

City of Foley

EMERGENCY OPERATION PLAN

Prepared: February 2016

FORWARD

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

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform person who become replacements.

A current copy of the Emergency Operations Plan will be kept in bins assigned to each employee who is assigned an annex within the plan. Along with these bins will be other information and materials to assist them in their assigned role. Since police department is the designated EOC, these bins will be located in the storage area at the Foley Police Department.

A copy of this plan which contains original signatures will be kept in the vault at the Foley Police Department.

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I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Foley. In addition, major disasters such as plane crashes, explosions, and accidental releases of hazardous materials, pipeline leaks, and enemy attacks pose a potential threat to public health and safety in the City of Foley. An Emergency Plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

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

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

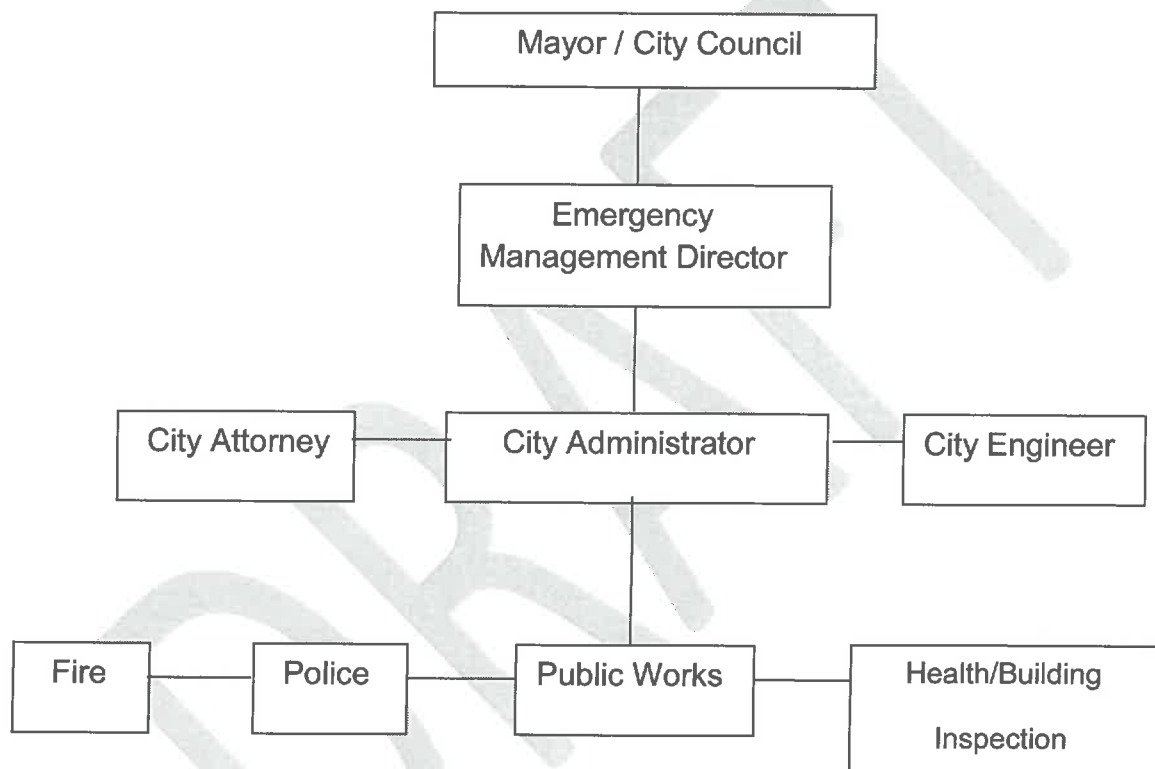
III. LEGAL BASIS, REFERENCES, AND SUPPORTING PLANS

- A. Public Law 920, as amended
- B. Public Law 99-499
- C. Minnesota Statutes, Chapter 12, as amended
- D. Minnesota Statutes, Section 299J, as amended
- E. Minnesota Division of Emergency Management Bulletin No. 90.2
- F. Benton County-Wide Emergency Operations Plan

IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, Government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships are shown on Chart A.

Chart A: CITY ORGANIZATION AND INTERRELATIONSHIPS*



V. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

In the City of Foley, the City Council is responsible for providing overall direction and control of city government resources involved in the response of a disaster. The Foley Emergency Management Director (Police Chief) will serve in a staff capacity to the council, and will coordinate emergency operations. The Emergency Management Director will also serve as a liaison with the Benton County Emergency Management Director.

Direction and control of the city's response to a major disaster will take place from the City Emergency Operating Center (EOC), which is located at the Foley Police Department, unless otherwise directed.

(For additional EOC information such as staffing, communications, etc., refer to the Direction and Control Annex [Annex B] of this plan.)

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

A summary of the city's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart B. Lastly, city departments and agencies are expected to develop whatever standard operating procedures (SOPs) they may need in order to carry out these responsibilities.

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

"P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function. As a rule, only city government officials can be assigned as primary responsibility for carrying out a function.

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

"C" indicates coordination responsibility, and is assigned when several agencies have support capability but no specific official/agency has obvious primary responsibility. This applies especially when non-government agencies are involved.

Emergency Operations Plan

Basic Plan

City of Foley

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
Notification and Warning	P Police Department	Annex A
Direction and Control	P EM Director S City Administrator	Annex B
Public Information Officer	P City Administrator	Annex C
Search and Rescue	P Fire Department S Police Department	Annex D
Health and Medical	C EM Director	Annex E
Traffic Control & Security	P Police Department	Annex F
Fire Protection	P Fire Department	Annex G
Damage Assessment	P Building Inspector S City Engineer C Public Works Director	Annex H
Congregate Care	C Economic Dev. Coord.	Annex I
Debris Clearance	P Public Works Director	Annex J
Utilities Restoration	C Public Works Director	Annex K
Radiological/Hazmat Prot.	F Fire Department C Hazmat Team	Annex L
Volunteer Services	C Planning Associate	Annex M
Economic Stabilization	P Finance Director S Deputy Clerk	Annex N
Food and Supplies	C Deputy Clerk	Annex O
Legal	P City Attorney	Annex P
Mortuary Services	C EM Director	Annex Q
Spokesperson/Government Liaison	P Mayor S City Council	Duties of Elected Officials section A-1

VVI. OPERATIONS POLICIES

- A. Protection of life and property and alleviation of human distress will be the primary goal of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- E. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. Those records should include work hours, equipment hours, supplies, and materials consumed injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the mayor may declare a local emergency. Such a declaration will invoke necessary portions of the plan, and will permit the city to take such actions as may be required to protect lives and property.

VII. SUPPORT

A. County Government Support

Information and assistance in securing county government support may be obtained by contacting the Benton County Emergency Management Director.

B. State and Federal Government Support

1. **General.** Information and assistance in securing state or federal support should be obtained through the Emergency Management Director. In addition, the nearest Division of Emergency Management (DEM) regional program coordinator will provide additional technical information and assistance, if requested.
2. **Emergency assistance.** In the event of a major emergency/disaster which exceeds the resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the state duty officer may be contacted. The State Duty Officer telephone number is 1-800-422-0798.
3. **National Guard.** When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the Minnesota National

Guard, has the authority to activate the guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

a. Operational Policies

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

b. Request Procedure

In the case of counties, and all cities that are not of the first class, the county sheriff is the only local government official authorized to submit the request for National Guard assistance. Such requests are to be submitted to the state duty officer.

4. Federal Assistance for Serious Hazardous Materials

a. Accidents/Incidents

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the state duty officer.

VIII. PLAN UPDATING, TRAINING, AND EXERCISES

- a. For the purpose of this plan, the City of Foley Emergency Management Director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- b. This plan will be reviewed and updated as necessary, but at least once annually. The Foley Emergency Management Director will be responsible for ensuring that this updates occur, and is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the

director may request assistance from the Benton County Emergency Management Director.

- c. The city of Foley will comply with Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously-conducted training and exercises will be made available at the Foley Police Department.
- d. A current copy of this emergency operations plan will be kept in bins assigned to each employee who is assigned an annex within the plan. Along with these bins will be other information and materials to assist them in their assigned role. Since the Police Department is the designated EOC, these bins will be located at the Foley Police Department.

DRAFT

I. PURPOSE

To provide an overview of the responsibilities of elected officials should a natural, technological, or intentional disaster occur within the City of Foley. Each current member of the city council shall receive a copy of this section as well as a copy of the Emergency Management Handbook for Government Officials as provided for by the Association of Minnesota Emergency Managers.

II. RESPONSIBILITIES

- A. The City of Foley's mayor is the chief elected official. Local government has the primary role of implementing protective actions to reduce risks to the general public from emergency situations or disasters. The elected officials have the overall responsibility to proclaim Foley to be in a State of Emergency or disaster when resources of the jurisdiction are overwhelmed.
- B. Under Minnesota statute (Chapter 12, Section 12.29), the mayor is the only elected official that can declare a local emergency or disaster. This local declaration cannot last longer than three days except with the consent of the city council. A special meeting of the city council may need to be held to consider such a request. A local declaration of the emergency or disaster must receive prompt and general publicity.
- C. Remember that not every annex of the Emergency Operations Plan will be implemented. The implementation on the annexes depends on the type and scale of event. Although the Emergency Operations Center will document actions taken by the council as a whole, individual members of the council should maintain a record of what they have done, and when it was done.
- D. Maintain liaison with other elected officials, but don't accept assistance, whether it is goods, equipment or personnel unless this has been channeled through and accepted by the emergency operations center command.
- E. If the city council should receive questions or concerns from the public, those questions/concerns should be relayed to the PIO (Public Information Officer) by the council member to be ascertain the appropriate response to the specific question/concern. This approval will need to come from the emergency operations center command.

III. SPOKEPERSON

The only official authorized to serve as the spokesperson for the City of Foley is the Mayor, or if they are unavailable, the Acting Mayor. If the Mayor or Acting Mayor is unavailable,

the Emergency Management Director will determine who the spokesperson shall be. The following is a guide as to the spokesperson task(s).

The role of the spokesperson is inherently different than the role of the Public Information Officer (PIO). The spokesperson should speak in general terms of acknowledging the event, showing support for those affected by it as well as those responding to assist. The spokesperson should acknowledge fears, but assure that appropriate resources are being used to respond to the incident.

The spokesperson should not get into specific detail as to the response effort, cause of incident or who may be at fault, or what is specifically being done to remedy the situation. The spokesperson should not answer questions outside the scope of the spokesperson responsibilities and should refer specific questions about the event to the PIO.

IV. AUTHENTICATION

DATE

I. PURPOSE

To provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

- A. The Benton County Sheriff's Office is the Benton County Warning Point. The county warning point is responsible for relaying emergency notifications (i.e. severe weather, technological disasters) which it relays to the Foley Police Department, which serves as the city warning point.
- B. Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance should call 9-1-1. The personnel who answer 9-1-1 calls are responsible for determining the appropriate response agency to dispatch to the scene of the emergency.
- C. The City warning point is responsible for ensuring that all emergency notifications that it receives are handled properly. Specifically, the warning point will: (NOTE: List only those capabilities/systems that exist in your city.)

- notify the appropriate city department(s) that may be needed.

- (1) - city departments include: police, fire, public works

- if necessary, notification would be made to the public via use of reverse 911 system, the outdoor warning sirens and/or media outlets in regard to what is occurring and what we are requesting of the public.

- (2) - media would include radio & t.v.

III. SUPPORTING DOCUMENTS

The City of Foley Notification and Warning Standard Operating Procedure (SOP) details the specific notification and warning procedures that will be followed by the Foley Police Warning Point. The SOP is on file at the Foley Police Department.

Call list (not in any specific order and depends on type of emergency):

- Emergency Management Director
- Fire Chief
- Mayor
- City Administrator
- Public Works Director

IV. AUTHENTICATION

(Date)

Emergency Management Director

DRAFT

I. PURPOSE

To describe how direction and control of the City of Foley response to a disaster will be accomplished.

II. RESPONSIBILITIES

- A. City Emergency Management Director. The Emergency Management Director of Foley will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. Line of succession to the Foley Emergency Management Director is as follows:

E.M Director
City Administrator
Mayor

III. CITY OF FOLEY EMERGENCY OPERATING CENTER (EOC)

Direction and control of the city's response to a disaster will be carried out at the City of Foley EOC. The EOC is located at the Foley Police Department. Alternate sites will include the Fire Station and the City Hall.

A. Criteria for EOC Activation

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

1. The EOC may be partially activated due to a potential threat to life or property from severe weather, (i.e. tornado, flooding, blizzard), pipeline leak, or a hazardous materials incident/accident that is a controlled release of a reportable product. (Response Level 1).
2. The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown, pipeline leak, or flooding 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 [Response Level II and III]), or enemy attack.

B. Responsibility for EOC Activation

In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the city Emergency Management Director is responsible for ensuring that the EOC is activated according to the previously described criteria.

C. Staffing of the EOC

1. Staffing of the EOC will consist of city personnel who are assigned an annex, and/or staff from other agencies with appropriate training to assist. (The staffing list for the Foley EOC is on file with the Foley Emergency Management Director.) EOC staff is responsible for the operations of their particular service or assignment. Each department/agency that is represented in the EOC is responsible for ensuring that its representative is familiar with the duties that individuals are expected to perform at the EOC.
2. If determined necessary, the city will request county assistance with a communication van/mobile command post to serve as an on-scene command post. The EOC will be kept informed, on a timely basis, of the response efforts.
3. It is recognized that the efficiency of this plan will be dependent on the ability of team members and employees to be comfortable that their family members are cared for in the event of a community disaster. A common site will be identified as an assembly area for family or significant others to find shelter and accommodations. Such site will also serve as a communications point for the employee and their family

D. Communications Capability

1. EOC Communications Capability

Radio Frequencies—

Local, state and federal via 800 MHz radios.

Telephone—

The city has conventional phone as well as cellular phone capabilities.

Communications Van---

The city could request the use of a mobile communications van from Benton County.

F. EOC Equipment/Supplies

The Foley Emergency Management Director is responsible for ensuring that the EOC is operational-that necessary maps, displays, tables and chairs, communications equipment, message logs, etc. are on hand and available for use in the EOC.

IV. AUTHENTICATION

_____	_____
Date	Emergency Management Director

DRAFT

I. PURPOSE

To provide an overview of how emergency public information will be disseminated in the event of a disaster

II. PUBLIC INFORMATION OFFICER

The only official authorized to serve as the public information officer (PIO) for the City of Foley is the city administrator, or their designee if unavailable. If the designee is unavailable, the Emergency Management Director will determine who the PIO shall be. These individuals will be given access to the information necessary to carry out their role as PIO for the city.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instructions to the public on a timely basis and for coordinating all releases during pre-emergency, emergency, and post-emergency conditions. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated should that be necessary, and, for reviewing and approving all information releases before they are disseminated.

The PIO shall keep the city council informed as to the response activities and other pertinent information related to the event. The PIO and spokesperson shall meet prior to any press conferences to share information that may need to be relayed to the media.

IV. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the City Hall Council Chambers will be used for this purpose. It should be stressed that the briefing room will be at a location, remote from the EOC. News media personnel will be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
- C. Public information will be disseminated through the following listed below as well as the city website, Facebook, or other social media pages.

<u>RADIO/NEWSPAPER</u>	<u>PHONE</u>	<u>FAX</u>	<u>EMAIL</u>
WJON Radio St. Cloud	320-252-1629	320-251-8060	bob@wjon.com
St. Cloud Times	320-255-8700	320-255-8775	
KNSI Radio	320-251-8700	320-251-8952	
KCLD Radio	320-251-8700	320-251-8952	
KKJM Radio	320-251-1780	320-257-1624	
Benton County News	320-968-7220		

Emergency Operation Plan

Annex C: Emergency Public Information

City of Foley

V. SUPPORTING DOCUMENTS

Prepared public information supplements for release to radio, TV, and newspapers shall be maintained by the PIO.

VI. AUTHENTICATION

date

City Administrator

DRAFT

Emergency Operations Plan

Annex D: Search and Rescue

City of Foley

I. PURPOSE

To describe how search and rescue will be accomplished in the city following a disaster.

II. RESPONSIBILITY

Within the City of Foley, the primary responsibility for search and rescue belongs to the Foley Fire Department. Support for search and rescue may be available from the Foley Police Department, Area Mutual Aid, Fire and Police Departments.

Supporting Agencies and Companies:

State Patrol
Benton County Sheriff's Department
Foley Police Department
Any agency within any Mutual Aide Agreements
MN State Fire Chief Association (Fast Chief Program)
1-800-422-0798 1-612-649-5451 1-800-627-3529 1-612-297-5353

III. SUPPORTING STANDARD OPERATING GUIDELINES (SOGs)

Fire and law enforcement departments, ambulance services, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating procedures (SOGs) they may need. Such SOGs should include guidance and instructions for performing search and rescue following an accident/incident involving hazardous materials, and (if applicable) following an emergency levee failure. The following SOGs have been developed, and are on file at: Fire Hall

Supporting Standard Operating Guides.

Identification of areas – streets, block, roads, buildings, codes for dead found. Code street, side with or by house number. Number of dead bodies.

(Example – V-1 and date. If clear put ✓, time and date)

IV. STANDARD OPERATING GUIDELINES (SOG)

Foley Fire Department has developed and maintains SOG it may need in order to carry out its fire rescue responsibilities. Central Minnesota Fire Aid Association (mutual aid agreement) has a personal accountable system in place for large and small fire and rescue operations.

V. AUTHENTICATION

Date

Fire Chief

I. PURPOSE

To provide an overview of how the health/medical care needs of Foley residents would be met in the event of a major disaster.

II. PRIMARY RESPONSIBILITIES

A. First Response/First Aid

Nearest local first response/rescue department available to provide immediate care and first aid to disaster victims. These units are dispatched via 911 emergency response system.

B. Ambulance Service

The following ambulance services will be used to transport disaster victims. Ambulances will be dispatched via 911 emergency response system based upon the primary service area and the location of the disaster. Additional ambulance services will be used, depending upon the size of the disaster.

1. Gold Cross Ambulance
2. North Memorial

C. Hospital Care

The following hospitals also are available or nearby:

1. St. Cloud Hospital

If the number of victims require use of additional hospitals, the following hospitals would be utilized:

1. St. Gabriel's Hospital – Little Falls, MN
2. Fairview-Princeton, MN
3. CentraCare-Monticello, MN
4. Selected Twin Cities Facilities

D. Emergency Mortuary Operations

Emergency mortuary operations can be implemented by contacting the Benton County Medical Examiner. (see Annex Q)

E. Health Threats

Serious potential or actual health problems, including but not limited to food and water contamination, and disposing of dead and diseased animals, will be referred to the Public Health Division and Environmental Services Department of either Benton County. Consultation and assistance will be available as needed from Benton County Environmental Services.

Food handling and living conditions – play an important role in a disaster. The Department of Environmental Services is responsible for the licensing and inspection of the food establishments in Foley. Proper food preparation, storage and handling procedures are enforced through this program. In a disaster situation there will be a need to maintain proper food service practices and sanitary living conditions amid such needs as temporary housing and sheltering. Restaurants and motels affected by the disaster will want to return to operation as soon as possible and must be monitored for proper practices in doing so. Safe and sanitary procedures should be maintained as practical.

Foodborne Outbreaks – are handled by Environmental Services Department, with assistance from the Public Health Division of Human Services, staff from the Minnesota Department of Health and the State Epidemiologist. In addition, an important consideration in the area of food safety is the handling and preparation of food supplied to disaster volunteers, rescue workers and others involved in such work. Assuring that the continued health of the work force is critical to the success of relief efforts.

Environmental Services will:

- Provide direction and information to the public;
- Provide coordination with the Minnesota Department of Health;
- Coordinate with Benton County Public Health; and
- Coordinate with relief agencies, i.e. Red Cross, Catholic Charities.

Municipal and Individual Well Water Supplies – require special protection in a disaster situation. In the aftermath of a disaster, the Environmental Services Department can test individual water supplies. Municipal water supplies would fall under the jurisdiction of the Minnesota Department of Health.

The Environmental Services Department will:

- Provide direction and information to the public;

- Provide direction and information for the disinfection of contaminated wells to restore safe drinking water supplies;
- Assist with monitoring floodwater contaminated with sewage, garbage, debris, farm run-off, mud and silt; and,
- Coordinate with the Minnesota Department of Health and Public Health.

Solid Waste Management – in a disaster can be extensive. Debris from a disaster often needs to be cleaned up in an expedient manner. This will assist in rescue efforts, protect the public health, and it is important in the community's psychological recovery process.

To assure that accepted solid waste procedures are followed, the solid waste program staff of Benton County Environmental Services will provide technical assistance in the recovery process. Assistance can be offered in the following areas: Debris removal, contaminated soil disposal, disposal site identification and recycling efforts.

Coordination efforts will take place with:

- Benton County Public Works;
- Benton County Municipal public works;
- Provide direction and information to the public;
- Provide public information to the EOC;
- Provide direction to private waste haulers, and county resource recovery facilities.

Sewage Treatment Systems – One of the most immediate needs in the aftermath of a disaster is to arrange for temporary sewage sanitation control methods. Portable toilets with hand sanitizing facilities must be accessed and provided to disaster areas as soon as possible. In a prolonged recovery effort, this is a very important and costly consideration. Another important consideration is the timely removal of sewage from the portable toilets and its proper disposal.

F. Inquiry and Referral Services

The Red Cross coordinates all inquiry and referrals in a disaster. Their major focus is to establish a Family Assistance Center to assist families with their physical and mental health needs. All Family Assistance Centers are staffed with medical personnel. They also provide shelters for

individuals who've been displaced in a disaster. All shelters are staffed with medical personnel.

G. Hazardous Materials/Radiological Decontamination

The containment, storage and disposal of household hazardous waste may be an important part of the recovery process. In a disaster situation, the expertise of those persons trained to deal with hazardous waste will be valuable resource. The mobile collections unit may be used to assist in the clean up to assure that the waste is handled properly.

The Environmental Services Department does not provide a first response emergency team to contain, plug, patch or mitigate these releases of hazardous chemicals. This remains primarily the function of the local fire services and/or private contractors.

The following hospitals provide Hazardous Materials/Radiological decontamination:

1. St. Cloud Hospital

II. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City, overall management of the various health/medical organizations response to the disaster would take place at the Stearns County EOC or the Benton County EOC. All county hospitals and ambulance services are equipped with radio communications equipment and can therefore communicate among themselves and with the EOC

III. LOCAL SUPPORTING PLANS AND PERSONNEL

- A. All hospitals in the county maintain a disaster plan.
- B. All hospitals in the county maintain a chemical emergency plan.
- C. All hospitals and ambulance services have established procedures regarding transportation protocols.
- D. Area ambulance and first responder services have entered into mutual aid agreements.

- E. The Foley Resource Manual contains lists of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services, and other health support services.

IV. STATE SUPPORTING LEVEL

- A. Support is available from the Minnesota Department of Health in responding to radiation incidents. See Radiological/Hazardous Materials Annexes/SOPs for detailed information.
- B. Support is available from the St. Cloud Fire Department's Hazardous Materials Response Team, in the event of a catastrophic incident. See Radiological/Hazardous Materials Annexes/SOPs for detailed information.

V. AUTHENTICATION

Date

Emergency Management Director

Emergency Operations Plan

Annex F: Evacuation, Traffic Control, and Security

City of Foley

I. PURPOSE

To outline how evacuation, traffic control, and security will be carried out if they are required due to a disaster in the City of Foley.

II. RESPONSIBILITY

- A. The following official(s) will be responsible for recommending evacuation:
Official: PD Officer in Charge (OIC); FD Officer in Charge (OIC); Mayor;
City Administrator.

Incidents: Severe Thunderstorms
High Winds
Tornadoes
Fires
Pipeline Brakes
Flooding
Industrial Accidents
Toxic Chemical Spills
Downed Power Lines
Power Outages
Train Derailments
Terrorist Attack

- B. The Police and Fire Departments will be responsible for coordinating an evacuation effort.
- C. The Police Department has primary responsibility for traffic control and security.

III. PROCEDURES

- A. Residents to be evacuated would be notified of the need to evacuate by (include any applicable radio and TV stations, route alerting, etc.).

RADIO/NEWSPAPER

PHONE

FAX

EDDG
KXSS 1390 AM

253-9600
“

Emergency Operations Plan

Annex F: Evacuation, Traffic Control, and Security

City of Foley

LITE 96.7 FM	"	
KLZZ 103.7 FM	"	
KMXK 94.9 FM	251-4422	251-8060
WJON 1240 AM	"	"
WWJO 98.1 FM	"	"
KCLD 104.7 FM	251-1450	251-8952
KNSI AM	"	"
Rockin 101.7 FM	252-6200	252-9367
WVAL 800 AM	"	"
KASM 1150 AM	845-2184	
KCFB 91.5 FM	252-4214	252-2027
KARE 11	(651) 292-9872	(651) 546-8600
KMSP 9	(651) 944-9999	(651) 942-0455
WCCO 4	(612) 339-4444	(612) 330-2767
KSTP 5	(651) 646-5555	(651) 642-4409

- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other factors.
- C. Call the Foley Police Department for those who cannot evacuate themselves. A local bus service will be contacted for assistance.
- D. Facilities at risk (hospitals, clinics, nursing homes, schools, etc.) may have developed their own SOPs for evacuation, and such SOPs would be available at the facility.

IV. RESOURCES AVAILABLE

- A. Gold Cross Ambulance Service vehicles may be available, if needed, to evacuate non-ambulatory individuals.
- B. Foley School's could provide buses, if needed, to assist in the evacuation process.
- C. MTC.
- D. Assistance for traffic control and security may be available from: Police reserves; Foley FD; other law enforcement agencies.

VI. AUTHENTICATION

(Date)

Police Chief

I. PURPOSE

To describe how fire and rescue protection is to be accomplished for the City of Foley.

II. RESPONSIBILITY

Fire and Rescue Protection

Foley is a paid on-call department. The 30 members all carry pagers. All members train at a minimum of First Responder and Firefighter I. To have the fire department paged, contact Benton County dispatch.

III. MUTUAL AID AGREEMENTS

Mutual aid can be requested by the fire chief or officer in charge.

A written mutual aid agreement exists on file at the fire station and city hall.

IV. SPECIALIZED FIRE AND RESCUE EQUIPMENT

- 1 Lukas/Centaur 'Jaws of Life' Rescue System - includes Back-up Hand Pump
 - Trimo Power Unit
 - Cutter Tool
 - Spreader Tool
 - Brake Pedal Cutter Tool
 - Two-Stage Ram Tool
- 1 Complete Set of Maxi-Force Air Lifting Bags #890300 including Controller
- 1 Drager Thermal Imager Camera Model #UCF 3200
- 1 Vent Master 575X Ventilation Saw Model #TV400-051
- 1 Vent Master 396K Cutoff Saw Model #TV-406-507
- 1 Stihl Chain Saw – Model #MS360
- 1 Stihl Cut Off Saw – Model #TS760
- 1 Johnsred Chain Saw Model 90
- 1 5000KW Honda Portable Generator
- 2 MSA Altair 5 4-Gas Monitors

V. COMMUNICATION CAPABILITY

8 Motorola XTL 2500 800MHZ Digital Mobile Radios
17 Motorola XTS 2500 800MHZ Digital Portable Radios
1 Motorola 800MHZ Digital Base Station Radio
2 Motorola VHF Base Radios
6 Motorola VHF Mobile Radios
4 Motorola VHF Portable Radios

Supporting agencies and companies. Members of Foley Fire Department that can operate heavy and light equipment:

Search dogs – Northstar Search and Rescue Dog Association – 24 hours.
(612-680-3228).

Supporting Standard Operating Guides.

Identification of areas – streets, block, roads, buildings, codes for dead found.

Code street, side with or by house number. Number of dead bodies.

(Example – V-1 and date. If clear put ✓, time and date)

VI. STANDARD OPERATING GUIDELINES (SOG)

Foley Fire Department has developed and maintains SOG it may need in order to carry out its fire rescue responsibilities. Central Minnesota Fire Aid Association (mutual aid agreement) has a personal accountable system in place for large and small fire and rescue operations.

VII. AUTHENTICATION

(date)

Fire Chief

I. JOB DESCRIPTION

When a disaster strikes, the City of Foley Damage Assessment Coordinator will see that a survey of the devastated area is done to determine; number of families affected, persons killed and injured, homes destroyed and damaged, number of other buildings destroyed or damaged, damage to roadways, sanitary sewer, water main, storm systems and all appurtenant infrastructure, number of persons homeless, boundary of the disaster area, what kind of relief is needed and where, and any special problems regarding transportation and communication. The Damage Assessment Coordinator will work with appropriate City and County personnel to gather this information to facilitate the receipt of state and federal funding when appropriate, and to allow for a quick, thorough, recovery of affected areas.

A. Pre-Emergency Actions

The City of Foley Damage Assessment Coordinator will:

1. Establish liaisons within other areas of City of Foley, Benton County emergency government, Civil Air Patrol, private industry and other agencies capable of supplying damage data and arrange for exchange of information with these various agencies during an emergency.
2. Ensure that personnel assigned to assist are trained to do their jobs.
3. Assign people to vacant positions in a timely manner.
4. Develop a plan to maintain such charges, maps, and journals considered necessary to portray the situation graphically at any time upon call.

B. Emergency Actions

1. Upon receipt of a notification of a natural, manmade or technological disaster, the City of Foley Damage Assessment Service Coordinator, will alert their deputy and staff.
2. Maintain maps of the disaster areas as well as any necessary forms.
3. Identify specific needs of disaster victims; i.e., food, shelter, health, and provide a verbal and written report back to the County Emergency Services Director.
4. Facilitate the completion of written damage assessment reports for use in determining the need for disaster declarations.

READINESS CONDITIONS (REACON) ACTIONS

<u>Time Period</u>	<u>Duties and Tasks (What is this?)</u>
REACON 3	The City of Foley Damage Assessment Coordinator will notify key staff members upon receipt of the REACON proclamation. They will review their staffing requirements and the availability of personnel to conduct emergency operations. They will concurrently take action to update inventories of supplies and equipment needed to support their emergency operations.
REACON 2	The City of Foley Damage Assessment Coordinator will brief their staff personnel and will facilitate broadcasting of the proclamation of REACON 2 to the areas of the City of Foley where there are personnel who will be involved in damage assessment operations. They will take action to move supplies and equipment into positions to support operations. They will designate staff members who will report to the emergency operating centers for standby operations. The City of Foley Damage Assessment Coordinator will communicate with the City of Foley Intelligence Coordinator to assure that their service is prepared to execute damage assessment duties.
REACON 1	The City of Foley Damage Assessment Coordinator will notify all personnel to report to their emergency assignments. They will establish rosters and duty assignments to support 24-hour operations.

IV. REPORTS

The following reports should be prepared and submitted, as necessary, depending on the type of disaster:

1. Nuclear Detonation
2. Tornado Touchdown
3. Flooding
4. Other major incident or accident that endangers life or property.
5. Action Report – To be made as soon as information is available giving number of casualties, damage estimates, resources committed, and assistance needed.
6. Facility status – damage or destruction of facilities.
7. Fire situation – mass fires outside the blast areas.

See: *-State of Minnesota – A Handbook for Local Government*
-Disaster Preparedness Manual, a Guidebook for MN Building Officials

Emergency Operations Plan

Annex H: Damage Assessment

City of Foley

Natural Disaster Assistance for Damage Assessment format to follow. (Where? Who has it?)

V. ATTACHMENTS

1. Preliminary Disaster/Incident Reports
2. Personnel Directory

VI. AUTHENTICATION

Date

Building Inspector

I. PURPOSE

This standard operating procedure is to provide for the protection and needs of both evacuees and area residents, including reception, lodging, feeding, minor health care, and other family services.

II. RESPONSIBILITY

- A. The Emergency Management Director at the Emergency Operations Center (EOC) is responsible for coordinating all operations during a disaster. The Emergency Management Director will determine when evacuation should be initiated and when to activate the Congregate Care Plan.
- B. The congregate care response will be determined at the time of the emergency, based on the type and location of the incident, the estimated longevity of the incident and long term needs of the evacuees.

III. OPERATIONAL GUIDELINES

- A. In the event of an emergency that displaces residents or causes an evacuation from the community, the American Red Cross Central Minnesota Chapter is responsible for coordinating congregate care utilizing other response agencies that provide emergency congregate care needs.
- B. The Salvation Army St. Cloud Corps. will assist the American Red Cross in feeding shelter victims. When there is a need to feed emergency responders and volunteers, the American Red Cross will direct the Salvation Army to coordinate that mission.
- C. The Red Cross will appoint a Job Director for the operation and assign personnel to the EOC as necessary.
- D. The Red Cross will activate the Central Minnesota Chapter's Disaster Plan and follow disaster operations protocols as outlined in the ARC 3000 series. The plan and series are available for review at the Red Cross Chapter.
- E. The Congregate Care coordinator will coordinate security and safety measures for the congregate care sites, transportation to the sites, and if necessary, decontamination prior to entering the shelter sites.
- F. The Donations Coordination Team will coordinate local disaster volunteers, in-kind contributions receipt and distribution, and public financial contributions receipts and distribution not designated to specific agencies.

Emergency Operations Plan

Annex I: Congregate Care

City of Foley

IV. ATTACHMENTS

1. Checklist for the Incident Commander at the Emergency Operations Center.

V. AUTHENTICATION

Date

Planning and Community Development Director

**CHECKLIST FOR THE INCIDENT COMMANDER AT THE
EMERGENCY OPERATIONS CENTER**

- 1 Determine if the congregate care plan should be activated.
- 1 Determine the type and location of the incident and estimate the longevity of needs and provide this information to the Red Cross (1-800-560-7641 or 251-7641).
- 1 Activate the Volunteer Resource Team
- 1 Provide transportation to shelters, family service centers, and feeding sites when identified by the Red Cross if necessary.
- 1 Provide for security and safety of the shelter, family service centers, and feeding sites when identified by the Red Cross.
- 1 Assign a public information officer.
- 1 Determine location and schedule operational meetings that include all responders and providers of services as necessary.

Attachment 4

HAZARDOUS MATERIALS CLEAN UP CONTRACTORS

1. Determan Welding & Tank Service, Inc.
1241 72nd Avenue NE, Minneapolis, MN 55432

Gerald Krob, Field Service Manager

Petroleum Handling Equipment

Brownie Truck Tanks • Bulk Plants • Terminals

Airport & Aircraft Fueling Systems • Provers

1-800-835-6074

1-612-571-8110

2. WCEC Environmental Consultants
24-Hour Spill Response

Out State – 320-589-2843

Metro – 612-980-3247

Personnel/Equipment/Experience

Non-Emergency Numbers:

Out State – 1-800-422-8356

Metro: 1-888-544-9481

1-612-531-9481

Attachment 3

MINNESOTA DUTY OFFICER
(24-Hours)

1-800-422-0798

(Greater Minnesota)

(612) 649-5451

(Twin Cities Metro Area And Outside Minnesota)

(612) 296-2233

(Backup ONLY)

I. PURPOSE

To describe how debris clearance will be accomplished following a disaster in the City of Foley.

II. RESPONSIBILITIES

Foley Public Works will be responsible for debris clearance.

III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. Debris will be disposed of at a City of Foley's compost site, Int. property. (If applicable) If earth fill, sandbags, etc. that were used to reinforce an emergency levee are removed, they will be disposed of at public works.
- C. If additional debris clearance-type equipment/assistance is needed, it can be obtained from cities with agreement.

IV. SPECIALIZED EQUIPMENT

Front-end loader (2)	
skid loader	
dump trucks	
1-ton trucks with dump box (2)	
Stihl 025 Chainsaw	
Stihl 026 Chainsaw	
Stihl 038 Magnum Chainsaw	
Stihl MS 290 Farm Boss Chainsaw	
Husqvarna K970 Cut-off Saw	
Honda 2000i 2000W Companion 30A Portable Generator	
Honda 2000i 2000W Portable Generator	
Coleman Vortex 5500W portable generator	model # PM 0555523
Baldor TS80-3J 60Kw Trailer Mounted Generator	spec # 10.85080- G25
Onan 60Kw Trailer Mounted Generator	model # 60DGCBL31917A
60Kw Military Trailer Mounted Generator	model # 70- 1900
60Kw Military Trailer Mounted Generator	model # MEP 006A
Gorman Rupp 6" Trailer Mounted Centrifugal Pump	model # 16C2- F4L
MultiQuip 3" Diaphragm Pump	model # MQD3H
CH&E 3" Diaphragm pump	model # 53050
Wacker 3" Trash Pump	model # PT3R
Honda 2" Trash Pump	model # WT20X
Atlas Copco 185 Trailer Mounted Air Compressor	model # YA3 04709400
14 Mobile Radios – VHF Frequency	

5 Portable Radios – VHF Frequency
No 800MHz Radios

Public Works does not have any signed Mutual Aid Agreements in place. We have direct contact #'s on file with our Public Works Department for several surrounding communities that we can contact if needed for assistance and vendors (Ziegler Power, etc.) for supplies.

V. SUPPORTING DOCUMENTS

Attachment 1. Public works staff list is on file.

Attachment 2. A listing of construction contractors which have debris removal-type equipment is on file.

Attachment 3. Minnesota Duty Officer

Attachment 4. Hazardous materials clean-up contractors

V. AUTHENTICATION

date

Public Works Director

I. PURPOSE

To provide an overview of how utility services would be restored following a disaster.

II. RESPONSIBILITIES

The following government agencies/private sector organizations are responsible for providing utility services for the City of Foley:

A. Electrical Service

1. Xcel Energy
2. East Central Energy

B. Gas Service

1. Xcel Energy

C. Telephone Service

1. Century Link

D. Pipeline Service

1. Northern Natural Gas (ENRON Pipeline Company)
2. KOCH Refinery

E. Sanitary Sewer, Water Main and Storm Sewer

1. City of Foley

III. RESTORATION COORDINATION

The Chief of Utilities Restoration (Public Works Director) will be responsible for the overall condition of public and private utilities during a disaster.

IV. UTILITIES RESTORATION READINESS CONDITION ACTIONS (REACON)

A. PRE-EMERGENCY ACTIONS

REACON 3 The Chief of Utilities Restoration will:

- Alert Key Personnel in their service of potential disaster conditions.
- Review Emergency Plans, update if necessary, ensure that all personnel are informed of existing or revised emergency plans.
- Ensure that the individual Utilities Restoration personnel are assigned and trained in their emergency duties.
- Correct any department deficiencies discovered.

REACON 2 The Chief of Utilities Restoration will:

- Assign emergency staff to their duties.
- Request assistance from the Law Enforcement Service for protection of all municipal and public utilities, if needed.
- Analyze and act upon Emergency Reports.
- Inform the operation Service Chief of ability to handle assigned problems.
- Activate agreements with private suppliers of electrical power.

B. EMERGENCY ACTIONS

REACON 1 The Chief of Utilities Restoration will:

- Monitor Operations Room displays and informs Electrical Service Personnel of verified NUDET (nuclear detonation reports).
- Analyze and act upon emergency reports.
- Deploy personnel and equipment to emergency assignments.
- When notified of impending fallout, take necessary actions to get all unsheltered personnel into shelter.

V. AUTHENTICATION

Date

Public Works Director

Emergency Operations Plan

Annex K: Utilities Restoration

City of Foley

I. PURPOSE

To provide an overview of how the City of Foley will respond to radiological/hazardous material accident/ incident.

II. RESPONSE RADIOLOGICAL/HAZARDOUS MATERIALS ACCIDENTS/INCIDENTS

A. Radiological Incidents/Accidents

Within the city, (Foley Fire) is responsible for attempting to develop and maintain the radiological protection response capability necessary to minimize the threat to citizens in the event of a radiological accident/incident/enemy attack. This capability includes monitoring, reporting, assessment, and protective actions for evacuation. Specific responsibilities are as follows:

1. Peacetime accidents/incidents. In all likelihood, most peacetime accidents/incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capability of the city, the County Emergency Management Director can be called upon for assistance. If the accident/incident is beyond the capability of the county, the Minnesota Department of Health, Radiation Control Section has the trained personnel, equipment, and authority to provide assistance. For all accidents/incidents, the city will be responsible for: controlling access to the scene, providing medical care for victims, preventing the spread of contamination by people and vehicles, obtaining basic information as to what has happened, and notifying the state duty officer (1-800-422-0798 (outside the Minneapolis/St. Paul metro area) 649-54551 (Minneapolis/St. Paul metro area).
2. Enemy Attack. Although plans and preparations have been made at the state and federal levels to assist local governments during periods of widespread radiological emergency caused by nuclear detonations, such assistance would probably be slow in coming. Therefore, the city (and county) should be prepared to provide for its own radiological monitoring and decontamination needs.

B. Hazardous Materials Incidents/Accidents

1. Pre-Identification and Analysis of Risk. In response to the requirements and recommendations contained in the super-fund Amendments and Reauthorization Act (SARA) of 1986, as well as

other legislation, the following specific risk/potential risk sites/locations within the city have been pre-identified:

COVERED FACILITIES

- a. Transportation
 - b. Pipelines
2. Determination that a release of hazardous materials has occurred. Facilities located within the city that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. Similarly, city government employees who respond to transportation and other accidents/incidents have received training designed to help them determine if hazardous materials are present.
 3. Response tops a release of hazardous materials.
 - a. Facilities within the city that possess extremely hazardous materials are required to develop and maintain a procedure that their employees will follow in the event of a release of those materials. The city does have the general outline of such a procedure available, should it be requested by a facility. The procedure is on file at City Hall, Fire Station and Police Department.
 4. Hazardous Materials Response Capabilities
 - a. Within the city, the Foley Fire Department has the primary responsibility for responding to a serious hazardous materials accident/incident. The Foley Fire Department is trained at an "Awareness" level. The Fire Department will contact the State Duty Officer for support in a hazardous materials response.
 - b. In addition, the Mutual Aid department(s) will/ may participate in the response. These departments have developed whatever standard operating SOG's they may need in order to carry out this responsibility. Preplans for hazardous materials response may be developed for facilities, and are on file at the Fire Hall.

- c. Foley Fire and Police Departments "first responders" will try to determine the area affected by a hazardous materials release by identifying/ verifying the hazardous material(s) involved.

A listing of the major emergency equipment and facilities within the city is located at Foley City Hall, Fire Station and Police Department.

III. STATE SUPPORT

- A. In the event of a major accident/incident involving radiological materials that is beyond the capabilities of local government, assistance from the Department of Health, Radiation Control Section can be requested. Requests for such assistance should be made to the state duty officer.
- B. In the event of other hazardous materials accidents/ incidents that are beyond the capabilities of local government, assistance from the state hazardous materials response team can be requested. Such requests should be submitted to the state duty officer.

IV. FEDERAL SUPPORT

- A. In the event of a hazardous materials accident/incident that is beyond the capabilities of local and state government, the national regional response team can be requested. Requests for such assistance should be made to the state duty officer.
- B. Reimbursement of costs for a hazardous materials response is available through the U.S. Environmental Protection Agency. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) within 24 hours of the incident and subsequently submit application for reimbursement.

V. SUPPORTING/REFERENCE DOCUMENTS

- A. FEMA Civil Preparedness Guide 1-30. (Guide for the Design and Development of a Local Radiological Defense Support System)
- B. The Division of Emergency Management (DEM) can provide local governments with radiological protection guidance materials designed to assist in the development of a standard operating procedure.
- C. The National Response Team's Hazardous Materials Emergency Planning Guide, and Technical Guidance for Hazard Analysis

D. U.S. DOT's Emergency Response Guidebook.

VI. AUTHENTICATION

date

Fire Chief

I. PURPOSE

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

- A. When circumstances warrant, a united and cooperative effort by state, federal and local governments, private volunteer organizations, the private sector and the donor community is necessary for the successful management of unsolicited and non-designated donations. This plan outlines a system for managing the onslaught of unsolicited and non-designated goods, which invariably make their way to the disaster area.
- B. Because private volunteer organizations are experienced in managing donations and have existing capabilities to receive, process and deliver needed goods and services to disaster victims, the City of Foley will look to those organizations for providing a means to implement the volunteer resources system.
- C. The City of Foley's role in allocation and distribution of donations will be limited to providing a means to coordinate response needs with offers of goods and services. This will be accomplished through a Donations Coordination Team representing County, Local and Volunteer/Non-Profit agencies.

II. RESPONSIBILITIES

The City of Foley's Emergency Management Director will work closely with organizations in Benton and Stearns County who have agreed to help coordinate this effort. The City of Foley's Volunteer Donations Plan will not interfere with any individual private volunteer organization's policy concerning donations. Rather, the intent is the incorporation of all private volunteer organizational policies in order to provide a means for optimal coordination in responding to the needs of disaster victims in the most efficient and timely manner possible.

III. POLICY

This Disaster Resources Management Plan and implementing procedure will be activated in the event of a catastrophic disaster or other significant disaster causing a major need for resources. The City of Foley's Emergency Management Director will determine when these procedures will be implemented and will notify appropriate Benton and Stearns Counties' personnel, local

government officials and participating volunteer organizations prior to public notification.

IV. PROCEDURES

- A. When the disaster situation warrants, the City of Foley's Emergency Management Director will assign the Donations Coordination Team to serve, along with volunteer non-profit agency representatives, on a needs assessment team. The team will deploy to the affected area to determine the initial "needs list" for donated goods and to identify operating facilities to be used for donations management. Needs assessment is an ongoing process.
- B. Upon implementation of the City of Foley's Disaster Resources Management Plan, the Emergency Management Director will assign the Volunteer Services Coordinator to designate the Disaster Resource Team to facilitate transactions concerning offers of cash, goods and services during the disaster operations. The team, under the direction of the Disaster Resource Coordinator, is made up of the Volunteer Resource Coordinator, Donated Goods Coordinator, and the Financial Coordinator.
- C. The Federal Emergency Management Agency donations coordinator, the state donations coordinator and representatives of participating volunteer organizations will be assigned to a Donations Coordination Center at the onset of a disaster. This Donations Coordination Center will be the central location for the Donations Coordination Team

In the City of Foley this Center is located in the Foley Police Department garage. This center has the following resources:

- Telephone
- It is located near the Emergency Operations Center
- Near restrooms and kitchen

Alternate locations in the City of Foley:

- Foley Fire Department
- Foley City Hall

- D. Once the plan is implemented, participating volunteer organizations will provide the City of Foley's Emergency Management Director with phone numbers and other pertinent information in order to begin an effective

communications process. This information will be provided to the Donations Coordination Center.

- E. The Donations Coordination Center is tasked with facilitating the matching of donated goods and services with all organizations involved. This command post will work in conjunction with the City of Foley and Benton and Emergency Operating Centers.
- F. In cooperation with the State of Minnesota Division of Emergency Management, a central phone number will be established for response to inquiries concerning donations.
- G. A computer database will be utilized for documenting all donated resources. Donation information will be made available to all participating agencies, volunteer organizations and emergency responders.
- H. Information regarding individuals and businesses soliciting contracts for goods or services will be recorded separately from donated goods and services.
- I. For the proper management of unsolicited and non-designated donations, operating facilities will include checkpoints, staging areas, donations coordination center, distribution centers and storage warehouses.
- J. The City of Foley's Emergency Management Director will coordinate with local governments, volunteer-non-profit agencies and the State to identify appropriate facilities to serve as donations, coordination center, distribution centers and storage warehouses.
- K. The State will support the City of Foley in any resource requirements, as appropriate, to make facilities operable in a timely manner.
- L. When necessary, the City of Foley will coordinate with RSVP and the United Way to provide personnel to assist in managing operating facilities and donations phone lines.
- M. Twenty-four hour security of facilities and personnel will be provided.
- N. The City of Foley will coordinate with the Benton County Sheriff's Departments and Minnesota State Patrol to identify and manage checkpoints and staging areas for incoming donations.

Emergency Operations Plan

Annex M: Volunteer Services

City of Foley

- O. The City of Foley will coordinate with Benton Counties, the Department of Transportation and the Minnesota State Highway Patrol in directing vehicles and trucks bringing donations into their counties. Road signs should be posted and clearly marked.
- P. Distribution centers will be operated by the City of Foley, local churches, community-based organizations and volunteer agencies to provide donated goods directly to disaster victims.
- Q. Volunteer agencies active in the disaster may operate independent facilities for coordinating designated donations and donations that are specifically solicited by their agencies.
- R. Sanitation for volunteer and staff living on-site is a requirement. Port-o-Potties and facilities to wash will be required.
- S. Arrangements for the feeding of volunteers and staff will be made when necessary. Mass feeding may be available through a volunteer agency with a mobile kitchen. Shuttle service to local eateries will be provided when warranted.
- T. The appropriate key players will coordinate any information provided to the media before being released to the press. The City of Foley Emergency Management, through news releases and printed materials, will encourage cash donations rather than clothing, food or other items.
- U. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.
- V. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of and will accept the particular goods or services being offered.
 - 1. If a cash donation is involved, a complete list of Volunteer Organizations Active in Disasters (VOAD) providing disaster assistance in Benton and Stearns Counties will be provided to the donor.
 - 2. The City of Foley Emergency Management will make every effort to insure that information about offers of goods and services are available to volunteer/non-profit agencies.

- W. Donors will be encouraged to make their own decision in choosing which organization the donation is to be designated.
- X. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.
- Y. The City of Foley Emergency Management Director will work with the appropriate county, state and federal agencies to coordinate waste disposal operations. It may be necessary to maintain a waste disposal contract to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods.
- Z. The City of Foley Emergency Management Director will coordinate with the local Radio Emergency Associated Communications Teams (REACT) Council and HAM radio organization to provide Citizen's Band (CB) and other mobile radio communications. For example, REACT may provide truck drivers with directions to the appropriate donations facilities.

V. ADMINISTRATIVE/TECHNICAL SUPPORT

- A. Government agencies and volunteer organizations in implementing the Donations Plan will provide administrative support. Temporary personnel may be employed on an as needed basis.
- B. Technical assistance is available from the State Division of Emergency Management to provide guidance on:
 - 1. Establishing a Donations Coordination Team;
 - 2. Establishing a Donations Coordination Center;
 - 3. Processing offers;
 - 4. Evolving from response to recovery;
 - 5. Establishing donations hot line/phone bank; and
 - 6. Developing press releases.

VI. DESIGNATED CASH DONATIONS

- A. Every effort will be made by the counties to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization.

- B. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
- C. The United Way of Central Minnesota, the fiscal agent for this plan, may establish on-line donations to accept local, national and international financial donations.
- D. The United Way of Central Minnesota is a 501.3c organization. Cash contributions, therefore, are tax deductible.

VII. NON-DESIGNATED CASH DONATIONS

- A. Even after being asked not to send cash directly to the state, some donations may be received. To prepare for that contingency, the City of Foley Emergency Management has established an approved Disaster Donations Fund through United Way of Central Minnesota. Cash contributions received but not designated to a specified organization will be deposited in the Disaster Donations Fund account. Donors who do not wish to specify their cash contribution to a particular volunteer organization will be advised to make the donation check payable to the Disaster Donations Fund.
- B. Volunteer organizations, churches and other non-profit entities may apply for grants from the Disaster Donations Fund so long as the grant is used specifically for disaster-related needs and expenses.
- C. Grantees cannot use any portion of a grant for administrative expenses. Grantees will be required to submit documentation of expenditures.
- D. The City of Foley Emergency Management Director may assign the Team the responsibility of reviewing applications, preparing a brief summary for each application and submitting recommendations to the Donations Coordination Team. The team may consult with the City of Foley and Benton Counties Emergency Management Directors.
- E. Surplus non-designated cash donations will be used only for needs and expenses resulting from in-county declared disasters.
- F. The United Way, the fiscal agent for this plan, is a 501.3c organization. Therefore any cash donation is tax deductible.
- G. Undesignated funds, remaining after FEMA has closed all project applications, will be released to volunteer organizations by the United Way

“Results Team.” These organizations must demonstrate the disaster had an adverse impact on their organizations resources.

- H. The Financial Resources Team Leader will ensure an audit of all financial accounts is performed.

VIII. UNSOLICITED/NON-DESIGNATED DONATION GOODS

- A. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
- B. Donors who insist on donating unsolicited or unwanted goods will be advised that although the goods cannot be accepted at this time, the information will be entered into a data base and made available to federal and state governments, volunteer organizations and other emergency responders, should a need arise for such goods.
- C. Goods not requested but which can be used will be made available to all participating volunteer organizations and other specialized existing non-profit organizations such as Goodwill Industries or a local food bank.
- D. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
- E. When deemed necessary, the City of Foley will provide transportation of donated goods. A list of moving and storage companies can be found in the City of Foley Resource Manual, which is located in the Emergency Operations Center.
- F. The City of Foley will follow established guidelines for tracking the receipt and distribution of unsolicited and non-designated goods.
- G. The team leader of the Donated Goods will seek an audit of all donations.
- H. Stores that will accept clothing, household goods, and furniture.

GOODWILL –	Will accept clothing and household items. Will not accept items that will cost them money to dispose of.
SAVERS -	Will accept clothing and household items.
SALVATION ARMY –	Will accept food, clothes, and some furniture.
CATHOLIC CHARITIES -	Will accept some food, clothing, and household items.

Will not accept large appliances.

IX. VOLUNTEER SERVICES

The City of Foley's Emergency Management Director will encourage individuals interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities. Some local groups have been identified:

RSVP	Lutheran Social Service	Church Groups
Catholic Char.	Salvation Army	American Red Cross
Ham Radio	United Way of Central MN	
Colleges	High Schools	Community Organizations
Benton County	C.E.R.T. Members	

Positions to manage volunteer services:

- Overall coordinator
- Recruitment and public information
- Sign waiver
- Registration form
- In-take coordinator
- Supply coordinator (before volunteers are sent out to site)
- Transportation coordinator and/or Assistant to direct them where to go
- Answer phones

- A. Unaffiliated volunteers will be discouraged from going directly to any disaster site.
- B. The City of Foley's Emergency Management Director may be asked to identify potential volunteers with specific technical skills. The Director may work with the Public Information Officer.
- C. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. Construction contractors providing both residential and commercial construction must be licensed by the State of Minnesota and show proof of license, insurance and bonding. All trades, including plumbing, heating and electrical contractors, must be licensed, bonded and insured either by the State of Minnesota or as applicable by the local municipality.
- D. The Volunteer Services Coordinator may identify a Volunteer Center, depending on the disaster needs and the number of offers to volunteer

that are received. The Volunteer Center preferably should be within a one mile radius from the disaster. Facilities could be schools, churches, town halls, etc.

- E. Volunteers will be advised they must be fully self-supporting for at least the first 72 hours.
- F. Organizations will be encouraged to provide volunteers with easily recognizable identification. A check-in point for volunteers will be located at the City of Foley Emergency Operations Center. Volunteers will be required to wear identification badges and will be provided with maps of the City of Foley. They must be age 16 or above, signed a waiver and capable of doing a task assigned without constant supervision.
- G. Volunteer organizations involved in the disaster will request public volunteers, as needed, from the Volunteer Resource Team.
- H. Requests from the disaster affected community for public volunteers will be made through the State Emergency Operations Center.
- I. The Salvation Army or the American Red Cross may feed volunteers.
- J. Businesses and people offering their paid services will be put on a list for future services. County and City building permits will be required.

IX. CORPORATE DONATIONS

- A. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts.
- B. Information concerning corporate offers of bulk items will be entered in the resource data base.
- C. When necessary, information concerning the proper use of items being donated and expiration dates will also be entered in the data base.
- D. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.
- E. Information on these resources will be made available to all private volunteer organizations and emergency responders through the resource data base.

X. PUBLIC INFORMATION

- A. All media releases go through the City of Foley's Public Information Officer (PIO).
- B. The City of Foley, in conjunction with private volunteer organizations will develop a program to educate the media, government officials, and the public concerning donations.
- C. The public information program will be designed to encourage cash donations and to limit or stop the arrival of unneeded goods and services.
- D. The program should reach a wide variety of organizations such as civic and church groups, unions, state, and other interest groups.
- E. Press releases will be issued immediately following a major disaster. These press releases will encourage cash donations to the private volunteer organizations and will briefly explain some of the problems associated with unsolicited goods and services.
- F. Press releases will be determined by an assessment of needs.
- G. Volunteer organizations are responsible for representing their own organizations; however, prior coordination between key players should take place to ensure that messages to the public are consistent.
- H. Public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors. In order to emphasize the importance of donated goods and services to the overall response, relief and recovery efforts, the City of Foley's Emergency Management Director will publish a roster of the donors that have contributed to the relief effort.

XI. TRAINING

- A. The City of Foley's Emergency Management Director, along with participating volunteer organizations, will ensure that all persons involved in implementing the Disaster Resources Plan are trained and familiar with its contents. Training may be obtained through courses, modules and the Emergency Education Network (EENET).

XII. AUTHENTICATION

Date

Planning Associate

I. PURPOSE

To provide an overview of how economic issues arising during a major emergency will be resolved.

II. RESPONSIBILITIES

It is the responsibility of the City Finance Director to assist in the authorized utilization of City funds during an emergency. This responsibility will be exercised in conjunction with the other fiscal managers of the City.

III. PROCEDURES

- A. Following the lawful Declaration of Emergency by the City Council, the Finance Director will report to the Emergency Operations Center if needed.
- B. The City Finance Director shall direct members of the staff in the orderly, systematic and duly authorized dissemination of City funds.
- C. The City Finance Director shall possess upon arrival or arrange for any and all necessary documents required to execute their responsibilities.

IV. RESPONSIBILITIES

- 1. Establish accounting procedures for the tracking of all disaster related expenditures.
- 2. Coordinate with purchasing the tracking of all disaster related expenditures.
- 3. Present bills to the City Council for payment.
- 4. Present bills to State and Federal governments for disaster relief payments.
- 5. Be familiar with the procedures for applying for disaster financial assistance.

IV. RESOURCES AVAILABLE

The resources available to the City Finance Director shall be those materials and staff available to the City Finance Director's Office during the execution of routine City Business.

V. STAFF

Names

Phone

VI. AUTHENTICATION

Date

City Administrator

I. PURPOSE

To provide an overview of how the City Emergency staff will be fed during major emergencies.

II. RESPONSIBILITIES

It is the responsibility of the Food Coordinator to coordinate the procurement of all emergency supplies and the feeding of the emergency staff during operations.

III. PROCEDURES

- A. Following the lawful Declaration of Emergency by the City Council, the Deputy Clerk Treasurer will direct the procurement of all required supplies or food.

IV. AUTHENTICATION

Date

City Administrator

PURPOSE

To provide an overview of how legal issues arising during a major emergency will be systematically analyzed, discussed and generally provided for.

I. RESPONSIBILITY

It is the responsibility of the City Attorney to provide legal guidance to the members of the City Emergency Staff during times of major emergency.

II. PROCEDURES

- A. Following the lawful Declaration of Emergency by the City Council, the City Attorney will report to the Emergency Operations Center.
- B. The City Attorney shall act as legal counsel to other members of the Emergency Staff as indicated.
- C. The City Attorney shall possess upon arrival or arrange for any and all necessary documents required to execute the City Attorney's responsibilities.

III. RESOURCES AVAILABLE

The resources available to the City Attorney shall be those materials and staff available to the City Attorney's Office during the execution of routine City Business.

IV. AUTHENTICATION

Date

City Attorney

Emergency Operations Plan

Annex Q: Emergency Mortuary Service

City of Foley

I. PURPOSE

To provide an overview of how emergency mortuary services will be provided in the event of a disaster.

II. JURISDICTION

The Mortuary Services Coordinator will be responsible for ensuring mortuary services are provided in the event of a disaster. The Benton County Emergency Operations plan will be invoked. (ref. MSA 149A)

III. RESPONSIBILITIES

In the event death(s) occur as the result of a declared city disaster the Benton County Medical Examiner (M.E.) will be contacted to assume control of the death scene(s). The M.E. will advise the Emergency Management Director of the need to activate an emergency morgue.

V. REFERENCES (located at EOC)

- Benton County Emergency Operations Plan

VI. AUTHENTICATION

date

Emergency Management Director

Verification of Plan Approval

The Foley Emergency Operations Plan has been reviewed and approved by the Foley City Council and the City Emergency Management Director on this date.

Mayor

Date

Emergency Management Director

Date