
Minnesota Telephone Association	X	X
National Weather Service Offices	X	X
Police Chiefs, Fire Chiefs		X
Sheriffs/Public Safety Answering Point (Pass)		X



**ESF 2
Communications
Appendix B
NOAA National Weather Service**



**ESF 2
Communications
Appendix C
Standard Operating Guidelines**

This Standard Operating Guideline (SOG) is intended to provide specific guidance for the proper receipt and dissemination of severe weather emergencies.

I. GENERAL

The Marshall State Patrol State Warning Point is responsible for disseminating all watches and warnings to the City of Windom, except warnings for conditions generated within the city itself.

II. SEVERE WEATHER WARNINGS

A. Receive warning from State Warning Point.

1. Notify key city officials by established call list.¹
2. Determine area(s) of city that is (are) affected.
3. Notify affected agencies by calling and/or activating sirens.

B. Warning received from within the county:

1. Weather Related Emergency
 - a. Obtain the name and call back number from the individual reporting the emergency.
 - b. Notify appropriate officials and agencies.
2. Notify the Sioux Falls National Weather Service Office if sirens are sounded.

¹ This will be accomplished by phone or radio.

III. HAZARDOUS MATERIALS EMERGENCY

The State Duty Officer is responsible for disseminating all emergency information received by the City of Windom, except those which are received via local 9-1-1 telephone system.

A. Hazardous Materials Warning

For an incident which involves the City and/or multiple jurisdictions the following action should be taken:

1. Obtain accurate description of area affected and recommended actions from the on-scene Incident Commander.
2. Notify affected municipalities by public safety radio communications network.
3. Activate sirens, if appropriate. House-to house or route alerting, instead of siren activation, may be necessary. (If able to be done safely.)
4. Notify the Sioux Falls National Weather Service and activate EAS in the City of Windom.
5. Notify Emergency Management Director.
6. Notify designated facilities within the city.

IV. TESTING PROCEDURES

State policy is that Counties and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month. At 1:00 p.m. the first Wednesday of each month the Cottonwood County Warning Point will take the following actions:

1. Be prepared to receive and acknowledge the TEST warning message from the State Warning Point.
2. When National Warning System (NAWAS) test is received activate sequence lists to extend TEST warning to the participating municipalities in the County.
3. Test county alert lists and other emergency procedures as delineated in previous sections of these standard operating procedures.

V. EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURE

A. Southwest Region EAS Operational Area –

The City of Windom is located in the Southwest Region EAS Operational Area.

B. Activation Procedure

Cottonwood County along with the rest of southwestern Minnesota has not established protocols for use of the Emergency Alert System. Although all of the media stations have had the necessary equipment installed a regional plan has not been established. As soon as a regional plan is adopted that information will be included in this plan.

C. Testing/Exercising Procedures

This EAS procedure will be exercised in conjunction with required/planning exercises of the county's emergency response capabilities. Corrective action will be taken on any deficiencies identified during the exercise.

Periodically the Emergency Management Director will meet with the metro region representative to review EAS procedures and make modifications as necessary.

NOTE: Please see the Cottonwood County Emergency Operations Plan for more detailed information regarding Notifications & Warnings.

Emergency Support Function 3 Public Works and Engineering

LEADING COORDINATING AGENCY: City of Windom Street Department
City of Windom Water & Wastewater Dept.

SUPPORT AGENCIES: Building Official & Economic Development
Private Sector Companies
Cottonwood County Solid Waste Coordinator

I. INTRODUCTION

A. Purpose

This Emergency Support Function (ESF) is developed for the cooperative efforts of the City of Windom municipalities to perform public works and engineering tasks in the event of a disaster or emergency. It is intended to provide for support to local jurisdictions in meeting needs related to response and recovery.

B. Scope

Activities within the scope of this ESF include providing technical evaluations, engineering services, construction management, emergency contracting, emergency repair of water and waste facilities, management of debris clearance and recycling, and emergency power. It includes participation in all four phases of emergency management: mitigation, preparedness, response, and recovery.

II. POLICIES

- A.** Appropriate local agencies, volunteers, and private sector resources will be used as available to provide assistance for public works and engineering activities.
- B.** Debris clearance and road repairs will be given priority to support immediate life saving emergency response activities.
- C.** Public works and engineering requirements which cannot be met at the local level will be escalated upward for County, State, then Federal assistance if needed.
- D.** Agencies will perform tasks within their own policies, authority, and guidelines for providing public works and engineering services.

- E. Debris management will adhere to the State's hierarchy for waste management as specified in Minnesota Statutes 115A.02 and 115A.471.

II. SITUATION

F. Emergency/Disaster Conditions and Hazards

Property damages may be unprecedented in an emergency or disaster including weakened or destroyed structures to homes, public and critical facilities, roads, and bridges. Debris may make transportation routes impassible. Equipment used to repair or otherwise reinforce these structures may also be damaged. A large enough event may adversely affect the ability of local responders to perform their emergency duties.

G. Planning Assumptions

1. Widespread and prolonged damages to critical infrastructure may exist within the event area, contributing to delays in the process of repairs. Public Works Agencies may have limited resources for the disaster or emergency due to requirements of normal daily operations.
2. Agencies that support daily public works and engineering tasks may receive an influx of urgent requests for equipment and supplies to the extent that responding to most requests in a timely manner may be infeasible.
3. Rapid assessment will need to be made to determine the work load and response time.
4. Emergency regulatory waivers may be granted in order to remove debris and conduct demolition activities within the constraints of the situation, however, management of waste will comply with environmental regulations or alternative options approved by the Minnesota Pollution Control Agency.

III. CONCEPT OF OPERATIONS

A. General

1. Close coordination will be maintained between city and other local jurisdiction officials to determine potential tasks. The tasks will be determined jointly after a Declaration of Emergency is declared by the highest official.

2. ESF 3 participants will provide damage insights to the Information and Analysis participants of ESF 5 for overall damage assessment.
3. The Street Superintendent is in charge of roads of the municipality and the County Engineer is in charge of all county roads and bridges.
4. Operations begin with support to law enforcement, emergency medical and fire services, and damage assessment teams.

B. Organization

1. Public Works and Engineering

Public works and Engineering companies hired by the City and local jurisdictions have their own equipment and tools necessary to complete daily functional activities. Some equipment may be specialized to perform only specific tasks. The number of staff trained on particular equipment may vary. Equipment, personnel, and tools used on a normal basis may or may not apply to the disaster or emergency situation. Therefore, public works and engineering assistance will be provided as resources permit.

2. Building Official

Building Inspections Department or contract staff of the City and local jurisdictions conduct services such as building and structure assessments, and enforcement of building codes. They are organized to identify vulnerabilities to structures based on specific criteria and regulations. The County Environmental Health Department is responsible for Solid Waste management and recycling throughout the county. They will identify available sites and services in the county to properly manage debris.

3. Private Sector Companies

There are several private companies which may provide spontaneous services for the response effort to restore critical infrastructure. There are natural and LPG gas utilities, cable companies, excavation and construction companies, and a plentitude of others.

C. Procedures

1. The Public Works emergency plan is developed using information gathered from damage assessments to establish priorities in debris

clearance and restoration of critical facilities such as roads, bridges, potable water, and sewer systems.

2. At the conclusion of the preliminary damage assessment, official damage estimates need to be provided to the Emergency Operations Center (EOC).
3. The Emergency Manager (typically Emergency Management Director or staff) at the EOC will provide copies to the MN State Homeland Security and Emergency Management (HSEM) Public Assistance Coordinator.

D. Mitigation Activities

1. Primary Agencies

Public Works Agencies train personnel in basic emergency procedures. They work with legislative bodies to support the creation of ordinances to protect public works systems and to improve life safety through supporting fire and building codes. They may also participate in exercises and review and clarify public works roles in emergency plans. Some may participate in the Cottonwood County All-Hazards Mitigation Plan.

2. Support Agencies

The support agencies to this ESF train personnel in emergency procedures. They participate in plan reviews and maintain Emergency Action or Risk Management plans. They take actions to reduce or eliminate the effects of emergencies or disasters on natural resources.

E. Preparedness

1. Primary Agencies

Public Works Agencies generally ensure that storm sewers, debris removal equipment, and barrier or road block materials are in good standing. They maintain liaison with the county, state or federal agencies such as MN State Department of Transportation and the U.S. Army Corps of Engineers. They maintain public works maps of their jurisdictions.

2. Support Agencies

These agencies review emergency plans and coordinate communications with the EOC. They ensure staff preparedness through training them on emergency plans.

F. Response Activities

1. Primary Agencies

Public Works activates emergency contracts with the local private sector groups if needed, such as: excavators, contractors, and emergency suppliers. They coordinate with support agencies to supply services and resources through the EOC and provide initial damage assessments on public facilities.

2. Support Agencies

These agencies help to repair public systems, coordinate the mobilization of personnel and equipment, and conduct critical infrastructure inspections.

Building Official and Economic Development Development may provide personnel for internal and external Preliminary Damage Assessment (PDA) teams and will coordinate with County Planning/Community Development/Building Inspections, as needed.

G. Recovery Activities

1. Primary Agencies

Continue with response efforts and recovery activities until the event and its impacts have ended, or control is re-gained.

2. Support Agencies

Continue with response efforts and recovery activities until the event and its' impacts have ended, or control is re-gained.

IV. RESPONSIBILITIES

A. Primary Agencies

Coordinate public works and engineering support for local jurisdictions with the following areas: demolition of unsafe structures, debris and

wreckage clearance, and temporary repair, and inspection of facilities during or following a disaster.

B. Support Agencies

Assist Public Works in providing engineering support during an emergency or disaster.

V. RESOURCE REQUIREMENTS

- A. Light machinery such as painting equipment.
- B. Heavy equipment such as excavators and backhoes.
- C. Vehicles such as trucks, passenger cars, and boats.

VI. APPENDICES

- A. Appendix A Debris Clearance & Recovery

**ESF 3
Communications
Appendix A
Debris Clearance & Recovery**

I. PURPOSE

To describe how debris clearance would be accomplished following a disaster.

II. RESPONSIBILITIES

- A.** Inside City Limits: The city engineering/public works departments will normally be responsible for debris clearance.
- B.** Outside City Limits: The Cottonwood County Highway Department will be responsible for debris clearance on any county property or right-of-way.
- C.** All operations will use NIMS to carry out their responsibilities.

III. POLICIES AND PROCEDURES

- A.** Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
- B.** Debris would be temporarily stored at a location amenable to the situation at hand and/or at the Cottonwood County Landfill.
- C.** The County would assist the City of Windom with debris clearance under the following conditions
 - 1.** When assistance is formally requested.
 - 2.** When the resources of the municipality are expended or out-of-service due to the disaster.
 - 3.** When the County normally provides public works services to that municipality.
 - 4.** Upon completion of County debris clearance or when personnel and equipment become available.
- D.** The cleanup and disposal of hazardous materials will be the responsibility of the responsible party. Storage and/or disposal of contaminated soil must be handled under the guidelines set forth by state and local environmental agencies.

- E.** The process of handling debris may be incident specific. Multiple collection and storage sites could be used depending on the location of the disaster. The City of Windom will use local debris management sites for collecting, sorting and processing of clean woody debris. Debris will be hauled to these sites for temporary storage until final disposal arrangements are made. Disposal of clean woody debris will be accomplished through grinding or disposal at properly permitted landfills.
- F.** The establishment of emergency transportation routes will be incident specific. Factors used to identify these routes will be determined by the extent of the disaster. Incident command, the Operations and Planning Chiefs along with personnel at the scene of the disaster will be included in the identification of emergency routes. Primary and secondary evacuation routes in the City of Windom are identified in Emergency Support Function 1, Transportation, Appendix A.
- G.** Any waste or combination of wastes of a solid, liquid, contained gaseous or semisolid form which because of its quantity, concentration, physical, chemical, or infectious characteristics may be considered hazardous waste. These may cause a significant health and safety hazard to the environment, residents, and responders. Because of this hazard they need to be properly treated, stored, transported, disposed of, or otherwise managed. The Cottonwood County Environmental Health Department is responsible for Solid Waste management and recycling throughout the county. They will assist in identifying available sites and services in the county in order to properly manage hazardous materials or debris. (Also see ESF 10, Hazardous Materials, VIII, Clean Up/Containment)
- H.** Disposing of animals that have died requires great care (especially in site selection) because as carcasses decompose, they release materials that can contaminate the environment or cause diseases, particularly if large volumes are involved. Should disposal of dead animals become necessary, the City of Windom Emergency Manager will work with officials from HSEM, Cottonwood-Jackson County Public Health, Cottonwood County Environmental Health Department, the Minnesota Board of Animal Health and the Minnesota Pollution Control Agency to determine the best methods for disposing of animal carcasses.
- I.** As mentioned in ESF 3, F. 1, Page 5, Public Works activates emergency contracts with the local private sector groups if needed. These groups may include excavators, contractors, and emergency suppliers. The development of contracts with these groups will be guided by the City of Windom Department Heads and overseen by the Street Committee, Utility Commission and/or City Council as needed. In addition to the City of Windom guidelines, the EOC may work with local or county building officials to establish temporary rules governing contractors and their entry

into affected areas. These types of rules could include, but are not limited to, registration before entering the affected area, providing proof of licensing and insurance, the limitation of contractor vehicles into the affected area, and the establishment of curfews and access limitations.

Emergency Support Function 4 Firefighting

LEAD COORDINATING AGENCY: City of Windom Fire Department

SUPPORT AGENCIES: Emergency Management
Law Enforcement
Street Department
Emergency Medical Services (EMS)

I. INTRODUCTION

A. Purpose

This Emergency Support Function (ESF) is developed for the cooperative efforts of the fire department of the City of Windom to coordinate effective response for suppression of wild land, rural, and urban fires which require a fire services response. These fires may result from or occur with natural or human-caused disasters or emergencies.

B. Scope

Activities within the scope of this ESF include the coordination of fire fighting activities, including the detection and suppression of fires on public and private lands, and providing personnel, equipment, and supplies in support of local jurisdictions involved in fire fighting operations.

II. POLICIES

- A.** The process and procedures established in city, county, regional, and state standard operating guidelines (SOG's) will be followed in responding to an emergency or disaster.
- B.** Coordination with local, regional, and state fire suppression organizations will be accomplished through the City of Windom Fire Department in cooperation with Cottonwood County Emergency Management and responding agencies and the Minnesota Department of Public Safety, Homeland Security and Emergency Management (HSEM), or other appropriate agencies, as necessary.
- C.** The Fire Chief or designee has the authority to implement coordination for a fire resource mobilization and to request a state fire mobilization through the Minnesota State Duty Officer.

- D. If the Emergency Operations Center (EOC) is activated the responding fire departments will provide a NIMS ICS trained representative to coordinate resources at the EOC.
- E. Only trained personnel should be used in fire control activities.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Fires have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life, property, and the environment. During a large fire event, normally available fire service resources may be difficult to obtain. Under the worst of conditions, fires may occur as a result of another disastrous event such as a tornado, causing multiple fires which may place extraordinary demands on resources. Fire departments respond daily to fire events which threaten life and property. However, daily events may quickly escalate into a disastrous situation.

B. Planning Assumptions

1. Equipment, personnel, and supplies can be quickly expended in any large fire. A shortage of resources may equate to more severe damages.
2. Limited communications capabilities may create overwhelming confusion and ineffective fire response strategies.
3. Efficient and effective mutual aid requires the use of the National Incident Management System (NIMS) Incident Command System (ICS). Fire fighting techniques, equipment, and communications should be compatible among the responding fire departments.
4. The City of Windom Fire Department has established compliance to fire fighting standards and have developed department policies and procedures.
5. Fire service resources may be requested to respond to medical emergencies, search and rescue missions, and aid in dissemination of warning to the public of impending disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Windom Fire Department will rely on effective operations plans which utilize resources of personnel, equipment, and supplies in the most effective manner.
2. Fire operations must begin with the NIMS Incident Command System (ICS), established by the first unit in response to the scene. The Incident Commander's control and direction must be followed as long as they are in command. This command may be passed to a higher ranking officer when he or she arrives. The Incident Commander decides where the incident command post and staging areas are located.
3. The Incident Commander will direct operations from the incident command post, at a safe distance from the scene, with capability of escape. Coordination of resources may be conducted at the incident command post. When possible, these activities should be conducted by the Staging Officer and the Emergency Operations Center (EOC), if activated. Communications will be established between the incident command post and other tactical operations, as well as the Emergency Operations Center (EOC), if activated.
4. The Incident Commander will request traffic control from the nearest law enforcement agency if necessary. In the absence of law enforcement, nonessential fire personnel may be used. Public Works resources for barricades may be coordinated through staging or the EOC.

B. Organization

1. Fire Department

The City of Windom responds to calls both within the city limits and the surrounding rural area and is a Volunteer Fire Department composed of about 30 members, who provide 24-hour protection. These members keep up-to-date with fire fighting measures by attending various schools sponsored by the post-secondary institutions and Firefighters Association.

The governing body has four officers that meet twice a month for training drills & meetings. The implementation of mutual aid among neighboring departments is commonplace for large fires.

2. Emergency Management, Law Enforcement, Public Works, EMS

These agencies take on a supportive role to fire operations as necessary. Emergency Management maintains the Emergency Operations Center (EOC) in a state of readiness for activation. Law Enforcement practices incident management techniques very similar to fire fighting, and the law enforcement agencies typically have interoperable communications with the fire agencies. Public Works has equipment to load and deliver barricades to the staging area if needed. Emergency Medical Services (EMS) often works closely with the local fire jurisdictions.

C. Procedures

1. The command function may be conducted two ways. Single Command may be applied when there is no overlap of jurisdictional boundaries, or when a single Incident Commander is designated by agency with overall management responsibilities for the incident. If Unified Command is used, all agencies should contribute to command and build a consolidated action plan.
2. Three types of Comprehensive Resource Management may be utilized, depending on the needs of the incident.

Resources-- All personnel and equipment necessary to fight the fires or respond to other disasters and support the efforts of firefighters.

TASK Force-- Any combination of single resources within the span of control, assembled for a particular tactical need, with common communications and a leader.

Strike Team-- Five of the same kind of resources with common communications and a leader.

D. Mitigation Activities

1. Primary Agencies

The fire department is familiar with identification systems for personnel and National Fire Protection Association (NFPA) placarding for hazardous materials. Updated Mutual Aid Agreements and Fire Resource Listings mitigate risks by keeping agencies informed of what resources may be accessed. The Fire

Department participates in the Cottonwood County All-Hazards Mitigation Plan.

2. Support Agencies

The support agencies make efforts to ensure interoperable communications are available.

E. Preparedness

1. Primary Agencies

The fire department establishes training in the NIMS Incident Command System. The fire agency maintains equipment to be in a state of readiness for operations.

2. Support Agencies

Examples of preparedness activities for these agencies include reviewing emergency plans and coordinating communications with the EOC. They ensure staff preparedness through training with emergency plans. The Street Department typically ensures that barrier and road block materials are in good condition and maintain maps of public works service areas. Emergency Management maintains a 24-hour alert and warning system and updates this ESF. Law Enforcement personnel are trained through NIMS to serve as a liaison at the Emergency Operations Center (EOC). Emergency Medical Services keeps vehicles in a state of readiness through regular maintenance and replacement of materials.

F. Response Activities

1. Primary Agencies

The fire department assumes responsibility for fire suppression on public and private lands. They provide and coordinate firefighting assistance to other local fire departments as requested under the terms of existing Mutual Aid Agreements, report damages, initiate record keeping, perform light rescue, and assist Emergency Medical Services in basic life support.

2. Support Agencies

The Emergency Management Director is responsible for developing and maintaining Preliminary Damage Assessment teams if necessary. Emergency Management considers activation of the

EOC and provides information to the highest elected official in coordination with other agencies. Emergency Management provides resource logistics, or the procurement, maintenance, distribution, and replacement of personnel and equipment in coordination with the EOC. Public Works delivers road barricades to the fire staging area as requested. Law Enforcement provides vehicles, equipment, and facilities as available and requested. EMS provides emergency medical care and transportation to hospitals for victims.

G. Recovery Activities

1. Primary Agencies

The fire department may conduct safety inspections of structures and contribute to the after-action incident report. They identify potential fire hazards, assist companies in fire control for issues such as downed power or gas lines.

2. Support Agencies

Emergency Management, Law Enforcement, Public Works (Streets, Electric, Water and Wastewater), and EMS may contribute to the after-action incident report.

V. RESPONSIBILITIES

A. Primary Agencies

It is the responsibility of the fire department to respond to all fire emergencies or disasters within their jurisdiction. Personnel provide initial first aid for victims and request transportation from the scene for the injured. The Incident Commander is responsible to direct (or assign) the need for resources to the dispatch center, their local fire station, or the EOC when activated.

B. Support Agencies

Law Enforcement activities are assigned to the normal functions of law enforcement with special control for the security of the scene, and traffic control. Evacuation efforts are directed by Law Enforcement. Other functions of Law Enforcement at a fire scene or disaster include but are not limited to: investigations, situation assessment, providing first aid to victims, and patrolling and enforcing access to access controlled areas.

Emergency Medical Services coordinates the medical response to an incident including triage, treatment and transport of victims.

Public Works clears roads for emergency vehicles, maintains municipal water systems, and provides road barricades as available.

Emergency Management personnel respond to the Emergency Operations Center (EOC) to establish resource support and/or activate the EOC. Provides coordination between agencies and manages needed resources. The department supports City firefighting activities consistent with this ESF.

VI. RESOURCE REQUIREMENTS

- A.** The primary agency provides the required personnel, facilities, and equipment to support their activities.
- B.** Local jurisdiction, regional, state, and national fire suppression resources may be required. Support organizations exist at each level of government to provide these assets.

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Emergency Support Function 5 Emergency Management

LEAD COORDINATING AGENCY: Emergency Management

SUPPORT AGENCIES: Chief Elected Officials
 Local Government Agency
 Department Heads
 American Red Cross

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Functions (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local government.

Emergency Management supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.

B. Scope

This ESF is most applicable to local government and volunteer organizations that commonly report to Emergency Management and EOC during an activation. These agencies are found above as support agencies. It is applicable to all other agencies and jurisdictions in that they have a requirement to provide situation reports when their organization has been affected by an event. ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During post-incident response phase, ESF 5 transitions and is responsible for support and planning functions. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations for large scale incidents. This includes alert and notification, staffing of the EOC, incident action planning, provide support to operations, logistics and material direction and control, information management, facilitation of requests for County and/or State assistance, resource acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

II. POLICIES

- A.** The City of Windom Emergency Management is a City agency under the supervision of the Mayor, City Council and City Administrator.
- B.** The City of Windom accepts the lead responsibility to provide an Emergency Management Program and is considered a partner in the County Program but each has their own established emergency management programs.
- C.** ESF 5 is responsible for establishing the City support infrastructure in the affected area in anticipation of requirements for prevention, response, recovery, and mitigation.
- D.** Local governments and departments should participate in the incident action planning process coordinated by the City of Windom Emergency Management.
- E.** ESF 5 assists in identifying representatives to staff key positions in the EOC.
- F.** ESF 5 establishes required field facilities, supplies, and equipment to support response activities related to the management of disasters or emergencies.
- G.** Knowing that local government may be over extended during an emergency or disaster the EOC will only request information that is necessary to support response and recovery activities.
- H.** The EOC will make every deliberate effort to facilitate the ease with which the City makes their reports.
- I.** The City of Windom Emergency Management supports the implementation of written mutual aid agreements to ensure a seamless resource response to affected areas.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergency or disasters may occur in the City of Windom at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government.

B. Planning Assumptions

1. Assessment of damage impacts and EOC operations will be delayed due to minimal staffing. Neighborhoods impacted the most will be given priority for assistance and support as needed and available.
2. During the early stages of the event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquiries.
3. Reporting from the department heads to the EOC will improve as the event matures.
4. Reporting of information may be delayed due to the damaged of the telecommunications infrastructure.

IV. CONCEPT OF OPERATIONS

A. General

The local agencies and volunteer organizations located in the EOC will work to meet the information requirements of the EOC staff. This will include receiving periodic reports from field representatives. Additionally the EOC staff may be required to request information from liaisons or coordinators to the City of Windom to meet a specific requirement.

The local agencies represented in the EOC will develop their own reporting procedures with their field representatives. The information requested will be necessary to the needs of the local agency and the EOC staff. The information will be shared by posting on boards, making announcements, routing messages to other member of the staff, and preparing periodic situation reports (SITREPS).

Emergency management will forward a copy of the Declaration of Emergency to the MN State EOC by facsimile, e-mail, and/or hard copy by mail.

B. Organization

The EOC is organized under the basic concepts of the National Incident Management System (NIMS), The Incident Command System (ICS) and consists of several functional areas: Command, Operations, Planning, Logistics, Finance/Administration, Public Information, Safety, and Liaison.

Under the NIMS/ICS structure areas of command have room to expand and contract as needed.

Local governments have the responsibility to provide support consistent with the ESFs which support the ICS structure.

C. Procedures

Emergency Management, Emergency Operations Center Manual, defines the EOC operations. Other operational procedures are maintained by each agency for the operations of response and recovery.

1. The City of Windom Emergency Management (WEM) will make initial contact with the State Duty Officer and request a mission number when needed.
2. WEM may assist in the development of the initial Incident Action Plan (IAP) and coordinates with other agencies to implement the plan.
3. WEM may assist in developing and issuing the appropriate operational orders to the required agencies; issue initial activation mission assignments or reimbursement agreements, and establishes reporting and communications protocols with the activated local governments.
4. WEM initiates actions to identify, staff, and operate the EOC on a 24-hour basis as needed. Examples of staff that may be needed are as follows:

EOC PERSONNEL DIRECTORY		
POSITION	NAME	WORK PHONE
Warning & Notification	Scott Peterson	507-831-6134
Direction & Control	Emily Cenzano	507-822-4610
Emergency Public Information	Steve Nasby	507-831-6129
Search & Rescue	Scott Peterson	507-831-6134
Health/Medical Ambulance	Tim Hacker	507-831-6134
Evacuation/Traffic Control Security	Scott Peterson	507-831-6134
Fire Protection	Dan Ortmann	507-831-6134
Damage Assessment	Marv Grunig/Bruce Caldwell	507-831-6137
Congregate Care	Windom Hospital	507-831-0600
Debris Clearance	Bruce Caldwell	507-831-6137
Utilities Restoration	Bruce Caldwell	507-831-6137
Radiological/HazMat Protection	Emily Cenzano	507-822-4610

D. Mitigation Activities

1. Primary Agencies

Mitigation activities may be conducted in the response and recovery operations as well as in the planning process for emergencies and disasters. Mitigation activities may include surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services or structural projects. Cottonwood County's Hazard Mitigation Plan is a supporting document to the EOP.

2. Support Agencies

Mitigation activities should be supported through the City Planning processes and a Local All Hazards Planning Committee.

E. Preparedness

1. Primary Agencies

- a.** Prepare a standard template for the Declaration of Emergency. Prepare standardized reporting formats and forms, and establish reporting procedures to include development of display boards.
- b.** Maintain the Emergency Operations Plan (EOP) and the emergency management program of the city. Annually reviews the plans and makes necessary corrections, changes and additions. Advise and assist other departments in the development of emergency or disaster plans and programs in compliance with applicable City, County, State, or Federal laws, rules, regulations, and executive orders.
- c.** Provides emergency and disaster related training and orientation to city officials to meet the NIMS/ICS requirements and to familiarize them with emergency or disaster related responsibilities, operational concepts, and procedures.
- d.** Establish and maintain an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance program. After an emergency or major disaster declaration, local information programs will be coordinated with those of state or federal government.
- e.** Establish and maintain a citywide capability to provide warning to the public through available warning systems such as the Emergency Alert System (EAS), radio/television, sirens, and telephone notification systems.
- f.** WEM makes available emergency preparedness information and presentations to the public.

2. Support Agencies

- a.** Shall maintain a working knowledge of reporting formats and procedures.
- b.** Participate in the training and exercise programs available to improve their readiness to respond.

- c. Assist with the promotion of preparedness.

F. Response Activities

1. Primary Agencies

- a. Collects, displays, and documents the information provided to the EOC staff, this documentation is necessary for the recovery process.
- b. Assesses the information provided and shares with the appropriate EOC representative or State HSEM as needed.
- c. Assesses the information provided and develops and recommends action strategies.
- d. Coordinates and prepares periodic SITREPS and distributes as required.
- e. Requests special information from local governments and volunteer organizations, as necessary.
- f. Review PIO statements for accuracy.
- g. Prepared the Elected Official's Declaration of Emergency and any amendments.
- h. Assist with requests from local government for specific State and Federal emergency and disaster related assets and services.
- i. Coordinate City assets to support local government and agencies in need of supplemental emergency or disaster assistance.

2. Support Agencies

- a. Collects information from their field representatives and shares with the EOC staff, as appropriate. This documentation is necessary for the recovery process.
- b. Assesses information specific to their agency and makes recommendations to the EOC Supervisor on actions to be taken.

- c. Makes requests of field representatives for pertinent information.
- d. Review PIO statements for accuracy.

G. Recovery Activities

1. Primary Agencies

- a. Continue to gather information, prepare and distribute SITREPS, as needed. Review PIO statements for accuracy.
- b. Prepares the Elected Official's terminating the Declaration of Emergency.
- c. Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.
- d. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.
- e. Assist with procurement of all available documentation of event for archiving.

2. Support Agencies

- a. Continue to provide information to the EOC staff, as needed.
- b. Coordinate with EOC and local agencies to assist with recovery phase operations and COOP.
- c. Review PIO statements for accuracy.
- d. Participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned.
- e. Procure all available documentation of event for archiving.

V. RESPONSIBILITIES

A. Primary Agencies

When the City of Windom experiences an emergency or disaster WEM's responsibility to collect and document the information obtained from the process outlined in ESF 5 meets the requirements for State and Federal government assistance to aid Windom's recovery process.

B. Support Agencies

Supporting agencies may request the EOC to be activated for assistance during an emergency or disaster and to follow the guidelines in this ESF to collect and document information obtained to meet the requirements for State and Federal government assistance in the recovery process.

VI. RESOURCE REQUIREMENTS

- A.** Primary EOC location and alternate EOC with access to communications equipment, office machines, charts, and maps. Facilities need to have backup emergency power and the capability to run operations 24-7.
- B.** Chief Elected Officials and Local Government Agencies support and staff to assist in the responsibilities outlined within ESF 5.
- C.** Emergency workers support to assist in the collection and documentation of information during an event.
- D.** The Emergency Operations Center (EOC) is located at City Hall, Council Chambers – 444 9th St., Windom, MN 56101. It can be operational within 1 to 2 hours after decision to activate. Emergency Power for the EOC is supplied by the generator located at 1105 1st Avenue. Fuel reserves for the generator is at that site. Sanitation needs, and HVAC requirements are coordinated through City of Windom Administration and local vendors. Security is provided by the City of Windom Police Department. Food & water for the primary EOC will be supplied by local vendors when possible.

- E.** The alternate EOC is located in the lower level of the Cottonwood County Law Enforcement Center, 902 5th Ave, Windom, MN 56101. It can be operational within 1 to 3 hours after decision to activate. Emergency Power for the alternate EOC is supplied by the generator located in the boiler room. Fuel reserves for the generator, all sanitation needs, and HVAC requirements are coordinated through City of Windom Administration and local vendors. Security is provided by the City of Windom Police Department. Food & water for the primary EOC will be supplied by local vendors when possible.
- F.** Maps, status boards, and special reporting forms are maintained by the Emergency Management Director and are located in the EOC. Each agency is responsible for maintaining its own status board. City Administration will assign support staff to prepare and update a master events log.
- G.** The office equipment to be used in the EOC is that which is used in daily routine operations of the City Hall. City Administration will assist the Emergency Management Director in establishing support staff and equipment as necessary for EOC operations.

Emergency Support Function 6 Mass Care and Human Services

LEAD COORDINATING AGENCY: American Red Cross (ARC)
City of Windom Emergency Management

SUPPORT AGENCIES: State of Minnesota Department of Human Services
State of Minnesota Department of Human Rights
Cottonwood County Emergency Management
Cottonwood County Human Services
Salvation Army
Local Clergy

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 6 provides guidance for the support of local, and non-government organizations efforts to address the non-medical mass care, housing, and human service needs of individuals and families.

B. Scope

This ESF includes three primary functions for the implementation of programs to assist individuals and families impacted by emergencies and disasters. The three functions included are: Mass Care: Includes coordinating sheltering, feeding, emergency first aid, Disaster Welfare Information, and distribution of relief items. Housing: Includes determining the needs of disaster victims for temporary housing. Human Services: Includes the support to disaster victims for immediate short-term crisis counseling related to the anxieties, stress, and trauma associated with a disaster. It also includes the identification of individuals and families with special needs for assistance. It supports processing of social and health benefits under State and Federal programs.

II. POLICIES

A. The City of Windom will support the efforts of the local Chapter of the American Red Cross (ARC) with the implementation of mass care shelters.

B. The Windom Emergency Operations Center (EOC) and ARC volunteers will coordinate shelter openings.

- C. Mass care, housing, and human services will be provided to all in need without regard to race, color, national origin, religion, sex, or disability status.
- D. Appropriate agencies will be used for services as available.
- E. The status and location of individual disaster victims is limited to the appropriate agencies. This information is protected and will not be distributed for use by the general public.
- F. Fatality lists will not be transmitted via radio communications.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

The magnitude of damages to critical infrastructure could quickly overwhelm emergency response efforts, making it difficult to respond effectively to basic life safety requests. Hundreds of victims could be evacuated from their homes, depending on the nature, extent, and location of the disaster. Family members may become separated. Some hazards have the capability to cause mass casualties, which will require special planning. For information on mass casualties, please refer to ESF 8: Health and Medical Services.

B. Planning Assumptions

Emergencies and disasters may occur without warning at any time of day or night, and may cause mass casualties. Widespread damages may necessitate the relocation of victims. Some victims will go to shelters; others will find shelter with friends and relatives. Some may stay with or near their damaged homes. The demand for shelters may prove to be higher than what is available. The ARC, in conjunction with Emergency Management, will make every effort to provide shelter service to victims of disaster. Large numbers of spontaneous volunteers may emerge, which will require planning and training before volunteers are released to field operations.

IV. CONCEPT OF OPERATIONS

A. General

1. Response and recovery activities focus on the immediate survival needs of victims. Close coordination among the primary and support agencies, and non-governmental organizations will be required.

2. Public information on shelter openings will be coordinated through the Windom EOC or during large incidents, a Joint Information Center (JIC), which is a centralized information group comprised of members from one or more cities, townships, or counties for information collecting and sharing.
3. Companion animals are not allowed in shelters for humans. While there may be temporary animal shelters next to shelters for humans, this cannot always be expected. Arrangement for companion animals are generally the responsibility of the pet owners. Service animals (seeing-eye dogs, etc.) may be allowed in shelters.
4. Mental health service organizations, including critical incident stress management programs will provide mental health support to affected individuals and emergency responders within their capability and availability.
5. Primary and support agencies will be responsible for conducting activities based on their own standard policies and procedures. This EOP adopts the current procedures of the primary and support agencies to further define emergency operations; in so much as they do not interfere or conflict with local jurisdictions.
6. The American Red Cross may be solicited to assume the primary agency lead for Emergency Support Function (ESF) 6; responsible for managing the activities of this ESF with support from the primary and secondary agencies.

B. Mass Care

1. Mass Care will normally be carried out during and immediately after an emergency or disaster and is usually provided for less than one week. The coordination of mass care is focused toward local assistance in support of non-medical mass care services including the provision of basic first aid at designated sites, collecting and providing information of victims to family members, sheltering of victims, organizing feeding operations, and coordinating bulk distribution of relief supplies.
2. Shelter includes the use of pre-identified shelter sites in existing structures, the creation or construction of temporary facilities, and use of similar facilities outside the incident area (should evacuation occur). The need for shelters will be determined by the Windom

Emergency Management Director and the American Red Cross Disaster Coordinator.

3. Feeding is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards with consideration for those with special dietary needs.
4. In the context of this plan, emergency first aid consists of basic first aid and referral to appropriate medical care provided at mass care facilities and designated sites.
5. Disaster Welfare Information provides for the collection of information regarding individuals residing within the disaster area to immediate family members outside the area. It aids in the reunification of family members within the event area.
6. Bulk distribution includes emergency relief supplies to meet urgent needs which are distributed through sites established within the affected area. These sites are typically used to coordinate bulk food, water, and ice supplies and to coordinate distribution systems with government and non- government organizations.

C. Housing

1. The housing function is implemented through programs and services designed to provide assistance for temporary housing for disaster victims. Assistance is generally provided by the Federal Emergency Management Agency (FEMA) for disasters which have received a Presidential Disaster Declaration. The assistance is provided to eligible applicants for temporary lodging or repairs/replacement of their original home.
2. Various factors may impact housing needs such as the number of persons per unit, the needs of persons with disabilities, and transportation and other factors.
3. Disaster victims will be required to complete an application process and meet criteria set forth by the agency providing housing assistance.

D. Human Services

1. Human Service programs assess the situation and implement an appropriate plan of action based on the resources available and the capability to assist victims.

2. Crisis intervention supports the immediate short-term assistance for individuals, families, and groups dealing with the anxieties, stress, and trauma associated with a natural or human-caused emergency or disaster, including incidents of terrorism, mass criminal violence, and civil unrest. Crisis intervention is performed by qualified counselors of the public and private sectors of the counseling profession.
3. Human Service programs identify special populations within the event area. Individuals such as the elderly, people with disabilities, those who communicate in languages other than English, and others, may have special needs that must be addressed. Agencies providing services to individual clientele, and group care facilities, such as group homes for children, nursing homes, and assisted living facilities will ensure that emergency commodities provided are delivered to their clientele and facilities.
4. Human service agencies coordinate victims' incident-related support services in the form of referrals to appropriate facilities and organizations, or through direct support to individuals. They can also assist by identifying special needs populations in order to notify and move individuals from harm's way to safe shelter.
5. Local clergy may assist with human services as requested.

V. RESPONSIBILITIES

A. Primary Agencies

1. American Red Cross (ARC)

The ARC is the lead agency for identifying, planning, coordinating, operating, staffing, and stocking shelter operations. The Chapter maintains current shelter and resource agreements. It keeps records of the individuals registered at ARC shelters. It coordinates mass care needs with the City of Windom Emergency Operations Center (EOC). The ARC provides food service to disaster victims.

2. Cottonwood County Emergency Management

Emergency Management identifies the need for mass care and shelter as a result of an emergency or disaster. The City of Windom Emergency Manager will coordinate shelter locations with the American Red Cross Disaster Coordinator. They will coordinate the

efforts to reach special needs populations with the support of Human Service agencies and organizations.

B. Support Agencies

1. Local Clergy

Local clergy may provide debriefing, grief counseling, and religious atonement, upon request to disaster victims, their family members, and first responders in Windom. It accesses other faith-based organizations for further support.

2. State of Minnesota Department of Human Services

This agency helps process information for social and health programs and regular benefits for individuals and families. It assists in identifying special needs populations in the affected area(s).

Assists in identifying special needs populations in the affected area(s) and providing staff support for regular duties with developmentally disabled populations.

3. Minnesota Department of Human Rights

This agency assists in identifying non-English speaking populations in the affected area(s). They may provide translation services when needed.

4. Cottonwood County Human Services

Assists in identifying special needs populations in the affected area(s) and providing staff support for regular duties with developmentally disabled populations.

5. Salvation Army

Supports efforts within this Emergency Support Function to provide volunteer-based services to individuals and families who are victims of disaster. May provide emergency food, shelter, and spiritual guidance in emergencies and disasters, depending on status of resources. Assists in the coordination, organization, and placement of donated goods and services.

VI. RESOURCES

- A.** Personnel for housing, human services, and mass care.
- B.** Resource distribution sites, delivery vehicles.

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**Emergency Support Function 8
Public Health and Medical Services**

LEAD COORDINATING AGENCY: Cottonwood-Jackson Community Health

SUPPORT AGENCIES: City of Windom Emergency Management
Cottonwood County Emergency Management
Southwest Chapter- American Red Cross
Local Emergency Medical Services
Medical Examiner
Windom Area Hospital and Local Clinics
Good Samaritan Society of Windom

I. INTRODUCTION

A. Purpose

This Emergency Support Function (ESF) provides City of Windom government-coordinated assistance to local jurisdictions in response to public health and medical care needs resulting from a natural or human-caused emergency or disaster. This ESF is coordinated by Cottonwood-Jackson Community Health Services (CJCHS).

B. Scope

1. ESF 8 involves providing supplemental assistance to local jurisdictions in identifying and meeting the health and medical needs including behavioral health of victims of an emergency or disaster. This support is categorized in the following functional areas:

- a. Assessment of health and medical needs
 - b. Public health surveillance
 - c. Medical care personnel
 - d. Health and medical equipment and supplies
 - e. Patient evacuation
 - f. Food safety
 - g. Worker health and safety
 - h. Radiological hazards
 - i. Chemical hazards
 - j. Biological hazards
 - k. Mental health
 - l. Public health information
 - m. Vector control
 - n. Potable water, wastewater, and solid waste disposal
 - o. Victim identification and mortuary services
 - p. Veterinary services
2. CJCHS directs and coordinates provisions of health and medical assistance to fulfill the requirements identified by the affected local jurisdiction authorities. Within the scope of ESF 8 are overall public health response and recovery, triage, treatment, and transportation of victims of the event, and the evacuation of patients from the area of the event to include veterinary and/or animal health issues when appropriate. (See ESF 11: Agriculture & Natural Resources) The intent of ESF 8, Health and Medical Services, is to supplement and assist the local jurisdictions affected by the disaster by utilizing resources primarily available from:
- a. Within CJCHS Health Board District
 - b. Supporting departments and agencies to ESF 8
 - c. Trained volunteers registered with City of Windom or as Emergency Workers or with CJCHS as Medical Reserve Corp (MRC) volunteers.
 - d. Other local health jurisdictions
 - e. Specific non-governmental sources such as major pharmaceutical suppliers, hospital supply vendors, the Minnesota State Funeral Directors Association, and certain other volunteer organizations.

II. POLICIES

- A.** County coordinated health and medical assistance to local jurisdictions will be directed by CJCHS in coordination with Emergency Management.
- B.** Local jurisdictions will activate mutual aid agreements when their resources are in danger of being depleted. Additional state and federal assistance will be requested when local public and private resources are in danger of exhaustion.
- C.** The coordination and reporting of assessments, evaluations and essential health and medical information with Minnesota State Department of Health will be coordinated through Cottonwood Jackson Public Health in coordination with Emergency Management.
- D.** In the event of zoonotic disease outbreak, ESF 8 shall coordinate with ESF 11, Agriculture & Natural Resources.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1.** A significant natural disaster or technological event that overwhelms the affected local jurisdiction would necessitate both state and federal public health and medical care assistance. A natural disaster could also pose certain public health threats, including problems related to food, disease vectors, water, wastewater, solid waste, and mental health effects.
- 2.** Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities which survive with little or no structural damage may be rendered unusable. Medical and health care facilities which remain in operation and have the necessary utilities and staff will probably be overwhelmed. In the face of massive increases in demand and the damage sustained, medical supplies and equipment will likely be in short supply. Most health care facilities maintain inventory stock to meet their normal patient needs. Disruptions in local communications and transportation systems could prevent timely re-supply.
- 3.** Uninjured persons who require daily maintenance medications (e.g., insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations and general shortages within the disaster area.
- 4.** Although disasters such as fires and floods do not generate major

casualty volumes, there will be a noticeable emphasis on relocation, shelters, vector control, and returning water, wastewater, and solid waste facilities to operation.

5. An emergency resulting from an explosion, toxic gas, radiation, or biological release could occur that may not damage the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the local jurisdictions' medical system, and/or result in the contamination of medical treatment personnel or medical facilities which could reduce or eliminate the ability of those personnel or facilities to continue providing aid.

B. Planning Assumptions

1. Resources within the affected area may be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area and then transport them to the closest appropriate health care facility. Additionally, medical re-supply will be needed throughout the event area.
2. Damage to chemical and industrial plants, sewer lines and water distribution systems, and secondary hazards such as fires will result in toxic environmental and public health hazards to the surviving population and response personnel.
3. The damage and destruction caused by a natural or technological event will produce urgent needs for mental health crisis counseling for victims and emergency responders.
4. Assistance in maintaining the continuity of health and medical services will be required.
5. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
6. In a major catastrophic event medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.

IV. CONCEPT OF OPERATIONS

A. General

- 1.** With the potential for, or the occurrence of an event, City of Windom Emergency Management will notify the Public Health Director and/or the Community Health Services Director. This notification may be by telephone, facsimile, or alphanumeric pager, and etc. Such notification could be to advise of a potential event, announce an activation of the EOC or to pass a request from local jurisdiction officials requesting assistance.
 - a.** CJCHS also will make further notification in accordance with internal plans, procedures, or practices.
 - b.** City of Windom will notify ESF 8 supporting agencies for their assistance, as needed.
 - c.** Supporting agency representatives will notify their parent agency and report to the appropriate location, as requested.
- 2.** ESF 8 response and recovery activities will be coordinated from the EOC when it is activated and has become operational. The EOC will consist of a core staff supplemented by other local government and private organizations, as the situation dictates. During the initial activation the principal core staff, the ESF 8 staff will consist of designated officials or their representatives and:
 - a.** Public Health representatives
 - b.** Administrative support
- 3.** All support agencies and organizations will be notified and tasked to provide 24-hour representation, as necessary. Each support agency and organization is responsible for ensuring that sufficient program staffs are available to support the EOC and to carry out the activities tasked to their agency or organization on a continuous basis. Individuals representing agencies and organizations who are staffing the EOC must have extensive knowledge of the resources and capabilities of their respective agencies or organizations, and have access to the appropriate authority for committing such resources during response and recovery operations.
- 4.** Emergency Operations will be established at the EOC, and will maintain coordination with the appropriate local jurisdiction, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests will be made by telephone, radio, or face-to-face

conversations rather than by formally written requests. However documentation is essential to all emergency operations, the EOC staff will document request and actions taken in prearranged messages forms and checklist.

5. EOC staff will continuously acquire and assess information about the situation. The staff will continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information. The EOC will primarily rely on information from the disaster area that is furnished by the local agencies. Other sources of information may include assessment teams dispatched by Public Health, supporting agencies and organizations, various city and/or county officials in the affected area, or broadcast media.
6. In early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of the Incident Commander with input from the Public Health representative in the EOC to decide whether to authorize assistance. Every attempt shall be made to verify the need before providing assistance.
7. By direction of the Community Health Services Director or their designee, personnel or teams from CJCHS will be deployed as needed to provide appropriate medical and public health (including environmental health) assistance.
8. Requests for information may be received at the EOC from various sources, such as the media and the general public. These requests will be referred to the appropriate agency. A PIO will coordinate information to the media or general public.
9. A log per the established NIMS and ICS structure will be maintained by City, County, and/or State and senior representatives of each agency to record activities for each major action, occurrence, or event.
10. EOC staff will also be assisted by other support agencies as identified in ESF 8 and its appendices.
11. EOC staff will utilize available local health and medical resources to the extent possible to meet the needs identified by local jurisdictions.
12. Throughout response and recovery activities, EOC staff will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of

medical and public health status. All requests from appropriate local jurisdictions to the state for medical and public health assistance will be assumed to be valid.

13. ESF 8 agencies will develop and provide medical and public health situation reports to the Incident Commander, the EOC, the public information officer, and other organizations as directed by the Incident Commander.
14. The EOC will activate in accordance with internal plans and procedures based upon the evaluation of the event.

B. Organization

1. Cottonwood-Jackson Community Health Services

The Community Health Board District consists of:

a. Public Health Services

- (1) Children with Special Health Care Needs, including Family Resource Coordination

A program that offers services to children age 0-17 who have a health or developmental conditions which requires more than normal pediatric care

- (2) Family Health Services

Preventive health program that offers services designed to supplement parental medical visits. Services Include: counseling, childbirth/parenting education, nutritional guidance, resource referral, and home visits. Women who are eligible for Medicaid can receive these services free of charge during pregnancy.

- (3) Disease Prevention and Control

(a) Outbreak Investigation

When an infectious or non-infectious disease strikes in Cottonwood and/or Jackson County we provide investigation and follow-up as directed by Minnesota Department of Health. Our effort would include coordination of resources, contact investigations, immunization of persons at risk, and education.

Here are examples of outbreaks we would follow:

- West Nile
- Salmonella
- Sexually Transmitted Disease
- Tuberculosis
- Lice
- Scabies
- Meningitis

(b) Emergency Management and Bioterrorism

Cottonwood & Jackson CHS has a comprehensive Emergency Management plan that includes not only natural disasters but also biological disasters.

(c) Community Health's role in this function is multifaceted and would include just some of the following:

- Provide Mass Clinic Vaccinations as directed by Minnesota Dept. of Health
- Provide contact investigation services
- Provide food safety assistance during a disaster
- Provide immunizations for safety of workers (Tetanus Shots)
- Assist in providing safe living conditions for displaced residence
- Assist with Isolation / Quarantine orders

(4) Immunization Services

Immunization for children and adults are available weekly at both agency offices. Travel immunizations research, regarding requirements, and travel Immunizations are also available.

b. Environmental Health Services

We are here to help your environment be a healthy one. We can provide information or refer you to someone in order to work out a satisfactory solution to health problems caused

by air, water, rodents, lead screening and product safety. Please give us a call if you have questions about your environment.

C. Procedures

1. General

- a. Basic Public Health internal procedures are contained in the following Documents:

Comprehensive Emergency Management Plan

D. Mitigation Activities

1. Primary Agency

Cottonwood-Jackson Community Health Services

- a. Provides an immunization program
- b. Provides disease prevention and control
- c. Provides public health education and promotion

2. Support Agencies

Participates with City and County mitigation activities

E. Preparedness Activities

1. Primary Agency

Public Health

Examples of these activities may include but is not limited to; preparing plans such as those for Pandemic Influenza, All Hazards, Isolation and Quarantine, and Mass Dispensing, conducts community health forums for the purpose of gathering information for future planning purposes, preparation of call down lists and pre-event messages, and participates and conducts exercises and other training activities. NIMS prepared staff is on-call 24/7 and ready to respond to PH Emergencies and assist emergency management as needed in all emergencies.

2. Support Agencies

- a. Develops procedures and appendixes for the accomplishment of response and recovery activities
- b. Conducts and participates in training and exercising to validate response and recovery procedures
- c. Revises procedures based on results from training and exercising activities

F. Response Activities

1. Primary Agencies

a. Public Health Services

Work with local, county, and state agencies to access health and medical needs specific to the event. Prioritize the needs based on the event.

b. Environmental Health Services

- (1) Advises on protective actions related to direct human and animal exposure and on indirect exposure through radiologically, chemically or biologically contaminated food, drugs, water supply, and other media
- (2) Assists and coordinate in assessing health and medical effects of chemical exposure on the general public.
- (3) Assist the State Department of Health in field investigations including collection and laboratory analysis of relevant agent samples
- (4) Assists in assessing potable water and waste water/solid waste disposal issues. Coordinates technical assistance and consultation on potable water and waste water/solid waste disposal issues
- (5) Assists by providing public health and disease prevention information for the public in or near the event

2. Support Agencies

Provides support to CJCHS in planning for, and providing medical

and public health assistance to local jurisdictions affected by an emergency or disaster.

a. American Red Cross

- (1) Provides supportive counseling, health care for minor illnesses and injuries to victims in mass care shelters, selected disaster clean-up areas, and other sites deemed necessary
- (2) Provides blood and blood products through regional blood centers at the request of the appropriate agency
- (3) Provides coordination for uploading of appropriate patient casualty information from ESF 8 into the Disaster Welfare Information System

b. Medical Examiner

- (1) Provides supportive counseling for the family members of the dead and injured
- (2) Provides available personnel to assist in temporary morgues, hospitals, and nursing homes
- (3) City of Windom contracts the Cottonwood County Coroner. Possible assistance from LaCanne Funeral Home for storage of a body (ies).

Cottonwood County Coroner
Dial 911
County Dispatch (507) 831-1375

LaCanne Funeral Home
2280 6th Ave
Windom, MN 56101
info@lacannefuneralhome.com
Phone:
507-831-1526
Fax:
507-831-3387

G. Recovery Activities

1. Primary Agencies

- a. Supports recovery activities consistent with the organization's mission and capabilities

Prepares an after-action report of the event

2. Support Agencies

- a. Supports recovery activities consistent with the organization missions capabilities
- b. Provides input to the Department of Health's after-action report of the event

V. RESPONSIBILITIES

A. Primary Agency

Coordinate the planning for, and provision of, the City's medical and public health assistance needs during an emergency or disaster.

B. Support Agencies

Provide support to the Community Health Board District in planning for, and providing medical and public health assistance needs during an emergency or disaster.

VI. RESOURCE REQUIREMENTS

A. Medical Transportation

Medical transportation should be made at the lowest levels possible. Local jurisdiction transportation requirements are to be handled by local jurisdictions authorities. Health and medical authorities identify the need for patient support from the affected area. If it is determined by the local jurisdiction that local resources are inadequate to meet the requirements, transportation assistance will be coordinated through the EOC.

B. Medical Facilities

Coordination for medical facilities is primarily a local jurisdiction function. Requests for additional assistance may be referred to the EOC.

C. Medical Equipment and Supplies

Representatives from support agencies will coordinate for the procurement and transportation of medical equipment and supplies to the affected area.

D. Communications

The EOC will establish communications necessary to effectively coordinate health and medical assistance. As a minimum, the EOC will be expected to maintain communications with local jurisdiction health and medical officials, and local jurisdictions as necessary. As the situation dictates, communications will be maintained with other agencies such as the State Duty Officer, the MN State EOC, and MN State Dept of Health.

E. Assets Critical for Initial 12 Hours

The most critical requirements during the first 12 hours of an event may require medical response personnel, necessary medical supplies and equipment, transportation, logistical and administrative support, and communication systems support. The principal requirements may be:

1. The alerting and deployment of emergency response and recovery personnel, and other necessary ESF 8 personnel
2. The alerting and deployment of medical personnel and teams, and supporting medical units to assist local jurisdiction authorities in the delivery of patient care to victims of the event and the provision of mortuary services as required. Patient care will probably be rendered under austere field conditions for casualty clearing, casualty staging, and during transportation.
3. Medical supplies, including pharmaceutical and biologic products, and equipment necessary to replace those damaged or destroyed by the event. Additionally, re-supply will be needed for deployed medical teams, medical units, and local jurisdiction medical units providing patient care in the affected area.
4. Transportation support, provided resources are available, including:
 - a. Air or ground transportation of patients from incident to alternate facilities
 - b. Air or ground for transport of incoming medical response personnel, supplies, and equipment

Emergency Support Function 7 Resource Support

LEAD COORDINATING AGENCY: City of Windom Emergency Management

SUPPORT AGENCIES: Chief Elected Officials
Local Government Agencies
Cottonwood-Jackson County Public Health
Department Heads
Law Enforcement
Public Works/Engineers
American Red Cross
Volunteer Organizations

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 7 is to assist local government requiring logistical and resource support prior to, during, and/or after an emergency or disaster.

B. Scope

1. Resource support involves the provision of services, personnel, commodities, and facilities to local government during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, telecommunications, security services, contracting services, transportation services, and personnel required to support emergency activities. ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue through the recovery phase or until the disposition of excess and surplus property, if any, is completed.
2. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Windom can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency or disaster.

II. POLICIES

- A.** Emergency Management will operate under existing authorities and regulations.
- B.** Support agencies furnish resources to help meet ESF 7 requirements including procurement personnel necessary to establish operations effectively and document all costs associated with the incident. Support is demobilized at the earliest practical time.
- C.** Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources using local availability. ESF 7 does not stockpile supplies.
- D.** Upon request ESF 7 provides the operational support needed to establish the response capacity of local government.
- E.** The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases will be made in accordance with emergency purchasing policies.
- F.** City of Windom departments should develop and maintain their Continuity of Operations Plan (COOP) with copies available to the EOC.
- G.** All City Department Heads should utilize their personnel to the maximum extent possible during emergencies or disasters; this may include re-assignments, such as staffing the EOC and/or participating in other response and recovery activities.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster may severely damage or limit access for transportation to the resource infrastructure that is used on a daily basis. Normal lines of communication may be partially or totally inoperable, making resource procurement and management difficult.

See Basic Plan

B. Planning Assumptions

- 1.** Agencies support of the response to the emergency or disaster event may be severely impacted.

2. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
3. See ESF 2 Communications Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means. See ESF 1 Transportation
4. If donated goods and services are provided, Emergency Management is responsible to manage these, as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan.
5. The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.
6. The City of Windom's support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources under their own authorities, including implementation of mutual aid agreements.

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF will be the mechanism through which it provides support activity to all other ESFs.
2. Actions undertaken by this ESF will be coordinated with the EOC. Local government will expend available resources prior to seeking regional or state assistance through the EOC.
3. The City of Windom Emergency Management will request the City Council to proclaim a declaration of emergency when existing resources or budgeted capacities are nearing depletion or when it is evident that the resource demands are greater than the existing capabilities.
4. Normal supply procedures of city government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.

B. Organization

Emergency Management will be responsible for the implementation to coordinate the management of logistical support of resources, and may be

requested by the State to establish a regional collection and distribution center, for the implementation of the State's ESF 7. Support from the state may be 48 hours or more.

C. Procedures

1. All resource requests will be received and processed through the EOC.
2. Resource requests will be evaluated by EOC personnel; it will be the responsibility of EOC personnel to track the status of mission requests through completion of the recovery phase.
3. Existing procedures for purchasing during an emergency or disaster will be followed.

D. Mitigation Activities

1. Primary Agency

- a. Work with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- b. Risk Management provides technical assistance about potential liability issues.

2. Support Agencies

Develop a Continuation of Operations Plan to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event. A COOP plan for internal and external resources should include, but is not limited to, the following:

- a. Identify essential personnel and staffing for internal and external support requirements.
- b. Identify emergency supplies needed for personnel
- c. Identify essential records, equipment, and office supply needs.
- d. Identify essential office space requirements.
- e. Identify additional transportation requirements in support of

an emergency or disaster.

E. Preparedness Activities

1. Primary Agency

- a. Conduct emergency management training with ESF 7 support agencies.
- b. Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.
- c. May participate in emergency management training, drills, and exercises at the local, state, and federal jurisdictions levels.
- d. Develop procedures to expedite emergency resource leasing of resources.
- e. Identify, develop, create, and prioritize an inventory list of essential resource requirements in an emergency or disaster in support of ESF 7.
- f. Maintain and review ESF 7 and Mutual Aid Agreements as needed.
- g. Implement public information and public education strategies that clearly define the resource support needs of local agencies, and how to support resource management.
- h. Identify pre-positioned distribution points for resources and public assistance.

2. Support Agencies

- a. Participate in emergency management training, drills, and exercises to test COOP plans and further develop understanding of roles and responsibilities of agencies or divisions during an actual event.
- b. Identify, develop, create, and prioritize an inventory list of essential support agency resource requirements in an emergency or disaster.

F. Response Activities

1. Primary Agency

- a.** Provide, direct, and coordinate ESF 7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the EOC, city departments, and incident management activities.
- b.** Prioritize mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- c.** Provide communications links and hot lines for resource support and services, as requested.
- d.** Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
- e.** Coordinate and disseminate public information concerning resource availability through the PIO for distribution.

2. Support Agencies

Provide supplemental resources to local governments to assist in the response phase of emergency or disaster operations, as requested.

a. Cottonwood-Jackson County Public Health

- (1)** Provide personnel and equipment for emergency or disaster work in support of this ESF.
- (2)** Conduct Inspections of disaster relief food, medical and health issues to assure that they meet state health requirements.

b. Law Enforcement

- (1)** Provide road closure and condition information.
- (2)** Provide alternate routing plans.

c. Public Works/Engineers

- (1) Provide information regarding road closures and accessibility to and from disaster.
- (2) Provide transportation route evaluation and resources.

d. American Red Cross

Request availability to provide resource support services, personnel, equipment, technical support services, information, and advisory assistance to local agencies, as requested.

e. Volunteer Organizations

Request resources to local agencies to assist in the response and recovery phases of emergency or disaster operations

G. Recovery Activities

1. Primary Agency

- a. Continue to support response and recovery transition activities, as needed.
- b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases or expenditures, and disaster assistance funding.
- c. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.

2. Support Agencies

- a. Continue to support response and recovery transition activities, as needed.
- b. Participate in post-disaster situation analysis to review lessons-learned and to make revisions to plans as needed for future events.

V. RESPONSIBILITIES

A. Primary Agency

1. Provide, direct, and coordinate required logistical, operations and resource support.
2. Maintain current resource data information.
3. Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through EOC.
4. Coordinate and disseminate information through the PIO concerning resource availability and distribution for the public.
5. Provide administrative support for and coordinate volunteers to assist as needed.
6. Coordinate ESF 7 Appendix A, Donated Goods and Services Management Plan with support agencies.

B. Support Agencies

1. Support internal agency resource requirements in an emergency or disaster
2. Support Emergency Management in the accomplishments of ESF 7, Appendix A, Donated Goods and Services Management Plan.

VI. RESOURCE REQUIREMENTS

- A. Resource requirements by this ESF will be established in coordination with support agencies.
- B. Resource will be taken from current local stock first, then from commercial vendors.

VII. APPENDIXES

Appendix A: Donated Goods and Services Management Plan

**Emergency Support Function 7
Resource Support
Appendix A
Donated Goods and Services Management Plan**

LEAD COORDINATING AGENCY: City of Windom Emergency Management

SUPPORT AGENCIES: Chief Elected Officials
Local Government Agencies
Department Heads
American Red Cross
Volunteer Organizations

I. INTRODUCTION

A. Purpose

To efficiently manage donated goods, services, and funds to match the contribution to the needs of the community.

B. Scope

This appendix is applicable to the city agencies, local jurisdictions, voluntary organizations, and private associations.

II. POLICIES

A. City of Windom will facilitate the operations of the voluntary organizations to permit them to function to the full extent of their mission and expertise.

B. The local jurisdiction will coordinate with other local jurisdictions for donated goods and services and assure local resources are expended prior to seeking assistance from Cottonwood County for state support.

C. City of Windom will encourage individuals and organizations to make contributions of money to local charity organizations.

III. SITUATIONS

A. Emergency/Disaster Conditions and Hazards

See the Basic Plan

B. Planning Assumptions

1. The event will be of such magnitude that there will be an outpouring of goodwill from the community.

2. Much of the response to the event will be spontaneous and uncoordinated.
3. Voluntary organizations will support the management of donated goods and services to the full extent of their capabilities.
4. Not all donated goods will be usable and disposal will be an issue to plan and coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. Following an emergency or disaster there may be a need to provide goods and services to the affected area. These commodities may be available commercially, provided by county or local government, or received as donations. This appendix addresses the latter.
2. During an emergency or there frequently is an outpouring of donations in the form of goods, services, and money. It is important to have a donated goods and services management system that is prepared to receive donations and manage their movement throughout the county.
3. City of Windom should be prepared for two contingencies. The first is the management of donated goods, services, and volunteers that are willing to support an event in Windom. Included in this responsibility is the management of cash donations made to the county. The second contingency is supporting the donations of goods, services, and volunteers from the city to another city that has been affected by a disaster. Also included in this situation is the management of cash donations that have been made to City of Windom but are designated for the disaster area.

B. Organization

The basic organization for performing this activity will be under the Logistics Section.

C. Procedures

1. City of Windom is responsible for management of the logistical support during an event. A Logistics Center may be established at a safe and accessible distance from the site of the emergency or disaster. A portion of the activities at the Logistics Center will be the management of donated goods and services.

2. City of Windom will assist the local governments to develop donated goods and distribution plans and locations.
3. City of Windom will coordinate closely with volunteer organizations and private associations responsible to carry out those actions that are defined in their charters.
4. The optimum and preferred situation is to have all individuals or organizations wishing to make a donation to give cash to their favorite charity. This will eliminate all of the logistics involved in managing the commodities or services. The funds can be used to purchase exactly the items or services needed and in the quantities necessary. Donations of money are the least labor intensive of any gift. At no time should the county or local jurisdictions be construed as requesting cash in competition with volunteer organizations or charities.
5. The management of donated goods and services will be designed to operate from one central location. Goods or personnel will arrive, be sorted or identified, stored or housed, and moved to the emergency or disaster site in satisfaction of specific requests. No goods or personnel will bypass the central location unless they have been specifically requested and have final destination, only then can they go directly to the requestor.
6. The management of logistics generally and donated goods and services specifically is highly situational. It is impossible to plan for every contingency, the success of this effort is dependent upon a plan and procedures that are highly flexible and adaptable, most importantly is to have an organization that coordinates and functions as a team.

D. Mitigation Activities

1. Primary Agency

Educate elected officials and volunteer organizations about the Donated Goods and Services Management Plan.

2. Support Agencies

Educate members of their organization about the City Donated Goods and Services Management Plan.

E. Preparedness Activities

1. Primary Agency

- a. Develop, train and exercise the Donated Goods and Services Management Program.
- b. Identify roles and responsibilities of local agencies and the volunteer organizations needed to activate the Logistics Center.
- c. Develop and implement a volunteers and donations program that clearly defines the needs of the community and communicates how the program can be supported.

2. Support Agencies

- d. Coordinate the Donated Goods and Services Management Program.
- e. Identify roles and responsibilities for local agencies, voluntary organizations, and private associations to support the program.
- f. Assists Emergency management with the identification of potential Logistics Centers that the city may use for responding to an emergency or disaster.

F. Response Activities

1. Primary Agency

- a. Implement communication links and hotlines for potential donors or volunteers to call and register their commodities or services.
- b. Assures overall responsibility for the management of the Logistics Center.

2. Support Agencies

a. Chief Elected Officials, Local Government Agencies, Department Heads

- (1) Assists the area impacted by opening and placing in operation the Logistics Center.
- (2) Supports the receipt, processing, and distribution of

donated goods and services

- (3) Provide warehousing facilities and equipment, as appropriate, during the response and recovery phases of a disaster.

b. Cottonwood-Jackson County Public Health

- (1) Coordinates with Minnesota State Department of Health that donated goods, such as clothing, food and etc. meet state health and sanitation standards.
- (2) Coordinates with MN State Department of Health that any donated medicines and medical supplies meet state standards

c. Finance Director/Controller

Assure donated funds are managed in accordance with state laws and regulations.

d. American Red Cross

- (1) Representation on the Donations Coordination Team.
- (2) Management of the American Red Cross in-kind Donation program in compliance with the National and State Red Cross Disaster Plan, to include accepting donations of new items in bulk quantities on an as-needed basis.

V. RESPONSIBILITIES

A. Primary Agency

City of Windom Emergency Management has overall responsibility for and is responsible for the coordination of the Donated Goods and Services Management Program.

B. Support Agencies

Participate in the coordination process of the Donated Goods Service Management Program, as requested.

Unaffected jurisdictions may be requested to assist City of Windom Emergency Management by opening the Logistics Center. This will include, but not be limited to, processing a Memorandum of Understanding (MOU) with the site manager, establishing feeding and

housing for incoming personnel, coordinating security, and providing for sanitation.

Local agencies, voluntary organizations, and private associations will support the program consistent with their day-to-day and emergency management mission.

VI. RESOURCE REQUIREMENTS

A. Plan Administration

1. Review annually and revise as necessary ESF 7, Appendices, all Tabs, and Standard Operating Procedures.
2. Maintain all records and reports necessary to accurately document the activities of organizations involved in response to an emergency or disaster.

B. Logistics

Provide logistical support to the personnel managing the donated goods and services during an emergency or disaster.

Emergency Support Function 9 Search and Rescue

LEAD COORDINATING AGENCY: City of Windom Police Department

SUPPORT AGENCY: Cottonwood County Sheriff's Office
Cottonwood County Emergency Management
Minnesota Department of Public Safety
Minnesota Department of Natural Resources
Minnesota Department of Transportation
Minnesota National Guard
Civil Air Patrol
Minnesota Search & Rescue Dog Association
MN Voluntary Organizations Active in Disaster
Local Police and Fire Departments
Volunteers

I. INTRODUCTION

A. Purpose

This Emergency Support Function (ESF) is developed for the coordination of resources in conducting Search and Rescue (SAR) operations.

B. Scope

This ESF is applicable to situations within the city when it will be necessary to provide Search and Rescue (SAR) missions for emergencies or disasters. This ESF serves as a guideline for those in command of SAR operations and should not be used as a prescribed action plan.

II. POLICIES

- A.** Land SAR operations are initiated, coordinated and directed by the City of Windom Police Department and/or Fire Department when inside city limits and by Cottonwood County Sheriff's Office when outside city limits, in accordance with local and state plans.
- B.** Air SAR for missing or downed aircraft is the responsibility of the Minnesota Department of Transportation with the support of the Civil Air Patrol.
- C.** The National Incident Management System (NIMS) principles, in conjunction with the Incident Command System principles, are the on-scene methods for SAR operations in the city.

- D. Requests for additional resources including special skills, expertise, or equipment can be coordinated by the on scene command or general staff according to the NIMS ICS or City of Windom Emergency Management upon request of the Incident Commander or Emergency Operations Center (EOC), when activated.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies or disasters of many kinds can result in SAR operations. A mass casualty event may produce the need for large scale SAR response. Outdoor recreational activities such as boating, hunting, camping, hiking, and fishing may result in people becoming lost, injured, or killed. Other situations could be due to a lost child or vulnerable adult. A significant emergency or disaster may place much higher demands on these resources.

B. Planning Assumptions

1. Search and Rescue (SAR) operations will continue to increase as the population and recreational opportunities continue to grow.
2. Operations may be overwhelmed during emergencies and disasters. Local SAR efforts may require technical assistance from other agencies, counties, and the state. The City of Windom will reference Minnesota Statute 387.03 if mutual aid with surrounding cities and/or counties becomes necessary and from which SAR support could be called.
3. Access to impacted locations may be limited due to terrain, water, presence of crops or structural barriers.
4. Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.

IV. CONCEPT OF OPERATIONS

A. General

1. Search and Rescue missions in the City of Windom are conducted by trained personnel equipped to perform many SAR functions. This work is conducted under the guidance and direction of the City of Windom Police Department and/or Cottonwood County Sheriff's Department, specializing in SAR operations. The following are examples of some of the capabilities of SAR in the City of Windom:

- a. Diving Operations – line tending, ice diving, submerged vehicle recovery, and canal searches.
 - b. Ice Rescue Operations – reach, throw, and go plans.
 - c. Helicopter Operations – provisions by contract with critical care transport service; does not normally provide searches.
2. When a SAR mission is requested of the Police Department, the call out of personnel may be done by phone, pager, or radio. If the EOC is activated communications with the (EOC) from the rescue operations Incident Command Post will be through normal radio and telephone capabilities.
 3. Prior to deployment, essential information is gathered such as terrain, identification of the search area, and a detailed description of the victim and their circumstances, if available, to better prepare responders for the search. Necessary resources are identified such as K-9 units, horses, extrication equipment, vehicles, and maps.
 4. SAR deployments are coordinated through the City of Windom Police Department's SAR Coordinator in conjunction with the Search and Rescue Incident Commander, and the individual SAR group leaders.
 5. After an SAR mission is completed, there is often a debriefing where the mission is analyzed to determine what improvements, if any, could be made for similar missions in the future.
 6. If a catastrophic event results in major SAR operations involving a multi- jurisdictional effort, requests may be made to the MN State EOC for extensive support.

B. Organization

1. City of Windom Police Department

The City of Windom Police Department maintains an effective Search and Rescue Program. The Police Department will provide the SAR team with necessary equipment and materials, as allowed by budget. The Chief of Police will ensure that each member is trained.

2. Emergency Management

Emergency Management will maintain coordination with the Chief of Police and SAR group in all matters of training and registration of

volunteers.

3. Volunteer Organizations

SAR volunteer units are organized under jurisdiction authority and should be registered by those authorities.

C. Procedures

1. All requests for State assistance will be made through the State Duty Officer (MDO) at 651-649-5451. These resources include the Department of Military Affairs, Department of Natural Resources, and Department of Public Safety.
2. The SAR Coordinator will maintain the organization at the direction of the Sheriff to develop or seek training for each member.
3. The City SAR Coordinator keeps record of SAR missions and training missions with copies at the Police Department.

D. Mitigation Activities

1. Primary Agency

The Windom Police Department with the Search and Rescue team reviews legislation to assure it is supportive of the city Search and Rescue activities. They provide public information on the safety of boating and other outdoor activities.

2. Support Agencies

Emergency Management provides public education materials regarding basic life safety tools and actions to take in imminent emergencies and disasters. The department provides pamphlets and other media to the public at various fairs and public gatherings.

E. Preparedness Activities

1. Primary Agency

The Windom Police Chief may appoint a coordinator for SAR operations. The Windom Police Department supports law enforcement personnel and SAR volunteers with related training. It maintains liaison with the local Emergency Management Departments, MN HSEM, Department of Public Safety and other appropriate State agencies.

2. Support Agencies

Emergency Management works to ensure that the Emergency Operations Center is effectively maintained and in a state of readiness at all times.

F. Response Activities

1. Primary Agency

The Search and Rescue team, under the guidance and direction of the Windom Police Department, conducts the SAR missions within the City of Windom. These missions may occur during any day of the week, on holidays, during extreme weather conditions, and among many other hazards such as water, ice, hazardous materials, or tumultuous debris.

2. Support Agencies

Emergency Management remains on standby as requested to provide support in the coordination of resources for SAR missions. If necessary, it activates the Emergency Operations Center (EOC) and provides available space, and the communication tools necessary for an SAR representative at the EOC. Emergency Management coordinates with state agencies for resources.

G. Recovery Activities

1. Primary Agency

Conducts debriefing and support for SAR first responders, and returns operations to normal, including a high state of preparedness to be ready to respond to other SAR requests.

2. Support Agencies

Emergency Management assists in the return of SAR organizations and personnel to a high state of preparedness. Processes pertinent information related to additional equipment used in the process of SAR missions.

V. RESPONSIBILITIES

A. Primary Agencies

It is within the Windom Police Department's responsibilities to:

1. Appoint a coordinator for SAR operations.

2. Maintain a 24 hour notification system using pagers and radios.
3. Provides training to SAR volunteers.
4. Maintain the registration of volunteers.

B. Support Agencies

It is the City of Windom Emergency Management's responsibilities to:

1. Provide liaison for coordination with the state for resources.
2. Coordinate with the MN State Emergency Operations Center when necessary.

VI. RESOURCE REQUIREMENTS

- A. Equipment for debris removal, victim extrication and life safety
- B. SAR volunteers, K-9 units, vehicles, horses, boats, and trailers.

Emergency Support Function 10 Hazardous Materials Emergency Response

LEAD COORDINATING AGENCY: City of Windom Emergency Management

SUPPORT AGENCIES: Fire Departments
Law Enforcement Agencies
Cottonwood-Jackson CHS
Emergency Medical Services
Public Works/Engineering
Volunteer Organizations
Minnesota State Department of Natural Resources

I. INTRODUCTION

A. Purpose

1. This Emergency Support Function (ESF) 10 establishes the policies and procedures under which the City of Windom will operate in the event of a hazardous material incident or other release. This plan is designated to ensure the City of Windom has a means to minimize exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizations relationships of government agencies and private entities when responding to and recovering from a hazardous materials event. To ensure a safe response, with practical management of operations and coordination of resources, for all incidents involving hazardous materials or substances. To make protective actions to safeguard citizens, protect property and the environment. To maintain good procedures to effectively coordinate resources and assistance from other local jurisdictions and the State of Minnesota.
2. This plan provides guidance for: hazardous materials incident notification and response, off-site emergency planning/notification procedures as required by SARA Title III of 1986, 29 CFR 1910.20 or 29 CFR 1910.38 (a), and Community Right-to-Know Act, which shall hereafter be referred as EPCRA.

B. Scope

1. This ESF is a portion of the City of Windom's EOP dealing with hazardous materials that threatens the citizens of the city.
2. This ESF along with the development of other ESF's will provide for the protection required to respond and control incidents or the

ability to call for assistance from agencies outside the city when needed.

- a. The City of Windom Emergency Management will coordinate planning and preparedness activities.
- b. Principal support agencies will identify the resources and personnel available for response activities.

II. POLICIES

- A. See Basic Plan III. Legal Basis and References
- B. Fire & Medical Services Hazardous Materials Response Group Standard Operating Guidelines
- C. Mutual Aid and Memorandums of Agreement

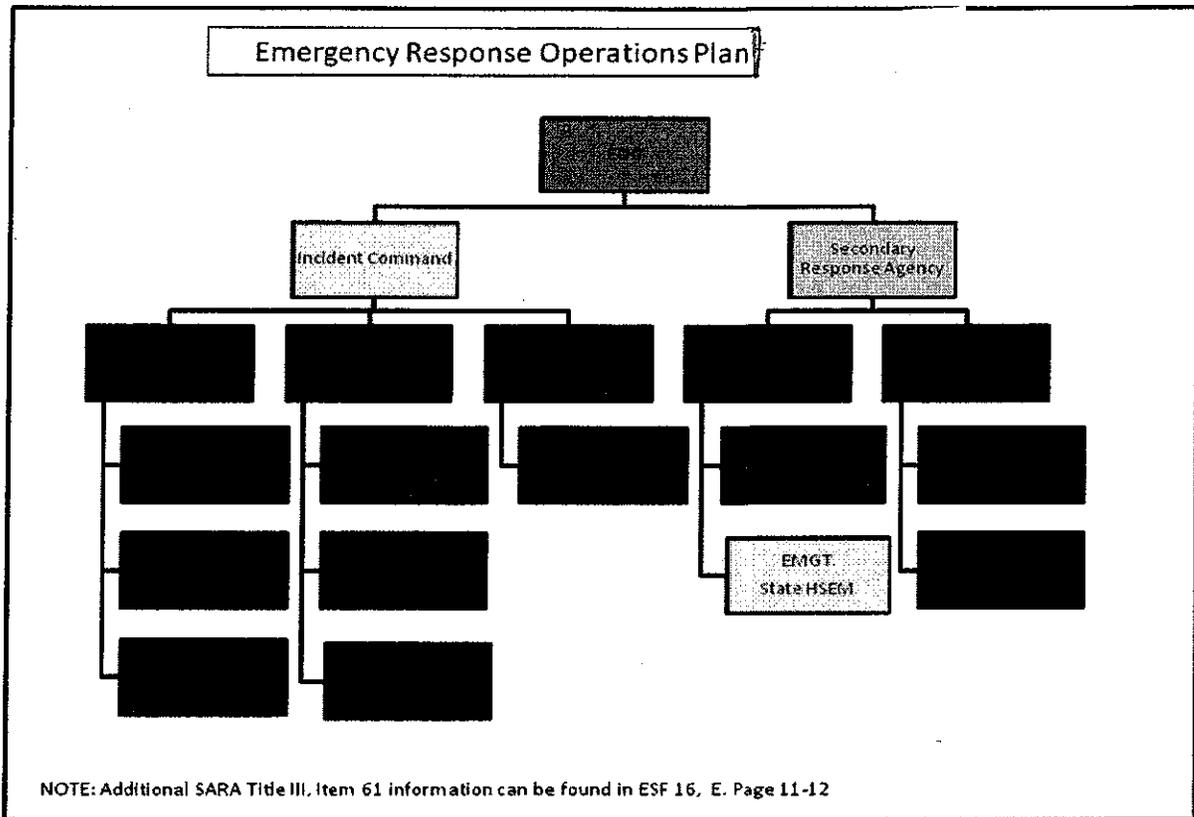
III. SITUATION

A. Situation

1. The City of Windom has hazardous materials commonly used in fixed site facilities which may involve gases, chemicals, solids, liquids and radiation, all of which may endanger life, property, and the lives of emergency responders. Hazmat incidents may occur on transportation routes through the city.

The lead agency/organization in the initial response to a hazmat incident that occurs within the jurisdiction is handled by the Fire Department.

2. **Methods and Procedures Followed by the City of Windom Emergency and Medical Personnel When Responding to a Hazardous Materials Incident within the City**
 - a. The Incident Command System (ICS) described in the National Incident Management System (NIMS) shall be used as the general response plan for hazardous materials incidents within the City of Windom. The chief officers of the designated response agencies have been trained in NIMS ICS operations and maintain at their main offices copies of their agency's Operating Procedures.
 - b. The general organizational response plan is shown on the chart below.



3. Response to a Hazardous Materials incident will be defensive in nature and responding departments will perform only to the level trained and equipped. Primary consideration will be given to protection of the public and responders.

Command of a Hazardous Materials incident will be initially from a field command post location. The Emergency Operations Center (EOC) may be activated if, in the opinion of the IC, direction and control of the incident can be better facilitated from the EOC.

4. The facilities within the City of Windom that possess extremely or designated hazardous materials may be required by State or Federal law to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous materials. These plans specify actions to be taken by facility personnel in the event of a release of any such designated hazardous material, including emergency notification of public safety authorities.

At a minimum, these facilities are required by law to *immediately* notify the following in event of an accidental emergency release, and be prepared to state the name of the substance(s) released

and the approximate amount:

Cottonwood County Dispatch	507-831-6134 or 9-1-1
Windom Emergency Management	507-831-6134 or 9-1-1 anytime
MN State Duty Officer	651-649-5451
National Response Center	1-800-424-8802

The facility should provide the following information:

- The name of the chemical being released, its UN number and CAS number
 - Estimated quantity released
 - Time and duration of the release
 - Medium into which the release occurred
 - Appropriate precaution, such as evacuation, or shelter in place
 - The reactivity, health effects, toxicology and chemistry of the agent.
 - Name and phone number of contact person. (Location for contact person if local emergency crews are responding)
5. The City of Windom Emergency Management works with the local Police and Fire Chiefs to determine that all covered facilities within the jurisdiction have implemented the required response plans, with 24 hour contact telephone information; or new facilities have under development the required emergency response plans. Contact The City of Windom Emergency Management for further information.
6. Evacuation and movement involves the coordination of multiple agencies and good communications with the public. Evacuation and movement is the responsibility of local/county law enforcement and the elected authorities of a jurisdiction. This applies to those agencies and others necessary for an evacuation.

An emergency or disaster situation involving the City of Windom could require the evacuation of a large number of people in or near a threatened or stricken area. Coordination of a major evacuation can be extremely difficult due to local conditions. The difficulty of providing sufficient warning and means of transportation are major factors to be considered.

- See ESF 1 Transportation Appendix A
7. ESF 16 lists facilities which manufacture, use, store and transport hazardous materials within the City of Windom. A copy of this report can be found in the City of Windom, City Hall.

8. Support for a large scale HazMat incident may need to come from out of the city. Additional hazardous materials response groups would be coordinated through Cottonwood County Emergency Management and the MN Duty Officer.
9. City of Windom Emergency Management is responsible for providing assistance to hazardous materials planning.

B. Planning Assumptions

1. An accidental or intentional release of hazardous materials could pose a threat to the local population or environment. A hazardous materials incident may be caused by or may occur during another emergency, such as flooding or a major fire.
2. Business and industrial facilities located in the City of Windom, who have complied with EPCRA rules, have filed their facility emergency response plans with HSEM and with their local fire departments. Emergency response notifications are part of both local government and industry's planning. Both work closely together to assure that planning includes the population at risk and that local resources are staged and properly coordinated to prevent duplications.
3. A major transportation hazardous materials incident may require the evacuation of citizens at any location within the City of Windom.
4. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.
5. During the course of an incident, winds may shift and other changes in weather conditions may necessitate changes in protective action recommendations.
6. Evacuations are covered in the EOP ESF 1 Appendices B and C and ESF 13 Appendix A. If an evacuation is necessary some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. If spontaneous evacuations occur local officials should address the protection of property and provide public information to those who leave the area, addressing the actions taken, the possible duration and forecast the suspected outcome.
7. Shelter in Place steps:

- Move inside immediately
 - Close all doors and windows
 - Turn off ventilation systems
 - Go into and seal a room
 - Turn on the radio to the local EAS station
8. Hazardous materials could possibly enter water or sewer systems and may necessitate the shutdown of those systems.
 9. Protective actions that may be necessary for the public in the affected area may include sheltering in place; evacuation; protection of animals; water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area and populations involved weather and road conditions.
 10. All responses to hazardous materials incidents will use Incident Command System (ICS) as the on-scene management tool for control of the incident and the surrounding area.

C. Limitations

1. This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.
2. Emergency responders will attempt to coordinate the plan and respond according to agency standards.
3. Every reasonable effort will be made to respond to emergencies, events or disasters. Regarding personnel and resources, systems may be overwhelmed. There may be little to no warning during specific events to implement operational procedures.
4. Successful implementation of this plan depends on thorough information exchange between reporting party, receiving party, responding organizations and timely identification of actual capabilities and available resources at the time of the incident.
5. Each agency, facility, and jurisdiction will respond within the limits of their training or actual capabilities and qualifications.

IV. CONCEPTS OF OPERATIONS

A. Initial Conditions

1. All jurisdictions, departments and agencies should receive copies of this plan and implement, as appropriate.
2. Determination that a release of hazardous materials has occurred is usually based on the information from the facility, which handles, stores, and manufactures the chemical product. The facilities are responsible for developing systems and training employees in the detection of such a release. Part of the training will include instructions to dial 9-1-1 to report an incident.
3. Facilities within the City that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.20 or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At the minimum, facilities are required by law to immediately notify the following in the event of an accidental emergency release:

City of Windom Authorities - 9-1-1
State Duty Officer – 651-649-5451
National Response Center – 800-424-8802

4. In the event of a hazardous materials incident, the Incident Commander will determine the appropriate response based on: identifying the material released local weather conditions, and potential resources that may be needed.
5. The decision to evacuate may be made by the Incident Commander in consultation with the jurisdiction's Chief Elected Officials or designee.
6. The City of Windom Hazardous Materials Response Group will assist emergency management in preparing and reviewing hazardous materials response plans and procedures.
7. A hazardous materials response will be organized under the basic concepts of the National Incident Management System (NIMS).

V. RESPONSIBILITIES

A. In the City of Windom, public safety agencies (i.e. fire, law enforcement, emergency medical services) will respond to hazardous materials incidents. Response standard operating guidelines are on file with these agencies and with the City of Windom Emergency Management.

B. The following organizations have responsibilities for planning and coordination of hazardous material emergencies.

1. Emergency Management

Coordinate resources such as supplies, equipment, security and personnel for emergency response. Emergency Management will also provide for the coordination of all local, state agencies and private organizations.

Maintain and manage the Emergency Operations Center, as appropriate.

Maintain the response plans and procedures and assist in training programs for response to hazardous materials incidents.

Maintain a resource manual to support hazardous materials and emergency response which is located in the EOC Resource Cabinet.

As necessary, assist the Emergency Operations Center Public Information Officer in disseminating public information and instructions and provide a system for the public to receive information, per SARA Title III.

2. Cottonwood-Jackson Community Health Services

As requested, provide staff support for the Emergency Operations Center.

Provide advice on health impacts and protective actions, as needed.

3. Facility Response

Conduct hazardous materials response training for their personnel.

Maintain inventories of response resources, including teams, local experts, community and industry equipment and clean-up resources.

Provide advice to Incident Commander on protective actions and containment services.

4. Street Department

Develop, maintain, and provide training to personnel on hazardous materials operating procedures.

Provide equipment and supplies as requested, such as: traffic barrier materials, heavy equipment and diking material.

Provide staff support for the Emergency Operations Center, as necessary.

5. American Red Cross/Volunteer Organizations

Maintain a list of shelter resources.

Provide mass care for disaster victims, feeding for emergency workers and individualized assistance to families.

Provide liaison to the Emergency Operations Center, as necessary.

6. Industry/Facilities:

Develop an on-site contingency plan which specifies notification and emergency response procedures and responsibilities.

Develop Emergency Response Planning that will identify the occurrence of a release and the probable affected populations.

Notify the emergency dispatch center of a release and the projected area of impact and provide technical and planning support for the off-site area.

Provide timely notification of hazardous release from facilities.

Provide staff support to the command post and Emergency Operations Center to advise the Incident Commander and decision makers, as requested.

Perform emergency response within their personnel's training and equipment capabilities.

Provide for timely evacuation and site security for facilities affected by hazardous materials incidents.

Provide for workers safety and shutdown of operations and needed during hazardous materials incidents.

Coordinate activities with emergency management when releases effect or have the potential to affect the public safety.

Provide information to the media (via the public information office). Coordinate with Emergency Management during large events and the Joint Information Center that may be established.

7. Minnesota Pollution Control Agency (MPCA)

The release of hazardous materials is both a public safety and pollution control issue. Local fire and law enforcement agencies have the primary responsibilities for public safety. The Minnesota Pollution Control Agency (MPCA) retains the primary responsibility for the pollution control issues surrounding a release or the threat of a release.

The State does not provide emergency response teams or equipment. The MPCA commonly oversees cleanup following a release. In a typical situation, the local fire department arrives on the scene and has command over the incident so long as immediate public safety issues remain. The fire department response concentrates first on public safety and second on containment to prevent further environmental damage if possible. The MPCA will attempt to contact the spiller and explain their responsibilities for cleanup. In many cases the best option is for the responsible person to hire a contractor who specializes in cleanup. If the responsible person cannot or will no clean-up the spill, the MPCA will hire a contractor to perform the work. The PCA then bills the responsible person to collect the costs incurred.

VI. EMERGENCY RESPONSE ACTIVITIES/RESPONSIBILITIES

A. Response Activities

The following general guidelines apply to all city personnel responding to a hazardous materials incident.

Size up situation and make request of additional resources, if appropriate.

Establish command post which shall be in the cold zone, uphill, up wind and upstream from the incident.

Isolate the area and deny further entry.

IDENTIFY THE PRODUCT BEFORE BEGINNING OPERATIONS!

Perform rescue, if a knowledgeable and trained safety officer proclaims it is safe to do so.

Establish crowd and traffic control

When attempting to identify the materials – WITHOUT RISK – the following are a list of resources that can be utilized:

- a. Placards/labels
- b. Shipping papers
- c. Drivers information
- d. Tier two information
- e. Any other available means
- f. MSDS
- g. Location on site

Determine if there is a need to evacuate or shelter in place and take appropriate steps.

Institute an emergency public information plan; keep the public informed through the use of the Public Information Officer.

Personnel shall not perform any work which is outside of the scope of their training, and capabilities.

If needed request assistance from Minnesota State Duty Officer and/or consider out of area Hazardous Materials Response Teams.

Make all other appropriate notifications.

B. Emergency Response Agencies

Shall provide services such as, but not limited to; evaluation of the incident, rescue and emergency medical treatment of the injured, evacuations of citizens at risk, sealing off area involved and identification of safety zones. Containment of hazardous materials involved in the incident if assessment determines the action can be made safely without contact with the hazard.

1. Fire Departments:

- a. The senior fire officer in the jurisdiction where a hazardous materials incident occurs will assume the role of Incident Commander on-scene and will implement ICS.
- b. The Incident Commander will make necessary protective action decisions in order to contain the hazardous materials, protect the public, emergency workers, and the environment.
- c. Notify appropriate city, county, state, and federal agencies. One call to the State Duty Officer will ensure that all appropriate state agencies are notified. This is the liaison function.
- d. Work with the designated safety officers to identify and establish a restricted zone, and ensure that non-essential personnel are removed and kept out of that zone. This is the safety function.
- e. EOC Liaison

2. Law Enforcement:

- a. Each law enforcement agency will develop procedures for traffic control, route alerting, evacuation and security for their jurisdiction.
- b. Law enforcement personnel will attend appropriate hazardous materials training and conduct training on standard operating procedures.
- c. The law enforcement agency with jurisdiction over the area responding or that are responding to the incident will assist IC with scene security throughout the duration of the incident.
- d. Crime Scene Protection/Management

3. Emergency Medical Services:

- a. Each emergency medical agency will conduct Hazardous Material and ICS training for their responders and formulate a course of action to provide necessary medical attention for emergency workers and the public.
- b. They will also provide a liaison, if needed, for the EOC

C. Notifications

On receipt of notification from the public or field officer of an incident involving hazardous materials the 911 Dispatcher shall first initiate a response by the fire department for the affected area. Law enforcement if not on the scene will be dispatched to establish necessary traffic control.

After a response is initiated the Cottonwood County Dispatch Center should notify Emergency Management, Police Chief, or the designated person next in command.

Methods of Determining the Occurrence of a Release

Within the City of Windom:

- Some 302 facilities rely upon visual or other sensory observations by employees to determine the "occurrence of a release."
- Other facilities use an electronic sensor monitoring system to detect releases.
- The "facility emergency coordinators" or designees at each 302 facility determine if an emergency exists
- Local and state emergency response numbers, as well as the National Response Center, will be called by the 302 facility emergency coordinator or designee immediately upon determination that an emergency exists.

D. Direction and Control

1. Local command of a hazardous materials incident will follow the concepts of the Incident Command System (ICS) and the National Incident Management System (NIMS).
2. The affected facility has the responsibility for mitigating the adverse effects of the release, within their capabilities and training.
3. The affected jurisdiction has the primary responsibility for the protection of life, property and the environment threatened by hazardous materials incidents except in those areas specifically preempted by state or federal law. As necessary the Minnesota State Patrol and local law enforcement are primarily responsible for initial assessment of the situation, attempt identification of materials involved, incident coordination, confinement if properly trained to do so and/or evacuation of people if endangered. Clean up is the responsibility of the spiller, if known.
4. When local agencies (fire departments and/or law enforcement, etc.) have Incident Command (IC) responsibilities, the state and

federal function will be to support and coordinate with the local responders when requested.

5. When outside personnel and resources are working in support of local response agencies, private, state, or federal personnel will maintain their normal chain of command and supervision. They will respond to tasks and assignment through or in conjunction with the on-scene IC.
6. Response to a Hazardous Materials incident will be defensive in nature and responding departments will perform only to the level trained and equipped. Primary consideration will be given to protection of the public by either evacuation or shelter in place protection. Command of a Hazardous Materials Incident will be initially from a field command post location. The Emergency Operations Center (EOC) may be activated, if in the opinion of the IC, direction and control of the incident can be better facilitated from the EOC.
7. Response levels categorize hazardous materials incidents by the severity of the threat to public health or the environment. The severity of an incident is dependent on the amount of material spilled, the location, the toxicity of the material, and potential for exposure.

E. Public Information

Emergency Public Information is vital to keep the public informed of the incident, its dangers, shelters or evacuation procedures.

The following are examples of methods that may be utilized to provide reliable and effective notification to the public:

1. Emergency Alert System, National Oceanographic Atmospheric Administration Weather Alert Radio System (NOAA), local media (broadcast and print), local telephone systems (land and wireless)

In addition, for direct contact to the public, sirens, public announcements over radio, door-to-door contact (voice or written format), public assemblies, literature distribution, bulletin boards, posters and information signs may be utilized.

2. Notification Procedures for a Hazardous Materials Release

- a. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify the Cottonwood County Communications Center (Warning Point), located at 902 5th

Avenue, Windom, MN. The Communications Center will notify immediately the City Administrator, Mayor and Emergency Management Director who have primary responsibility and authority for implementing the emergency plan in City of Windom plus all other public safety officials designated for similar notification in the plan.

- b.** Using prepared criteria (Item d. below), the Emergency Management Director who has responsibility and authority for implementing the emergency plan in the City of Windom, will determine whether a public notification is appropriate; and, if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)
- c.** The Cottonwood County Emergency Notification Center, which controls activation of the emergency warning systems in the City of Windom shall immediately carry out such public warning instructions as it may receive from the Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan. The Cottonwood County Emergency Notification Center can employ several methods of providing emergency warning to the public, including:

 - i.** Emergency systems: individually, in groups, or all at once.
 - ii.** TV, cable and radio stations.
 - iii.** Street-to-street locally via police and/or fire department vehicle loudspeakers.
 - iv.** Or other available volunteer emergency response groups
- d.** Criteria to be used in determining the need for public notification include, but are not limited to the following:

 - i.** Identification and properties of the hazardous substance released
 - ii.** Approximate amount or extent of the release
 - iii.** Wind speed and direction
 - iv.** Time factors
 - v.** Size and nature of the target population
 - vi.** Recommendations of designated on-scene authorities (ESF 1, Appendix B)

F. Personal Protection of Citizens

The following are examples of strategies that may be employed for the protection of citizens. Protection of the public can be accomplished by either Sheltering in Place or Evacuation. Citizens should be alert to the various forms of public information.

1. Shelter in Place

- a. Go inside home/building
- b. Close all doors and windows
- c. Turn off fans, heating, ventilation and air conditioning (HVAC) units
- d. Go to the most inside room with the fewest windows/doors
- e. Take plastic sheeting and duct tape to cover windows, doors, vents, place wet towels to seal gaps under doors.
- f. **DO NOT** go into the basement (most toxic vapors are heavier than air).
- g. Take a portable radio to listen to official announcements
- h. Stay there until told it is safe to leave. Once it is safe to leave the home, "air" out the house.

2. Evacuation

- a. Obtain necessary authorizing from IC or Police Chief
- b. Contact Emergency Management for coordination of shelters
- c. Determine area to be evacuated and approximate number of people to be evacuated
- d. Determine evacuation routes – **DO NOT** evacuate through possible contaminated areas.
- e. Establish traffic control points and implement them
- f. **WARN THE PUBLIC.** Give evacuation orders and give the public instructions as to when/where to go and what to do. This may be accomplished through radio announcements, use of vehicle PA system, or door-to-door or any other means available.
A phone bank may be established at the EOC for tracking and accountability purposes.

G. Decontamination

1. Gross decontamination would be conducted on scene by the appropriate responding agency.
2. Windom Area Hospital will decontaminate individuals who have been chemically or radiologically contaminated. (Radiological decontamination would be supported by the City of Windom Emergency Management Office.)

H. Evacuation and Traffic Control Plans

Refer to Appendices B and C of ESF 1 Transportation

I. Resource Requirements

Specialized equipment and supplies are often necessary to effectively respond to oil and hazardous materials incidents. Equipment and supplies should be appropriate to the anticipated needs and application.

VII. COMMUNICATIONS AND WARNING

Primary and Support Agencies will follow prescribed procedures set forth through the principles of the National Incident Management System (NIMS) Incident Command System (ICS).

All radio communications will be coordinated through the Cottonwood County Public Safety Answering Point (PSAP).

VIII. CLEAN-UP/CONTAINMENT

Responsibilities for emergency actions are very different from those for cleanup of a hazardous materials event. While local fire agencies and/or law enforcement may play a part in emergency response, they may not always be on the scene for cleanup. The responsible party (RP) must pay for cleanup and where the RP is not identified for cleanup, then:

1. The IC shall attempt to identify the responsible party. When in the opinion of appropriate local, county, state, or federal technical personnel, the substance must be cleaned up according to appropriate statutes or regulations, the responsible party or their representatives must arrange with a reputable and licensed hazardous waste handler for clean-up and disposal services.
2. In the event the responsible party refuses to cooperate or cannot be found, the incident commander should contact the state agency having jurisdiction to arrange for clean-up and removal of any chemical, hazardous material or waste released or deposited upon any property within the county limits.
3. The City of Windom shall bear no responsibility for the removal or clean-up of any hazardous material. City personnel may standby at the scene for as long as necessary to ensure the safety of the public and shall oversee the clean-up in an advisory capacity.

IX. TRAINING

- A.** Emergency Responders to a hazardous materials release must have received training to do so. At a minimum, personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. City of Windom does not have a HazMat Team.
- B.** The facilities are responsible for developing systems and training employees in the detection of such a release. Part of the training will include instructions to dial 9-1-1 to report an incident.

X. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Personal Protective Equipment for hazardous materials incidents has limitations in practical use. These limitations include: compatibility with the material(s), susceptibility to tears, abrasions, and heat degradation, limited time in the hot zone and the expense of keeping a full inventory of suits. Protective equipment is classified into Level A, Level B, Level C, and Level D.

A. Level A

Fully encapsulated suit covering all body parts, made of a material resistant to the particular chemical released. Air is supplied by either a Self Contained Breathing Apparatus (SCBA) worn under the suit or from a supplied air system. The objective of Level A protection is to protect the wearer from airborne contaminants that may be absorbed through the skin or can cause exposure by inhalation. This or Level B must be worn in an Immediate Dangerous to Life or Health (IDLH) atmosphere. An SCBA must be worn where an oxygen deficiency may exist.

B. Level B

For trained fire department personnel, an appropriate fully encapsulating Level B is required. Other responders may wear non-encapsulated level B suits. This or level A must be worn in an IDLH atmosphere. Level B can also be worn for emergency rescue.

C. Level C

A splash suit covers all body parts, made out of chemical resistant materials for the particular chemical release. The air breathed by the person wearing the suit comes from a mask with filters specific to the material that may be airborne. This equipment may only be worn where the material(s) released is known, cartridges for the material are available, the air contains at least 19.5% oxygen, and no IDLH atmosphere exists.

D. Level D

Ordinary work clothes, offer no specific protection from hazardous material releases. This includes fire fighting turnout bunkers, coveralls and rain suits without breathing protection.

Even chemically resistant suits must be maintained and inspected regularly. Exposure to light or chemicals can cause cracking, softening or general reduction in the chemical resistance of the material.

XI. EXERCISE AND PLAN UPDATE

A. Exercise

The City of Windom Emergency Management and/or Fire Department in coordination with local industry will design and hold Hazardous Materials exercises as needed or required. The exercising of this plan may be done by either functional, full scale or table top style exercise.

B. Plan Update

The plan shall be reviewed annually and updated if necessary, or following each test/exercise of the plan, as appropriate by the City of Windom Emergency Management.

XII. FACILITY RESPONSIBILITIES

A. The City of Windom has numerous facilities which have hazardous materials on site. The following only addresses the facilities covered under Title III of the Superfund Amendments Reauthorization Act. Emergency responders must be aware of the common hazardous materials, such as gasoline and where these are located within their area of response. Chemicals on site include, but may not be limited to the listed materials for each location.

B. Determination that a release of hazardous materials has occurred is usually based on information from the facility which handles, stores, or manufactures the chemical product. Facilities should have in place methods for determining if a release has occurred within the facility and if it may affect public health off-site. If there is a release refer back to C. Notification of this ESF, page 12.

XIII. REFERENCES

A. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101)

- B.** US Department of Transportation & Transport Canada, Emergency Response Guidebook
- C.** SARA Title III – Emergency Planning and Community Right-to-Know Act 1986.

**Emergency Support Function 10
Hazardous Materials
Appendix A
Additional SARA Title III Requirements**

LEAD COORDINATING AGENCY: Emergency Management

SUPPORT AGENCIES: Local Police and Fire Departments
Cottonwood County Sheriff's Office
National Response Center
Minnesota Duty Officer

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Functions (ESF) 16 is to enter and identify information not contained in other parts of this plan.

The purpose of the SARA Title III act is meant to require facilities that have especially hazardous or toxic substances to publicly identify themselves and develop detection systems and emergency response plans for an accidental release. It also requires communities where such facilities are located to have hazardous material emergency response plans, as well.

This ESF is most applicable to the local government's emergency management, facilities management, financial management, and other support as required.

Facility Coordinators who shall make determinations necessary to implement their plans and the Facilities subject to the requirements of SARA Title III Section 302 located within the emergency planning district.

A list of emergency coordinators and their back-ups, 24 hour telephone contact numbers, facilities and their addresses are on file with the Cottonwood County Emergency Management Director. This list was obtained from the Minnesota HSEM Division (Field Services Branch, EPCRA) and is maintained in an electronic format. It can be accessed by contacting the Cottonwood County Emergency Management Director.

B. The City is, and will continue to conduct hazard analysis to determine potential populations and facilities, which might be affected by a hazardous materials emergency.

Determining Area and/or Populations Likely To Be Affected By A Hazardous Release in the City of Windom

First (primary) responders from the affected jurisdiction (fire, police) begin their determination of the area and populations affected by a hazardous materials release in the following manner:

- Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data.
- Identifying the approximate amount of hazardous substance(s) released.
- Identifying hazards created by the release.
- Identifying impact of the release on the surrounding community.
- Identifying meteorological and other local conditions.
- Considering time factors.
- Consulting detailed local maps.

The determination process often includes one or more of the following:

- Computer modeling.
- Use of special computer programs.
- Use of the *Emergency Response Guidebook* published by the US DOT.
- Advice of facility personnel.
- Advice of Regional Chemical Assessment Team (CAT).

C. Locations and Availability of Privately Owned Section 302 Facility Equipment in the City of Windom

A list of emergency equipment and facilities, at the facilities subject to the requirements of SARA Title III can be found on file with the local jurisdictions Fire Department or the local Emergency Management Director. These lists will identify if and how these resources will be available for emergency response use.

D. FACILITIES AT RISK

Local Emergency Management Directors include in their plans the names and addresses of the facilities that are subject to additional risks due to proximity to Section 302 facilities in their jurisdictions. These facilities are listed in this section.

WINDOM

Name of Facility	Person-in-Charge Telephone	Type of Institution
Good Samaritan Society 705 6 th Street	507-831-1788	Nursing Home
Home for Creative Living 108 9 th Street	507-831-5033	Assisted Living
Pineview Assisted Living 750 4 th Ave	507-831-5277	Assisted Living
Remick Ridge 650 6 th Ave	507-831-0745	Assisted Living

WINDOM PUBLIC SCHOOLS #116			
District Superintendent: Wayne Wormstadt 1400 17 th Street Windom, MN 56101 e-mail: wwormstadt@isd177.com 507-831-6910			
Winfair Elementary (K - 3)	1454 6 th Avenue Windom, MN 56101	831-6925	Principal: Denny Wayland wdenny@isd177.com
Windom Middle School (4 - 8)	1400 17 th Street Windom, MN 56101	831-6910	Principal: Denny Wayland wdenny@isd177.com
Windom Area Junior/Senior High (7-12)	1400 17 th Street Windom, MN 56101	831-6910	Principal: Lance Northey lnorthey@isd177.com

WINDOM PAROCHIAL SCHOOLS			
Busy Bee Preschool	974 6th Street Windom, MN 56101	831-5982	Contact: Jodi Johnson
Bridges Preschool	1012 5th Avenue Windom, MN 56101	831-6940	Contact: Jean Johnson jjohnson@isd177.com
Sonshine Preschool	1157 3 rd Avenue Windom, MN 56101	831-3522	Contact: Jen Elness lcoos@windomnet.com

E. Description and listing of Emergency equipment, facilities and medical facilities are as follows:

Within the City of Windom, and otherwise available to the City, is a variety of specialized equipment and facilities, publicly and privately owned, for use in emergency response, including hazardous materials incidents. Emergency Management maintains at their office a list of available public and private resources relative to their individual missions and operational needs. These lists of resources also identify the locations of the resources, the individuals responsible for release of the resources and their 24 hour contact information. In the case of equipment and facilities maintained by the individual city departments, the department head is responsible for its release and use, and would be contacted for deployment or for further specific information. The Emergency Management Director, Mayor or City Administrator for the City would serve as the contact.

Additionally, the City of Windom has signed and maintains 'mutual aid' contracts with nearby fire and ambulance departments and, as such, also has immediate access to their resources. The County would also provide various emergency response equipment, facilities and services to the City, as appropriate, when needed. The City Administrator or Department Heads, or their designees, are responsible for the release of their publicly owned emergency resources.

The City Departments also maintain a list of private contractors that provide specialized services, tools, equipment and facilities during an emergency situation, including a hazardous materials incident.

F. COTTONWOOD COUNTY EMERGENCY MEDICAL SERVICES

The responsibility for providing emergency medical services and for tracking injured disaster victims during and after an emergency will be coordinated through incident command. It is anticipated that the responding EMS agencies will be a part of unified command. An example of a tracking system includes the use of MnTrac.

Listed below are the local organization(s) and/or individual(s) that are potential sources of critical emergency resources for biological, chemical, and radiological decontamination/detection/monitoring, protective equipment, supplies, trained personnel, generators, medical supplies (such as chemical agents antidotes, drugs, and antibiotics).

<u>Department Name</u>	<u>Response Level Capability</u>
Windom Fire Department	Awareness Level
Windom Ambulance	Awareness Level

NOTE: City of Windom has one hospital that provides critical emergency resources for biological and chemical decontamination, trained personnel, and medical supplies (such as chemical agents antidotes, drugs, and antibiotics):

City of Windom Hospital
2150 Hospital Drive
Windom, MN 56101
507-831-2400
contactus@windomareahospital.com
www.windomareahospital.com

Ambulance Department Name: Windom Ambulance		
Department Address: City of Windom 444 9 th Street Windom, MN 56101		
Phone: Dispatch 507-831- 6134	FAX: 507-831-	
Manager: Tim Hacker, tim@windomfarmservice.com		
Training Officer:		
Medical Director: Dr. Jeffery Taber		
Number of Personnel: <u>20</u> Voluntary/part time _____ Full-time, paid _____ Other _____		
Department training/response level: <u>Awareness</u> Operational Other (Underline One)		
Training Levels: (Please specify number of personnel for each level)		
_____ First Responders		
_____ HAZMAT Awareness		
<u>20</u> EMT's		
_____ HAZMAT Operations		
_____ EMT-P		
_____ HAZMAT Technicians		
_____ HAZMAT Specialist		
Services Provided: (Please check all that apply)		
_____ Ambulance-ALS	<u>2</u> Ambulance-BLS	
_____ Public Education	_____ Other:	
Equipment Inventory: (Please specify number and type of vehicles/ equipment)		
<u>2</u> Ambulances	_____ Long Back Boards	_____ Short Back Boards
_____ K.E.D.s	_____ Extra Splints	_____ Stair Chairs
_____ Portable Radios	_____ Bus Agreement	
_____ Special Units:		

Fire Department Name: Windom Fire Department		
Department Address: 444 Ninth St Windom, MN 56101		
Phone: 507-831-6128	FAX: 507-831-6139	
Chief: Dan Ortmann, djo@windomnet.com		
1st Assistant Chief: Mark Stevens		
2nd Assistant Chief: Mark Marcy		
Other Officers: Roger Winker		
Number of Personnel: <u>30</u> Voluntary/part time _____ Full-time, paid _____ Other		
Department training/response level: Awareness Operational <u>Other</u> (Underline One)		
Training Levels: (Please specify number of personnel for each level) _____ First Responders _____ HAZMAT Awareness _____ EMT's _____ HAZMAT Operations _____ EMT-P _____ HAZMAT Technicians _____ HAZMAT Specialist		
Services Provided: (Please check all that apply) _____ Fire Inspection _____ Rescue _____ HAZMAT _____ Public Inspection _____ Ambulance-BLS _____ Other _____ Fire Suppression _____ Ambulance-ALS		
Equipment Inventory: (Please specify number and type of vehicles) <u>2</u> Engines/Pumpers _____ Ambulance _____ Ladder Trucks <u>2</u> Rescue Vehicle <u>1</u> Grassfire Vehicle _____ Cars/Utility Vehicles <u>3</u> Tankers/Pumper <u>2</u> Special Units <u>HAZMAT Trailer, light tower</u>		

Emergency Support Function 11 Agriculture and Natural Resources

LEAD COORDINATING AGENCIES: City of Windom Emergency Management

SUPPORT AGENCIES: Cottonwood-Jackson Community Health Services (CJCHS)
City of Windom Street Department
City of Windom Administration
U of M Extension Services
Local Veterinarians

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 11 supports local agencies to address:

1. Control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease or devastating infestation
2. Assurance of food safety and food security, and
3. Protection of natural, cultural, and historic resources prior to, during, and/or after an Incident of National Significance or a local emergency or disaster situation
4. Provisions of mass feeding

B. Scope

ESF 11 includes four primary functions:

1. Animal and crop disease and pest response: Includes implementing a local response to an outbreak of a highly contagious animal (contagious between animals) or zoonotic (contagious from animals to humans) disease, an outbreak of highly infective plant disease, or an economically devastating infestation of plants.
2. Assurance of the safety and security of the commercial food supply: Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and points of entry, laboratory analysis of food samples, control of products suspected to be adulterated, food-borne illness surveillance, and field investigations.

3. Protection of Natural, Cultural, and Historical (NCH) resources: Includes appropriate response actions to conserve, restore, and recover NCH resources.
4. Provisions of mass feeding: includes determining nutrition assistance needs, obtaining and arranging for delivery of appropriate food supplies.

II. POLICIES

A. General

1. Actions are coordinated with local incident management officials and with State and Federal officials if necessary; all in coordination with the local and/or State EOC. If the situation is an Incident of National Significance, City of Windom departments may play a supporting and/or liaison role to Federal agencies and officials.
2. Each supporting agency is responsible for managing its assets in conjunction with Incident Command or EOC, if activated.
3. On-scene assets will be coordinated by Incident Command in conjunction with the EOC for the incident, if activated.

B. Mass Feeding Policies

1. Food supplies secured and delivered under ESF 11 are appropriate for household or mass-feeding meal service.
2. Transportation and distribution of food supplies within the situation area are arranged by appropriate authorities or volunteer organizations.
3. Officials of this ESF support the use of mass-feeding as the primary outlet for disaster food supplies.

C. Animal and Plant Disease and Pest Response Policies

All animal depopulation activities are conducted as humanely as possible while preventing or stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping or preventing pathogen spread and for their minimal impact on the surrounding environment.

D. Food Safety and Security Policies

1. BROWN-NICOLLET oversees food safety and provides training, education and permits to facilities and vendors preparing food for human consumption. CJCHS will notify appropriate State agencies of food adulteration and may be the liaison for communications with other agencies regarding food safety and security duties.
2. Actions undertaken are guided and coordinated by local food safety officials. If the situation escalated beyond the capacity of local resources, actions may be guided by State and/or Federal food safety authorities, including Homeland Security officials.

E. Natural, Cultural, Historic Resources Protection Policies

The general administration of the City of Windom is the primary agency for protecting NCH resources. Actions taken to protect, recover, and restore NCH resources are guided by the policies and procedures of the corresponding primary agency.

III. CONCEPT OF OPERATIONS

A. General

1. City of Windom Emergency Management, as the ESF 11 coordinator, organizes and coordinates the capabilities and resources of local government and private agencies and organizations through the City EOC.
2. ESF 11 provides for integrated local response and local liaison duties with State and Federal resources for situations involving an outbreak of a highly contagious animal or zoonotic disease, an outbreak of a highly infective plant disease or infestation affecting crops in the City.
3. ESF 11 ensures the safety and security of Windom's commercial supply of food products following a potential or actual incident affecting the City. It may support a liaison role for State and/or Federal government if the situation is an Incident of National Significance and impacts the City of Windom.
4. Local government in Windom acts as the primary agency for protecting, recovering and restoring NCH resources at the local level.

TABLE 1.ESF 11 Functional Categories and Responsibilities

Functional Categories	Mass Feeding	Animal and Plant Disease and Pest Response	Food Safety and Security Supply	NCH Resources Protection
ESF 11- Primary Agency	City Emergency Management	U of M Extensions/ MN Dept of Agriculture	CJCHS	Local Government
ESF 11- Responsibilities	Determine needs to provide food for nutrition assistance to the local public in the event of disaster.	Coordinating local response for animal, zoonotic or plant disease or infestation.	Coordinating local response for adulterated or suspected adulterated food supplies.	Determine the needs for protecting, restoring or recovering NCH resources.

IV. ORGANIZATION

A. City of Windom Response Structure

The Windom response structure operates under the direction of the lead primary agency for the specific function involved. The primary agencies act upon the assistance needed for the specific incident. For instance, when the assistance needed involves food safety and security, CJCHS serves as the primary agency to support this function. When an incident requires assistance from more than one of the ESF 11 functions, as identified in Table 1 ESF 11 Functional Categories and Responsibilities, the City Emergency Operations Center provides the overall direction.

Once ESF 11 is activated, the City of Windom response is coordinated by the Incident Commander at the City EOC. The Incident Commander contacts the appropriate officials and primary agencies to assess the situation; from which appropriate actions are determined. The agency then alerts supporting organizations and requests that they provide representation if needed.

1. In the event of a situation calling for the provision of mass feeding to the public:

City of Windom Emergency Management has the primary responsibility for the coordination of this function and local agencies and organizations will be solicited for assistance, which will not be limited to the American Red Cross, CJCHS, and the Salvation Army.

2. In the event of an outbreak of a highly contagious or economically devastating animal or zoonotic disease, a highly infective plant (or crop) disease or an economically devastating plant infestation, a food supply safety and security incident, or in the event of an incident affecting Natural, Cultural, and Historic (NCH) resources:
 - a. Emergency Management or their designee may serve as the county's main point of contact for State and local government.
 - b. If the City of Windom EOC is activated it will serve as the base of operations for interfacing with local government, State government, private sector and volunteer agencies.
 - c. If the City of Windom EOC is activated it shall designate a liaison with the State Department of Agriculture which would be the focal point for coordinating the disease management process.
 - d. Local government, in conjunction with the Incident Commander at the City EOC is the initial points of contact regarding NCH assets, properties and documents.
 - e. The City of Windom protects, preserves, and restores natural, cultural, and historic resources according to their own procedures which are not contained within this plan specifically.

V. ACTIONS/RESPONSIBILITIES

A. Primary Agency

1. **Mass Feeding (City of Windom Emergency Management)**

- a. Determines the critical needs of the affected population in terms of numbers of people, their location and usable facilities for congregate feeding
 - b. Catalogs available resources of food, transportation, equipment, storage, and distribution facilities
 - c. Assesses requirements for water distribution
 - d. Support Agencies include: CJCHS, Brown-Nicollet, U of M Cooperative Extension, American Red Cross and the Salvation Army.
 - e. Submits requests to local governing body for assistance if needed
 - f. May serve as liaison between local governing officials and the State of Minnesota
 - g. Establishes links with food distribution centers and areas of critical need
 - h. Maintains records of contact with meal service and food distribution centers
 - i. Submits requests to the State for food assistance
 - j. Works in conjunction with voluntary agencies to develop a plan of operation that ensures timely distribution of food in good condition to the proper location
- 2. Animal, Plant/Crop Disease and Pest Response (U of M Extensions)**
- a. Provides the guidance for immediate protective actions within the City of Windom and reports and maintains liaison with the Minnesota State Department of Agriculture.
 - b. Assists with the determination the locally affected geopolitical boundary(s)
 - c. Support Agencies include: CJCHS, Public Works and Local Law Enforcement.
 - d. Ensures continued contact with agricultural associations.
 - e. Drafts agricultural advisories for affected area(s)

- f. Makes protective action recommendations
 - g. Informs Minnesota Department of Agriculture of emergencies
 - h. **Animal Disease – Veterinary Services**
 - (1) Detects animal diseases in conjunction with local veterinarians
 - (2) Keeps the Minnesota Department of Agriculture informed of the situation
 - (3) Coordinates tasks with voluntary animal care organizations and public health if necessary
 - (4) Identifies geopolitical boundaries for quarantine areas
 - i. **Plant Disease or Pests – Crop Protection and Quarantine**
 - (1) Detects plant and crop diseases in conjunction with local agencies
 - (2) Coordinates tasks with voluntary plant and crop organizations
 - (3) Makes recommendations for disposal if necessary
- 3. Food Safety and Security Supply (CJCHS)**
- a. Investigates cases of food borne illness
 - b. Catalogs findings in adulterated food
 - c. Provides the guidance for immediate protective actions within the City of Windom
 - d. Reports to the Minnesota State Department of Health any findings of adulterated food
 - e. Local law enforcement and the State of Minnesota are notified of suspected or determined crimes related to food safety and security.

- f. Support Agencies include: Local Law Enforcement, City Emergency Management, and the U of M Extension Service.
 - g. Advises local government officials of health hazards
 - h. Drafts health advisories for affected area(s)
 - i. Keeps MN Department of Health informed of health emergencies
- 4. Natural, Cultural, Historic Resources Protection (Local government)**
- a. Determines the resources available for NCH protection
 - b. Local government is responsible for preserving, protecting and restoring its own NCH resources if feasible. Outside assistance will be requested when local resources are overwhelmed.
 - c. Attempts to minimize damage or loss to local NCH resources
 - d. Establishes links with local agencies and organizations having NCH properties or values
 - e. Documents the impacted NCH resources

Emergency Support Function 12 Energy & Utilities

LEAD COORDINATING AGENCY: City of Windom Emergency Management

SUPPORT AGENCIES: City of Windom Public Utilities
Elected Officials
US Army Corp of Engineers
Minnesota Energy

I. INTRODUCTION

A. Purpose

To provide for effective use of available electric power, water resources, telecommunications, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster. The City of Windom includes commercial and public utilities in their coordination of damage assessments, operational capabilities, and restoration actions.

B. Scope

The term 'energy/utility' includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy/utility systems and system components.

1. Assessments of current energy/utility capabilities, capacities, and reserves within the City of Windom
2. ESF 12 collects, evaluates, and shares information on energy/utility system damages and estimates on the impact of energy/utility system outages within the affected areas.
3. ESF 12 also provides information concerning the energy/utility restoration process such as projected schedules, percent of completion of restoration, geographic information on the restoration and other information as appropriate.

II. POLICIES

- A. Restoration of normal operations at energy facilities is the responsibility of the facility owners, managers and operators. Local government support while desired may be limited.
- B. All energy/utility providers, whether publicly or privately owned, should be prepared to respond to energy related needs resulting from an emergency

or disaster. Many utilities work under an agreement which may mandate Emergency and Preparedness Plans.

- C. ESF 12 addresses significant disruptions in energy/utility supplies for all hazards, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, planned interruptions, or unusual economic or international political events.
- D. ESF 12 addresses the impact that damage to an energy system in Windom may have on energy/utility supplies, systems, and components in other districts relying on the same system. Consequently, energy/utility supply and transportation problems can be within Windom, intrastate, interstate, and international.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies, both natural and manmade can have profound effects on the public and privately owned utilities in the City of Windom. The ability to quickly restore damaged water, power, natural gas, telephone and sewer systems is essential to maximizing the life safety, health, and minimizing the economic impact of a disaster.

B. Planning Assumptions

1. Continuity of Operations Plans (COOP) for emergencies may be established by the operators of the public utilities in Windom.
2. Widespread and possibly prolonged energy/utility failures could result in impacts that could affect transportation, media, telecommunications, and other lifeline infrastructures which would affect the public health and safety of the citizens in the City.
3. During and after emergencies, public utilities will operate within their authorized service areas and according to their respective charters. Should these utilities be unable to supply the City of Windom with their service the EOC may request additional support from the State EOC.
4. Delays in the production, refining and delivery of petroleum-based products may occur as a result of damaged storage supplies or transportation infrastructure and/or loss of commercial electrical power.

IV. CONCEPT OF OPERATIONS

A. General

The occurrence of a major disaster could destroy or disrupt all or portions of the City's energy and utility systems.

1. Types of public utilities providing services in the City of Windom are electric, water, sewer, and commercial communications.
2. Responding to energy/utility shortages or disruptions and their effects is necessary for the preservation of public life, safety, health, and general welfare of Windom citizens.
3. The EOC will collect information on damaged utility and energy resources and for identifying requirements to repair those systems.
4. While restoration of normal operations at energy/utility facilities is the primary responsibility of the owners of those facilities, ESF 12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner when requested.

B. Organization

1. Emergency Management

Operations are under the direction of the Emergency Management Director appointed by the Mayor; other staff includes the Administrator, department heads, and volunteer Public Information Officers (PIOs).

2. Electricity

The City of Windom is served by municipal utilities and relies on the trained and experienced personnel to have the capability to provide power even under the most extreme conditions.

3. Water/Sewer

Water supply and sewer systems within the city are both publicly and privately owned systems which are organized at the municipal level. The municipality operates its own water treatment, distribution and sewage disposal facilities. The primary systems serving the rural County area are the municipalities, associations or owners which have developed their own public and sewer disposal systems.

4. Natural Gas

Natural gas is brought into the City pipeline and transferred to Minnesota Energy. Distribution of natural gas is subject to control by the Federal government in response to supply and demand.

5. Petroleum Products

Home heating oil and Liquid Propane Gas (LPG) service in the City of Windom is provided by local vendors and is individually delivered to their specific customers.

6. Commercial Communications

Communication services are provided by the municipality (telephone, internet and cable tv) along with multiple vendors whose commercial toll lines, cellular, and satellite systems provide service within the City of Windom.

C. Procedures

1. The energy and utility systems will continue to provide services through their established service area and operate within their Continuity of Operations Plan (COOP).
2. Energy and utility information should be furnished to local emergency government officials to inform the local public on the safe use of services.
3. Energy and utility companies should compile preliminary damage assessment reports and transmit them to the EOC as needed or upon request. The EOC will collect, evaluate and report conditions to public safety and other impacted agencies and organizations.
4. Energy and utility companies should provide representation to the EOC as requires.

D. Mitigation Activities

City Emergency Management has identified local energy and utility sources within the Appendix and continues to update these sources.

E. Preparedness Activities

1. All public utilities will maintain emergency call lists, operating procedures and emergency resources and update them as needed.

2. City Emergency Management may assist in the development of guidelines for priority use of public utility resources where there may be insufficient supplies to meet essential needs, and coordinate with local Public Information Officers (PIOs) in the preparation of news releases to inform the public of conservation and safety measures.
3. Conduct and participate in energy emergency exercises with the energy industry and local governments to test written plans and to prepare for energy emergencies.
4. Participate in hazard mitigation studies to reduce the adverse effects of future disaster.

F. Response Activities

1. All water and energy utilities may be contacted by the EOC staff to collect current preliminary damage assessment information.
2. Utilities will coordinate the mobilization of personnel and equipment required for emergency repair of facilities and assist with conducting damage assessment operations and reporting these assessments to the EOC.
3. City Emergency Management may activate the EOC, notify the State Duty Officer and identify energy/utility resources which are in short supply and are necessary for the life safety and health of the population. The EOC will coordinate information with local Point of Contacts from affected utilities and their PIO's to develop emergency public information.
4. An Energy/Utility Liaison may be established to work in the EOC and will be responsible for the coordination of energy resources.
5. Utilities may be requested to provide the EOC with a single point of contact for emergency operations and conducting operations in accordance with internal procedures for emergency operations and disaster response.

G. Recovery Activities

1. The EOC may coordinate with County, State and Federal agencies for supplemental energy resources, including electricity, water, natural gas, petroleum products, etc.
2. The EOC may assist in compiling damage assessment reports and act upon request for State and Federal Assistance as needed.
3. The Utility Liaison should coordinate with the EOC and local governments to determine priorities among users if adequate utility supply is not available to meet all essential needs, and coordinate supporting resources for utility restoration and repair to meet essential needs.
4. The EOC may coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.

V. RESPONSIBILITIES

A. Primary and Support Agencies

1. Maintain liaison with local utilities and provide 24-hour emergency contact information to include critical personnel, emergency chain of command, and notification procedures.
2. Provide accurate and timely emergency public information coordinated through the EOC.
3. Document all emergency related energy or utility expenditures, obligations, and situation reports for State and Federal government assistance to aid Windom's recovery process

B. Primary Agency

1. Emergency Management may provide a Branch Director in the EOC to coordinate the evaluation, allocation and restoration of energy resources. The Branch Director may advise the Operations Section Chief and Emergency Manager on the utilization of available resources.
2. EOC staff may identify the needs and appropriate responses and facilitate interactions between different utilities during an emergency. Direction and control of the operational capabilities for

the utilities will reside with the respective Directors or Managers of the utility companies.

3. EOC staff may assist with the coordination of permit issuance to utilities to do work on county and city roadways, coordinate the inspection of public utility services installed in road right-of-way and for transport of overweight equipment and loads during emergencies.

C. Support Agencies

1. Municipal Utility Directors will:

- a. Provide the EOC with accurate and timely information regarding their department's location and extent of outage or disruptions, capabilities and availability of staff, equipment and materials for restoration.
- b. Provide a representative to the EOC if available.
- c. Ensure compliance with the state statutes and local codes through inspection, review of design, construction management, and issuing of required permits.
- d. Deploy available resources to support emergency repair, reconstruction and restoration of services.
- e. Coordinate out-of-area private and public energy assistance. The US Army Corps of Engineers will act as needed in response to flooding under Public Law 84-99. The Corps will also provide support to state and local engineering efforts if a Presidential Major Disaster Declaration is in effect and if FEMA has issued a mission assignment to the Corps.

VI. RESOURCE REQUIREMENTS

Each support agency has general purpose and specialized equipment and resources that may be useful in emergency conditions, inventories of these resources will not be maintained as part of this plan, but will be maintained as part of the Operations Coordinator's working references in the EOC.

VII. APPENDICES

- A. Appendix A Utilities Restoration
- B. Appendix B Critical Facilities Prioritized for Utilities Restoration

**Emergency Support Functions 12
Energy & Utilities
Appendix A
Utilities Restoration**

NOTE: SPECIFIC PROCEDURES FOR THIS FUNCTION ARE DEVELOPED BY THE UTILITIES THEMSELVES AND ARE NOT CONTAINED WITHIN THIS PLAN.

I. PURPOSE

To provide an overview of how utility services would be restored. NIMS will be the operational system that will be used in all actions in this plan.

II. RESPONSIBILITIES

Public Works is responsible for coordinating public utility oversight, dealing with services on sight and any issues that may arise.

The following organizations are responsible for providing utility services:

A. City of Windom Electric Department, Phone: 507-831-6151

The City currently purchases power from Western Area Power Agency, Xcel Energy and others through coordination with the Central Minnesota Power Agency. The City also owns and maintains a municipal generation (peaking) power plant.

**B. Gas Service – Minnesota Energy
Gas Emergencies
800-889-4970**

If Minnesota Energy Resources responds to a natural gas leak call and no one is present, the natural gas will be shut-off due to safety concerns.

**24-Hour Customer Service
800-889-9508**

**C. Telephone Service - Windom Telecommunications
443 10th Street
Windom, MN 56101
Repair: 507-832-8000
Fax: 507-832-8010**

D. Water Service - Phone: 507-831-6138

Water Treatment Facility	WasteWater Treatment Facility
16th Street & Cottonwood Lake Drive	400 Drake Avenue
Windom, MN 56101	Windom, MN 56101

**Emergency Support Functions 12
Energy & Utilities
Appendix B**

City of Windom Critical Facilities Prioritized for Utilities Restoration

Scott County Government Facilities		
City Hall	444 9 th Street	Windom
Law Enforcement Center	902 5 th Avenue	Windom
Street Department	80 County Road 26	Windom
Water Treatment Facility	16 th Street & Cottonwood Lake Drive	Windom
Waste Water Treatment Facility	400 Drake Avenue	Windom
Cottonwood County Courthouse	900 Third Avenue	Windom
Windom Area Hospital	2150 Hospital Drive	Windom
Telecom	443 10 th Street	Windom
Electric Department	Power Plant 1105 1 st Avenue	Windom

MEDICAL CLINICS		
Avera Medical Group	820 2 nd Ave	Windom
Sanford Clinic	591 2 nd Ave	Windom
Windom Family Medical Center	2170 Hospital Drive	Windom

**Emergency Support Function 13
Public Safety, Law Enforcement, and Security**

LEAD COORDINATING AGENCY: City of Windom Police Department
Cottonwood County Sheriff's Department

SUPPORT AGENCIES: City of Windom Emergency Management
Cottonwood County Emergency Management
City of Windom Fire Departments
City of Windom Ambulance

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 13 supports local agencies to address public safety and security capabilities and resources to support the full range of incident management activities associated with emergencies and disasters.

B. Scope

This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources during an emergency or disaster situation. This includes normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous or isolation areas.

The capabilities within this ESF support incident management requirements including critical infrastructure protection, security planning, technical assistance, and public safety in both pre and post-incident situations. This ESF is typically activated in situations requiring extensive assistance to provide for public safety and security.

II. POLICIES

A. Local authorities have the primary responsibility for public safety at the local level. The Police Chief is the chief law enforcement official for the City of Windom and is responsible for all law enforcement activities during a city-wide emergency or disaster. When local resources are exhausted or overwhelmed additional support and mutual aid may be requested through the County or then the State EOC.

B. Each supporting agency is responsible for managing its assets after receiving direction from the primary agency at the EOC. On-scene assets will be coordinated by Incident Command in conjunction with the EOC for the incident. The agencies, within the limits of their resources and

authority, coordinate with other local, state, federal law enforcement organizations to support essential law enforcement operations. The primary agencies facilitate coordination among supporting agencies to ensure that communication and coordination processes are consistent with incident management missions and objectives.

- C. In the context of this ESF, local resources include the Cottonwood County Sheriff's Office. Other resources include but may not be limited to fire and emergency medical service organizations.
- D. Local resources are integrated into the incident command structure using the National Incident Management System principles and protocols.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Law enforcement, public safety or security, are local government services provided in the City of Windom. The primary law enforcement resources are paid personnel within the Police Department and Sheriff's Office.

B. Planning Assumptions

When vital resources become depleted or exhausted, local operations are managed with the resources available. Staffing changes are adjusted to spread the available resources over acceptable hours of emergency operations.

IV. CONCEPT OF OPERATIONS

A. General

1. When this ESF is activated, the primary agencies assess public safety and security needs and respond to requests for resources at the EOC. Notification for law enforcement jurisdictions and mobilization of law enforcement personnel will be coordinated through the EOC.
2. This ESF manages support activities by coordinating the implementation of resources, including law enforcement personnel, for public safety and security to protect the people, property, and critical infrastructure of the City of Windom. Local law enforcement will seek assistance from outside resources with mutual aid agreements or the Emergency Manager for local or state resources.

3. Primary agencies maintain communications with supporting agencies to determine capabilities and assess the availability of resources and to track those resources as needed.
4. Law enforcement agencies will coordinate with City Emergency Management to identify the populations and plan routes for evacuation. It may be necessary to direct evacuees to areas of safety or shelters.
5. Law enforcement establishes or assists in the establishment of the incident command structure including the determination of an Incident Commander and Incident Command Post.
6. Authority for law enforcement may be accepted by the Sheriff when the Police Chief, Mayor or designee chooses to relinquish their authority to the operations directed by the Sheriff.

B. Organization

1. The Windom Police Department has primary responsibility for law enforcement operations in the City of Windom. During an emergency or disaster, their authority continues.
2. The Cottonwood County Sheriff's Office has primary responsibility for law enforcement operations in Cottonwood County. During an emergency or disaster, their authority continues.
3. Law enforcement operations are conducted by county and local agencies within the limits of their resources and authority. In the event additional law enforcement resources are required, they may be requested through local mutual aid.

C. Procedures

1. Law enforcement procedures are outlined in their respective operations and procedures manuals.
2. Some law enforcement procedures may be found in various Emergency Support Functions within this EOP.

D. Mitigation Activities

The Windom Police Department and Cottonwood County Sheriff's Office establish mutual aid agreements with other law enforcement organizations. The Windom Police Department and Cottonwood County Sheriff's Office conduct special planning activities with other agencies, facilities, or community events which require special security, public safety, or traffic control operations. The support agencies in this plan each

have their own proactive approaches to risk reduction. Each agency promotes information about prevention and safety.

E. Preparedness Activities

The agencies may coordinate in the development of emergency management plans and participate in emergency response training and exercises. They develop their operational procedures for the effective use of resources.

F. Response Activities

1. Primary Agencies

Law enforcement agencies assist local authorities with law enforcement operations. The Sheriff/Police Chief will provide liaison personnel to the Emergency Operations Center (EOC). The liaison personnel coordinate public safety resources from the EOC for operations.

2. Support Agencies

Emergency Management activates the EOC and will assist with issuing warnings as necessary. It coordinates emergency public information with the Police Chief/Sheriff and the Public Information Officer (PIO). Fire Departments, EMS, and American Red Cross respond to the situation as a normal part of their operations. Scott County staff may assist with critical incident stress management. Cottonwood County Dispatch responds by coordinating information among the response agencies.

G. Recovery Activities

1. Primary Agencies

As control is regained, law enforcement agencies can reduce the personnel and resources required for response efforts and will continue public safety and security operations through the recovery period as the situation requires.

2. Support Agencies

Support agencies identify resources to assist with the recovery process, or more information, please see ESF 14: Long-Term Community Recovery and Mitigation.

V. RESPONSIBILITIES

A. Primary Agencies

In an emergency or disaster, when life, health and property may be threatened, the primary responsibility of law enforcement is the enforcement of laws of the Municipalities, County and State. Other responsibilities include: serving as leaders of the ESF 13 group at the EOC, supporting Incident Management Teams in the field, coordinating activities with support agencies, providing expertise on public safety to the Incident Commander when requested (including evacuations), and ensuring the activities under this ESF are related to the safety and security of the public. For more information on evacuation, please see Appendix A to this ESF.

B. Support Agencies

Support agencies maintain their normal daily functions during the emergency or disaster as much as possible in order to protect the public. They are responsible for coordinating information with the primary agencies. They can also provide subject matter expertise and advice.

VI. RESOURCE REQUIREMENTS

Law enforcement agencies will provide their own internal support as much as possible to ensure public safety and security such as vehicles and other resources for staff. Support agencies may provide resources such as traffic control equipment, vehicles and staff.

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**Emergency Support Functions 13
Public Safety, Law Enforcement, and Security
Appendix A
Evacuation and Movement**

LEAD COORDINATING AGENCY: City of Windom Police Department
Cottonwood County Sheriff's Office

SUPPORT AGENCIES: City Emergency Management
City Fire Department
City Ambulance
American Red Cross SW MN Chapter

I. INTRODUCTION

A. Purpose

To effectively provide for an evacuation of all or part of the local jurisdiction's population to areas of safety or shelter.

B. Scope

The intent of this Emergency Support Functions (ESF) is to outline the procedures required to effectively evacuate the population at risk during an emergency or disaster.

II. POLICIES

A. Law Enforcement and supporting agencies will, within the limits of their resources and authority, coordinate an evacuation of any affected area.

B. The following is a list of written evacuation plans in the City of Windom:

See ESF 1, Transportation, Appendix A for listing of main routes and map.

C. Evacuation from an incorporated municipality is a command decision that should be incorporated in each municipal EOP. The individual in charge of evacuation is listed in each plan.

D. Areas where evacuation is required for safety will not be opened for reentry until measures to determine safety for the public have been completed. Until this time, only those who apply for re-entry with approval by the Incident Commander of the jurisdiction and those having emergency care responsibilities will be allowed to re-enter.

- E. Consideration for evacuation should be made for wind direction and speed.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies or disaster situations may occur at any time of the day or night, and may create a need to evacuate citizens as a means to protect life. Evacuations are usually associated with chemical emergencies, floods, radiological releases, civil disturbances, or fires.

B. Planning Assumptions

The effects of an emergency or disaster may cause evacuation of the general population within a risk area, which may be a predetermined or an assumed risk area. The effects of the disaster or emergency may be known or may only be perceived to be a risk to human life. Other agencies or organizations; private, public, or volunteer; may join the primary and support agencies who are responsible for carrying out evacuation duties.

IV. CONCEPT OF OPERATIONS

A. General

1. Law enforcement agencies coordinate with City of Windom Emergency Management to identify the populations for evacuation.
2. During an event it may be necessary to call for the orderly evacuation of people to areas of safety or shelter.
3. When the effects of a disaster cause a need for evacuation, it shall be a decision made by the highest ranking official present.
4. Refusal of citizens to participate may occur even though an evacuation order is implemented. Every effort should be made to convince them to evacuate, but there can be no forced evacuation unless it involves the safety of minors; these individuals may be removed for their own physical protection. Emergency Management will coordinate planning for evacuations of special populations. CJCHS and other human service agencies may be called to assist in the evacuation process for critical incident stress management.
5. Emergency Management may request that the American Red Cross (ARC) activate their shelter plan and conduct a registration program of evacuees to provide the information for responding to inquiries from next of kin.

6. Fire and Emergency Medical Services (EMS) will support law enforcement agencies with vehicles, sirens, lights, and loud speakers to be used for notification of the population in emergency evacuation.

B. Organization

1. The Mayor or other Official having the authority to order an evacuation from a risk area shall be identified in each agency EOP. Evacuations will be assigned to the law enforcement authority of the jurisdiction.
2. Primary and support agencies have equipment and personnel to assist with the actions described in this ESF.
3. When directed, law enforcement will conduct notification to the public of an evacuation from a risk area, with the support of Fire Departments, Emergency Management, and other support agencies as requested.

C. Procedures

1. Established routes should offer the quickest way away from the area at risk. Traffic controls need to be established to direct traffic. Road barricading may be required. Use of both lanes of travel may assist the evacuation process.
2. Evacuation from an area of risk should be directed to a place where registration of evacuees can be made to address the concerns of family and friends.
3. Mass care feeding, facility capability, communications, and emergency power should be considered for facilities prior to their use.
4. A system should be established to notify the families of first responders of their safety.
5. For citizens who refuse to evacuate, obtain the names and addresses or location for documentation. Personal information is protected and will not be divulged to the public.

D. Mitigation Activities

Primary and Support Agencies

1. Predetermine evacuation routes for special planning contingency.
2. Develop strategies for signs along evacuation routes.
3. Community development planning review procedures should envision evacuation routing.
4. Provide emergency preparedness information to the population at risk.

E. Preparedness Activities

Primary and Support Agencies

1. Promote planning activities for evacuation and public education.
2. Conduct evacuation exercises or drills.
3. Identify special population that may need assistance.
4. Predetermine evacuation routes should be signed.

F. Response Activities

Primary and Support Agencies

1. Collect resources to be used to identify evacuation routes.
2. Notification of the population at risk through the EAS program. Wind directions will determine the routes used for chemical and radiological hazards.

G. Recovery Activities

Primary and Support Agencies

1. Conduct a survey of the evacuated area to evaluate the safety of the area for the re-entry.
2. Coordination of re-entry with the responsible officials for the return of the area to a normal state

V. RESPONSIBILITIES

A. Primary Agency

1. The decision to evacuate residents and the public is made by the

Incident Commander in conjunction with the Chief Elected Official, or their designee. In the event time will not allow contact with the Chief Elected Official, the decision will be made by the IC.

2. Law enforcement determines evacuation routes from a risk area and is responsible for assuring that the population has been notified of the evacuation.
3. Law enforcement ensures that adequate equipment and personnel are utilized to support evacuation.

B. Support Agencies

1. Support law enforcement agencies with vehicles, loud speakers, sirens, and lights to be used for notification of the population to evacuate in a risk area.
2. The American Red Cross (ARC) contracts for facility space to register evacuees and provide shelter and mass care.

VI. RESOURCE REQUIREMENTS

- A. Assure adequate personnel and equipment is used to assist with evacuation. This may include the use of vehicles, loud speakers, personnel, lights, and signage.
- B. Resources may be coordinated through the EOC.

VII. REFERENCES

See ESF 1 Transportation Appendix B

See ESF 1 Transportation Appendix C

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**Emergency Support Function 14
Long-Term Community Recovery and Mitigation**

LEAD COORDINATING AGENCIES: City of Windom Emergency Management
City of Windom Planning and Zoning
City of Windom Street Department
City of Windom EDA

SUPPORT AGENCIES: Chief Elected Officials
City of Windom Department Heads
American Red Cross
Cottonwood County Emergency Management
County Assessor's Office

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 14 provides a framework for local government support to non-governmental organizations and the private sector. It is designed to enable community recovery from the long term consequences of a disaster, to provide for effective coordination for recovery and restoration tasks, including assessment of damages. This support consists of the available programs and resources of local departments and agencies to enable recovery and to reduce, mitigate, or eliminate risk from future incidents where possible.

B. Scope

The concepts in ESF 14 apply to appropriate local government departments and agencies following a disaster or an Incident of National Significance that affects the long term recovery of a community. Support and resources may vary depending upon the extent and type of incident and the potential for long-term consequences, and the need for restoration. ESF 14 will likely be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This ESF may also be activated for smaller scale events when necessary.

II. POLICIES

- A.** Local government agencies provide recovery assistance to the affected areas while coordinating activities and assessments of need for additional assistance through the Windom Emergency Manager. For most events, these activities begin at the Emergency Operations Center (EOC) where staff work to gather data regarding the extent of damages. ESF 14 will not address economic policymaking and economic stabilization prior to any event.
- B.** Local government support is based on the type, extent, and duration of the event and recovery period. Should the event exhaust local resources and mutual aid agreements, the State of Minnesota will be asked to provide assistance. Should the event exhaust State resources, the Federal government will be asked to provide assistance.
- C.** Long-term community recovery and mitigation efforts are focused on permanent restoration with emphasis on the mitigation of future impacts of disaster where possible.
- D.** When it is apparent that local jurisdictions may qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) process must be completed. Emergency Management leads the PDA effort with quick evaluations of affected areas by following the PDA procedures as outlined in the Minnesota Disaster Management Handbook. A copy with forms can be found in the Emergency Management Office.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

A natural or human-caused emergency or disaster may occur at any time, causing the need for documentation of the damage.

B. Planning Assumptions

If this ESF is activated, an emergency or disaster has occurred and may have caused significant damages.

IV. CONCEPT OF OPERATIONS

A. General

ESF 14 provides the coordination methods for local government to:

1. Conduct preliminary and post event damage assessments,

documentation, loss analysis, and coordinate efforts to address long-term community recovery and mitigation issues.

2. Determine responsibilities for recovery activities and provide continuity of government and other involved organizations to ensure the follow through of recovery and hazard mitigation efforts.

B. Organization

1. City of Windom Emergency Management is organized to provide for staff in the EOC in the event of disaster. It provides guidance to the involved primary and support agencies during and after the disaster to include long term recovery and mitigation.
2. City of Windom Planning & Zoning can appraise properties and maintains records of property values.
3. City of Windom Street Department has heavy equipment and transportation which may assist with debris removal after a disaster has occurred.
4. City of Windom EDA may facilitate the application of loss reduction and environmental assessments for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to mitigate potential losses in the future.

C. Procedures

1. Recovery and restoration operations begin at the EOC. Those operations are based on the situation and Preliminary Damage Assessments (PDAs). If the assessments identify significant damage has occurred, local damage assessment staff make a recommendation to the Emergency Management Director concerning the appropriateness for requesting emergency assistance.
2. The Director of Emergency Management can provide PDAs to Homeland Security and Emergency Management (HSEM). In rare instances, the effects of disaster are so dramatic that the need for a PDA is eliminated in certain areas. In those cases, state and federal inspectors begin verifying claims for Public and Individual Assistance as quickly as possible.
3. If a jurisdiction has an active Presidential Disaster Declaration, teams of federal and state inspectors working from a Disaster Field Office (DFO) may inspect damaged public facilities with a jurisdiction representative and determine what aid, if any, may be

due. Other damages suffered by individuals and businesses will be assessed for Individual Assistance when authorized.

4. The City Council or Chief Elected Official may direct the formation of a Recovery and Restoration Task Force (RRTF), which is a group who will serve as guidance to the Emergency Management Director on the continuation of recovery and restoration agendas such as contamination clean-up and control of adulterated food. If an RRTF is developed, their first major task is to formulate a recovery and restoration plan. The team prioritizes efforts to restore critical infrastructure and adhere to reporting requirements from government authorities. The task force may need to identify alternating staff to cover various shift requirements.

D. Mitigation Activities (Long-Term Pre-Incident Planning and Operations)

Emergency Management ensures procedures, programs, and contact information is up to date. The department discusses lessons learned from events and exercises with other coordinating agencies such as other County governments within Homeland Security Region 5, Minnesota State Homeland Security and Emergency Management (HSEM) and Federal agencies if the event is an Incident of National Significance. The department also develops plans identifying agency participation based on the nature and size of the incident.

E. Preparedness Activities (Prior to incident when notice has been given)

In coordination with other ESFs, coordinating, primary and support agencies ascertain vulnerable critical facilities as a basis for identifying recovery priorities. Predictive modeling software such as hazardous materials plume estimation software or CAMEO, may be used to assist with this process. Emergency Management maintains a log of critical facilities in the City of Windom which includes relevant information such as facility location, category, function, and contact information. The County Assessor's Office keeps updated information on estimated property values, which can be readily accessed manually through the departmental records.

F. Response Activities (Post-Event Planning and Operations)

Emergency Management gathers information from city departments and agencies to assess the scope and magnitude of social and economic impacts from the affected area. It works with the RRTF to facilitate hazard mitigation and recovery planning efforts. The department also encourages information sharing among agencies to coordinate early resolution of

issues. It maintains liaison with the State of Minnesota HSEM which identifies the appropriate State programs to support implementation of long-term community recovery plans and to cover gaps within the local authorities funding where feasible.

V. Responsibilities

A. ESF 14 Coordinator

Emergency Management conducts pre- and post-incident meetings to implement ESF 14 and coordinates the drafting and publication of operational plans. The department ensures participation from the primary and support agencies.

B. Primary Agencies

These agencies are responsible to lead the planning efforts in areas of agency expertise on an on-going basis. They identify collaboration needs with support agencies and facilitate interagency efforts, while ensuring action is taken to avoid the duplication of efforts.

1. Emergency Management

Conducts and/or assigns appropriate City staff to complete Preliminary or Initial Damage Assessments. Leads local emergency management planning efforts and staffs the EOC when activated. Conducts and participates in exercises to practice various EOP functions and other plans and makes recommendations for restoring critical infrastructure.

2. City Planning & Zoning/ County Assessor's Office

Provides staff to assist with damage assessments. Determines the approximate value of property. Works with GIS mapping services and prepares damage assessment reports according to government requirements.

May send a representative to the field to assist with damage assessments. Inspects new and existing structures. Enforces building and fire code (in cooperation with the Fire Chiefs/Marshall) within the eleven townships of the County. May assist with hazardous waste management and solid waste management and recycling.

3. Street Department

Sends a representative to the EOC when necessary. Provides assistance with road engineering and transportation functions such as debris clearing and removal. Restores critical infrastructure for which the department is responsible. Provides trained staff to serve in these roles.

C. Support Agencies

These agencies are responsible to lead the planning efforts in areas of agency expertise and provide assistance in coordination with other departments and agencies when appropriate.

1. Chief Elected Officials

Provides one Chief Elected Official to the EOC to review and approve public service announcements. Direct the formation of a Recovery and Restoration Task Force (RRTF) with assistance from Scott County Emergency Management. Maintain a liaison with other elected officials. Issues emergency declarations as needed.

2. Department Heads

Sends representatives to the EOC as needed. Provides staff and resources to deliver recovery services to the public while minimizing the interruption of regular departmental duties.

3. American Red Cross

Provides short-term shelters, food, volunteers and other resources and sends a representative to the EOC when necessary.

VI. RESOURCE REQUIREMENTS

The resources necessary to accomplish long and short term recovery will be determined by the situation, and established by the RRTF. Mitigation resources will be accessed and utilized as the situation allows.

Emergency Support Function 15 Public Affairs

LEAD COORDINATING AGENCY: Mayor and/or City of Windom Administration

SUPPORT AGENCIES: City of Windom Emergency Management
Elected Officials
Volunteer Organizations

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 15 ensures that local resources are deployed during potential or actual emergencies or disasters to provide accurate and timely information before, during and after an emergency or disaster to the general public. The general public may include private citizens, large and small businesses, governments, emergency responders and the media. ESF 15 also provides resource support to implement the Joint Information Center (JIC) for briefing the news media.

B. Scope

ESF 15 coordinates actions to provide public affairs support to local incident management operations and elements. It identifies the support positions necessary for coordinating communications to the general public. This ESF applies to all local agencies within the Windom to include the City of Windom which may require public affairs support during emergencies or disasters. The provisions of this ESF apply to any event designated by the Emergency Management Director or Elected Officials where significant interagency coordination is necessary.

II. POLICIES

- A.** Life-safety information and instructions to the public has first priority for release.
- B.** Mission assignments to departments or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.
- C.** Emergency public information actions before, during, and following any emergency will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
- D.** Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public

information response.

- E. The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.
- F. The function of ESF 15 is to coordinate information before its release to the public and the news media.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

A natural or human-caused emergency or disaster may occur at anytime.

B. Planning Assumptions

- 1. An incident has occurred and public perception is such that people believe they have been placed in danger by a natural or human-caused emergency or disaster.
- 2. The event requires responding agencies to provide instructions and information to the public about the incident and actions people should take to save and protect life, property, economy, and the environment.
- 3. Responding agencies will provide information to reduce public concerns about the incident and response activities.

IV. CONCEPT OF OPERATIONS

A. General

- 1. Public affairs resources are coordinated by the Public Information Officer at the Emergency Operations Center (EOC).
- 2. The staff at the EOC coordinates messages with public information officer(s) from all involved departments and agencies. The Joint Information System (JIS) is part of the NIMS public information system. Organizations participating in incident management retain their autonomy. The departments, local governments, organizations, or jurisdictions that contribute to the JIS do not lose their identities or responsibility for their own programs or policies.
- 3. A rumor control section is established by the PIO to:

- a. Answer inquires from the public.
- b. Act as a media monitoring group to monitor media broadcasts to ensure accuracy of released information.

B. Organization

1. City of Windom Emergency Management

Emergency Management or designee has the responsibility to appoint a staff member to the position of Public Information Officer (PIO). Emergency Management or designee will utilize local agencies to distribute emergency information to the public and special populations.

2. Local Jurisdictions

Local jurisdictions are responsible for providing its citizens with information on the event and what immediate protective actions they should take, such as taking shelter or evacuating. Local government is responsible for providing the public with information and intermediate protective actions designed to further save lives, protect property, economy and the environment, and long term recovery actions to restore the affected community, as nearly as possible, to its pre-incident condition.

C. Procedures

1. Local jurisdictions should establish a PIO to provide public information before an emergency or disaster. Local jurisdictions which have a designated PIO will coordinate information through their EOC or the County EOC. Should the local jurisdiction choose to utilize their local PIO a Joint Information Center (JIC) may be activated.
2. The PIO representative at the EOC, with assistance from emergency management staff, will coordinate public information actions with the state PIO. Messages will be coordinated through the establishment of a JIC, where agency representatives share information throughout the event. This enables local agencies to share information at the state and federal levels if necessary.
3. The City of Windom PIO will coordinate the emergency public information response through all phases of natural or human-caused incidents, regardless of the size or extent of the incident. This will be conducted through all phases of the incident. This will

- be accomplished in collaboration with the Chief Elected Officials, the Emergency Management Director, Incident Commander, and the state PIO.
4. Emergency public information will be coordinated through the EOC. If a Joint Information Center (JIC) is established, state emergency public information will be provided to the media and the public through the state EOC. The JIC may coordinate information to Minnesota State HSEM through the State EOC.
 5. If the event is an Incident of National Significance, public affairs may be coordinated through a Joint Field Office (JFO), which is a coordinating center for Federal officials, officers, and resource coordinators.
 6. Local jurisdictions and other response organizations may be notified by Emergency Management when an incident has occurred that may require an emergency public information response to support activities at the county EOC.
 7. Upon request Elected Officials, PIOs and the Emergency Management Director arrange incident site visits for state and federal governments and local media, as well as responses to government inquiries about the event.

D. Mitigation Activities

Emergency Management conducts public education as part of regular business. The department attends fairs, community events, and meetings. Public information is often disseminated through pamphlets, discussion panels, and other publications. Much of this information is based on all-hazards planning and specific information is made available which offers insight and suggestions for reducing risks associated with those hazards.

E. Preparedness Activities

1. Elected Officials and Public Information Officers should participate in exercises to practice public affairs responsibilities. Press releases from exercises are often reviewed to ensure that appropriate protective actions have been recommended for the public. All pertinent agencies are encouraged to train appropriate staff to implement public information responsibilities and to prepare resource materials to be used for an emergency or disaster.
2. Develop effective working relationships with the news media to aid information being broadcast in a timely manner to the public.
3. Emergency Management has the capability to distribute public messages through the Emergency Alert System (EAS) for local emergencies. For more information about EAS, refer to ESF 2, Communication, Information Systems, and Warning.

F. Response Activities

1. Disseminate emergency instructions and critical information to the public.
2. Provide the public (through the media) with accurate information regarding the event.
3. Establish a Joint Information Center (JIC) for briefing the news media.
4. Establish a rumor control function to respond to public and media inquiries.
5. Provide spontaneous volunteer phone bank and reception center information to the public.

V. Responsibilities

A. City Administration

The primary role of the Mayor and/or City Administration is to gather, verify, coordinate, and disseminate emergency instructions and critical information through the media to the public. A secondary function is to provide the public accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known, and to address important inaccuracies before they are reported incorrectly a second time. Large incidents involving numerous response agencies, PIOs from all responding agencies should combine to coordinate public information under the direction of the designated PIO in

the EOC. The on shift PIO is provided public affairs resources from EOC representatives and Emergency Management staff to include items such as situation reports, notes, and protective actions recommendations, and contact information for pertinent community organizations and individuals.

B. Primary Agencies

These agencies are responsible to identify collaboration needs with many departments, agencies, volunteer organizations and businesses for public affairs in an emergency or disaster in an effort to protect life, property, economy and the environment.

1. Emergency Management

Establishes an information center to provide instructions and information to the public about emergencies or disasters and designates a PIO for the incident. Coordinates public information response through all phases of an incident. Develops messages in conjunction with other primary agencies to be distributed through the Emergency Alert System (EAS).

2. Designated Public Information Officer

Prepares messages at the EOC for public distribution. The PIO must get approval on all messages prior to their delivery from the IC, Chief Elected Official, or their designee, and County Administration, or their designee.

3. Elected Officials

Reviews and approves emergency public information messages and press releases prior to public delivery through broadcast media.

C. Support Agencies

These agencies are responsible to lead the planning efforts in areas of agency expertise and provide assistance in coordination with other departments and agencies when appropriate.

1. All Pertinent Agencies

The following are examples of local support agencies that are likely to provide general public information officer support as requested to Emergency Management, EOC, JIC, or the lead state agency during response and recovery activities, should an emergency, disaster, or hazard specific incident occur:

City Council
City Administration
Finance Director\Controller's Office
Law Enforcement
Fire Departments
Cottonwood-Jackson Community Health Services
Emergency Medical Services
Public Utilities

2. American Red Cross

Provides public information on the location of shelters and assistance centers for people affected by the emergency or disaster

3. Minnesota State Homeland Security and Emergency Management

Coordinates state-level information to the public following a natural or human-caused emergency or disaster. Coordinates with county, municipal, and other public information officers.

4. Federal Emergency Management Agency

Coordinates federal-level information to the public following a natural or human-caused emergency or disaster.

5. Department of Homeland Security

Coordinates federal-level information to the public following an Incident of National Significance.

VI. RESOURCE REQUIREMENTS

A media briefing room is located in the Law Enforcement Center, 902 5th Avenues, Windom MN. Alternate media locations and the resources necessary to accomplish public affairs activities will be determined by the situation.

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**Emergency Support Function 15
Public Affairs
Appendix A
Media Resources**

LIST OF ALL AVAILABLE MEDIA SOURCES

Radio

KDOM Radio 1450 North Hwy 60-71 Windom, MN 56101	Phone: 507-831-3908 Fax #: 507-831-3913 General Mgr: Dave Cory
KWOA Radio Worthington, MN 56187	Phone: 507-376-6165
KKOJ Jackson, MN	Phone: 507-847-5400

Cable Television

Windomnet 443 10 th Street Windom, MN 56101	Phone: 507-832-8000 Fax: 507-832-8010
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Newspapers

Cottonwood County Citizen PO Box 309 26010 th St. Windom, MN 56101	Phone: 507-831-3455 Fax #: 507-831-3740 Editor: Rahn Larson citizen@windomnews.com
Worthington Daily Globe 300 11th Street P.O. Box 639 Worthington, MN 56187	Phone: 507-376-9711 Fax #: 507-376-5202 Editor: Ryan McGaughey rmcgaughey@dglobe.com
Jackson County Pilot P.O. Box 208 Jackson, MN	Phone: 507-847-3771 Fax #: 507-847-5822 Editor: Ryan Brinks editor@livewireprinting.com

Wire Services

<p>ASSOCIATED PRESS 511 So 11th Ave Suite 404 Minneapolis MN 55404</p>	<p>Phone: 612/332-2727 Fax #: 612/332-4245</p>
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Television

<p>KARE-TV 8811 Olson Memorial Hwy Golden Valley MN 55427 www.kare11.com</p>	<p>Phone: 763/546-1111 Tip Line: 763/593-1111 Wx Line: 763/512-1111 Fax #: 763/546-8590</p>
<p>KMSP-TV 11358 Viking Dr Eden Prairie MN 55344 www.kmsp.com</p>	<p>Phone: 952/944-9999 Fax #: 952/942-0286 News Desk: 952/946-5767 Tip Line: 952/946-5677</p>
<p>KSTP-TV 3415 University Ave St Paul MN 55114-2099 www.kstp.com</p>	<p>Phone: 651/646-5555 Newsroom: 651/588-6397 Fax: 651/642-4409</p>
<p>TPT-TV 172 E 4th St St Paul MN 55101 www.tpt.org</p>	<p>Phone: 651/222-1717 Fax #: 651/229-1282</p>
<p>WCCO-TV 90 So 11th St Minneapolis MN 55403 wcconewstips@wcco.com</p>	<p>Phone: 612/339-4444 Fax: 612/330-2603</p>
<p>KEYC TV 1570 Lookout Drive Mankato, MN 56003 www.keyc.com</p>	<p>Phone: 507-625-7905 Fax: 507-625-5745</p>
<p>KELOLAND TV 501 S. Phillips Avenue Sioux Falls, SD 57104 www.keloland.com</p>	<p>Phone: 605.336.1100</p>

Emergency Support Function 16 Hazard Mitigation

LEAD COORDINATING AGENCY: Emergency Management

SUPPORT AGENCIES: Cottonwood County Sheriff's Office
Cottonwood County Emergency Management
Local Police and Fire Departments
National Response Center
Minnesota Duty Officer

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Functions (ESF) 16 is to enter and identify information regarding hazard mitigation.

Further information regarding this ESF can be found in the Cottonwood County Hazard Mitigation Plan located in the Emergency Management Office.

II. ACTIONS/RESPONSIBILITIES

A list of emergency equipment can be found on file with the City of Windom Fire Department or City Hall. These lists will identify if and how these resources will be available for emergency response use.

III. TORNADO HAZARD ANALYSIS

Minnesota/ Cottonwood County

TIME OF YEAR:	March - October
PEAK MONTH:	June
LIKELY TIME OF DAY:	6:00 to 9:00 p.m.
NEXT MOST LIKELY TIME OF DAY:	3:00 to 6:00 p.m.
TOTAL TORNADOS: (1950-2005)	11

IV. FLOOD HISTORY DATA- Windom, MN on the Des Moines River

Historical Crests for West Fork Des Moines River at Windom

- (1) 24.70 ft on 07/10/1969
- (2) 23.00 ft on 09/24/2010
- (3) 21.90 ft on 04/04/1984
- (4) 21.79 ft on 03/25/2011
- (5) 21.57 ft on 04/27/2001
- (6) 21.34 ft on 03/30/1997
- (7) 21.30 ft on 05/12/1993
- (8) 21.10 ft on 07/07/1993
- (9) 19.77 ft on 06/23/1996
- (10) 19.70 ft on 03/16/2007
- (11) 19.50 ft on 05/05/2006

Flood Impacts & Photos

- 30 Portions of County Road 13 begin to flood.
- 27 The golf course northwest of Windom near the gage begins flooding.
- 23 The higher west bank overflows flooding agricultural land.
- 21 Island Park in Windom begins to flood...along with some agricultural lands outside of Windom.
- 19 Minor lowland flooding begins along the lower east bank.

About This Location

Latitude: 43.890278° N, Longitude: 95.160833° W, Horizontal Datum: NAD83/WGS84

River Stage Reference Frame	Gauge Height	Flood Stage	Uses
NWS stage	0 ft	19 ft	Interpreting hydrographs and NWS watch, warnings, and forecasts, and inundation maps
Vertical Datum	Elevation (gauge height = 0)	Elevation (gauge height = flood stage)	Elevation information source
NAVD88	Not Available	Not Available	Survey grade GPS equipment, FEMA flood plain maps, newer USGS topographic maps
NGVD 29	1329 ft	1348 ft	Older USGS topographic maps, NGVD29 benchmarks
MSL	Not Available	Not Available	Older USGS topographic maps, MSL benchmarks
Other	Not Available	Not Available	

National Weather Service

Advanced Hydrologic Prediction Service

Home
News
Organization
Search for:
NWS
All NOAA
Go
BOOKMARK