



LAKE COUNTY

Emergency Operations Plan

Reviewed/Revised: January 2018

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Record of Changes^{*MW2}			
#	Description	Date:	By:
1	Original plan approved	Jan. 2004	
2	All plan sections	Aug.2005	
3	Basic, Command and Operations	Dec. 2009	BJ Kohlstedt, Lake Co EMD
4	Logistics, Finance, Planning	Jan 2010	BJ Kohlstedt, Lake Co EMD
5	All plan sections	Nov 2010	BJ Kohlstedt, Lake Co EMD
6	All plan sections	Nov. 2011	BJ Kohlstedt, Lake Co EMD
7	MNWALK Items 10-27	Aug 2012	BJ Kohlstedt, Lake Co EMD
8	All plan sections for peer review	Oct. 2013	BJ Kohlstedt, Lake Co EMD
9	All plan sections RPC review	Oct. 2014	BJ Kohlstedt, Lake Co EMD
10	All sections, LC Board review	Nov. 2015	BJ Kohlstedt, Lake Co EMD
11	Operations, SARA requirements	Oct. 2016	BJ Kohlstedt, Lake Co EMD
14	All plan sections by peer review	Dec. 2017	BJ Kohlstedt, Lake Co EMD

This Emergency Operations Plan is subject to information and/or equipment updates and changes. This Record of Changes helps to ensure the accuracy of the information within the plan after the last distribution date. Any changes should be logged in this table.

LAKE COUNTY EMERGENCY OPERATIONS PLAN – APPROVAL

The Lake County Board of Commissioners has approved this Lake County Emergency Operations Plan.^{MW 1}

 Rich Sve, Chairman
 Lake County Board of Commissioners

 Date

** MW numbers in superscript refer to numbers of required components of an Emergency Operations Plan as approved by MN HSEM, and listed in “MNWALK: The EOP Reviewer Guide.”*

Lake County Emergency Operations Plan

BASIC PLAN

I. REASON FOR PLAN

Emergencies and disasters have affected Lake County in the past, and will again in the future.

Emergencies are defined as unplanned events which require an immediate response to preserve life, health, property or the environment. Most of these public safety events are dealt with on a daily basis by professional or volunteer emergency services including law enforcement, firefighters, emergency medical and public works personnel. Some, however, require an emergency declaration to provide an urgent and coordinated response from multiple agencies working under a common framework.

Disasters are crises that overwhelm the community's ability to respond, and require the use of government powers and resources beyond the scope of one agency or service. Disasters in Lake County can be from natural causes (wildfires, winter storms, thunderstorms, floods, tornados or high winds, etc.), man-made causes (power or internet interruptions, explosions, hazardous material releases, pipeline leaks, transportation disasters), or acts of terrorism (chemical, biological, radioactive, nuclear or explosive devices, shootings and vehicle rammings). These emergencies and disasters, which can pose a threat to citizens and visitors, are defined, prioritized, and mapped in the Lake County Hazard Mitigation Plan.^{MW 5}

In 2003, Lake County completed a hazard risk assessment, which was used to develop the Lake County Hazard Mitigation Plan in 2005. That plan aided the Lake County Emergency Management Department and the Emergency Preparedness Group in developing and revising this Emergency Operations Plan.

This Emergency Operations Plan (EOP) provides an outlined **response to an emergency or disaster** in order to protect the health and safety of the public, preserve property and the environment, ensure essential services, and provide continuity of community function.

II. PURPOSE AND FORMAT OF PLAN

A. **The purpose of this plan** is to ensure the effective, coordinated use of local resources, including facilities, equipment, personnel and skills of government and non-government organizations to:

1. **Maximize the protection of life, health, property and the environment.**
2. **Ensure the continuity of county, city and township government services.**
3. **Provide support to all political subdivisions in Lake County which require assistance.**

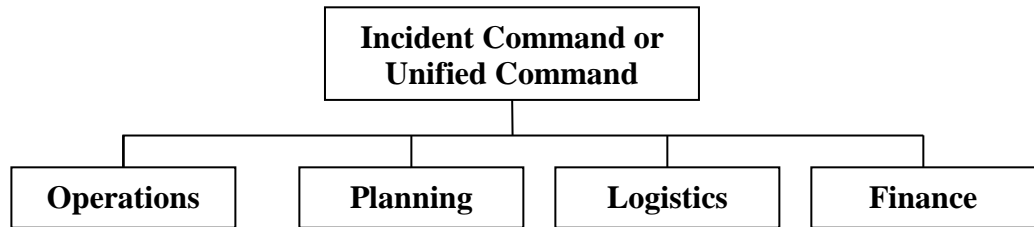
B. Format of Plan

The Lake County Emergency Operations Plan is based upon **National Incident Management System (NIMS)** principles and components, as required in 2003 by Homeland Security Presidential Directive 5 for Federal Preparedness Assistance.

The format of the plan includes the **Basic Plan** followed by sections corresponding to functions of the **Incident Command System (ICS)**, including Command, Operations, Planning, Logistics and Finance/Administration. In addition, supplements to the plan include Emergency Contacts lists and Response Team rosters, Emergency Support Function (ESF) Annexes, Incident Specific Appendices, Resource Manuals, and supporting maps and information.

1. The **Basic Plan** provides a summary of the plan purpose, format, legal basis, and plan maintenance, as well as the organization and roles of partners involved in emergency response. The other sections of the plan correspond to the following Incident Command Structure.

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2. The **Command Section** defines the Incident Command structure to be used during initial and expanded response, and defines the responsibilities of the Incident Commander, elected officials, Emergency Management Director, Multi-Agency Coordinating Group, Public Information Officer and Liaison Officer.
3. The **Operations Section** defines the roles and responsibilities of agencies and departments which respond, dependent upon the functions required by the nature and scope of the emergency or disaster.
4. The **Planning Section** explains how incident objectives will be developed by or for the Incident Commander. It will also provide for public alert and warning, document situation status and resources status during the event, and plan for demobilization of resources. The planning section may include representation from the regional Multi-Agency Coordinating (MAC) group.
5. The **Logistics Section** covers the responsibilities for communication, medical services and food to serve the responders, as well as facilities, supplies and transportation to support the response.
6. The **Finance/Administration Section** is responsible for documenting time and cost, along with procurement and compensation. It will also work with the Lake County Assessor's Department on Damage Assessment information, which may be used to apply for any Emergency or Disaster Assistance from the State or Federal governments.

III. LEGAL BASIS AND REFERENCES ^{MW 4}

- A. Minnesota Statutes, Chapter 12: Emergency Management
- B. Minnesota Statutes, Section 299K.01:
The Minnesota Emergency Planning Act and Community-Right-To-Know Act
- C. Minnesota Statutes, Section 299J: The Minnesota Pipeline Safety Act
- D. US Public Law 920, as amended.
- E. US Public Law 99-499, Superfund Amendments and Reauthorization Act, (SARA) of 1986.
- F. Minnesota Division of Homeland Security and Emergency Management (HSEM)
Emergency Management Director's Handbook
- G. MN Statute 12.25, Subd.5.Common County Emergency Management Agreements
- H. NE Minnesota Integrated Fire Response Plan and Interagency Search and Rescue Plan (2010)
- I. Lake County Resolution to adopt NIMS as an organizational system, January 5, 1960,
amended September 13, 1971 and June 22, 1982. Auditor's Document File #3660.
- J. Lake County Hazard Mitigation Plan (2017), Community Wildfire Protection Plan (2017),
Pandemic Flu Plan, Department Emergency and Continuity Plans
- K. Lake County Emergency Management Policy, July 13, 2010.

IV. ORGANIZATIONS

Lake County Emergency Operations Plan

The incorporated cities of Lake County (**Two Harbors, Silver Bay and Beaver Bay**) have each elected to be included under a Common County Emergency Operations Plan (see signature in Appendix D). Under this arrangement, county and city agencies and **organized townships** will provide regular services in their own jurisdictions, but will cooperate to provide services within the County during emergencies or disasters.

V. DIRECTION AND CONTROL

Lake County has adopted the Incident Command System (ICS) as described by the National Incident Management System (NIMS) to provide the structure and process of command and management of an emergency or disaster. This system defines initial response roles and decision making to include an **Incident Commander** and Command Staff, Operations, Planning, Logistics and Administration. The system is modular and flexible, allowing for a seamless expanded response, including activation of an **Emergency Operations Center (EOC)** to provide off site support for the incident.

A. Initial Response

Although the ultimate responsibility for direction and control of emergencies and disasters lies with elected officials, it is determined by this plan that initial management of an emergency will fall to the Lead Officer of the department having primary responsibility for the response function involved, as listed in Section VI. Initial command will normally take place at an **Incident Command Post (ICP)** set up by the **Incident Commander (IC)** near the scene of the incident.

B. Expanded Response

During an expanded emergency or disaster response, incident support may take place from an **Emergency Operations Center (EOC)** at a central, protected facility to provide for key personnel, adequate communications and logistical support. The responsibilities of elected officials at the EOC are to **set policy, establish the mission, provide overall strategic direction, and delegate authority** for incident response to trained emergency responders or an Incident Management Team. While elected officials **provide policy direction**, the Incident Commander will determine incident objectives and keep elected officials informed of incident status. Key government officials include the following.

1. **County Government:** The Lake County Board of Commissioners is ultimately responsible for providing overall direction and control of policies and resources during an emergency or disaster. The **line of succession** for the County Board is the Board Chairperson, Board Vice Chairperson, then the Lake County Administrator.

The Lake County Emergency Management Director (EMD) has authority and responsibility for the development, maintenance and implementation of this plan.^{MN 54} During an incident, the EMD will serve in a staff capacity to the Lake County Board of Commissioners to recommend the activation of this plan, serve as Liaison Officer to City and Township officials and other assisting and cooperating agencies, and/or function as Manager of the EOC. The **line of succession** for the Lake County EMD is the Cook County EMD (Delegation of Authority in ESF 5 Emergency Management Annex^{MW99}), then the Lake County Administrator. Emergency assistance can be also requested through the **MN Duty Officer at 800-422-0798**. Contact information for each is found in the Emergency Contacts supplement to this plan.

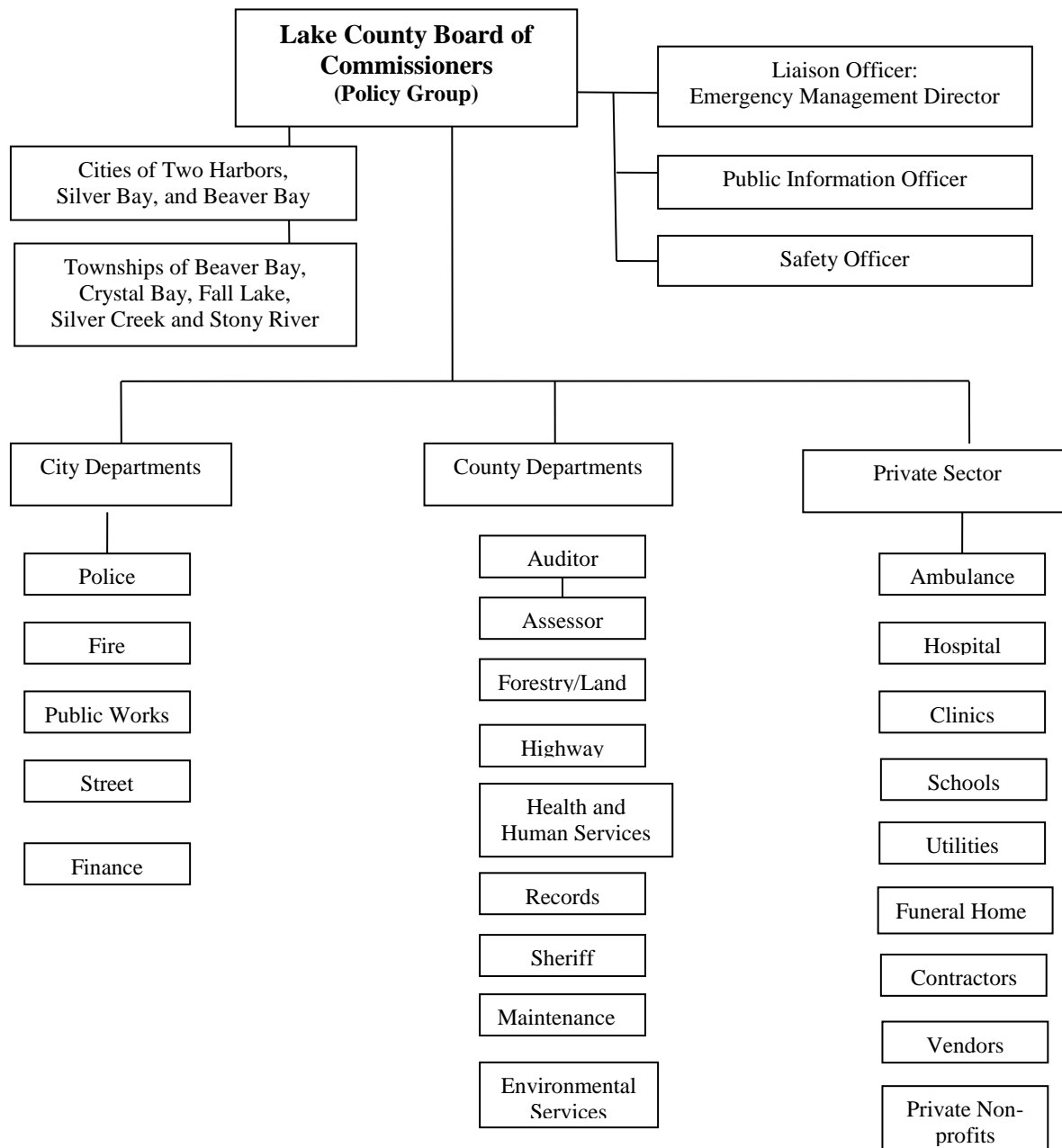
2. **City Government:** The mayors of the Cities of Two Harbors, Silver Bay and Beaver Bay are responsible for providing overall direction and control of their City policies and resources involved in response to an emergency or disaster. The **line of succession** for the Cities is as follows:

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City of Two Harbors: Mayor - Police Chief – City Council President
 City of Silver Bay: Mayor - Mayor Pro-Temp – Fire Chief
 City of Beaver Bay: Mayor – Fire Chief – City Council President

3. **Organized Townships:** The Supervisors of the Organized Townships of Beaver Bay, Crystal Bay, Fall Lake, Silver Creek and Stony River will work in cooperation with the Lake County Board of Commissioners to provide overall direction and control of their Townships and resources involved in response to a disaster. The **line of succession** for Townships is Town Chairperson, Vice Chair, then Supervisor. ^{MW99}

Inter-Agency Response Relationships



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VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

County departments and other agencies that perform essential services or other responsibilities in this plan are expected to develop Standard Operating Guidelines (SOGs), resources lists and job checklists to carry out their assigned responsibilities. Department or agency SOGs will be maintained by the department or agency and updated as needed.

A. Plan Responsibilities have been assigned as: **Primary, Secondary; or Coordination.**

1. **Primary** responsibility means that the official or agency is in charge of and responsible to make provisions for that function.
2. **Secondary** responsibility means that the agency will assist the official or agency that has primary or coordination responsibility for that function.
3. **Coordinating** responsibility is assigned when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. This will often be the case when non-government agencies are involved.
4. As a general rule, County officials will be primarily responsible for carrying out functions outside city limits and City Officials will have the corresponding responsibility within city limits.

LAKE COUNTY EMERGENCY RESPONSIBILITY ASSIGNMENTS ^{MW 7}

COMMAND SECTION:

<u>Direction and Control</u>	Primary Secondary Secondary	Lake County Board of Commissioners Cities of Two Harbors, Silver Bay, Beaver Bay Organized Townships
<u>Incident Command</u>	Primary Secondary	Lead officer of local emergency response Unified Command with other jurisdictional partners
<u>Liaison Officer</u>	Primary	Emergency Management Director or designee
<u>Public Information Officer</u>	Primary	Lake County Public Information Officer
<u>Safety Officer</u>	Primary Secondary	Lake County Sheriff Local Fire Department
<u>EOC Manager</u>	Primary	Emergency Management Director

OPERATIONS SECTION:

<u>Law Enforcement</u>	Primary Primary	Lake County Sheriff outside of cities City Police Departments within cities
<u>Fire Protection- Structure</u>	Primary Secondary	Local Fire Departments Minnesota DNR
<u>Fire Protection – Wildfire</u>	Primary Primary Secondary	Minnesota DNR (Joint) US Forest Service (Joint) Local Fire Departments

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<u>Search and Rescue</u>	Primary Secondary Secondary	Lake County Sheriff Lake County Sheriff's Rescue City Police and Fire Departments
<u>Emergency Medical</u>	Primary Secondary	Lake County Ambulance Lake County Rescue
<u>Public Health and Welfare</u>	Primary	Lake County Health and Human Services
<u>Evacuation/ Traffic Control</u>	Primary Secondary Secondary	Lake County Sheriff or designee City Police Departments Lake County Sheriff's Rescue Squad
<u>Animal Services</u>	Primary Secondary	Lake County Rescue for evacuation Lake County Health and Human Services
<u>Debris Clearance</u>	Primary Primary	Lake County Highway outside of cities City Street /Public Works Department in cities
<u>Utilities Restoration</u>	Primary Primary	City/Private Utility Companies (Joint) Lake County Highway Engineer (Joint)
<u>Damage Assessment</u>	Primary Primary Secondary <i>Coordinating</i>	Lake County Engineer (for Public Property) Lake County Assessor (for Private Property) Lake County Auditor, Environmental Services, Forestry Maintenance, City Mayors/EMDs, Township Supervisors Lake County Emergency Manager

PLANNING SECTION:

<u>Situation Status</u>	Primary	Planning Chief (GIS Analyst) or as assigned by EMD
<u>Resource Status</u>	Primary	Planning Section Chief or as assigned
<u>Documentation</u>	Primary	Planning Section Chief or as assigned
<u>Demobilization</u>	Primary	Planning Section Chief or as assigned
<u>Notification and Warning</u>	Primary Secondary <i>Coordinating</i>	Lake County Sheriff Warning Point City Emergency Management Directors Lake County Emergency Manager
<u>Radiological/HAZMAT</u>	Primary Secondary <i>Coordinating</i>	Local Fire Departments Minnesota HSEM through MN Duty Officer Lake County Emergency Manager

LOGISTICS SECTION:

<u>Communications</u>	Primary	Lake County Sheriff/Dispatch
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	Secondary	Lake County RACES
<u>Medical</u>	Primary	Lake County Ambulance
	Secondary	Lake County Rescue
	Secondary	Lake View Memorial Hospital
<u>Food</u>	Primary	Lake County Health and Human Services
<u>Facilities</u>	Primary	Lake County Facilities / Maintenance
<u>Supplies</u>	Primary	Lake County Facilities
	Secondary	Lake County Information Technology
<u>Transportation</u>	Primary	Lake County Highway Dept
	Secondary	Lake County Sheriff/Rescue

FINANCE /ADMINISTRATION SECTION:

<u>Time, Cost, Compensation</u>	Primary	Lake County Auditor
<u>Procurement</u>	Primary	Lake County Auditor
	Secondary	Lake County Engineer

VII. LOCAL OPERATIONS GUIDELINES

- A. Protection of life, health and safety, preservation of property and the environment, continuity of government services, and restoration of the community are the **primary goals and priorities** of County/City government emergency operations.
- B. In the event of an emergency or disaster, the Chair of the Lake County Board of Commissioners, and/or a City Mayor, may **declare a local emergency**. Such a declaration will invoke necessary portions of this plan and will permit the County and Cities to take actions necessary to protect lives and property within the county or city. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary by the Sheriff in order to provide for public safety.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services, to the maximum extent possible, using **Unified Command**.
- D. The Lake County Emergency Management Director will **provide resource coordination** among government agencies, private organizations and public citizens.
- E. Maximum local government resources must be utilized before **State or Federal assistance** will be made available. Mutual aid agreements between Law Enforcement Agencies, Fire Departments, Ambulance Services and Rescue Squads within the County, and among counties, are on file with the respective departments or agencies.

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- F. Each agency, department or service of Lake County government will provide for the maintenance of records during an emergency including those records deemed essential for **continuing governmental operations**. Records maintenance and protection will be as follows:
1. **Records maintenance** during an emergency or disaster should include: personnel work hours; equipment hours; supplies and materials used; injuries to personnel; assessment of damages to public facilities, infrastructure, equipment, and private property.^{MW 8}
 2. In general, the Lake County Recorder will oversee the protection of **vital Lake County records** necessary for continuing government functions, conducting emergency operations, and reconstituting the government. Lake County Information Systems currently backs-up all electronic records daily to both on site and off-site facilities. In addition, maintenance and protection of vital records for each department, including Auditor and Highway, will be done by each department according to standard operating procedures that include moving documents and/or data to other secure facilities as needed.^{MW 8}
 3. The Lake County Board of Commissioners is responsible for the continuation of essential government functions during and after an emergency or disaster. The **Lake County Continuity of Operations Plan** includes guidelines on essential services, alternate facilities, and implementation of the plan.^{MW 8}

VIII. STATE AND FEDERAL SUPPORT

- A. **State Emergency Assistance** - In the event of a major emergency or disaster which exceeds the resources or capabilities of county government and which requires immediate state or federal assistance, the Lake County Emergency Management Director will contact the HSEM Regional Program Coordinator and/or State Duty Officer to request assistance.^{MW 82}
- B. **Coordination of Assistance**- The Lake County Emergency Management Director and/or Lake County Sheriff will be responsible for coordinating any state or federal government resources that may be needed as the result of an emergency or disaster. the State HSEM Regional Program Coordinator and/or the Minnesota State Duty Officer. The HSEM Regional Program Coordinator can provide information on available state and federal public assistance.
- C. **National Guard** - When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the National Guard to ensure the preservation of life and property or support civil law enforcement authorities.
1. **National Guard Request Procedures:**
In the case of Counties and Cities not of the first class, only the County Sheriff is authorized to submit a **request for National Guard** assistance by contacting the State Duty Officer at 800-422-0798.
 2. **National Guard Operational Policies:**
National Guard assistance will complement, but not substitute for, County and/or City participation in Emergency Operations. 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

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IX. PLAN MAINTENANCE, REVIEW, TRAINING AND EXERCISES

A. **Plan Maintenance:** The Lake County Emergency Management Director will serve as the Plan Coordinator, and will have authority and responsibility for the development and maintenance of this plan. This **plan will be distributed** to all county departments and agencies which have responsibilities in the event of an emergency or disaster in the county. A plan distribution list will be maintained by the Emergency Management Director. ^{MW 3}

B. **Plan Review:** This plan will be reviewed and updated as changes occur, and at least annually in accord with the following **four year planning schedule** and procedures established by the Minnesota HSEM.

- Year 1 (2011): Present EOP to County Board and City Councils for review and approval
- Year 2 (2012): Present EOP for review to Regional Review Committee of HSEM
- Year 3 (2013): Present EOP for Peer review to a local review team and/or peer EMD
- Year 4 (2014): Present EOP for review to the HSEM Northeast Regional Program Coordinator

Year 1: Update and present the revised emergency operations plan to the **County Board of Commissioners and City Councils** for review and approval. The Board/Councils must officially approve the plan, via resolution, and the County Board Chair / Mayor will sign the plan. A copy of the plan is then submitted to the HSEM Regional Program Coordinator along with the MNWALK and the Review Sheet.

Year 2: Update and present the emergency operations plan, completed MNWALK, and the EOP Review Sheet to the **Regional Review Committee**. The updated plan will be sent to the HSEM Regional Program Coordinator along with the MNWALK and the Review Sheet.

Year 3: Update and present the emergency operations plan, a completed MNWALK, and the Local EOP Review Sheet to a **peer review group** selected by Lake County for plan review. The peer review group may be the **Emergency Preparedness group**, a **neighboring Emergency Management Director**, and/or public group. A copy of the updated plan will be sent to the HSEM Regional Program Coordinator along with the MNWALK and the completed Review.

Year 4: Update and submit the updated plan, a completed MNWALK, and the Local EOP Review Sheet to the **Northeast HSEM Regional Program Coordinator** for review and approval.

C. Emergency Response Training

All County-affiliated professional and volunteer emergency responders are trained in National Incident Management Systems (NIMS), including at least IS 100, 200, and 700, and Hazardous Materials Awareness Level training, as defined in 29 CFR 1910.120. Training records are maintained at each department's headquarters. ^{MW55}

1. County and City Law Enforcement Officers are licensed by the State of Minnesota. Relicensure records are maintained at each department's headquarters. Law Enforcement training includes First Aid and CPR certification.
2. City and Rural Fire Departments serving Lake County are trained to Minnesota guidelines for Fire Fighter I & II. Both Two Harbors and Silver Bay Fire Departments maintain some personnel at Hazardous Materials Operations level training.
3. Emergency Medical Service Providers: Ambulance Service members are certified to at least Emergency Medical Technician Basic (EMT-B) level. Rescue Squad members are certified to at

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least Emergency Medical Responder (EMR)/First Responder level. Licensing of EMT-Bs and EMRs is done by the Minnesota Emergency Medical Services Regulatory Board (EMSRB).

- D. **Plan Exercises:** Lake County will comply with **training and exercise requirements** as published by MN Homeland Security and Emergency Management (HSEM), the Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA), using the Homeland Security Exercise and Evaluation Program (HSEEP). Information about both previously conducted and upcoming scheduled training and exercises is located in the Emergency Management office and can be obtained by contacting the Lake County Emergency Management Director. Exercises will be coordinated with local and regional emergency response agencies to fulfill requirements of the participating agencies, and will be submitted to HSEM on their Training and Exercise Program (TEP) worksheet. ^{MW 56}

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COMMAND SECTION

I. PURPOSE

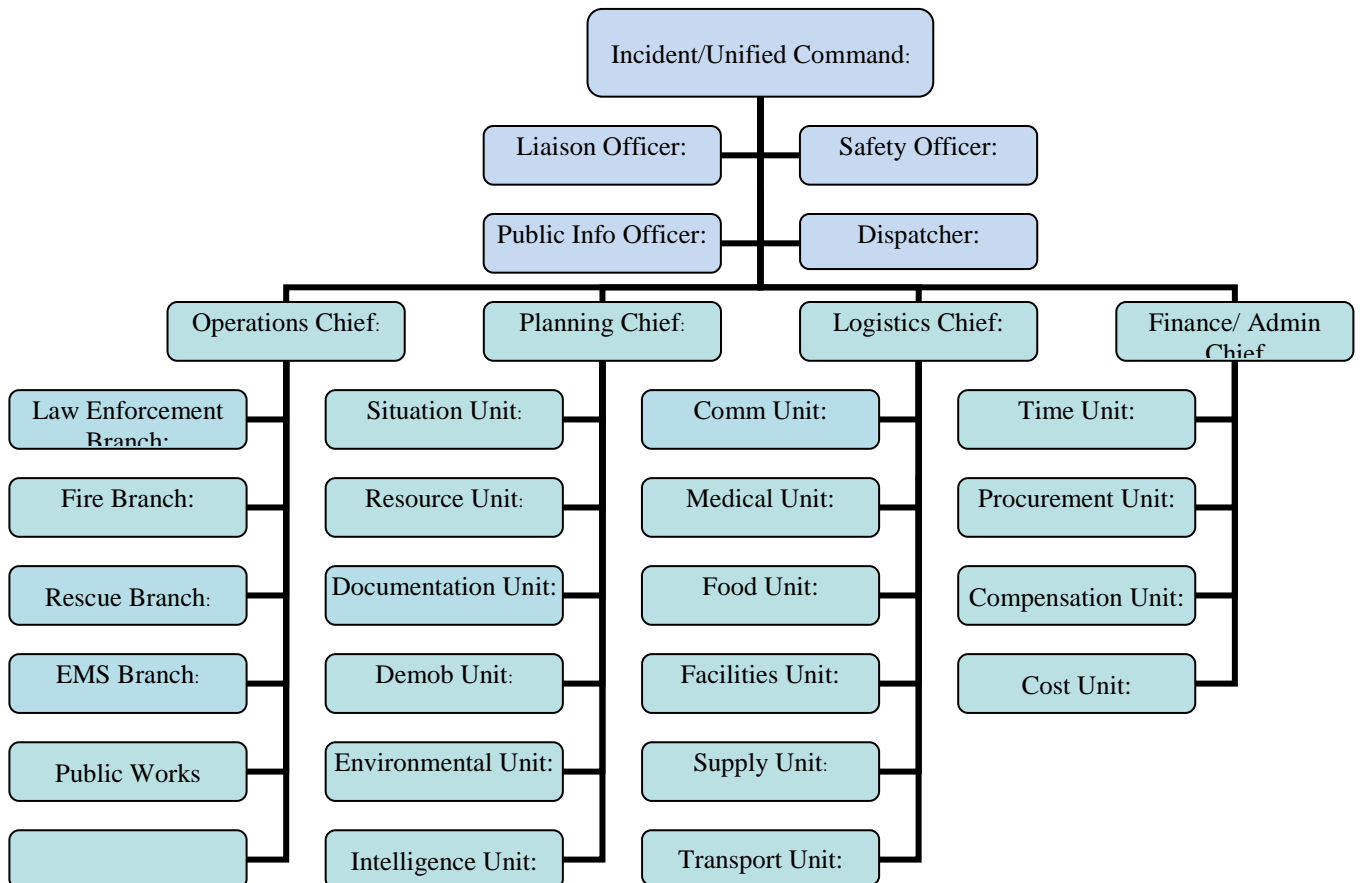
To describe how Incident Command, Multi-Agency Integration and Public Information will be accomplished during an emergency or disaster affecting Lake County, its Cities or Townships.

II. INCIDENT COMMAND SYSTEM

According to NIMS, the Incident Command System (ICS) includes the features of standardized titles, management by objectives, manageable span of control and plain English communication. Initial response is managed by an **Incident Commander on scene**. As needed, the Incident Commander may appoint Command Staff and General Staff to assure the functions of operations, planning, logistics and administration are accomplished effectively.

Should the incident expand in time, scale, scope or jurisdiction, the IC may request – or the Emergency Management Director may recommend the activation of an **Emergency Operations Center (EOC)**. In general, the functions of Planning, Logistics and Administration will take place in the EOC, while Operations will continue on scene. In this case, the Incident Commander will provide an Operations Section representative to the EOC.

The standard Incident Command structure is modular and flexible, but normally includes the following functions fulfilled by the Incident Commander until or unless otherwise appointed.



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III. LIAISON OFFICER

- A. A **Liaison Officer** may be appointed by the Incident Commander or EOC Manager to serve as a contact between the Incident Management Team and any **Assisting or Cooperating Agencies** that are involved. Assisting Agencies are those that have resources actively involved in the incident response. Cooperating Agencies are those that are involved in the incident, but do not have resources actively deployed. Normally this person will be the Lake County Emergency Management Director.
- B. The Liaison Officer will maintain a list of **Agency Representatives** and their contact information, and will provide agency specific information on priorities, policies and restrictions to the Incident Commander.
- C. A **Family Liaison Officer** may be designated to respond to inquiries of families regarding the status and location of family members evacuated or otherwise affected. A **Family Assistance Center** may be set up by Lake County Health and Human Services, in the Lake County Courtroom or elsewhere, if necessary to respond to these needs, and implement the NE Minnesota Behavioral Health Plan.

IV. PUBLIC INFORMATION

- A. Command staff at the EOC or Incident Scene will be responsible for communicating with the Public Information Officer (PIO) to **release factual and timely information** about the emergency to the public. Trained PIOs include the Emergency Management Director and the Sheriff's Office Public Information Officer.^{MW 19}
- B. The Public Information Officer (PIO) will receive information from Incident Command, serve as the official point of contact for the media, respond to public inquiries, provide rumor control, ensure communications are accessible to all, and either advise spokesperson or be assigned to act as a spokesperson. The PIO will set up a **Joint Information Center (JIC)**, likely in or near the EOC, to coordinate messages with other agency PIOs. If it becomes necessary, the PIO will establish a **media briefing room** in the Split Rock Room or elsewhere, and news media will be asked to report to that area.^{MW 18, MW 19}
- C. The official **Media Spokesperson** for Lake County during emergencies is the Lake County Administrator or designee. During an emergency or disaster, the Administrator, Sheriff, Emergency Management Director or their designees may serve as spokespersons. The Mayors, City Emergency Managers or their designees will serve as spokespersons for their Cities, and will coordinate public information with the Lake County PIO.^{MW 18} Other spokespersons may include senior officials of primary response agencies.
- D. The Emergency Management Director (EMD), in consultation with the County Sheriff and local Law Enforcement, Rescue Squads and City/Township Fire Department personnel, will prepare instructions for **people who must evacuate** from a high-risk area and/or instructions for sheltering in place. If community shelters are required for those who must evacuate, these will be coordinated and managed by Lake County Health and Human Services. This information will be relayed to the Lake County PIO for **dissemination to the public**. Other forms of dissemination may also be used.
- E. The Lake County Sheriff will relay instructions to the Lake County PIO that identify staging areas and pick-up points for **evacuees without private vehicles** or other means of transportation, and will

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coordinate with the Lake County Highway Department to designate specific routes of travel or areas that are closed to travel.

- F. The Lake County Health and Human Services Department will be responsible for the preparation of information and **materials that describe the health risks** associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures. Consideration will be given to visually or hearing impaired and non-English speaking groups. Any release of information will be done by or in coordination with the Lake County PIO.^{MW 18}
- G. A **list of media** for public information and notification is available in the Emergency Contacts Supplement. Annex ESF 15: External Affairs of this plan.^{MW 19}

V. EMERGENCY OPERATIONS CENTER (EOC)

When needed to support an expanding incident, an **Emergency Operations Center (EOC)** may be activated. The EOC is a secure facility which provides for the personnel, logistics and communication to support the Incident Commander, coordinate incident priorities, and prioritize critical resources. The remainder of this document applies mostly to an Emergency Operations Center response plan.

A. FUNCTIONS OF THE EOC

1. Establish policies to protect life and safety, property and the environment.
2. Support the on-scene Incident Commander with information, communication and resources.
3. Coordinate the County/City/Township governments' response to the disaster.
4. Prioritize expanding incident objectives and scarce critical resources.
5. Authorize emergency expenditures.
6. Generate accurate and timely joint public information.
7. Maintain capability to provide priority government services to the community as provided in the Continuity of Operations Plan.
8. Plan for the return of the community to normal function as provided in the Disaster Recovery Plan.

B. EOC FACILITIES

1. The **primary EOC** is located in the lower level of the Lake County **Law Enforcement Center** in Two Harbors.^{MW 21} The Law Enforcement Center is routinely used in daily business and must be able to be activated within one hour. The Law Enforcement Center is equipped with a 250KW backup diesel generator with a 70 gallon diesel tank. An additional 200 gallon day tank should last for a few days and includes a fill contract with Como Oil. Water supply is provided through City of Two Harbors water supply. Restrooms are located adjacent to the EOC. Wireless internet and additional phones are available. Security will be provided by the Sheriff's Office.^{MW 44}

The Law Enforcement Center, through the Lake County Dispatch Center, has the capability of **communicating** with the following agencies: Sheriff, Police, EMS, Rescue, Fire, and critical facilities such as hospitals, clinics, utility providers and water and sewage treatment plants by means of radio, landline, cell and satellite telephone, fax, and email.

Secondary and tertiary communications will be coordinated by the Emergency Management Director, using ARMER radios, cell phones, email, and/or the Lake County Radio Amateurs Civil Emergency Services/Amateur Radio Emergency Services (**RACES/ARES**) who can provide voice and data over amateur radio frequencies. The RACES radio room is located next to the Law

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Enforcement Center, with a pass-through window for messages. ^{MW 15}

2. **Alternate EOCs:** In the event the primary EOC is not usable, or depending on the location and nature of the incident, an alternate EOC may be located in the Two Harbors Fire Department, the Lake County Service Center in Silver Bay, or the Morse Fall Lake Fire Department in Ely (phone 218-365-77230. MFLVFD has a 3500kw generator, and 500 gal fuel tank). In addition, the Lake County Mobile Command Trailer (deployed by Lake County RACES) or the Arrowhead Mobile Command Vehicle (located in Itasca County) may serve as an on-scene Incident Command Post (ICP) or mobile EOC. ^{MW 21, MW 44}

3. The Lake County EMD is responsible for **maintaining the operational readiness** of the primary and alternate EOCs in Lake County. This involves ensuring the EOC and alternates have the necessary furniture, maps, office supplies, technology and communications equipment, along with backup power, heat, water and sewer facilities to perform the support activities required by the incident. Information and office supplies are located in the Emergency Management /RACES office adjacent to the EOC in Two Harbors and in the Silver Bay Service Center.

C. EOC ACTIVATION

1. Responsibility for EOC Activation

The Lake County Board, Sheriff, and/or Emergency Management Director will determine to activate and staff the EOC (as listed in ESF 5 Annex: EOC Organizational Chart) to meet the needs of an emergency response. **EOC staff** will be contacted by radio, phone, pager or email from the Lake County Sheriff's or Emergency Management office to respond to the designated EOC or alternate site. ^{MW 9}

2. Activation Criteria for EOC

The EOC may be fully or partially activated in response to a **potential or actual threat** to life or property from severe weather, flooding, wildfire, hazardous materials (HAZMAT), terrorist events, or other natural or man-made emergency or disaster involving the County, Cities and/or Townships of Lake County. Any time the EOC is partially or fully activated, the Lake County EMD will contact HSEM Regional Program Coordinator and/or MN Duty Officer, along with the NE-MAC.

The level of activation (**partial or full**) will be determined by the Board Chairperson, Administrator or Emergency Management Director. This will be based on the scope and severity of the event, and the resources necessary to preserve and protect life and health, property and the environment; ensure continuity of government services; and/or support local political subdivisions that need assistance.

Guidelines for Activation of Lake County EOC ^{MW 9}

Event	Partial Activation	Full Activation
Wildfire	Population area threatened; State or federal mutual aid response	Evacuation of population
Severe Weather / Storm	Major power outages; other major damages	Life-threatening conditions; multiple communities affected
Mass Casualty	Upon request of Emergency Medical System leader to acquire resources	Upon request of Law Enforcement/Fire or County EMD

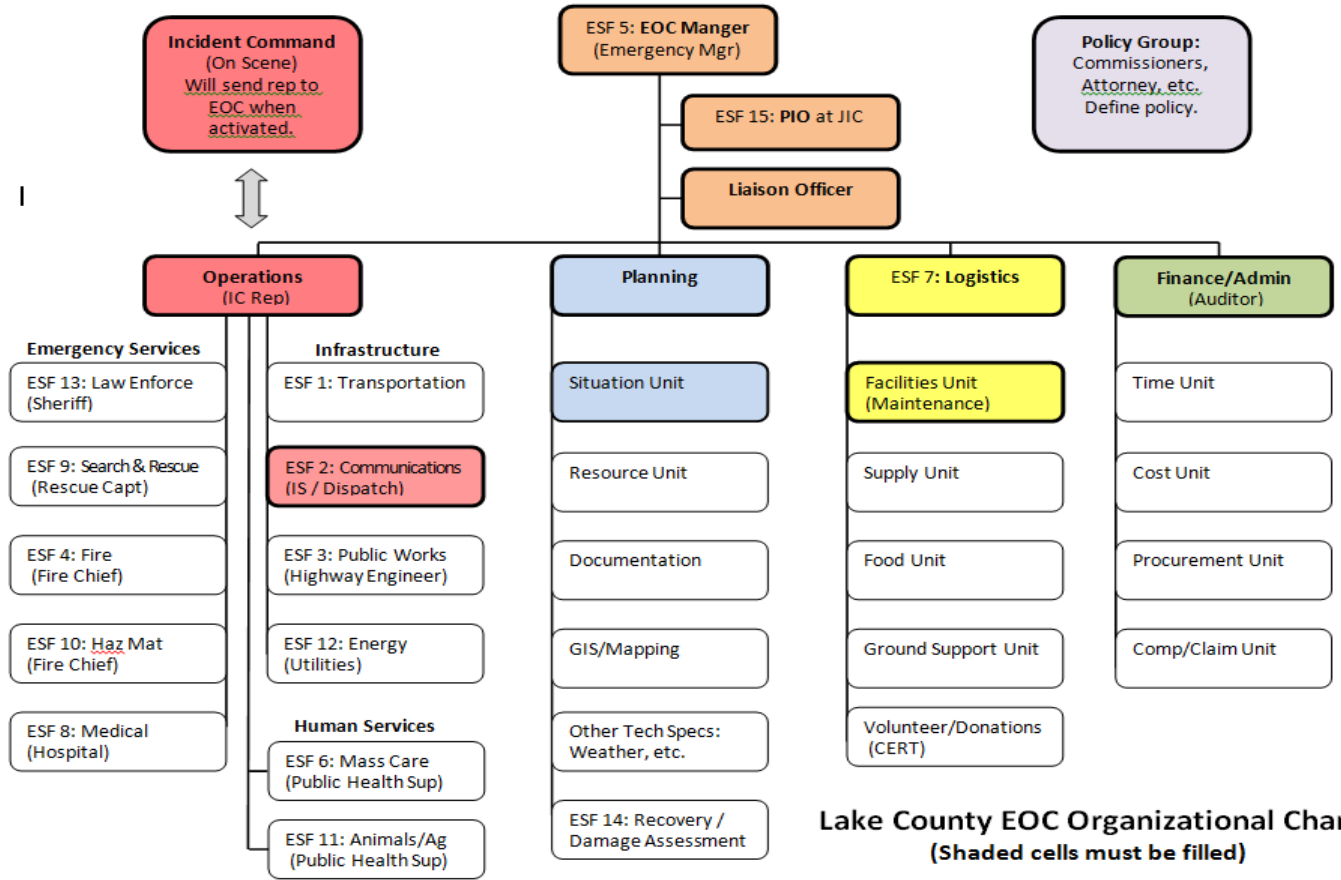
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Flooding	Damages in wide area; impending evacuation	Required evacuation; severe damages; injuries/deaths
Hazardous Materials Incident	Impending evacuation from homes and/or businesses	Required evacuation; severe damage or injuries/deaths
Public Safety/Security, Disturbance /Terrorism	Threat to safety of citizens, impending evacuation, hostile action of unknown cause	Required evacuation, major damages, injuries/deaths; at request of law enforcement
Pandemic Influenza	Impending high absenteeism rate (up to 40%)	Multiple casualties, limited supplies, regional effect; at request of Public Health Supervisor.

3. Staffing and Coordination of the EOC

- a. Upon full or partial activation, all **Incident Command organizational positions** will be considered for staffing, based upon National Incident Management System (NIMS). **Command positions** must include an EOC Manager, Liaison Officer and PIO. **Section Chiefs** must include Planning, Logistics and Finance/Administration. Other positions will be determined based upon the type and scope of the event, resources that can be provided by the county, and those requiring mutual aid or support from outside jurisdictions and agencies. ^{MW 20}
- b. The **organizational chart and staffing list for the Lake County EOC** are found in ESF #5 Annex. Each department/agency represented in the EOC should be familiar with the duties it is expected to perform (based upon annual training, and job lists provided in EOC kit), and be able to provide for extended staffing or shift changes should the incident last more than 24 hours. If a protracted stay at the EOC is expected, staff will bring along personal use items they may need for 24 hours. ^{MW 20}
- c. An authorized **representative from each affected municipality** will be requested at the Lake County EOC to provide assistance and coordinate response to the affected area. Requested municipal, local, state or federal officials and staff will check in with the Liaison Officer before beginning official functions. The regional **Multi-Agency Coordinating (MAC) group** will also be notified.

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4. Deactivation Criteria for EOC

- a. Deactivation of the EOC may take place in stages based upon life safety issues being addressed, stabilization of the incident, reduced demand for additional resources, assisting agencies returning to normal operations, and transition from response to recovery phase takes place.
- b. A short debriefing (hotwash) will be held with present members before personnel are disbanded.
- c. After the EOC is deactivated, it will be restocked, resupplied and repairs will be implemented under the coordination of the Emergency Management Director.
- d. It is recommended that an After Action Review is held within an appropriate time after the incident, which may include Command and General staff, HSEM Regional Program Coordinator, local jurisdiction leaders, and appropriate private contractors.

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VI. MULTI-AGENCY COORDINATION SYSTEMS

Multi-agency Coordination (MAC) Systems involve the coordinated efforts of multiple jurisdictions and supporting entities during an expanded response. The primary function of the MAC group is to support local incident management, providing a **link to regional resources** during a complex incident response. The NE-MAC group includes representatives from Homeland Security and Emergency Management (HSEM), Regional Law Enforcement, Public Health, Emergency Medical Services and Regional Hospitals.

NE-MAC normally is notified whenever the Lake County EOC is activated. The NE-MAC may respond virtually by simply **maintaining communication with the EOC**, or they may respond physically and be present at the EOC along with elected official and the local Incident Management Team. NE-MAC Activation Stages are as follows:

Activation Level	Threat Level	NE-MAC Activities
Awareness (GREEN)	Incident potential exists (impending natural disaster, public health emergency or security threat)	MAC is notified of situation by contacting MAC Coordinator. All members notified by Coordinator.
Monitoring (YELLOW)	Incident has expanded in time, scale, scope or jurisdiction.	MAC assigns member to monitor and notify additional resource members.
Activation (RED)	A request is made to MAC for additional local, regional or state resources.	MAC members respond according to the request and open MN Trac Command Center.

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OPERATIONS SECTION

I. PURPOSE

The **Operations Section** describes the coordinate and management of response resources available during an emergency or disaster. It is recognized that emergency response personnel will come from Lake County, the cities, townships, and private organizations within Lake County, as well as those from outside of Lake County.^{MW 20}

Initial Response will normally be done by those agencies listed as having primary responsibility (see page 5 of Basic Plan) and will include determining an Incident Commander, setting up an Incident Command Post near the scene, and setting immediate objectives of life safety and stabilizing the incident. If it is determined that an **Emergency Operations Center (EOC)** should be activated to support the incident, the Incident Commander or designee will become part of any Unified Command, and the IC or Operations Section Chief at the scene will appoint an Operations Representative to be present at the EOC.

The **Operations Section function** will take place at the scene and be responsible for coordinating the response branches, based upon the scope of the incident and the objectives of the Command Staff. An Operations Section Chief may be appointed by the Incident Commander, and will report directly to the Incident Commander or Unified Staff. Other duties beyond those described above may fall under the **Operations Section** depending on the type of emergency/disaster that is occurring.

II. RESPONSIBILITIES FOR INITIAL EMERGENCY RESPONSE

Responding agencies and departments, including law enforcement (County/City), rescue squad (County), fire departments (City/Townships), and ambulance services (Private), are responsible for developing and maintaining **Standard Operating Guidelines (SOGs)** for responding to and managing each agency's responsibility during an emergency or disaster event. SOGs should include guidance for response to hazardous materials incidents. SOGs for each agency are maintained at the office of each agency. Each department shall also maintain copies of **Mutual Aid Agreements** in their offices. Emergency Management agreements are located in the Resource Manual under Agreements.^{MW 22}

- A. The **Law Enforcement Branch** is responsible for maintaining law and order during a disaster event and carry out the duties to enforce applicable local and state laws and ordinances. The Law Enforcement Branch will be a coordinated effort between the Lake County Sheriff's Office and City Police Departments with support from State and Federal law enforcement agencies when required, in cooperation with the MN Joint Analysis Center (JAC). Lake County Sheriff's Office is responsible for law enforcement outside of the cities of Lake County, and to assist City Police forces within city limits. Their primary responsibilities are to provide for the **safety and security** of citizens and visitors within the county by providing timely response to emergencies, controlling activities which threaten lives or property, investigating criminal offenses, and facilitating the safe movement of persons and vehicles. The Law Enforcement Branch will have responsibility to investigate all **terrorist threats** and coordinate all disaster incidents or events that result from terrorist acts.
- B. The **Fire Protection Branch** involves coordination among local fire departments (Two Harbors, Silver Bay, Finland, Brimson, Babbitt and Morse Fall Lake), the Minnesota Department of Natural Resources (DNR) and the US Forest Service (USFS). City and township Volunteer Fire Departments have the responsibility for structural fire protection in Lake County, and for supporting the DNR and USFS with wildfires that encroach on the wildland urban interface. DNR Forestry and USFS have the primary responsibility for wildfire protection. All of the fire departments in Lake County have mutual aid agreements with each other and regional Fire Department Mutual Aid Associations. Written mutual aid

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agreements are on file at each fire department. Fire Department resources and current capabilities for fire suppression, hazmat etc., are listed in the Lake County Resource Book and. ^{MW 11}

- C. The **Search and Rescue Branch** is responsible for Search and Rescue operations within Lake County. The Lake County Sheriff's Office has primary responsibility for coordination of Search and Rescue using the Lake County Rescue Squad, with the support of the local Police Departments within the cities. Lake County Sheriff's Rescue has responsibility to **locate, access, stabilize, and transfer** missing or injured persons to higher care if needed. The three divisions of Lake County Rescue are based in Two Harbors, Silver Bay and Finland, which serve throughout Lake County or as directed by the Lake County Sheriff. The rescue squads have mutual aid agreements through the Lake County Sheriff's Office with other Law Enforcement agencies. ^{MW 14}

Additional resources may be requested through mutual aid agreements with neighboring counties. On federal or state lands, the US Forest Service and DNR law enforcement branches will be contacted and work in cooperation with the Lake County Sheriff's Office as stated in the Northeastern Minnesota Interagency Search and Rescue Plan. State and federal resources, including the Civil Air Patrol, National Guard, and Air Force Assets may be requested through the MN Duty Officer if the situation is beyond the capability of County and mutual aid resources. ^{MW 14}

- D. The **Emergency Medical Services (EMS) Branch** is responsible for **triage, treatment and transport** of victims during an emergency or disaster. Licensed ambulance services (Lake County, Babbitt and Ely) will also coordinate injured victim tracking with receiving medical facilities and/or the American Red Cross. Initial EMS response is coordinated among the three licensed ambulance services and four First Responder Squads (Lake County Rescue, Brimson First Responders, Morse Fall Lake First Responders, and St. Louis County Rescue) serving Lake County. The ambulance services have mutual aid agreements as required by Minnesota Statute, with additional resources if needed by contacting the Minnesota Duty Officer. ^{MW 12, MW 43, MW 70}

1. Lake County has one hospital, Lake View Memorial Hospital (LVMH), located in Two Harbors. Victims of a disaster would be transported to LVMH for **care of injuries or medical needs**. LVMH has emergency plans to manage an influx of patients during a disaster event and to address **surge capacity needs**, utilizing Health Care Clinics and Nursing Homes located in or around Lake County. In the event of need for Off-Site Care Facilities (OSCF) to provide patient care for victims of a disaster, plague or terrorist event LVMH, Lake County Health and Human Services and Lake County Ambulance Service will coordinate the staffing to provide victim care and services at OSCF or **Mass Care Centers**, as provided in the Public Health Mass Care Plan. Administration and staff at LVMH have been trained in the Hospital Emergency Incident Command System (HEICS), and use MnTrac for hospital patient tracking. ^{MW 13, MW 43}
2. Lakeview Memorial Hospital (LVMH) is responsible for a **mobile decontamination tent** which will be set up outside the hospital in the event of a hazardous materials emergency or disaster to decontaminate patients arriving at the hospital for treatment. LVMH has established standard operating guidelines for patient decontamination in LVMH's Emergency/Disaster Plan. The Lake County Rescue Squad has been trained to assist in setting up the tent and for decontamination. Currently local fire departments can provide only gross decontamination by flushing contaminated persons with cold water or mist before being transported to the hospital. Other state Decon trailers are available at Moose Lake and Cloquet. St. Lukes and St. Mary's Essentia have decontamination capability at their sites. ^{MW 26}
3. **Mass fatality management and emergency mortuary service** during a disaster event in Lake County will be coordinated by the Lake County Medical Examiner, as provided by the **Mass**

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Fatality Plan, in cooperation with Lake County Sheriff's Office and local Funeral Directors. See the Lake County Mass Fatality Plan.^{MW 28}

- E. The **Public Health Branch** will coordinate any response to the **public health needs of victims of disaster**. The Lake County Health and Human Services Department will coordinate with the MN Department of Health (MDH), Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Agriculture (MDA) to facilitate early **detection, reporting, mitigation and evaluation** of public health conditions, including response to **air and water quality concerns**, and **biological, chemical and radioactive agents**, as described in the Lake County Public Health Plan. Emergency Management can support these operations by activating and staffing the Emergency Operations Center.^{MW 24}
1. During emergency **medical emergencies or disasters**, Lake County Public Health will initiate and maintain a **mobile surge capacity**, and provide for service continuation, resource coordination and incident information sharing.^{MW 24, MW 27} This may include mass immunization clinics, information on quarantine orders, providing pharmaceuticals for mass distribution, and providing mass health care in off-site care facilities. Lake County Public Health has a **Public Health Plan**, and works closely with the MN Department of Health and the Northeastern MN Multi-agency Coordinating (MAC) group for hospital, behavioral health, mass casualty, and other medical services. They can directly request the aid of Minnesota Responds volunteer Medical Reserve Corps, as well as **state resources** such as the Mobile Medical Unit.^{MW 58, MW 65}
 2. The Lake County Health and Human Services Department will have responsibility to coordinate the health and medical care, transportation, and other related support to Lake County's **special needs population**. This will be accomplished through coordination with Lake County's ambulance, rescue squad, law enforcement, hospitals, clinics and home care partners.^{MW 6}
 3. The primary **congregate care and sheltering** needs of disaster victims including **supplies** for emergency sheltering, registration and feeding of victims, will be coordinated through the Lake County Health and Human Services Department using their standard department procedures.^{MW 34} Standard operating guidelines for mass care are included in the Lake County Public Health Sheltering Plan.^{MW 33} Supporting agencies to address **mass care** may include the American Red Cross and Salvation Army, along with Lake County MN Responds Medical Reserve Corps and Community Emergency Response Teams (CERT).^{MW 35} A list of shelters is maintained by Lake County Public Health and is listed in ESF Annex 6: Mass Care.^{MW 32} Sheltering needs may transition to long term housing needs, which will be coordinated by Lake County Health and Human Services.^{MW 51}
 4. **Behavioral health services** for both responders and victims of disasters will be coordinated through the Lake County Health and Human Services Department. Coordination will be in cooperation with the Arrowhead and other Minnesota Critical Incident Stress Management Teams, Lake County Emergency Services Chaplaincy and Lake View Clinic.^{MW 25}
 5. Responsibilities of the Lake County Environmental Health Specialist, in cooperation with Lake County Environmental Services Director and the MN Departments of Health, Board of Animal Health and Department of Agriculture, will include inspection and disposal of **contaminated food**,^{MW 23} coordination of food and **agricultural safety services and events, vector (insect and rodent) control services, animal disease outbreaks, carcass disposal**, landfill operations, and other health care measures for agriculture.^{MW 37, MW 47}

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- F. The **Evacuation and Traffic Control Branch** will be responsible for the **evacuation, security and traffic control** in the affected area. The Lake County Sheriff will have primary control of this branch and will coordinate with City Police Departments and the State Highway Patrol.^{MW 38}
1. The Lake County Sheriff (alternate: Undersheriff) is responsible for **recommending and coordinating an evacuation**^{MW 41} as detailed in the Lake County Evacuation Plan^{MW 42}, based upon the risk to the population, effectiveness of evacuation, and consideration of the benefits of **sheltering in place**.^{MW 59} Whether sheltering in place or evacuating, the Lake County Sheriff's Office or Emergency Management Director will provide **instructions to the public** through a Lake County Public Information Officer (PIO) using warning systems listed in Planning Section, II, page 24.
 2. The Lake County Sheriff's Office / City Police Departments is responsible for designating primary and backup **evacuation routes** and establishing and staffing necessary **traffic control points**. This will include identification of staging areas and **pick-up points** for evacuees without private vehicles or other means of transportation, and coordination of **public and private transportation resources** during an evacuation.^{MW 42} The Lake County Engineer and City Public Works Departments will prioritize **debris removal** from the designated evacuation routes and will assist with traffic control devices. Pre-planned routes for each city and along State Hwy 61 are listed in the ESF Annex 1: Transportation.
 3. Lake County Health and Human Services will coordinate transportation with **hospitals and nursing homes** for evacuation of handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves. They will also arrange for ambulance services, school buses, etc. for transportation of those **private parties** unable to evacuate themselves.^{MW 41}
 4. The Lake County Sheriff's Office / City Police Departments will be responsible for **maintaining access control and security** for the evacuated areas and other disaster related areas.^{MW 39} Citizens who require access will be determined by the Sheriff, identified by dashboard placards, and signed in/out of evacuated areas by checkpoint security.
 5. The Lake County Sheriff's Office / City Police Departments will determine at what point evacuees will be allowed to **return to their homes**, and when general access will be allowed, and how to notify each through warning systems listed in Planning Section, II, page 24 or other means. If structure damage is involved, the Sheriff's will consult with Lake County Assessor to assure structures are safe, sanitary and functional. A red/yellow/green tag system may be used.^{MW 52}
- G. The **Animal Services Branch** will coordinate the response for pets, service animals, livestock or exhibition animals, understanding the primary responsibility lies with the animals' owners.

The Sheriff's Office will contact a responsible party to coordinate rescue and/or recover displaced pets, service animals, livestock or exhibition animals following a major disaster or emergency, as possible and practicable, after the priority response to humans has been accomplished. This may be done with the aid of local veterinarians, local volunteers or non-profit VOADs such as CERT, the MN Animal Disaster Coalition, or agencies such as the MN DNR.^{MW 41}

Lake County Health and Human Services will coordinate household pet sheltering during evacuations, in cooperation with the American Red Cross, and using local volunteers (ie. CERT), non-profits, or other providers. Shelter and care will be provided for service animals, pets and livestock.^{MW 36}

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- H. The **Debris Clearance Branch** will be responsible for opening of Lake County roads blocked by debris and coordinating with City, Township and Minnesota Road Maintenance Departments for safe and rapid **opening of roads** in areas affected by a disaster. ^{MW 46}
1. The Lake County Highway Department will have primary responsibility for **debris clearance** on County property. The City Public Works Departments will be responsible for debris clearance within their cities. The Lake County Highway Department may assist a City or Township with debris clearance if the requesting jurisdiction has expended all of its resources or if a **delay in cleanup** would cause danger to life or property. Lake County may contract, through established contract procedures, with private contractors for debris removal and hauling. ^{MW 46}
 2. Removal of debris from **private property**, except in unusual circumstances, is the responsibility of the property owner. In the case of spilled or leaked **hazardous materials**, the MN Duty Officer and MPCA will be contacted. Cleanup and disposal will be the responsibility of the responsible party (facility, company or person) for the release or spill.
 3. The Lake County Environmental Services Department will coordinate with City Public Works Departments on the establishment of **temporary and final debris disposal sites**, and determine types of debris acceptable at the temporary and final disposal sites, including Standard Operating Procedures. ^{MW86} The Environmental Services Department will also coordinate with the local waste haulers to establish a **debris pickup system**. See Lake County Debris Management Plan for map, list and details. ^{MW 46, MW 47}
 4. Debris will generally be disposed of at the **Lake County Landfill** under the direction of the Lake County Environmental Services Department. Burning of woody debris may be done with proper permitting from the Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA). The MPCA will be requested to assist Lake County Environmental Services and Public Health personnel with coordination and disposal of **farm chemicals, animal carcasses, flies, hazardous and infectious waste**. ^{MW 46, MW 47}
- I. The **Utilities Restoration Branch** includes management of **water and sanitary sewer, electricity, gas, and communications**. ^{MW 29}
1. If access to an area is blocked, these entities will coordinate with the Lake County Highway Department or City Public Works Departments will open routes.
 2. Restoration of City water supplies and sewage facilities, and/or providing temporary water and sewer systems, will be the responsibility of the facility operator. It may become necessary to bring in potable water and/or sewage disposal facilities to affected areas. **Public information** regarding safe drinking water, limited water supplies or malfunctioning sewer systems will be disseminated through the Lake County PIO. ^{MW 29}
 3. **Utility restoration and prioritization, including safety inspections** will be accomplished by the municipal or private owners of each utility or facility for electric, water, natural gas or telephone that serves Lake County and its Cities. Contact information for utilities is in the Emergency Contacts Supplement to this plan. ^{MW 29}
 4. The repair and restoration of vital services will be prioritized and coordinated at the Emergency Operations Center (EOC) by the Multi-Agency Coordinating (MAC) group. They will establish

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recovery timelines based upon the Capability Targets listed in the Lake County Threat and Hazard Identification and Risk Assessment (THIRA) document.^{MW 29}

- J. The Damage Assessment Branch** will begin, as soon as possible after a disaster, to provide an initial assessment of damages and impacts, using guidelines presented in the Minnesota Disaster Response Handbook.^{MW 48}
1. The Lake County Emergency Management Director is responsible for organizing and maintaining a **damage assessment team** composed of County, City, Township and Private Sector personnel. The Emergency Management Director will also maintain the procedures for damage assessment and **coordinate the damage assessment process** following the occurrence of a disaster.
 2. The Lake County Assessor is responsible for assessing and **documenting the damage of private property** following the occurrence of a disaster, and declaring any private structure to be uninhabitable or a safety hazard to the public. The Assessor may contract with available building inspectors to assist with this process.
 3. The Lake County Engineer is responsible for assessing and documenting the **damage of public/government property** and infrastructures following a disaster. The Lake County Maintenance Director, Auditor, Lake County Environmental Services Inspectors and Lake County Foresters, and Information Services GIS Analyst may be called upon as needed to help with the damage assessment efforts, both public/government and private.
 4. City and Township government officials will locate and **report damage in their jurisdictions** to the County Emergency Management Director as soon as possible following a disaster. The Mayors of the Cities covered under this plan will be responsible for assigning and organizing a **damage assessment team for their city**. It is vital that damage assessment be a coordinated effort between Lake County and the cities covered under this Emergency Operations Plan. Townships in Lake County will fall under Lake County's damage assessment team process.
 5. Still digital photos will be taken of the damaged areas and GIS layers on county maps will be used to plot the location of the damaged sites. The Lake County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM) when damage assessment is carried out in conjunction with a request for State or Federal assistance or reimbursement. HSEM will be contacted through the Regional Coordinator or State Duty Officer as soon as possible to address damage assessment needs and requirements.

III. HAZARDOUS MATERIALS PLANNING / NOTIFICATION / RESPONSE

Lake County Officials and Response Agencies recognize that emergency situations may develop in which Lake County residents would be exposed to an accidental or intentional release of hazardous materials. Planning ensures a coordinated response to **all types of hazardous material incidents** at a fixed facility or as a result of a transportation incident. This Section describes the planning for potential hazardous material releases or incidents, and how Lake County will respond to provide for the protection of life and property, according to this plan.

A. Fixed Facilities Assessment

Assessment of fixed facilities in Lake County is ongoing for hazardous material release, notification of release or incident, response and protection. Lake County assesses hazardous material risks and potential through the following methods:

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1. Through the **Emergency Management Report** received from the MN Department of Public Safety, Emergency Response Commission, which lists information on **302/312 Facilities and 312 Chemicals** in Lake County. The current Lake County 302/312 facility listing is located in the Lake County EOP, ESF 10: Hazardous Materials, and with each local Fire Department. The 302/312 facility listing gives 24 hour contact names and numbers, equipment and facility supplies to aid in managing a release or incident. ^{MW 61,62}
2. **Review of Fixed Facilities Hazardous Materials Response Plans** that are submitted to the Lake County Emergency Management Office, including facility personnel who are responsible for making determinations to implement facility plans. ^{MW 61} This review may be accomplished by **meetings with the contact person** of SARA Title III 302/312 facilities.

B. Listed Hazardous Materials

The Lake County Listing of 302/312 current status shows **19 Active facilities**. A summary of hazardous materials stored and used at identified SARA Title III 302/312 fixed facilities within Lake County includes: Sulfuric acid; Gasoline; Propane; Fuel oil; Diesel fuel; Chlorine; Anhydrous ammonia; Ethylene glycol; Caustic soda solution; Liquid PF resin; Hydraulic oil; Industrial oil; Water based paint product; Polymeric MDI; Water based defoamer; Wax emulsion; Zinc borate; Aluminum sulfate; Sodium hydroxide; Carburetor cleaner; Parts cleaner; Refrigerated liquid argon; Refrigerated liquid oxygen.

C. Facilities Contributing or Subject to Additional Risk

Facilities such as natural gas facilities, tank farms, etc. that **contribute to additional risk** to hazardous material incidents or releases at SARA Title III 302/312 facilities within Lake County, as well as those **subject to additional risk** due to proximity or large or special population occupancy, are identified in ESF 10: Hazardous Materials of the Lake County EOP. ^{MW 64, 65}

D. Facility Release Emergency Response Plans

Emergency Coordinators of facilities located in Lake County that use, store, manufacture, or transport **hazardous materials** are responsible for developing **Emergency Response Plans** and training their employees how to **promptly determine and report** that a release of hazardous materials has occurred. **Facility response plans** are located in the Lake County Emergency Management Office and at each Tier 11 facility office.

Facilities that possess extremely hazardous materials within Lake County are required to develop and maintain an **Emergency Action Plan** as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At minimum, these plans must: ^{MW 66}

1. Specify how facility personnel will determine if a release has taken place. These procedures may involve monitors/meters, alarm systems, regular personnel walk-throughs, inspections, logs, etc. The methods and procedures, along with a brief description of response equipment, facilities, responsible personnel, and specialized systems (i.e. monitor/sensor system) shall be described in facility emergency plans. Copies of these plans should be included in the ESF 10: Hazardous Materials Annex. ^{MW 68, 71}
2. State that, in the event of an accidental emergency release, the facility shall immediately **notify local authorities** by dialing 911, state authorities by contacting the State Duty Officer at 800-422-0798, and the National Response Center by dialing 800-424-8802. Information given with this notification must include the name and amount (if known) of substance, associated hazards, current and expected weather conditions, and expected community impact. ^{MW 57, 69}

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3. Describe how the **facility Emergency Response Plan** will be implemented by employees, and state that facility operators will coordinate and cooperate with Lake County, State and Federal personnel in responding to the release.

E. Responder Notification and Response

1. When the release information is received, the Lake County Sheriff's Office will **notify the required response agencies** and officials including the Lake County Emergency Management Director, public safety personnel, State Duty Officer, the National Response Center and the public using notification and warning systems outlined in Planning Section, II. ^{MW 58}
2. Response agencies will operate at the facility through established NIMS compliant **Standard Operating Guidelines** for hazardous materials incidents. These are available at each Fire Department and Response Agency and in ESF Annex 10: Hazardous Materials. ^{MW 67}
3. A listing of **publicly and privately owned and available specialized resources** (tools, materials, equipment, facilities and qualified personnel) for use in responding to a hazardous materials incident, is found in the Resource Manual in the Emergency Management office and maintained by the Emergency Management Director. It includes the the location of any specialized resources, and the title and 24-hour contact number of the person authorized to release the resources for use in an emergency incident ^{MW 71}

F. Transportation of Hazardous Materials

Assessments and analysis by county and state agencies have determined that large volumes of hazardous materials pass through Lake County on a daily basis. Most of the hazardous materials are **transported by truck** on the major highways and roads in Lake County. Maps of these primary transportation routes are available in ESF Annex 10: Hazardous Materials at the Lake County Emergency Management office. ^{MW 63} Lake County has the following **plans to manage and respond** to transportation incidents.

1. **Notification of incidents** involving hazardous materials transportation will generally be received through the **Emergency 911 system** at the Lake County Sheriff's Dispatch.
2. The Lake County Sheriff's Dispatch will **notify the appropriate response personnel** (Law Enforcement, Fire, Rescue, EMS) for initial response to a transportation related incident, and including if possible, information on the type of hazardous material involved.
3. All responding agencies will work together under a NIMS Incident Command System. Generally, the Fire Chief of the primary responding fire department will **assume Incident Command** at the scene of the hazardous material incident.
4. Responding agencies and Personnel will operate under each response agency's **standard operating guidelines** for hazardous material incidents.
5. **Additional resources** needed for a response, including mutual aid, state resources (including the Chemical Assessment Team) or federal agencies and their personnel, equipment and supplies are available through Lake County Sheriff's Dispatch or the MN Duty Officer.

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G. Pipelines Carrying Hazardous Materials

In the event of a pipeline release or incident, Lake County Emergency Management will coordinate the response with local Fire Departments and the Minnesota Department of Public Safety which will be contacted through the Minnesota Duty Officer. A **map of all pipelines** within Lake County is maintained in ESF 10: Hazardous Materials of the Lake County EOP. Contact information is listed in the Emergency Contacts Supplement.^{MW 30}

H. Hazardous Materials Release Evacuation Guidelines

1. Upon notification of a hazardous material release, the On-scene Incident Commander will advise the Lake County Sheriff on **evacuation or sheltering in place**. The use of the **initial evacuation guidelines** listed in the Emergency Response Guidebook or Hazard Mitigation Response Software (such as WISER or Marplot) and/or technical advice from the material manufacturer, along with current and expected weather conditions, will help determine the need and the area of evacuation or sheltering in place during a hazardous material release or incident. Generally, **initial evacuation** of residents, buildings, schools, day-care centers, medical facilities within a **1/8 mile radius** of the hazardous material release or incident is recommended.^{MW 69}
2. **Predetermined evacuation zones** for fixed facilities, along with routes and alternate routes,^{MW60} including information and specifics on potential populations and facilities subject to additional risk due to their proximity, and are located in ESF Annex 10: Hazardous Materials.^{MW65} Evacuation will be carried out in accordance with evacuation guidelines listed in Operations Section II. F of this plan, except if changes are required by the circumstances of the hazardous materials.
3. **Specific routes** that hazardous materials are transported on are mapped out and contained in ESF 10: Hazardous Materials of the Lake County EOP. Additional designated routes are planned if necessary to move **extremely hazardous substances** into or through Lake County. The routes are planned to provide minimal risk to population concentrations and the environment in the event of a release or incident.

I. Clean up, Disposal and Facility/Site Restoration

Generally, the responsibility for clean-up, disposal and facility/site restoration falls to the party responsible for the release.

1. The On-scene Incident Commander shall attempt to identify the **responsible party**. When, in the opinion of local, state or federal technical personnel, the substance must be cleaned up according to appropriate statutes or regulations, the responsible party or their representative must arrange with a **licensed hazardous waste handler** listed in ESF 10 for clean-up and disposal services.
2. In the event the responsible party refuses to cooperate or **cannot be found**, the Incident Commander will contact the MN Pollution Control Agency to **arrange for clean-up** and removal of any chemical, hazardous material and/or waste released or deposited upon any property with Lake County limits.
3. Lake County response personnel may stand by 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. However **Lake County shall bear no responsibility** for the removal or clean-up of any hazardous material.

IV. RADIOLOGICAL EMERGENCIES

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Lake County has limited resources and training to respond to radiological emergencies, and would immediately **contact State and/or Federal resources** for response through the Minnesota Duty Officer.

V. TERRORISM RESPONSE

The risk assessment completed by the Lake County Office of Emergency Management shows that large scale terrorist events are unlikely in Lake County. **Chemical, biological, radiological, nuclear or explosive (CBRNE) weapons** and threats are the choice of some terrorist groups or individuals both inside and outside of the United States. While the risk is low, consequences are high; therefore, Lake County continues to prepare for potential terrorist threats or attacks. Lake County Law Enforcement agencies will have responsibility to **coordinate the response and investigation** of terrorist threats or events. Lake County will also coordinate with state and federal agencies in responding to a terrorist threat or event.

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PLANNING SECTION

I. PURPOSE

The **Planning Section** describes the planned Notification and Public Alert and Warning System (PAWS) process within Lake County. It also shows the organizational structure and process used by the Planning Section should the Emergency Operations Center (EOC) be activated in response to an emergency or disaster.

II. NOTIFICATION AND PUBLIC ALERT AND WARNING SYSTEM (PAWS)

A. **Notification:** The Lake County Sheriff's Office (Dispatch Center) is the designated **Warning Point** for Lake County and is responsible for the **receipt and proper dissemination of all emergency notifications**.^{MW 10} Upon receiving notification of an alert, warning, wide-spread incident or threat, the Lake County Sheriff's Dispatch is responsible to determine the **level of notification of responders and alert/warning of the public**, including the following:

1. Notify **public safety personnel** and **Emergency Management Director** by radio or phone.
2. Notify any **volunteer emergency response agencies** through VHF pager or CodeRED.
3. Notify key **Lake County officials and departments** as appropriate to the incident or threat, either by phone, CodeRED or most appropriate method.
4. Notify the **Warning Officers in the Cities and Townships** within Lake County that may be affected, by phone or most appropriate method. Warning Officers are responsible for relaying notification to their **public officials and residents**. Designated Warning Officers for the Cities within Lake County are:
 - Two Harbors – Police Chief
 - Silver Bay – Police Chief
 - Beaver Bay – County Administrator
5. Make notifications to **Special Facilities** – Schools, Hospitals and Nursing Homes by phone or most appropriate method.

B. **Public Alert and Warning**^{MW 16}

Lake County has standard operating procedures for Public Alert and Warning Systems (PAWS) listed in ESF 15: External Affairs Annex. These procedures will be used whenever there is a need to notify the public of an **emergency or urgent message** including severe weather, fire, hazardous materials release, road closure, etc. Warning systems are ranked by most immediate or timely.

The **decision to activate this system** may be made by any of the following:

- Lake County Board Chairperson or Administrator
- Lake County Sheriff, Deputies, or dispatch staff
- Lake County Emergency Management Director
- City Mayor, Administrator, or Police Departments of Two Harbors, Silver Bay or Beaver Bay, in cooperation with one of the above.

1. **Integrated Public Alert and Warning System (IPAWS)**

The Emergency Alert System (EAS) for NOAA weather radios, and Wireless Emergency Alert System (WEA) for cell phones can be activated by the Lake County Sheriff or Emergency Management Director, using phone, fax or email. See instructions under Emergency Operations Plan, Annex 15: Public Warning/ EAS.^{MW 17}

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2. **CodeRED wireless text messaging** to subscriber landlines, cell phones, texts and emails. The system will be activated by Lake County Sheriff or Emergency Management Director, using CodeRED agency website or phone. Community Alerts, which require no action, may also be sent by CodeRED. CodeRED will send an alert to any subscriber cell phone in the area, so it will alert passing tourists, campers, etc. as well as Lake County residents. The system is tested quarterly, with SOPs developed and training coordinated by Dispatch Supervisor. See instructions under Emergency Operations Plan, Annex 15: Public Warning/ CodeRED.
3. **Public School District 381 Infinite Campus** phone alert to approximately 800 households. Request for community alert or warning will be made by Lake County Sheriff or Emergency Management Director to School District 381 Superintendent or his/her delegate, who will decide on the use of the system. Community Alerts, which require no action, may also be sent by phone alert. See contact information under Emergency Operations Plan, Annex 15: Public Warning.
4. **Media releases to television and radio** by phone, email or fax. Media releases will be developed by Lake County Sheriff or Emergency Management Director, and sent by phone, email or fax. See contact information under Emergency Contacts Supplement.
5. **Media releases by email to newspaper, ECHO** non-English emergency services. Media release will be developed by Lake County Sheriff or Emergency Management Director, and sent by phone, email or fax. See contact information under Emergency Contact Supplement.
6. **Mobile warning on loudspeakers** by Law Enforcement and Rescue vehicles as needed. Warning message will be developed by Lake County Sheriff or Emergency Management Director, approved by the Sheriff. Locations for mobile warning may include parks, shopping areas, playgrounds, athletic fields, public events and other gathering places.
7. **Door to door notification** by Law Enforcement, volunteer Emergency Responders, Public Works department personnel or others as designated. Warning message will be developed by Lake County Sheriff or Emergency Management Director or by the On Scene Incident Commander if time is critical. This method is generally used for evacuation and/or local area threats such as potential hazardous material releases. In the case of actual hazardous material release, only responders in personal protective equipment (Fire Department personnel) will enter the contaminated zones to relay evacuation notices.
8. **Lake County Website and Emergency Management Facebook Page** at <https://www.facebook.com/lakecountyemergencymanagement>. Warning message will be developed by Lake County Sheriff or Emergency Management Director, and implemented by Lake County Information Services Dept or Emergency Mgmt Administrative Assistant. Community Alerts, which require no action, may also be posted on Facebook. The Facebook entry will be linked to Lake County Homepage and expanded on the Emergency Management Webpage.

Lake County has a relatively small population of **people with special needs** including persons with physical, developmental or behavioral disabilities, and non-English speaking populations. Warning of these population groups may take place through the standard public warning systems when possible, as well as the **Emergency and Community Health Outreach (ECHO)** system for non-English speaking persons. Phone calls and door to door warnings may be used as needed. Coordination and cooperation

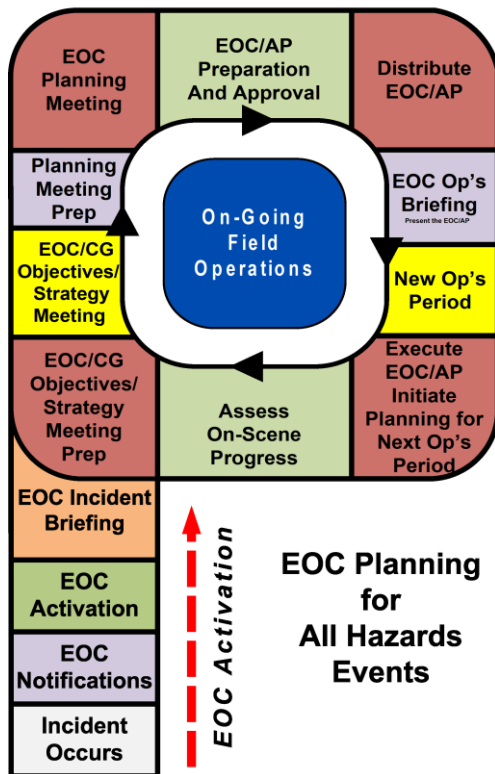
Lake County Emergency Operations Plan

with local electric utilities, Community Partners and North Shore Area Partners will be used to identify **senior citizens living at home** who need special services for health care or evacuation.^{MW 16}

III. PLANNING SECTION ORGANIZATIONAL STRUCTURE

Upon activation of the EOC, the Planning Section Chief may assign any of the following units to help organize and document the incident response.

- A. **Situation Status Unit** will maintain current information on the incident conditions and response activities as they progress, including future contingency information and plans to advise the Incident/Unified Command.
- B. **Resources Status Unit** will work with the Operations Section Chief and Logistics Section to maintain records of resources that are requested, available, assigned or out of service.
- C. **Documentation Unit** will develop Incident Action Plans (IAPs) for the Incident/Unified Command to consider and approve based upon current objectives and resources.
- D. **Demobilization Unit** will develop and implement procedures regarding demobilization of personnel and resources, and determining the priority and order of resource release, including federal, state, mutual aid, volunteer, and professional personnel. Local paid public safety personnel will be maintained on active duty throughout the incident.
- E. **Technical Experts** may be added to the EOC staff as determined necessary by the Planning Section Chief. These may include the National Weather Service, Information Services personnel, Intelligence and Information Gathering, etc.



III. PLANNING PROCESS

A. After initial response, and when the EOC is activated or an Incident Commander/Unified Command (IC/UC) or Incident Management Team (IMT) is given a Delegation of Authority to manage the incident, the Planning Section Chief will meet with the IC/UC to develop Incident Objectives and Tactics to stabilize the incident.

B. At that point a Planning Meeting will be scheduled to gather input from General Staff and approve the Incident Action Plan (IAP).

C. Finally, an Operation Briefing will be scheduled at the beginning of each Operational Period to give all supervisory staff a common operating picture of conditions, objectives and assignments.

D. During this time, standard ICS Forms will be used and distributed as needed.

LOGISTICS SECTION

I. PURPOSE

The Logistics Section is responsible to coordinate and provide necessary equipment and supplies to support the emergency or disaster response and to accomplish the objectives set by the Incident Commander/Unified Command. During Initial Response, Incident Commanders will request, allocate, and track local and mutual aid resources at their ICP until those resources are depleted and/or EOC is activated. The Logistics Units at the Incident Command Post (ICP) may include **Communications, Medical response, Food, Facilities, Supplies, and Transport**.

The Lake County EOC will be activated (partially or fully) based upon IC request or EOP triggers. The ICP will then provide a Resource Status Report to the EOC, which will then track resource requests and allocations. The EOC will prioritize, request, and allocate resources for the incident(s).

The EOC Logistics Section may cooperate with the Multi-Agency Coordinating (MAC) group of the Planning Section to coordinate resources. They will also work closely with the Finance Section to ensure all purchases are authorized and are within the Lake County Board's Emergency Expense Guidelines. At the EOC, the Logistics Section may be divided into units by ESF Function.

II. RESOURCE TRACKING PROCEDURES

Resource requests will be tracked through the EOC as follows:
ICS Form 213 RR may be used if available.

1. [At ICP]: Ops will forward request directly to EOC Ops (by ESF if assigned).
2. [At EOC]: Ops will fill request if available locally (or through MIFC). If not, Ops will forward to Logistics to fill through outside resources.
3. Once the request is filled, Ops or Logistics will reply to the requester (ICP Ops) on the resource status, then submit notice to Planning (Resource Unit). Planning will forward info to Finance (Cost Unit).
4. If there is a **shortage or conflict for requested resource**, EOC Logistics will check with EOC Planning Section Chief (with approval of EOC Manager) to prioritize, then **allocate, deny, or refer** the request to the State EOC.
5. **Allocated resources** will be submitted to Planning (Resource Unit Leader) for tracking, they will submit it to Finance (Cost Unit).
6. **Denied resources** will be reported back to ICP Ops requester and IC.
7. **Referred resources** request will be sent to SEOC, and status reported by EOC Ops to ICP Ops requester and IC.

III. EOC LOGISTICS RESPONSIBILITIES

- A. **Logistics Section Chief:** As part of **ESF 7: Logistics Management and Resource Support**, the Logistics Section Chief will be responsible to coordinate and provide resources as requested and available to the Incident(s). This will include procurement, contracting, and tracking of services, equipment and supplies from local government, private sources, and other jurisdictions. Any facilities resources needed in the EOC will be the responsibility of Lake County Maintenance Department.^{MW}

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- B. **ESF 1: Transportation Unit:** The Transportation Unit will provide whatever transport is necessary for responders to carry out their duties. This may include highway vehicles, off road vehicles such as snowmobiles and all-terrain vehicles (ATVs), etc. They will also coordinate with the Air Operations Branch of the Operations Section for air transport. Additional resources may be requested from the State Duty Officer as needed. This will be the responsibility of Lake County Sheriff's Office.^{MW 42}
- C. **ESF 2: Communications:** Standard public safety communications for the incident will have already been established during the initial response phase. As the incident grows, and the Emergency Operations Center (EOC) is activated, Lake County Sheriff's Office will be responsible for developing a **communications plan** and providing the **radio equipment**, along with service and maintenance procedures, necessary to accomplish the objectives established by the Incident Commander/Unified Command.
1. The Sheriff's Office will coordinate with the Emergency Management Director to activate Lake County Radio Amateur Civil Emergency Services (RACES), and to consider use of the **Arrowhead Mobile Command Vehicle** as needed. The communications plan will include public safety radios as the primary means of communication, and may include secondary and tertiary options of DLAN, landline or cellular phones, amateur radio.^{MW 15}
 2. The Information Services Department may be requested to coordinate and **manage internet access** and capability in the EOC. This will include a process to secure sensitive information, and to communicate with the Minnesota Joint Analysis Center (JAC). Lake County IT Department's Continuity of Operations Plan outlines how information is backed up.^{MW 40}
- D. **Medical Unit:** The Medical Unit will provide for medical care of those responding to the disaster. This unit will normally make use of standard Lake County EMS services, but may also request addition resources from the State Duty Officer. This will be the responsibility of Lake County Sheriff's Rescue and/or Lake County Ambulance Service.
- E. **Food Unit:** The Food Unit will coordinate feeding of those organizations and individuals responding to the disaster. This will be the responsibility of Lake County Health and Human Services.^{MW}
- F. **Facilities Unit:** The Facilities Unit will assure that adequate mobile or temporary facilities are available to address the needs of responders. These may include, but are not limited to food prep and delivery facilities, housing, showers and sanitary facilities, office facilities, etc. This will be the responsibility of Lake County Maintenance Department.^{MW 42}
- G. **Resource/Supply Unit:** The Resource/Supply Unit will be responsible for providing whatever resources and supplies are needed to respond to an ongoing incident, including office supplies, field equipment, fuel, etc. For EOC supplies, this will be the responsibility of Lake County Maintenance and Information Services Department. For field resources, it will be the responsibility of the appropriate operations section branch to recommend sources.^{MW 42}

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IV. MANAGEMENT OF VOLUNTEERS ^{MW 49}

It is recognized that large numbers of **requested or unrequested volunteers may arrive** at the scene of a disaster to help with preparation, response, or clean up and recovery. Details for their management are provided in the Volunteer and Donations Management Plan.

- A. It is preferred to request volunteers from **Volunteer Organizations Active in Disasters (VOADs)** which have members already trained and registered. These will be coordinated and contacted through the Emergency Management Director. Lake County requires that all volunteers register before beginning any activities related to a disaster or emergency. Registration will be coordinated through Lake County Health and Human Services.
- B. Clear information will be disseminated by the Emergency Management Director through Public Alert and Warning Systems (PAWS) and through the Public Information Officer (PIO) stating whether or not **unaffiliated volunteers** are needed and for what purpose. Information will include the type of volunteers needed, the work that needs to be performed and recommendations on dress, health considerations and personal needs based on the working conditions.
- C. If volunteers are requested, **Community Emergency Response Team (CERT)** members, or other staff or volunteers will be assigned to **support the volunteers**, including staging and registration areas, mass transportation (to control entry and exit of affected areas), sanitary facilities, feeding facilities, etc. Additionally, required work **equipment**, (gloves, shovels, rakes, bags, etc.) must be available. Staffing must provide **medical care** for injuries or medical situations that may occur during volunteer activities.

V. MANAGEMENT OF DONATIONS ^{MW 50}

- 1. It is common to receive unrequested donations of goods during a disaster, which may cause problems with storage, dispersal and disposal. Details for their management are provided in the Volunteer and Donations Management Plan.
- 2. **Donations Management** will be coordinated by the Emergency Management Director with the help of **Community Emergency Response Team (CERT)** members. CERT members are vetted by the Emergency Management Director based upon training, experience, and background check.
- 3. Information will be developed for the public explaining what donations are needed and/or accepted, what is not needed, and how, when and where to deliver them, including instructions for cash donations. This information, upon approval of the Incident Commander/Unified Command, will be made available to the public through the Public Information Officer and updated regularly.
- 4. In general **cash donations** are preferred and are easier to track and use. These donations will be received, managed and distributed by the Lake County Recovery Committee.
- 5. Likely sites for Donations Centers, to accept, store and manage donations include the Two Harbors Community Center, the Mary MacDonald Center in Silver Bay, the Finland Community Center, the Isabella Community Center, and the former Fall Lake Fire Department Garage.
- 6. Donations Centers will be staffed during regular hours, and no donations will be accepted outside of those times. Excess or unwanted goods will be disposed of by the Lake County Environmental Services Department.

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ADMINISTRATION AND FINANCE SECTION

I. PURPOSE

The purpose of the Administration and Finance Section is to **coordinate emergency expenses** during a declared emergency through tracking of personnel time and costs, procurement equipment and materials, compensation and claims, and **State and Federal Reimbursement** during and following a disaster in Lake County.

II. RESPONSIBILITIES AND PROCEDURES

A. Declaration of Local Emergency

1. If emergency conditions warrant, the Lake County Board Chairperson or a City Mayor can declare a **Local State of Emergency** for up to 72 hours, after which time, the Lake County Board or City Council may extend the Emergency Declaration for up to 30 days. These declarations shall be filed in the office of the County Administrator and conspicuously posted for the public.
2. These **resolutions shall be in writing** and may promulgate regulations respecting the conduct of persons and the use of property during emergencies; the maintenance of essential public services, and other matters required to **protect public safety, health and welfare** in declared emergencies. The County may be empowered to **enter into contracts** and incur obligations without compliance with time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, and the appropriation and expenditure of public funds.
3. The Lake County Board Chair, Vice Chair and Administrator are authorized by the Lake County Board of Commissioners to **order and expend funds** for resources on the County's behalf upon a County Declaration of Emergency. A designation of authorized personnel is required by the MN Division of Homeland Security and Emergency Management in the case of any request for state resources during an emergency.

III. PURCHASING OF MATERIALS AND SUPPLIES

1. Emergency expenses will be authorized by the Lake County Board Chair, Vice Chair, or Administrator. **Purchase of materials or supplies** needed to manage the disaster event will be coordinated through the Lake County Emergency Management Director or appointed designee, and ordered through the Lake County Auditor's Office and/or the Lake County Highway Department depending on the nature of the items needed.
2. The Lake County Auditor is responsible for **tracking and documentation** of personnel time and costs, procurement of equipment and materials, and compensation and claims (except as noted below in III.3. These records must also be available to submit to MN HSEM or FEMA in the case that these expenses are eligible for state or federal reimbursement or assistance.
3. The Lake County Highway Department may **maintain its own records** for tracking personnel time, equipment and materials due to its own roads-specific disaster account that exists in addition to other state or federal disaster funds. These records may be in addition to, or in support of, the Auditor's records above.