

MNWALK 7

I. PURPOSE

To describe how direction and control of Mower County's response to a disaster will generally be accomplished. The Mower County Sheriff or designee will be authorized to activate the Emergency Operation Plan (EOP).

II. OFFICIALS RESPONSIBLE FOR DIRECTION AND CONTROL

MNWALK 99

A. **Chief Elected Official:** The Board of Commissioners for each county and the Mayor for each city, are ultimately responsible for providing direction and control of government resources involved in the response to a disaster.

1. The line of succession for County government is as follows:
 - a. Chair of the County Board of Commissioners
 - b. Vice Chair of the County Board of Commissioners
 - c. Other Commissioners in order of seniority
 - d. County Administrator/Coordinator
2. The line of succession for city government is as follows:
 - a. Mayor
 - b. Council members
 - c. City Administrator

MNWALK 99

B. **Emergency Management Director:** The Emergency Manager will serve in a staff capacity to the county board or mayor and will coordinate emergency operations. The line of succession for these duties is:

1. Emergency Management Director
2. Emergency Management Coordinator
3. Chief Law Enforcement Officer for the jurisdiction
4. Second in command for Chief Law Enforcement Officer for the jurisdiction

III. LOCATION OF THE DIRECTION AND CONTROL FACILITY

MNWALK 17

A. For Emergencies/Limited Scope Disasters

An incident command system (ICS) will be established to direct the initial response by county forces to the event. The first arriving senior official will serve as the incident commander, until he/she is properly relieved. However, if organizational control of the incident escalates beyond the capability of field command, the county emergency operating center (EOC) will be activated to provide overall command of the incident. This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved.

MNWALK 40

B. For Disasters

Direction and Control of Mower County's response to a disaster will be carried out at the Mower County LEC/EOC located in the Law Enforcement Center at 201 1st St NE, Austin MN. If for some reason, the EOC is not usable at the time of a disaster, the Mower Government Center which is the Emergency Management Coordinator's office complex will serve as the alternate EOC.

MNWALK 38

MNWALK 39

IV. INCIDENT MANAGEMENT – COMMAND STRUCTURE

A. A formal incident management/command structure will be utilized to organized and run all events ATTACHEMT B-2.

B. All agencies or organizations named in this plan may potentially respond to or assist with operations during or following a major emergency or disaster and should provide incident command training for their staff members. Public and private contacts and resources available for emergency response can be found in the Resource Manual. National Incident Management System (NIMS) is available through the Minnesota Division of Emergency Management.

MNWALK 99

C. As soon as possible the Incident Commander should assign someone to the positions listed below as needed for the incident. If the Emergency Operations Center (EOC) is activated the EOC Manager should assign these duties to a representative in the EOC as appropriate.

1. Finance / Administration
2. Logistics
3. Operation
4. Planning
5. PIO / Media
6. Safety
7. Liaison
8. Volunteer Coordinator
9. Public Health/Environmental Health
10. Social Services/Ministerial Services
11. Transportation

V. FUNCTIONS OF THE EOC

The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve the following:

- A. Coordinating the county government response to the disaster, including coordination with the on-scene Incident Commander.
- B. Coordinating with any local government(s) affected by and/or responding to the disaster.
- C. Coordinating with any state and/or federal agencies responding to the disaster.
- D. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
- E. Coordinating with the Lacrosse, WI National Weather Service Office during periods of projected or actual flooding and protracted response to hazardous materials incidents.
- F. Generating appropriate public information.
- G. Coordinating and channeling the service of volunteers. (Specific task assignments may be delegated to the applicable service chiefs.)

VI. EOC ACTIVATION

A. Operational Readiness

The emergency management director is responsible for maintaining the operational readiness of the primary and alternate EOCs. This involves ensuring that the EOC has the necessary communications equipment, maps, displays, tables and chairs, message logs, etc.

MNWALK 7

B. Criteria for Activation

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

The EOC may be partially activated due to a potential threat to life or property from severe weather, (e.g., tornado, flooding, blizzard); hazardous materials incident/accident (including an uncontrolled release of a [SARA Title III] reportable product) that is beyond the capabilities of field operations, emergency levee failure, or a pipeline leak.

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

C. Responsibility for EOC Activation

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the County emergency management director is responsible for ensuring that the EOC is activated according to the criteria described above.

VII. STAFFING OF THE EOC

- A. Each department/agency that is represented in the EOC is responsible for ensuring that its representative is familiar with the duties that he/she is expected to perform at the EOC. (Each department/agency shall develop a checklist of responsibilities to be carried out by its EOC representative.

This checklist will indicate when additional EOC staff will be required, and when they should be released from the EOC.

- B. The municipality(ies) affected by a disaster may be requested to provide a representative to the county EOC. The representative will help county officials provide assistance to the municipality involved.
- C. Space will be provided in the EOC for state and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. County officials, however, will remain responsible for providing direction and control of the county's response to a disaster.

MNWALK 42

- D. Personnel/staff required to be at the EOC will be scheduled on a 24 hour schedule as needed by the EOC commander.

VIII. COMMUNICATIONS

The designated public information officer (PIO) is responsible for coordinating all county government communication activities.

The county EOC has the capability of communicating with: municipalities within the county, neighboring county EOCs, local hospitals, state and regional EOCs, county (field) units, RACES, etc.

The county EOC communications equipment is not protected from the effects of electromagnetic pulse (EMP).

The following list summarizes the methods of communication that are used by the emergency response community. Any of those listed has the potential of being utilized as a primary or back up method of communication for the EOC/alternate EOC depending on the circumstances surrounding the event.

- A. Land line telephone (voice and fax lines)
- B. Cellular or satellite telephone
- C. Fixed, mobile or portable radios (programmed with state wide emergency response frequencies)
- D. Pagers
- E. Amateur radio operators
- F. If determined necessary, Mower County will activate its Command Trailer to serve as a communications link between field forces and the EOC.
- G. A list of current phone numbers is maintained in the Resource Manual.
- H. A list of radio frequencies used by the local emergency response agencies can be found in the County Resource Manual.

MNWALK 41

MNWALK 42

IX. ADDITIONAL EOC CAPABILITIES

- A. Emergency power for the Primary EOC will be supplied by a generator located in Mower County, LEC. The alternate EOC also has a generator available to support limited functions.
- B. Water for the EOC is supplied by the city mains, agreement with fire departments for water pumper supplies. Radiological or other decontamination available through shower. Water supply for alternate EOC is the same as above.
- C. Food for the EOC will be supplied by agreement with local grocery store. Refer to the Resource Manual for a list of the food supplies.
- D. Maps (jurisdiction, DEM, region, county), status boards, and special reporting forms are located in the County EMD office. Each agency is responsible for

maintaining its own status boards. The county EMD will assign one of his/her support staff to prepare and update a significant events log. EOC support staff will also be assigned as necessary to disaster analysis, and to maintain a damage assessment status board.

- E. The office equipment to be used in the EOC is that which is used in daily routine operations. Each agency is required to provide any supplemental equipment or supplies pertinent to their operational responsibilities. If it becomes necessary to abandon the primary EOC and move to the alternate EOC, the county emergency management directors' support staff will assist in coordination the move and provide transportation.
- F. A medical kit is available in the EOC; however staff personnel will be advised to bring any special medications as well as necessary clothing to the EOC. (Medical supplies are available at the alternate EOC).

X. SUPPORTING DOCUMENTATION

The following supporting documents are on file at Mower County Emergency Management Office.

- A. County Resource Manual (includes list of contacts for equipment and supplies).
- B. Incident command system (ICS) plan.
- D. Supplemental Information for Response & Recovery operations.

This may or will include, but is not all conclusive:

Coordination of donations and unsolicited volunteers

Volunteer Resource Management

Mutual Aid Programs and protocols

Debris Management Supplements

Emergency Public Information Handouts

Damage Assessment Materials and Protocols

Decontamination Protocols and equipment lists

- F. List of probable emergency staging areas.

Mower----County Fairgrounds, Highway Department, Oak Park Mall,
Former Kmart Parking lot, Riverland Community College

Adams, City of ---- Adams Medical Clinic

Brownsdale, City of---- Brownsdale Elementary School

Grand Meadow, City of---- Grand Meadow School District

Dexter, City of---- Former “Windmill” Restaurant

None of these sites are confirmed or cemented in stone; they are suggestions for staging, depending on the needs for the response. If there are county sites available, assume that they are available at most times for staging.

MNWALK 43

ATTACHMENT B-1:

EOC PERSONNEL DIRECTORY

FUNCTION	NO. OF SUPPO RT STAFF	POSITION	TELEPHONE NUMBER
1. Notification and Warning	2	1 st Ranking Officer 2 nd Ranking Officer	Page 9-1-800-338-7827 See Department Roster
2. Direction and Control	1	1 st Ranking Officer 2 nd Ranking Officer	Page 9-1-800-338-7827 See Department Roster
3. Emergency Public Information	2	1 st Ranking Officer 2 nd Ranking Officer	Page 9-1-800-338-7827 See Department Roster
4. Search and Rescue	2	1 st Ranking Officer 2 nd Ranking Officer	Page 9-1-800-338-7827 See Department Roster
5. Health / Medical	1	Mower County Public Health	507 437-9770
6. Evacuation, Traffic Control & security	2	1 st Ranking Officer 2 nd Ranking Officer	Page 9-1-800-338-7827 See Department Roster
7. Fire Protection		Fire Chief	Work: 507 433-3405 Cell: 507 438-1661
8. Damage Assessment	1	Emergency Management Coordinator	Home: 507 433-8911 Work: 507 434-2612
9. Congregate Care	1	Red Cross	Home: 507 433-6350 Work: 507 437-4589
10. Debris Clearance	1	County Public Works	Home: 507 373-4876 Work: 507 437-7718
11. Utilities Restoration		Director of Affected Utility	507 433-8886
12. Radiological / Hazardous Materials Protection	1	Duty Officer	Toll Free: 800-422-0798 Metro: 651-649-5451 Fax: 651-296-2300

ATTACHMENT B-2:

MNWALK 38

NIMS ICS Structure

