



Minnesota Emergency Management Director's Handbook

Developed by:
Minnesota Department of Public Safety
Division of Homeland Security
and Emergency Management
444 Cedar Street, Suite 223
Saint Paul, Minnesota 55101-6223
Phone: (651) 201-7400
Fax: (651) 296-0459
TTY: (651) 215-6952



In cooperation with:
Association of Minnesota
Emergency Managers





Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
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Minnesota
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Office of
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Justice Programs

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Traffic Safety

State Fire
Marshal



Homeland Security and Emergency Management

444 Cedar Street • Suite 223 • Saint Paul, Minnesota 55101-6223

Phone: 651-201-7400 • Fax: 651-296-0459 • TTY: 651-282-6555

dps.mn.gov

February 14, 2012

Dear Emergency Management Professional:

This is your personal copy of the *Minnesota Emergency Management Director's Handbook*. Please take time to review this reference manual. The answers to many of your program-related questions are contained in the handbook, so you will want to keep it readily available. I hope you consider this handbook to be one of your most important resources in the field of emergency management.

You may download the current version of the handbook from the HSEM Website (hsem.dps.mn.gov).

The group that contributed to the contents of this handbook made its best effort to identify the most important components of the emergency management program in Minnesota and to accurately and completely describe how they function.

Improvements require ongoing effort by all users, including you.

As you use this handbook, please take note of areas that you feel need attention or are not adequately addressed. You can submit your suggestions to either the HSEM regional program coordinator who is assigned to your region or to any member of the AMEM Professional Development Committee.

This project was accomplished with the generous financial support of the Association of Minnesota Emergency Managers, the Division of Homeland Security and Emergency Management, and the Federal Emergency Management Agency. Representatives of these agencies and organizations were also the main contributors to the contents of the handbook. This project demonstrates that emergency management professionals from all levels of government can work together towards a common goal. Thank you to all who have contributed in some way to this project.

Sincerely,

Kris A. Eide
Director



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RE: Minnesota Emergency Management Director's Handbook, Update #19

The entire *Minnesota Emergency Management Director's Handbook* is posted on our Website (hsem.dps.mn.gov). If you have any questions or concerns, please contact your regional program coordinator. Following is a list of this year's changes:

Topic	Remove Pages:	Insert New Pages:
Director's Introduction Letter	Old Version	New Version
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Federal Grants	D-2-1 and D-2-2	D-2-1 and D-2-2
References	F-2-1 through F-2-9	(HSEM maintains a current list of emergency managers on its website)

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Schedule of Updates

Original Issue	September 15, 1995
Update #1	March 6, 1996
Update #2	September 15, 1996
Update #3	March 5, 1997
Update #4	September 21, 1997
Update #5	March 11, 1998
Update #6	March 9, 1999
Update #7	March 1, 2000
Update #8	March 6, 2001
Update #9	March 5, 2002
Update #10	March 4, 2003
Update #11	March 1, 2004
Update #12	March 8, 2005
Update #13	March 7, 2006
Update #14	March 13, 2007
Update #15	March 11, 2008
Update #16	March 3, 2009
Update #17	March 16, 2010
Update #18	March 8, 2011
Update #19	February 14, 2012

1. Purpose of This Handbook

The purpose of the *Minnesota Emergency Management Director's Handbook* is to provide emergency managers with policies, program requirements, and general information regarding the various facets of the homeland security and emergency management program in Minnesota. It would be impractical to try to include in the handbook ALL written materials that can be found on the topic of homeland security and emergency management. Hence, we have limited its contents to current major issues within that field. However, the format of the handbook makes it easy to add or delete information or chapters. As a user of the handbook, your feedback will be greatly appreciated. It will enable us to continue to provide a useful tool for the development of a comprehensive homeland security and emergency management program in Minnesota.

How to Use the Handbook

The Minnesota Emergency Management Director's Handbook is divided into six main sections, separated by tabbed dividers. Each section contains a number of chapters relative to that section. Each chapter is limited to one topic or program area. To find a particular topic or program area, refer to either the Table of Contents (by section and chapter), or to the Index (by Topic).

The initial distribution of the handbook occurred at the 1995 Fall Conference of the Association of Minnesota Emergency Managers. Updates are prepared as needed (at least once annually), and are posted to the HSEM Web site (hsem.dps.mn.gov).

Each page of the handbook is dated and numbered sequentially within each chapter. (Example: page C-6-12 is the twelfth page of the sixth chapter of Section C, Policies and Programs.) The date at the bottom of each page indicates when it was developed or last updated.

Acknowledgements

It was long the desire of state and local emergency management and other government personnel to have available a resource guide for the individual program areas within Minnesota's overall emergency management program. With the development and annual updating of this handbook, that desire has been realized. That accomplishment could not have been achieved without the hard work of the Association of Minnesota Emergency Managers' Committee on Professional Development. In addition, the Division of Homeland Security and Emergency Management (HSEM) provided staff support for the project. The Division made funding for the handbook available, and matching funds were provided by the Federal Emergency Management Agency. The Association of Minnesota Emergency Managers, Arrowhead Emergency Management Association, Central Minnesota Emergency Management Association, and Metropolitan Emergency Managers' Association also contributed funds for the project. Lastly, each of the regional emergency management associations contributed time and effort to ensure the success of the project.

2. History of Homeland Security and Emergency Management

Homeland Security and Emergency Management as a discipline has been shaped by historical events, both nationally and internationally. It has evolved from a single, narrow, enemy attack-based focus, to a broad, all-hazards approach. Much of what homeland security and emergency management has become today is the result of several “pendulum swings”, alternating between preparedness activities for nuclear attack only, to the current “all-hazards” approach to preparedness, response, recovery and mitigation. This historical summary will focus on these “swings” and describe how we’ve gotten to where we are today.

New Deal social programs in the 1930s were initiated in piecemeal fashion, and some of them were responsible for disbursing federal assistance to natural disaster victims. This approach resulted in a patchwork of agencies, departments, and councils that were created by executive order, acts of Congress, administrative delegations and reorganization plans. This system was largely temporary in nature and responsive to specific disasters only.

During World War II, it became apparent for the first time that our nation was susceptible to enemy attack. As a result, the first organization charged with the mission of what is called civil defense was established. The majority of state and local civil preparedness and disaster response programs in this nation were originally established as civil defense programs.

Emergency management as we know it today began as a response to the perceived threat of nuclear attack. The concept of having a federal civil defense capability surfaced in 1948 during the Truman presidency, yet it was not embraced by President Truman himself until 1949. That was

the year that the Soviet Union exploded its first nuclear device, and North Korea invaded South Korea. Given this overt and aggressive hostility displayed by the USSR, President Truman established the Federal Civil Defense Administration (1949). Congress quickly followed suit and passed both the Federal Civil Defense Act of 1950, and the Defense Production Act. The original focus of the former Act was the establishment of a nationwide shelter system intended to provide the public with some protection in the event of a nuclear attack. President Truman requested over \$403 million to initiate this program but Congress allocated a mere \$31.75 million. Successive requests for funding fared similarly as the congressional leadership focused on budget restraints and cutbacks.

The Disaster Relief Act for natural and man-caused disasters was also passed in 1950. This Act and the Federal Civil Defense Act represented contrasting management philosophies regarding natural disasters and war-caused emergencies, both conceptually and legislatively for the next 30 years.

During the Eisenhower presidency, the need for strong federal leadership in civil defense became apparent again, due to dramatic developments in the Soviet Union. These included that country’s successful test of a hydrogen bomb, and the launching of both an ICBM and a satellite. Yet, President Eisenhower did not want to build up the nation’s civil defense capabilities for fear that that effort would be perceived as a threat, and would undermine his goal of mitigating the effects of the Cold War.

Federal financial assistance to state and local jurisdictions for civil defense programs was

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initiated in 1958. At that time, the Federal Civil Defense Act was amended to provide federal matching (50/50) funds for personnel and administrative expenditures for civil defense preparedness. Enemy attack preparedness was declared to be a joint federal-state-local responsibility. This funding provided the incentive for the establishment of most of the local civil preparedness programs (what we now call emergency management) in the nation.

The Council of State Governments developed and promoted a model state civil defense statute, in 1958. Most states have adopted it, in total or in part. On the basis of this legislation, state and local governments implemented emergency programs that focused on both enemy attack and natural disaster preparedness.

It was not until President Kennedy's administration (1961) that civil defense was elevated to be a national program. It was no longer viewed as the individual citizen's responsibility to build a personal "bomb shelter", but rather the federal government's responsibility to protect the entire nation from the effects of radioactive fallout. The Office of Civil Defense was created within the Department of Defense. In addition, a nationwide program to identify areas within existing buildings that could serve as fallout shelters was undertaken. In 1963, the Cuban Missile Crisis prompted the nation's leaders once again to view civil defense as a responsibility of the federal government, not the individual or the states.

However, following the assassination of President Kennedy, President Johnson did not promote the institutionalization of the progress made up to that point. In light of the then-prevailing national defense policy of "mutually assured destruction" (MAD), Johnson did not feel that bolstering civil defense was a prudent use of federal funds.

In the early 1970s, the national civil defense program was broadened to include peacetime as well as attack-related hazards. President Nixon initially promoted the expansion of civil defense activities with a single focus on nuclear attack preparedness. However, in part, at least, as a consequence of a foreign policy that emphasized détente with the Soviet Union, the smallest civil defense budget in history was submitted to Congress in 1971. That same year, the nation's civil defense efforts were expanded and the first shift in program emphasis was recommended so that natural disaster preparedness activities could be considered a permissible use of federal funds. It was also the year that the Office of Civil Defense was abolished, and the Defense Civil Preparedness Agency was created in its place. Although it was announced that the new agency would provide preparedness assistance planning for all areas of civil defense and natural disasters, there would come to be little doubt that the latter focus was ascendant over the former. The President decided, after studying alternative civil defense policies, that the United States should maintain a certain minimal level of civil defense activities.

Nonetheless, in 1975, during President Ford's administration, the pendulum swung back to an attack preparedness philosophy. Preparedness for natural disasters was categorized as a "dual use" of federal funds, but was considered to be of secondary importance compared to the primary mission of attack preparedness.

It was not until President Carter implemented his program to reorganize the federal government that it was fully understood that the government's emergency preparedness and response responsibilities were scattered among five separate agencies. By Executive Order, Carter consolidated several of those agencies into a new entity known as the Federal Emergency Management Agency (FEMA), so as to facilitate the federal response to both nuclear and natural disasters. During this time frame, several significant events occurred

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that resulted in a new federal emphasis on peacetime preparedness for natural disasters. First, in 1977, a large flood involving the states of North Carolina, Tennessee and Georgia, as well as the devastating loss of lives that resulted from the Toccoa Falls tragedy (during which 40 students died due to a dam failure) began to reshape the federal approach to natural disasters. Then in 1978, another peacetime disaster occurred that impacted our outlook on emergency management. Specifically, a serious incident occurred at the Three Mile Island Nuclear Power Plant, which event led to the evacuation of thousands of nearby residents.

This single event resulted in the development of the first federal regulation (NUREG 0654) for the preparation of nuclear power plant accident/incident response plans. It also resulted in emergency management agencies being tested, via the conduct of mandatory exercises, regarding their level of preparedness.

In addition to the creation of FEMA, a new philosophy for emergency management began to emerge. Developed and proposed by the National Governors' Association, it was called comprehensive emergency management, and it remains the primary component of emergency management programs at all levels of government today. Comprehensive emergency management (CEM) refers to government's responsibility and capability for managing all types of emergencies and disasters, by coordinating the actions of many organizations and agencies. The "comprehensive" aspect of CEM includes all four phases of emergency management: mitigation, preparedness, response and recovery. It applies to all risks: natural disasters, human-caused events, technological incidents, enemy attack, energy and material shortages, and it should be integrated into the ongoing emergency management philosophy of every jurisdiction.

In the early 1980s, it was readily apparent that FEMA needed to move away from nuclear preparedness as its primary mission, to one that allowed our nation's emergency management agencies to expend larger resources on natural and technological hazards. In 1983, FEMA developed the Integrated Emergency Management System (IEMS) to improve the country's capability to respond to disasters and major emergencies. IEMS emphasized public and private community teamwork in organizing, planning, and responding to disasters. IEMS encouraged all-hazards planning and the integration of all appropriate agencies, organizations, businesses, etc., in the disaster planning and management process. IEMS allowed state and local planners to focus on natural and technological hazards, with nuclear war preparedness relegated to being only one of the many hazards for which planning is needed.

Another event that shaped our current all-hazards emergency management approach was the tragic Bhopal, India, accident in 1984/85. That single event focused the nation's attention on hazardous materials accidents/incidents as another threat that needed to be addressed by emergency management. The passage of the federal Superfund Amendment and Reauthorization Act of 1986 was a direct result of this event and others that followed.

Shortly thereafter, the accident at the nuclear power plant in Chernobyl, Russia, awakened the nation to the reality of what could happen if a nuclear power plant suffered a major accident. Thousands of Russian citizens had to be relocated and many subsequently died or developed cancer because of the radioactive fallout caused by this event. This brought a call for more attention to be given to the Radiological Emergency Preparedness (REP) program, and that in turn ultimately helped ensure that federal, state, and local government officials could respond effectively in the event of a serious nuclear power plant accident/incident.

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In 1989, Hurricane Hugo and the Loma Prieta earthquake forced FEMA to focus its attention on its response and recovery capabilities. It was evident that much more was expected from FEMA, in terms of that agency having the ability to forge an effective response, as well as a recovery, effort. As a result of these events, the Federal Response Plan (FRP) was developed, which plan represented a radical departure from the traditional recovery role of FEMA. The FRP documented the responsibility of the federal government to make its assets available for the response to a major disaster, and to follow-through until the recovery of a community was complete. In 1992, Hurricane Andrew demonstrated again the importance of making the federal government's assets available as a central component of the response to and recovery from catastrophic disasters. The FRP was finalized in April 1992, but was not printed and distributed until September 1992, one month after Hurricane Andrew ravaged Florida.

Under the leadership of FEMA Director James Lee Witt, President Clinton made it clear that emergency management should be a priority of government. Mr. Witt focused on all four phases of emergency management, with hazard mitigation serving as its foundation. This was a response to the incredible cost of fully recovering from large natural disasters, including the 1993 and 1997 Midwest floods and the Northridge earthquake in California. In the aftermath of those events, it was recognized that the nation could no longer afford the huge recovery costs associated with these types of disasters. Consequently, mitigation, as a disaster recovery cost reduction strategy, has become a key component of our nation's emergency management program.¹

¹Information used in this section extracted from: New Director's Orientation Notebook, National Emergency Management Association, 1995.

"History of Emergency Management," by Joe Myers.

History of Minnesota's Homeland Security and Emergency Management Program Parallels Federal Program

Following the passage of the Federal Civil Defense Act and the Disaster Relief Act in 1950, the state of Minnesota created the Department of Civil Defense, via enactment of the Minnesota Civil Defense Act of 1951. The first person hired for the new department was Ernie Miller, who was appointed the agency's director. Roy Aune was the next person hired, and he served as the deputy and/or acting director until his retirement in 1982. The focus of the department in its early years was, of course, enemy attack preparedness. Program priorities included: fallout shelter surveys and stocking, radiological defense training, emergency operations center (EOC) development, development of a statewide warning system, and development of emergency plans that focused heavily on enemy attack. However, after major flooding occurred in 1952 on the Mississippi River, state and local government officials became increasingly aware that there was an equal, if not greater, need for preparedness for all disasters and emergencies, not just enemy attack.

Throughout the 1950s and 1960s, cities and counties began to establish civil defense programs of their own. Some of the first jurisdictions to organize were those located in the Twin Cities metro area, followed by larger communities throughout the state. Soon, most counties and many cities hired civil defense directors, and the program began to take root. In 1961 the Minnesota Association of County Civil Defense Director's (MACDD) was formed. The first president was Lorin S. Allen. The Association, like the emergency management program, has experienced a number of changes during its history. Included among them was the adoption of a new name

Blueprint for Community Emergency Management: A Test for Managing Emergency Operations, Emergency Response Institute, 1991.

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(Association of Minnesota Emergency Managers [AMEM]) in 1987.

By 1968, the state Department of Civil Defense had grown to 42 full and part-time staff. The total operating budget at that time was under \$1 million. About \$400,000 of that total was allocated to local emergency management programs in the form of (federal) Personnel and Administrative Expense (now known as Emergency Management Performance Grant [EMPG]) Program assistance. By that time, the Department had responded to a number of major disasters, including the floods in 1952, and floods and tornadoes in 1965. 1965 is still remembered as one of the worst years for tornadoes in state history. In particular, the Fridley and Mounds View tornadoes that year were responsible for six deaths.

In 1970, several formerly independent State agencies were incorporated into a new entity known as the Department of Public Safety (DPS). The former Department of Civil Defense was moved into DPS, and was renamed the Division of Civil Defense. In that same year, the new division's office was moved from the Veterans Service Building to the State Capitol. The division remained in that location (Room B-5) until 1998, when it moved to quarters in downtown St. Paul.

In response to the growing number of natural disasters that were occurring throughout the nation, in 1974 Congress enacted the most comprehensive disaster recovery program to-date. Passage of the Disaster Relief Act of 1974, also known as Public Law 93-288, was significant because it marked the beginning of a shift in federal emphasis from enemy attack to natural disasters. Also in 1974, the Minnesota Division of Civil Defense changed its name to the Division of Emergency Services (DES). Other civil defense programs that were administered by the Minnesota Department of Education and the University of Minnesota were reduced in scope and some of their staff was transferred to DES. Work began on

a state natural disaster plan that would be separate from the "operations" plan that still focused primarily on enemy attack preparedness. New procedures for conducting a damage assessment, and for applying for federal disaster assistance were developed, many of which are still in effect today. During the 14-year period of 1965 through 1979, 18 major disasters were declared in Minnesota. However, following a flood in the Red River Valley in 1979, no major disasters were declared until a large-scale flash flood occurred in the Twin Cities metro area in 1987.

That year the name of the division was changed to the Division of Emergency Management (DEM). The name change was more than symbolic, and more than a reaction to the formation of the Federal Emergency Management Agency in 1980. It was recognition of the true "management" role of emergency preparedness, and it continued the movement towards a comprehensive, all-hazard program. This broadening of the program also included "man-made" and/or technologically caused disasters, namely hazardous materials and nuclear power plant accidents/incidents. Major industrial-type incidents such as the Three-Mile Island Nuclear Power Plant accident in 1979, and the chemical spill in Bhopal, India, in 1985 brought to the forefront the need for emergency planning and exercising related to technological disasters.

In 1989, the Minnesota Legislature enacted what became Minnesota Statutes, Chapter 299K, which legislation created the Minnesota Emergency Response Commission (ERC). The ERC was first established as an independent entity within the Department of Public Safety, but in 1993 it was incorporated into the Division of Emergency Management. The major function of the ERC was to implement the federal Emergency Planning and Community Right-to-Know Act in Minnesota.

The drive towards a comprehensive, all-hazard approach to emergency management reached

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another milestone in Minnesota in 1995 with the creation of the comprehensive Minnesota Emergency Operations Plan (MEOP). The MEOP combined three existing, stand-alone, emergency plans into a single all-hazard state emergency operations plan. In 1996, Minnesota Statutes, Chapter 12, which is the enabling legislation for state and local emergency management programs in Minnesota, was extensively updated and revised. The revised statute provided the foundation for growth and expansion of an emergency management program that is based on real hazards that affect Minnesota citizens every day.

The tragic events of September 11, 2001, highlighted in dramatic fashion the reality of the threat of terrorism in the U.S., and it resulted in a new focus on homeland security issues. In Minnesota, an Office of Homeland Security was established within the Department of Public Safety. In 2003, Minnesota Statutes, Chapter 12, was significantly revised. The revisions were intended primarily to ensure that Minnesota has the legal and administrative tools necessary to respond to a potential bioterrorism event. The challenge for the country in upcoming years will be to find an appropriate balance between the unique challenges posed by homeland security issues on the one hand, and the continuing need to devote time and resources to all other hazards, on the other.

In early 2004, two more important changes took place, via a Governor's Reorganization Order. First, the Office of Homeland Security was merged with the Division of Emergency Management, and, accordingly, the Division was renamed the Division of Homeland Security and Emergency Management (HSEM). Secondly, the functions and responsibilities of the State Emergency Response Commission (ERC) were transferred to the director of HSEM. This change was largely transparent, because HSEM staff had long been responsible for carrying out the day-to-

day tasks associated with the state and federal Emergency Planning and Community Right-to-Know Act (EPCRA).

2005 was another watershed year for emergency management, at both the federal and the state level, for several reasons. First of all, in that year, the National Response Plan was developed, which document replaced the former Federal Response Plan. The new plan reflected many changes in the federal government's response to major disasters. Second, the federal government adopted the National Incident Management System, and all state and local governments were required to adopt it as well, to ensure that a single, standardized incident management system will be used by all government entities. Lastly, in late August of that year, Hurricane Katrina wreaked havoc in Louisiana and several other southern states. In the process it laid bare glaring shortcomings in emergency preparedness and response at all levels of government.

Most importantly for Minnesota, Katrina marked the first time that a natural disaster that struck an area over 1,000 miles away had such a dramatic impact on the North Star state. Specifically, Katrina resulted in several, "first ever" initiatives: 1.) HSEM established an Emergency Management Assistance Compact (EMAC) Operations Desk in the Alternate State EOC, to process requests for, and facilitate the movement of, state and local emergency personnel and resources to Louisiana; 2.) HSEM coordinated "Operation Northern Comfort", the establishment of a temporary reception center at Camp Ripley; which center was staffed with multiple State agencies and private sector organization personnel. The Center was to have been used to meet the immediate housing and other needs of Katrina survivors who were to be transported to Minnesota by FEMA. (However, in the event, FEMA ultimately determined there was no need to send hurricane survivors to Minnesota.); and 3.) HSEM coordinated the establishment of a State

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Assistance Center in St. Paul, for the purpose of providing assistance to the 1,700+ survivors who “self-evacuated” to Minnesota. The Center was staffed by multiple State agencies and voluntary relief organizations, and was in operation for over one week.

While Katrina was, without question, a national tragedy, it also brought about a renewed emphasis on the ability of both the federal government, and state governments, to respond adequately to catastrophic disasters. It also resulted in significant revisions to the National Response Plan, and a closer examination of the adequacy of state and local emergency plans.

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History of Major Disaster, Fire Suppression and Emergency Declarations in Minnesota

<u>Declaration</u>			<u>Number of</u>	
<u>Date</u>	<u>Description of Event</u>	<u>Program*</u>	<u>Counties</u>	<u>Funding**</u>
6/22/57	OEP-80 Flooding	PA	0	\$313,785
4/11/65	OEP-188 Flooding	PA	65	\$9,588,776
3/22/66	OEP-215 Flooding	PA	25	\$1,385,063
8/15/68	OEP-249 Heavy rains and flooding	PA	5	\$436,747
9/9/68	OEP-250 Heavy rains and flooding	PA	1	\$176,118
4/18/69	OEP-255 Flooding	PA	70	\$4,611,577
8/5/69	OEP-268 Heavy rains and flooding	PA	4	\$146,716
7/22/70	OEP-291 Heavy rains and flooding	PA	11	\$3,708,210
8/1/72	OEP-347 Severe storms and flooding	PA	13	\$1,854,903
8/25/72	OEP-350 Severe storms and flooding	PA	5	\$3,280,155
6/10/74	FDAA-440 Heavy rains and flooding	PA	12	\$1,798,396
7/13/74	FDAA-446 Severe storms and flooding	PA	6	\$753,678
7/5/75	FDAA-473 Flooding	PA	1	\$167,534
7/17/75	FDAA-476 Severe storms, tornadoes and flooding	PA	17	\$4,201,910
6/17/76	EM-3013 Drought	PA	78	n/a
9/8/76	2018 Huntersville Fire	Fire Suppression	n/a	n/a
9/11/76	2019 Tower Fire	Fire Suppression	n/a	n/a
9/11/76	2020 Tamarack Fire	Fire Suppression	n/a	n/a
9/11/76	2021 Tate Fire	Fire Suppression	n/a	n/a
9/11/76	2022 Little Swan Fire	Fire Suppression	n/a	n/a
9/11/76	2023 Galvin Line Fire	Fire Suppression	n/a	n/a
10/1/76	2024 McGregor Fire	Fire Suppression	n/a	n/a
4/22/78	FDAA-555 Major storms, ice jams, snow melt and flooding	PA	10	\$2,094,939
7/8/78	FDAA-560 Severe storms, flooding, and tornadoes	PA, IA	17	\$10,528,670
4/30/79	FDAA-582 Severe storms and flooding	PA, IA	11	\$6,300,349
8/6/87	DR-797 Severe storms, tornadoes, flooding	PA, IA	10	\$12,164,002
5/8/89	DR-824 Flooding	PA, IA, HMGP	8	\$5,002,484
12/26/91	DR-929 Ice storm	PA, HMGP	12	\$9,494,942
6/26/92	DR-946 Severe storms, tornadoes, and flooding	PA, IA, HMGP	10	\$8,495,000

A. Introduction

<u>Declaration</u>			<u>Number of</u>	
<u>Date</u>	<u>Description of Event</u>	<u>Program*</u>	<u>Counties</u>	<u>Funding**</u>
6/11/93	DR- 993 Severe storms, tornadoes, and flooding	PA, IA, HMGP	57	\$43,226,158
8/18/95	DR-1064 Severe storms and tornadoes	PA, HMGP	12	\$6,607,070
1/5/96	DR-1078 Severe ice storm	PA, HMGP	4	\$5,109,608
6/1/96	DR-1116 Flooding and severe storms	PA, HMGP	26	\$11,187,363
1/7/97	DR-1151 Severe ice storm	PA, HMGP	12	\$15,366,153
1/16/97	DR-1158 Snow Emergency	PA	49	\$28,900,005
4/8/97	DR-1175 Severe flooding, severe winter storms, snowmelt, high winds, rain and ice	PA, IA, HMGP	59	\$235,798,732
8/5/97	DR-1187 Severe storms, high winds, tornadoes, and flooding	PA, IA, HMGP	7	\$12,469,421
4/1/98	DR-1212 Severe Storms and Tornadoes	PA, IA, HMGP	7	\$45,183,277
6/23/98	DR-1225 Severe Storms, Straight-Line Winds and Tornadoes	PA, HMGP	19	\$35,165,812
7/28/99	DR-1283 Severe Storms, Straight-Line Winds and Flooding	PA, IA, HMGP	9	\$16,544,215
8/26/99	DR-1288 Flooding	PA, HMGP	6	\$9,782,731
6/27/00	DR-1333 Heavy Rain, Flooding and Tornadoes	PA, IA, HMGP	17	\$26,727,059
10/19/00	Fire Suppression Declaration 2345	Fire Suppression	5	\$2,581,842
5/16/01	DR-1370 Severe Winter Storms, Flooding and Tornadoes	PA, IA, HMGP	PA – 31 IA – 57	\$58,680,630
5/31/02	Fire Suppression Declaration 2409	Fire Suppression	1	\$209,475
6/9/02	DR-1419 Severe Storms, Flooding and Tornadoes	PA, IA, HMGP	PA – 19 IA – 17	\$50,603,772
10/7/04	DR-1569 Severe Storms and Flooding	PA, IA, HMGP	5	\$10,749,562
9/13/05	FEMA-3242-EM Hurricane Katrina***	PA	Statewide	\$2,470,004
1/4/06	DR-1622 Severe Winter Storm, Ice	PA, HMGP	PA – 9 HMGP – Statewide	\$11,727,518
6/5/06	DR-1648 Severe Flooding	PA, HMGP	PA – 9 HMGP – Statewide	\$9,713,252

* PA (Public Assistance Program), IA (Individual Assistance Program), HMGP (Hazard Mitigation Grant Program)

** Funding amount includes only the Federal and State share of funding received/paid under the Stafford Act. Other federal funds, special state appropriations, and local funds are not included.

*** This Emergency Declaration authorized the provision of PA Program Category B (emergency protective measures) assistance, including direct Federal assistance, at 100% Federal funding to assist the State and local governments in meeting the immediate housing and other needs of Hurricane Katrina victims who “self-evacuated” to Minnesota.

A. Introduction

<u>Declaration</u> <u>Date</u>	<u>Description of Event</u>	<u>Program*</u>	<u>Number of</u> <u>Counties</u>	<u>Funding*</u> *
8/1/07	FEMA-3278-EM I-35W Bridge Collapse	PA	PA – 1	\$4,757,885
8/23/07	DR-1717 Severe Storms and Flooding	PA, IA, HMGP	PA – 8 IA – 7 HMGP – Statewide	\$78,832,472
6/25/08	DR-1772 Severe Storms And Flooding	PA, HMGP	PA – 5 HMGP – Statewide	\$9,735,986
3/26/09	FEMA-3304-EM Severe Storms and Flooding	PA	PA – 7	\$726,393
4/9/09	DR-1830 Severe Storms and Flooding	PA, IA, HMGP	PA – 29 IA – 7 HMGP – Statewide	\$46,735,787
3/19/10	FEMA-3310-EM Flooding	PA (DFA)	PA – 29	n/a
4/19/10	DR-1900 Flooding	PA, HMGP	PA – 28 HMGP – Statewide	\$19,140,770
7/2/10	DR-1921 Severe Storms, Tornadoes, and Flooding	PA, HMGP	PA – 13 HMGP – Statewide	\$22,404,752
10/13/10	DR-1941 Severe Storms and Flooding	PA, HMGP	PA – 29 HMGP – Statewide	\$38,340,466
5/10/11	DR-1982 Severe Storms and Flooding in the Minnesota, Mississippi, and Red River Basins	PA, HMGP	PA – 33 HMGP – Statewide	\$18,168,925
6/7/11	DR-1990 Severe Storms and Tornadoes in North Minneapolis and Anoka County	PA, HMGP	PA – 2 HMGP – Statewide	\$8,371,698
7/28/11	DR-4009 Severe Storms, Flooding and Tornadoes	PA, HMGP	PA – 15 HMGP – Statewide	\$3,039,092

* PA (Public Assistance Program), IA (Individual Assistance Program), HMGP (Hazard Mitigation Grant Program)

** Funding amount includes only the federal and state share of funding received/paid under the Stafford Act. Other federal funds, special state appropriations, and local funds are not included.

1. Local Emergency Management Organization

In Minnesota, all counties and cities are required to have an emergency management organization that is in accordance with the state emergency management plan and program. As part of this organization, each city and county is required to have a director, who is appointed by the mayor or the county board. (See Minnesota Statutes, [section 12.25](#)). If no appointment has been made, the mayor or the chair of the county board assumes that role. All 87 counties in Minnesota have, as a minimum, a director appointed to perform the duties associated with emergency management. Most of Minnesota's larger cities also have an appointed emergency management director; however, in some smaller communities, the mayor has assumed these duties. County emergency management directors should encourage the cities within their counties to appoint an emergency management director.

Depending on its size, there are many different positions that an emergency management organization may have. These positions may be full- or part-time, paid or voluntary. In many counties, the emergency management director also serves as the sheriff, veterans service officer, or another paid position.

Each person who performs an emergency management function should have a written job description that outlines his or her job duties. If the local jurisdiction applies for Emergency Management Performance Grant (EMPG) funding, the job description(s) are part of the grant application process. Sample job descriptions for county emergency management director, assistant emergency management director, administrative officer, operations officer, and city emergency management director follow. You may use these samples to develop written job descriptions for the emergency management staff in your jurisdiction.

You may also want to put a copy of the job descriptions for you and your staff in this chapter of the handbook for reference purposes.

County Emergency Management Director

The scope of the position will vary depending on the size of the county and its operational agreements with local jurisdictions.

KIND OF WORK

Under the administrative direction of the county board, the county emergency management director administers a countywide emergency management program in those areas that do not have a local emergency management organization and coordinates the activities of those local jurisdictions that have emergency management organizations; assists in training local emergency management personnel; coordinates emergency management functions of county governmental units assigned emergency management responsibilities; coordinates response to actual disasters and emergencies, the logistics of federal field teams and survey teams, mitigation requests, and disaster assistance centers; supervises professional, technical, and clerical staff; and performs related work as assigned.

EXAMPLES OF WORK (Illustrative only)

- Develops and maintains the County Emergency Operations Plan and tests this plan through exercises.
- Develops and establishes a warning system for the county.

B. Responsibilities and Authorities

- Coordinates various county and local services, and available communication facilities within the county.
- Maintains an inventory and utilization record of county equipment secured through emergency management sources.
- Prepares and presents a department budget to the appointing authority.
- Maintains liaison with county and state regional offices.
- Directs training of staff and volunteers, and assists local jurisdictions with training programs.
- Evaluates staff performance and recommends personnel adjustments.
- Prepares informational material for dissemination to the public.
- Meets with interested groups to explain the emergency management program and to enlist support and cooperation.

Assistant Emergency Management Director

The scope of the position will vary depending on the size of the jurisdiction.

KIND OF WORK

Performs highly responsible administrative work under the direction of the emergency management director; assists the director in planning, supervising, directing and coordinating the activities of the agency; assumes final responsibility for functions delegated by the director; and performs related work assignments.

EXAMPLES OF WORK (Illustrative only)

- Acts for the director in his/her absence.
- Represents the agency in conferences with state, federal and regional representatives.
- Explains the emergency management program to the public.
- Participates with civic groups in developing volunteer programs.
- Represents the director in conferences with service chiefs.
- Reviews recommended changes in policy and determines their validity.
- Conducts special projects as assigned.

Administrative Officer

KIND OF WORK

Under the general direction of the director or assistant director, is responsible for the development and supervision of the administrative procedures of the agency and the preparation of necessary reports to state and federal agencies; serves as consultant to political subdivisions in the development of program plans and the procedures required to obtain state and federal aid for personnel and administrative costs; assists in the procurement of supplies and equipment; and performs related work assignments.

EXAMPLES OF WORK (Illustrative only)

- Prepares the agency budget and assists local agencies in budget preparation.

B. Responsibilities and Authorities

- Maintains a perpetual inventory of available surplus property items.
- Prepares and edits necessary reports.
- Analyzes and evaluates established policies, procedures and programs.
- Assists political subdivisions in developing programs and preparing necessary documents and reports.
- Prepares applications for federal financial assistance.
- Assists political subdivisions in establishing necessary records and controls.
- Consults with political subdivisions on the development of staffing patterns and organizational structure.
- Develops EOC standards and procedures and supervises EOC operations.
- Trains EOC staff in operational procedures.
- Coordinates activities of the various emergency management operations plans of other governmental units within the geographical area of responsibility.
- Meets with various community groups to explain emergency management activities and to enlist their support and cooperation.

Operations Officer

KIND OF WORK

Under the general direction of the emergency management director, is responsible for the development of operational plans for political subdivisions; coordinates all elements of the plan; organizes emergency management resources and people, and assists in their training; and performs related work as assigned.

EXAMPLES OF WORK (Illustrative only)

- Directs planning and conducting of local tests and exercises.
- Assists other governmental units within the geographical area of responsibility in developing organizational plans, and plans training programs.

City Emergency Management Director

The scope of the position will vary depending on the size of the community.

KIND OF WORK

Under the administrative direction of the mayor, administers the local emergency management program in coordination with the county emergency management program; organizes and directs those community services and activities pertinent to the emergency preparedness of the political subdivision; supervises professional, technical and clerical staff; and performs related work assignments.

EXAMPLE OF WORK (Illustrative only)

- Develops and maintains the Emergency Operations Plan and tests the plan.
- Develops and maintains a system of warning the public.
- Develops a program to provide and augment the essential services in time of emergency.

B. Responsibilities and Authorities

- Maintains an inventory of available manpower, equipment, and resources available from other sources.
- Acquires equipment to assist the local jurisdiction to respond effectively to an emergency.
- Prepares and presents a department budget to the appointing authority.
- Maintains liaison with county and state regional offices.
- Organizes volunteers to provide and augment special services in time of emergency.
- Directs the training of staff and volunteers through courses or actual exercises.
- Evaluates staff performance and recommends personnel adjustments.
- Prepares informational material for dissemination to the public.
- Meets with interested groups to explain the emergency management program and to enlist their support and cooperation.

Ordinance or Policy Required

Each jurisdiction that receives Emergency Management Performance Grant (EMPG) funding has been required to pass an ordinance or have a Board of Commissioners-approved emergency management policy that governs the activities of the emergency management organization in that jurisdiction.

On the following pages you will find an example of an ordinance that can be adapted for either a county or a city. The suggested language for county government is shown in the body of the sample ordinance, with the suggested language for city government shown in parentheses, e.g., (City Council).

If you do update your local ordinance, please send a copy to HSEM.

Program Standards

Emergency Management Performance Grant Program Standards have been formalized and can be found on Page D-1-1.

Sample County/City Ordinance

Section 1. Policy and Purpose

POLICY AND PURPOSE

Subdivision 1. Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this County (City) will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this County (City), it is hereby found and declared to be necessary:

- (a) To establish a County (City) emergency management organization responsible for County (City) planning and preparation for emergency government operations in time of disasters.
- (b) To provide for the exercise of necessary powers during emergencies and disasters.
- (c) To provide for the rendering of mutual aid between this County (City) and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
- (d) To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management.

Section 2. Definitions

DEFINITIONS

Subdivision 1. "Emergency Management" means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by fire, flood, tornado and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out of the foregoing functions. Emergency management includes those activities sometimes referred to as "Civil Defense" functions.

B. Responsibilities and Authorities

Subdivision 2. "Disaster" means a situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

Subdivision 3. "Emergency" means an unforeseen combination of circumstances which calls for immediate action to prevent from developing or occurring.

Subdivision 4. "Emergency Management Forces" means the total personnel resources engaged in county-level/city-level emergency management functions in accordance with the provisions of this resolution or any rule or order thereunder. This includes personnel from County (City) departments, authorized volunteers, and private organizations and agencies.

Subdivision 5. "Emergency Management Organization" means the staff element responsible for coordinating county-level/city-level planning and preparation for disaster response. This organization provides County (City) liaison and coordination with federal, state and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

Section 3. Establishment of an Emergency Management Organization

ESTABLISH AN EMERGENCY MANAGEMENT ORGANIZATION

Subdivision 1. There is hereby created with the County (City) government an emergency management organization that shall be under the supervision and control of the County (City) Emergency Management Director, hereinafter called the "director". The director shall be appointed by the Board of County Commissioners (City Council/Mayor) for an indefinite term and may be removed by them at any time. The director shall serve at a salary determined by the Board of Commissioners (City Council/Mayor) and shall be paid his/her necessary expenses. The director shall have direct responsibility for the organization, administration and operation of the emergency preparedness organization, subject to the direction and control of the Board of County Commissioners (City Council/Mayor).

Section 4. Powers and Duties of the Director

POWERS AND DUTIES OF THE DIRECTOR

Subdivision 1. The director, with the consent of the Board (Council/Mayor), shall represent the County (City) on any regional or state conference for emergency management. The director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with

B. Responsibilities and Authorities

unassisted, and shall present such agreements to the Board (Council/Mayor) for its action. Such arrangements shall be consistent with the State Emergency Plan.

Subdivision 2. The director shall make studies and surveys of the manpower, industries, resources and facilities of the County (City) as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The director of Emergency Management shall establish the economic stabilization systems and measures, service staffs, boards and sub-boards required, in accordance with state and federal plans and directions subject to approval of the board/Council/Mayor.

Subdivision 3. The director shall prepare a comprehensive emergency plan for the emergency preparedness of the County (City) including municipal and unincorporated areas and shall present such plan to the board/Council/Mayor for its approval. When the board/Council/Mayor has approved the plan by resolution, it shall be the duty of all County (City) agencies and all emergency preparedness forces of the County (City) to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time. The director shall coordinate the emergency management activities of the County (City) to the end that they shall be consistent and fully integrated with the emergency plan of the Federal Government and the State and correlated with emergency plans of other political subdivisions within the State.

Subdivision 4. In accordance with the State and County Emergency Plan, the director shall institute such training programs, public information programs and conduct practice warning alerts and emergency exercises as may be necessary to assure prompt and effective operation of the County (City) Emergency Plan when a disaster occurs.

Subdivision 5. The director shall utilize the personnel, services, equipment, supplies and facilities of existing departments and agencies of the county to the maximum extent practicable. The officers and personnel of all such departments and agencies shall be, to the maximum extent practicable. The officers and personnel of all such departments and agencies shall be, to the maximum extent practicable, cooperate with and extend such services and facilities to the County (City) Emergency Management organization and to the Governor upon request. The head of each department or agency in cooperation with the director shall be responsible for the planning and programming of such emergency activities as will involve the utilization of the facilities of the department or agency.

Subdivision 6. The director shall, in cooperation with existing County (City) departments and agencies affected, assist in the organizing, recruiting and training of such emergency management personnel, that may be required on a volunteer basis to carry out the emergency plans of the County (City) and state. To the extent that such emergency personnel are recruited to augment a regular

B. Responsibilities and Authorities

County (City) department or agency for emergencies, they shall be assigned to such departments or agencies and shall be under the administration and control of said department or agency.

Subdivision 7. Consistent with the state emergency services law, the director shall coordinate the activity of municipal emergency management organizations within the county and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services (Minnesota Statutes, Chapter 12, Sec. 12.25).

Subdivision 8. The director shall carry out all orders, rules and regulations issued by the Governor with reference to emergency management.

Subdivision 9. The director shall act as principal aide and advisor to the County (City) official responsible for direction and control of all County (City) emergency operations during an emergency. The coordinator's main responsibility is to assure coordination among the operating departments, non-governmental groups, and with higher and adjacent governments.

Subdivision 10. The director shall prepare and submit such reports on emergency preparedness activities as may be requested by the County Board of Commissioners (City Council/Mayor).

Section 5. Local Emergencies

LOCAL EMERGENCIES

Subdivision 1. A local emergency may be declared only by the Mayor of a municipality or Chair of a County Board of Commissioners or their legal successors. It shall not be continued for a period in excess of three days except by or with the consent of the governing board of the political subdivision. Any order, or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed promptly by the chief of the local records-keeping agency of the subdivision.

Subdivision 2. A declaration of a local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance thereunder.

Subdivision 3. No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

B. Responsibilities and Authorities

Section 6. Emergency Regulations

EMERGENCY REGULATIONS

Subdivision 1. Whenever necessary to meet a declared emergency or to prepare for such an emergency for which adequate regulations have not been adopted by the Governor or the County Board (City Council/Mayor), the Board (Council/Mayor) may by resolution promulgate regulations, consistent with applicable federal or state law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding of essential public services, emergency health, fire, and safety regulation, drills, or practice periods required for preliminary training, and all other matters which are required to protect public safety, health, and welfare in declared emergencies.

Subdivision 2. Every resolution of emergency regulations shall be in writing: shall be dated; shall refer to the particular emergency to which it pertains, if so limited, and shall be filed in the Office of the County Administrator (Office of the City Administrator), which copy shall be kept posted and available for public inspection during business hours. Notice of the existence of such regulation and its availability for inspection at the Administrator's Office shall be conspicuously posted at the front of the government center (city hall) or other headquarters of the County (City) or at such other places in the affected area as the Board (Council/Mayor) shall designate in the resolution. By like resolution, the Board may modify or rescind any such regulation.

Subdivision 3. The County Board (City Council/Mayor) may rescind any such regulation by resolution at any time. If not sooner rescinded every such regulation shall expire at the end of 30 days after its effective date or at the end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the Board (Council/Mayor) shall be suspended during the period of time and to the extent such conflict exists.

During a declared emergency, the County (City) is, notwithstanding any statutory or charter provision to the contrary, empowered, through its governing body acting within or without the corporate limits of the County (City), to enter into contracts and incur obligations necessary to combat such disaster by protecting the health and safety of persons and property and providing emergency assistance to the victims of such disaster. The County (City) may exercise such powers in the light of the exigencies of the disaster without compliance with the time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for budgets.

B. Responsibilities and Authorities

Section 7. Emergency Management A Governmental Function

All functions thereunder and all other activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this resolution or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

EMERGENCY MANAGEMENT A GOVERNMENT FUNCTION

Section 8. Participation in Labor Dispute or Politics

The emergency management organization shall not participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

PARTICIPATION IN LABOR DISPUTE OR POLITICS

Section 9. Effective Date

This state shall take effect upon approval by the Board of Commissioners (City Council/Mayor) of _____ County (City).

EFFECTIVE DATE

Approval _____

APPROVAL

B. Responsibilities and Authorities

2. State Homeland Security and Emergency Management Organization

The Minnesota Department of Public Safety (DPS) Division of Homeland Security and Emergency Management (HSEM) is the state agency responsible for overall coordination of the homeland security and emergency management function in the state of Minnesota. Other DPS divisions include:

- Alcohol and Gambling Enforcement
- Bureau of Criminal Apprehension
- Driver and Vehicle Services
- Emergency Communication Networks
- State Patrol
- Office of Communications
- Office of Justice Programs
- Office of Traffic Safety
- Office of Pipeline Safety
- State Fire Marshal

HSEM employs approximately 70 full- and part-time staff, two of whom are assigned to a regional office in Grand Rapids. The remaining regional staff operates largely out of home offices, while all other HSEM staff is based in the Central Office. That office is located in Town Square at 444 Cedar Street, Suite 223, St. Paul. The Central Office is co-located with the State Emergency Operations Center (SEOC). A roster of HSEM staff, complete with email addresses and telephone numbers, is found on pages B-2-3 and B-2-4.

The principal legal basis for homeland security and emergency management at both the state and the local government level is contained in Minnesota Statutes, chapter 12, which can be found online at <https://www.revisor.mn.gov/statutes/?id=12>. Section 12.09 of that chapter stipulates, “**The division shall coordinate state agency preparedness for and emergency response to all types of natural and other emergencies and disasters...**” HSEM’s biggest challenge in this

regard is ensuring that Minnesota is prepared to respond effectively to a catastrophic event, regardless of the type or cause.

HSEM administers more than 15 state and federal grant programs. In fiscal year 2011, HSEM paid out approximately \$162 million to more than 300 local governments and other entities. More than 80 percent of the grant monies received by HSEM are passed through to local governments. The majority of the federal grant monies awarded by HSEM is obtained from the Department of Homeland Security, Federal Emergency Management Agency (FEMA). The division also receives federal grants from the Department of Commerce and the Department of Transportation.

The EMPG Work Plan and the strategic plan help HSEM define the goals, objectives, and performance measures that are critical to its vision and its mission of coordinating the homeland security and emergency management program in Minnesota.

HSEM’s vision is “*Keeping Minnesota Ready.*”

HSEM’s mission is to help Minnesota prevent, prepare for, respond to, and recover from natural and human-caused disasters. HSEM develops and maintains partnerships, collects and shares information, plans, trains and educates, coordinates response and resources, and provides technical and financial assistance.



B. Responsibilities and Authorities

In order to accomplish its mission, HSEM recognizes the importance of maintaining its core values:

- Professionalism
- Respect
- Integrity
- Dedication
- Excellence
- Commitment
- Effective Communication

Program staff serves as the chair of the state Emergency Preparedness and Response Committee (EPRC), whose members represent the state agencies that have key emergency responsibility assignments. The committee is all-hazard in scope. HSEM utilizes the EPRC to help coordinate a variety of state agency emergency preparedness-related tasks. The EPRC also facilitates inter- and intra-agency cooperation.

More information on HSEM can be obtained from the division's Website (hsem.dps.mn.gov).

B. Responsibilities and Authorities

Homeland Security and Emergency Management Personnel List

HSEM Central Office Phone: (651) 201-7400

TTY: (651) 282-6555 Fax: (651) 296-0459

444 Cedar Street, Suite 223, St. Paul, Minnesota 55101-6223

HSEM Region 2 Regional Office, 402 S.E. 11th St., Grand Rapids, MN 55744

Phone: (218) 327-4496 Fax: (218) 327-4527

Name,	Title	E-mail	Phone
Eide, Kris	Director	kris.eide@state.mn.us	(651) 201-7404
Kelly, Joe	Deputy Director	joseph.kelly@state.mn.us	(651) 201-7405
Allen, Gerry	Office Manager	gerry.allen@state.mn.us	(651) 201-7411
Anderson, Julie	External Affairs Coordinator	julie.anderson@state.mn.us	(651) 201-7576
Anderson, Lois	Training Administrator	lois.anderson@state.mn.us	(651) 201-7459
Angelis, Lucy	Urban Area Security Initiatives Planner	lucy.angelis@state.mn.us	(651) 201-7479
Barber, Susan	Administrative Support - Personnel Expeditor	susan.barber@state.mn.us	(651) 201-7413
Berg, Robert	Training and Exercise Planner	robert.m.berg@state.mn.us	(651) 201-7444
Birkeland, Jan	Grants Specialist Intermediate, Mitigation	janice.birkeland@state.mn.us	(651) 201-7494
Blood, John	DisasterLAN/GIS Coordinator	john.blood@state.mn.us	(651) 201-7449
Bounds, Brian	Radiological Emergency Preparedness Planner	brian.bounds@state.mn.us	(651) 201-7419
Brummund, Mary Ann	Administrative Support - Receptionist	maryann.brummund@state.mn.us	(651) 201-7412
Brunner, Brennen	Radiological Emergency Preparedness Planner	brennen.brunner@state.mn.us	(651) 201-7436
Calametti, Cassie	Critical Infrastructure Planner	cassie.calametti@state.mn.us	(651) 201-7457
Card, Amy	Regional Program Coordinator - Region 5	amy.card@state.mn.us	(651) 387-1244
Chabel, Simon	Hazard Mitigation Planner	simon.chabel@state.mn.us	(651) 201-7443
Chandler, Bill	Homeland Security and Response Branch Director	william.chandler@state.mn.us	(651) 201-7450
Christenson, Harold	Public Assistance Program Reviewer	harold.christenson@state.mn.us	(651) 201-7429
Clark, Cathy	Field Services Branch Director	cathy.clark@state.mn.us	(651) 201-7407
Coates, Carla	Radiological Emergency Preparedness Planner	carla.coates@state.mn.us	(651) 201-7437
Curtice, Brian	Public Awareness and Individual Assistance Program Coordinator	brian.curtice@state.mn.us	(651) 201-7426
Dooley, John	Communications Officer	john.dooley@state.mn.us	(651) 201-7498
Earp, Michael	Grants Specialist Intermediate	michael.earp@state.mn.us	(651) 201-7447
Elvecrog, Glenn	Regional Program Coordinator - Region 4	glenn.elvecrog@state.mn.us	(218) 549-3285
Flatley, Terry	Administrative Support - Regional Offices	terry.flatley@state.mn.us	(218) 327-4496
Fonkert, Barb	School Safety Specialist	barb.fonkert@state.mn.us	(651) 201-7428
Gaida, Kathy	Public Assistance Disaster Closeout Specialist	kathleen.gaida@state.mn.us	(651) 201-7440
Gibson, John	Public Assistance Program Assistant Administrator	john.gibson@state.mn.us	(651) 201-7430
Goelz, Kari	Operations Officer	karise.goelz@state.mn.us	(651) 201-7446
Hartman, Sandra	Administrative Support - EPCRA* Program	sandra.hartman@state.mn.us	(651) 201-7497
Hilbrand, Mary	Regional Program Coordinator - Region 3	mary.hilbrand@state.mn.us	(218) 634-3356
Hines, Rob	Radiological Emergency Preparedness Exercise Planner	robert.hines@state.mn.us	(651) 201-7415

B. Responsibilities and Authorities

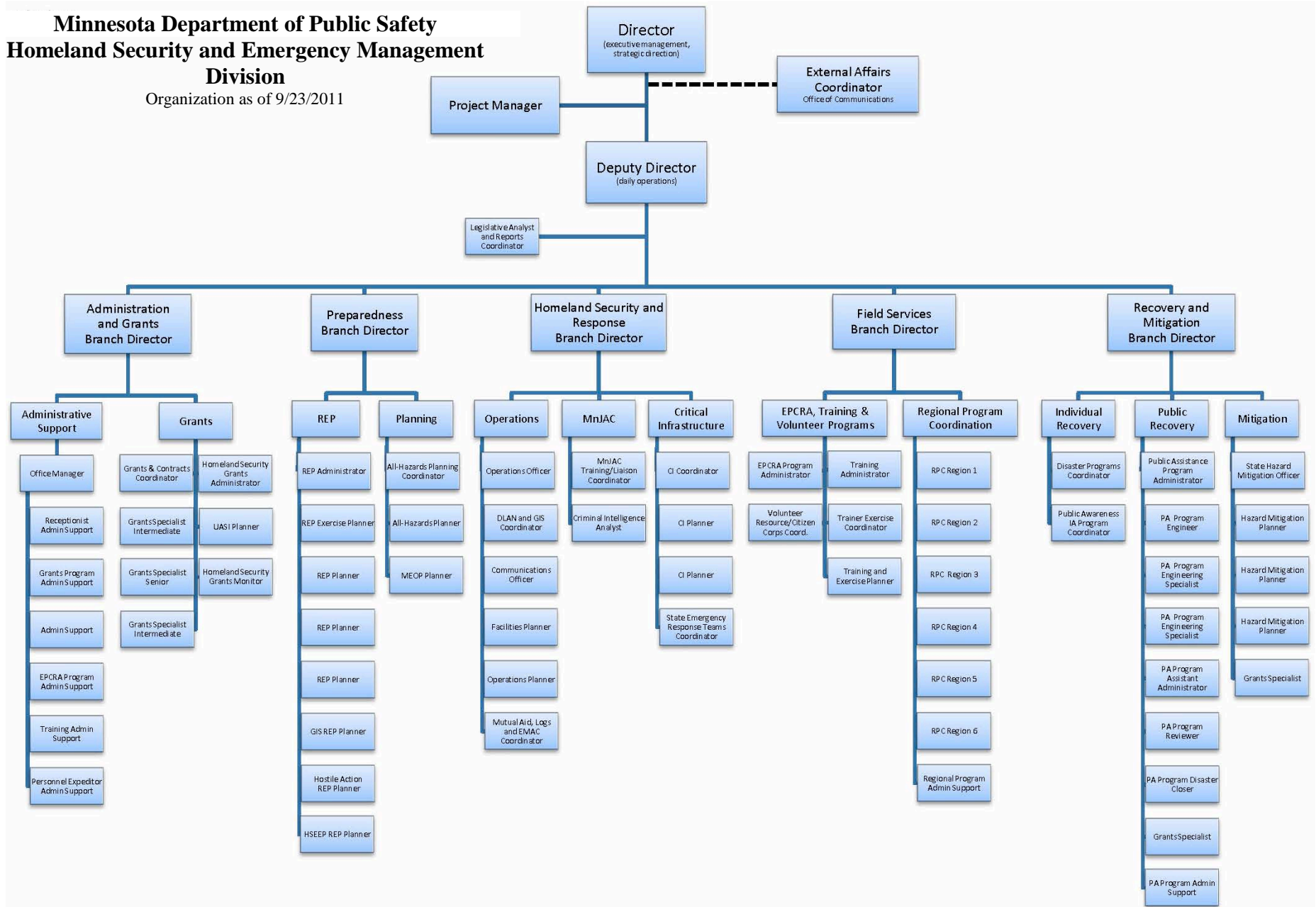
Name,	Title	E-mail	Phone
Hirte, Bill	Public Assistance Program Administrator	bill.hirte@state.mn.us	(651) 201-7431
Holmes, Roy	Regional Program Coordinator - Region 2	roy.holmes@state.mn.us	(218) 327-4496
Hosmer, Grant	Critical Infrastructure Coordinator	grant.hosmer@state.mn.us	(651) 201-7445
Hughes, Jill	Homeland Security Grants Coordinator	jill.hughes@state.mn.us	(651) 201-7451
Huneke, Kammy	Senior Grants Specialist	kammy.huneke@state.mn.us	(651) 201-7420
Huspek, Jon	Administration and Grants Branch Director	jon.huspek@state.mn.us	(651) 201-7454
Kam, Mark	Facilities Planner	mark.kam@state.mn.us	(651) 201-7499
Kane, Jenny	All-Hazards Planning Coordinator	jenny.kane@state.mn.us	(651) 201-7491
Ketterhagen, Kim	Mutual Aid, Logistics, and EMAC Coordinator	kim.ketterhagen@state.mn.us	(651) 779-5641
Kuzj, Ann	Grants Specialist Intermediate	ann.kuzj@state.mn.us	(651) 201-7422
Lageson, Nancy	Hostile Actions Planner	nancy.lageson@state.mn.us	(651) 201-7484
Lamoureux, Wayne	Engineering Specialist	wayne.lamoureux@state.mn.us	(651) 201-7495
Leuer, Kevin	Preparedness Branch Director	kevin.leuer@state.mn.us	(651) 201-7406
Lokken, Gary	Critical Infrastructure Planner	gary.lokken@state.mn.us	(651) 201-7448
Luth, Rick	Radiological Emergency Preparedness Planner	rick.luth@state.mn.us	(651) 201-7490
Marcy, Mark	Regional Program Coordinator - Region 1	mark.marcy@state.mn.us	(612) 619-6115
McClosky, Jim	Hazard Mitigation Planner	james.mcclosky@state.mn.us	(651) 201-7455
McLaughlin, Patrick	Radiological Emergency Preparedness Program Administrator	patrick.mclaughlin@state.mn.us	(651) 201-7434
Moore, John	Disaster Programs Coordinator	john.moore@state.mn.us	(651) 201-7453
Mueller, Karen	Grants Specialist Intermediate	karen.cibazar-mueller@state.mn.us	(651) 201-7414
Nelson, Jennifer	Hazard Mitigation Planner	jennifer.e.nelson@state.mn.us	(651) 201-7427
Nelson, Lynn	Administrative Support–EPCRA* Program	lynn.nelson@state.mn.us	(651) 201-7418
Neudahl, Sherrill	Grants and Contracts Coordinator	sherrill.neudahl@state.mn.us	(651) 201-7421
Ostlund, Chad	Minnesota Emergency Operations Plan Planner	chad.ostlund@state.mn.us	
Peters, Brad	Operations Planner	bradley.peters@state.mn.us	(651) 201-7456
Peterson, Denise	Legislative Analyst and Reports Coordinator	denise.d.peterson@state.mn.us	(651) 201-7409
Peterson, Gary	Regional Program Coordinator - Region 6	gary.w.peterson@state.mn.us	(763) 441-2896
Prouty, Theresa	Administrative Support-Public Assistance Program	theresa.prouty@state.mn.us	(651) 201-7439
Radke, Nick	Criminal Intelligence Analyst	nicholas.radke@state.mn.us	(612) 373-2861
Reed, Kevin	State Emergency Teams Coordinator	kevin.reed@state.mn.us	(651) 201-7425
Reuter, Krysta	All Hazards Planner	krysta.reuter@state.mn.us	(651) 201-7438
Russell, James	Hazard Mitigation Program Administrator State Hazard Mitigation Officer	james.russell@state.mn.us	(651) 201-7423
Sabaka, Kathryn	Grants Program Monitor	kathryn.sabaka@state.mn.us	(651) 201-7493
Stahl, Doug	Public Assistance Program Engineer	douglas.stahl@state.mn.us	(651) 201-7432
Tomlyanovich, Steve	EPCRA* Program Administrator	steve.tomlyanovich@state.mn.us	(651) 201-7417
Walter, Dennis	Volunteer Resources and Citizen Corps Coordinator	dennis.walter@state.mn.us	(651) 201-7442
Wuertz, Neddy	Administrative Support - Training	annette.wuertz@state.mn.us	(651) 201-7452

*Emergency Planning and Community Right-to-Know Act

B. Responsibilities and Authorities

Minnesota Department of Public Safety Homeland Security and Emergency Management Division

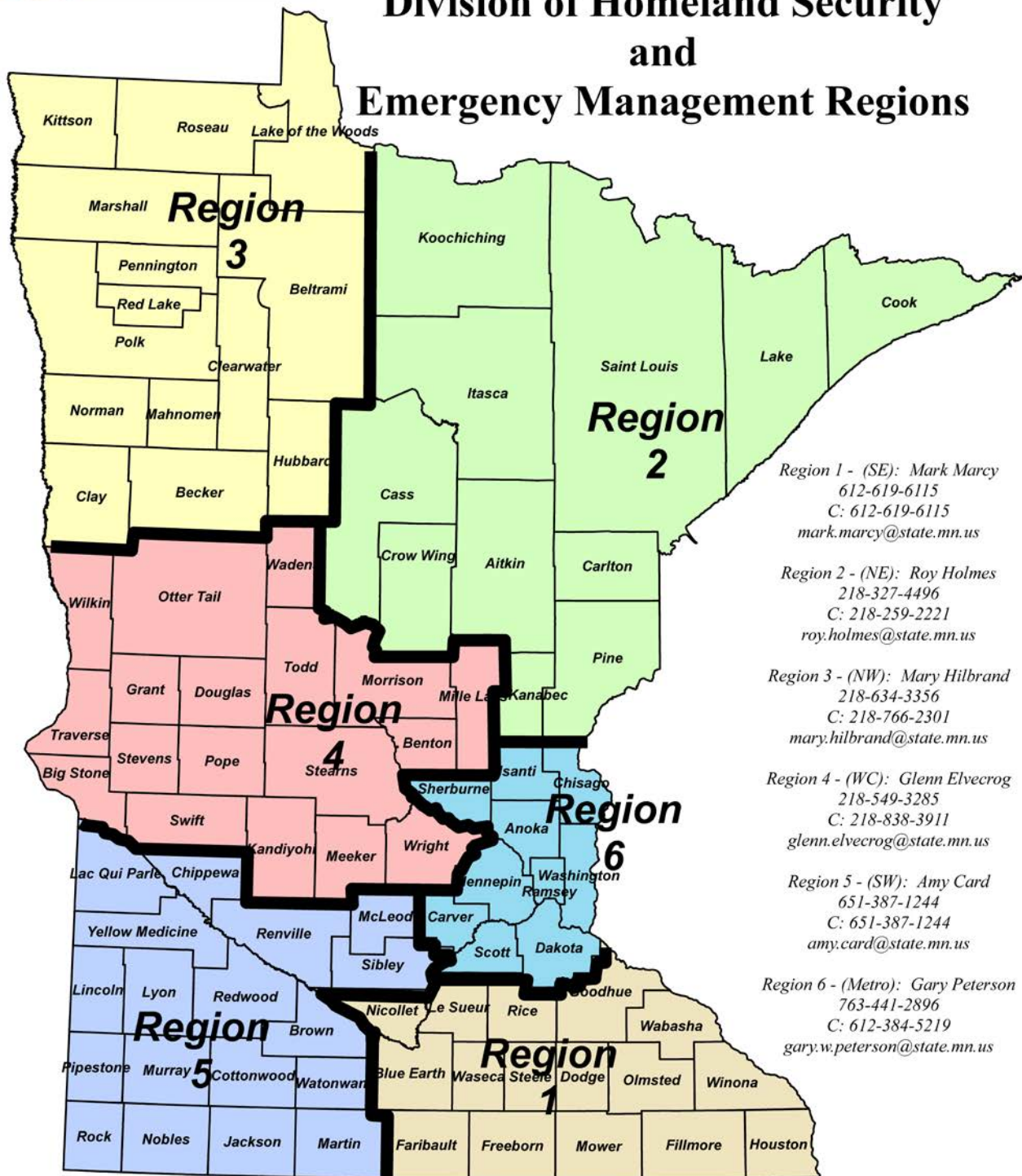
Organization as of 9/23/2011



B. Responsibilities and Authorities



Minnesota Division of Homeland Security and Emergency Management Regions



Region 1 - (SE): Mark Marcy
612-619-6115
C: 612-619-6115
mark.marcy@state.mn.us

Region 2 - (NE): Roy Holmes
218-327-4496
C: 218-259-2221
roy.holmes@state.mn.us

Region 3 - (NW): Mary Hilbrand
218-634-3356
C: 218-766-2301
mary.hilbrand@state.mn.us

Region 4 - (WC): Glenn Elvecrog
218-549-3285
C: 218-838-3911
glenn.elvecrog@state.mn.us

Region 5 - (SW): Amy Card
651-387-1244
C: 651-387-1244
amy.card@state.mn.us

Region 6 - (Metro): Gary Peterson
763-441-2896
C: 612-384-5219
gary.w.peterson@state.mn.us

Minnesota Duty Officer - 1-800-422-0798 or 651-649-5451

1/11/2011

B. Responsibilities and Authorities

3. Listing and Description of Applicable State Laws, Federal Laws and Authorities, and Governor's Executive Orders

This chapter contains a listing and description of important state and federal laws that are applicable to the emergency management program. The text of Minnesota Statutes may be found at www.revisor.mn.gov.

Minnesota Statutes

<u>Chapter</u>	<u>Description</u>
9	Executive Council: Governor, Lt. Governor, Secretary of State, State Auditor, State Treasurer, and Attorney General.
9.061	Establishes Executive Council powers to act for prevention of and relief from emergencies.
12	Division of Emergency Management. (formerly Minnesota Civil Defense Act of 1951). Includes organization, administration, funding; nuclear emergency response; powers, duties; emergency powers. Complete Chapter 12 included in this manual.
13	Government Data Practices
13.99	<i>Subd. 91a.</i> Hazardous substance emergencies. Data collected by a fire department under Section 299F.091.
16A	Department of Finance
16A.632	Capital assets preservation and replacement (bond program).
18D	Chemical Liability
18D.105	Agricultural chemical reports of incidents.
18E	Chemical Incident Reimbursement
18E.03	Department of Agriculture chemical response.
88	Division of Lands and Forestry (DNR/Forestry Division)
88.04	<i>Subd. 2.</i> Establishment of firebreaks by MN towns and cities.
88.12	Compensation of fighters of wildfires and contracts for firefighting, and other emergency firefighting expenses.
88.42	Local improvements for fire prevention/abatement; limits on public indebtedness.
103D	Watershed Districts
103D.615	Declaration of emergency where watershed conditions threaten health/welfare of watershed district population.
103E	Drainage
103E.705	<i>Subd. 7.</i> Authority for repair and reconstruction of drainage systems after disaster.
103F	Protection of Water Resources
103F.155	<i>Subd. 1.</i> Requirements for local government flood protection plans.
	<i>Subd. 2.</i> State agency review of local plans.
103F.161	Authorizes Flood Hazard Mitigation Grants.
103G	Waters of the State
103G.245	<i>Subd. 9(b).</i> Public waters work permits: Policy on levees along the banks of public waters in emergency flood conditions.
103G.291	<i>Subd. 3.</i> Requires public water supplier serving more than 1,000 people to submit emergency and conservation plan.
103H	Groundwater Protection
103H.201	<i>Subd. 2(b).</i> Emergency adoption of groundwater quality health risk limits to protect public health/welfare.
103I	Wells, Borings, and Underground Uses
103I.205	<i>Subd. 2.</i> Well construction: Emergency permit and notification exemptions, where conditions endanger public health/welfare.
115A	Waste Management
115A.08	Requires reports on security of hazardous waste facilities, including:
	<i>Subd. 5a.</i> plans for containment, control, and corrective action in an emergency.
115B	Environmental Response and Liability
115B.17	State response to hazardous materials releases.
115B.18	“Responsible party” penalties for failure to take requested actions in hazardous materials incident.
115B.20	<i>Subd. 2. (12).</i> State reimbursement to political subdivisions (who are not “responsible parties”) for necessary expenditures resulting from an emergency caused by a release of hazardous substance.
115B.40	Landfill Cleanup Program. <i>Subd. 1.</i> Authorizes commissioner to take environmental response action related to a release or threatened release of hazardous substance.
115B.42	Landfill Cleanup Account. Authorizes use of funds to:
	<i>Subd. 2(2).</i> monitor and take, or reimburse others for, environmental response actions at qualified facilities.

B. Responsibilities and Authorities

115C	Petroleum Tank Release Cleanup	144.383	Authority of Commissioner.
115C.03	Response to releases, including: <i>Subd. 3.</i> Emergency corrective action.		(d). Responsibility to develop emergency plan to protect public when serious risk of decline in water quality or quantity occurs, and to issue emergency orders when risk imminent.
115C.04	Liability for response costs.		
115E	Oil and Hazardous Substance Discharge Preparedness		
115E.03	Owner/Operator duty to prepare for response to discharges.	144.804	Emergency Medical Services Standards.
115E.04	<i>Subd. 1.</i> Prevention and response plans.	169	Traffic Regulations
115E.045	Response plans for trucks and certain tank facilities.	169.03	Exemptions for emergency vehicles.
115E.06	Good Samaritan Law. (1) re: Member of a cooperative or community awareness & emergency response (CAER) group in compliance with standards in rules adopted by the pollution control agency.	169.17	Exemptions for authorized emergency vehicles when responding to emergency calls.
115E.08	The Commissioner of Public Safety shall coordinate state agency preparedness for response to discharges of oil or hazardous substances.	169.20	Right of way for (<i>Subd. 5</i> ;) emergency vehicles.
115E.09	Single Answering Point System: Establishment of MN Duty Officer responsibilities for emergency reporting.	169.305	Controlled access provided for emergency vehicles.
116	Pollution Control Agency	169.58	(<i>Subd. 2</i>) Permits for red lamps for volunteer emergency responders, and (<i>Subd. 3</i>) for volunteer ambulance drivers.
116.07	<i>Subd. 4b. (1).</i> Requires contingency plans for all hazardous waste facilities.	169. 68	Authorizes use of horns by vehicles responding to an emergency call.
116.11	PCA emergency authority to order immediate pollution abatement, where threat to public health/welfare.	169. 75	(<i>Subd. 1</i>). Use of emergency flares, flags, and reflectors.
116C	Environmental Quality Board	171	Drivers' Licenses and Training Schools
116C.57	Power Plant Sites: Designation of sites and routes; procedures; emergency certifications; exemption.	171. 02	<i>Subd. 2. (2).</i> Drivers license class for operators of fire trucks and emergency fire equipment.
116C.731	Transportation of High Level Radioactive Waste. <i>Subd. 4.</i> Requires development of emergency response plan.	190	Military Forces
116C.831	Midwest Interstate Low-Level Radioactive Waste Compact.	190. 025	<i>Subd. 1.</i> "Fresh pursuit": "During US War or other declared disaster, military forces authorized to continue in fresh pursuit of insurrectionists, saboteurs, enemies, or enemy forces beyond our borders to another state. " Other states authorized to do same here.
116I	Pipeline	190. 08	<i>Subd. 4.</i> Order to temporary active service during war, riot, insurrection, emergency.
116I.015	Pipeline Routing <i>Subd. 3. (7).</i> Allows board to exempt permit application process in emergencies.	192	National Guard
138	Historical Societies; Sites; Archives; Archaeology; Folklife	192. 05	Status of individuals and units of National Guard in national emergency and afterwards.
138.17	Government Records; Administration. <i>Subd. 8.</i> Commissioner of Admin to establish/maintain emergency records preservation system.	216C	Department of Public Service, Energy Division
144	Department of Health	216C. 15	Energy supply emergency conservation and allocation plan.
144.1483	(10). Rural Health Initiative: Commissioner to coordinate statewide plan for emergency medical services.	221	<i>Subd. 3.</i> Declaration of energy supply emergency.
		221. 034	Motor Carriers; Pipeline Carriers
		237	<i>Subd. 2.</i> Report of hazardous materials incidents required.
		237. 47	Telephone and Telegraph Companies; Telecommunications Carriers
			Alarm transmission telephone devices; rules. Requires permission from local officials to hook up device sending taped messages to police, fire, etc., to report emergencies.

B. Responsibilities and Authorities

252	Hospital and Community Services for Persons with Mental Retardation		
252. 293	Emergency relocations of care facility patients with mental retardation or related conditions.	327. 20	<i>Subd. 1. (6),(7),(8)</i> Requirements for shelter or evacuation plan for manufactured home parks.
273	Taxes; Listing, Assessment	327. 205	Shelter Construction Standards
273.11	Valuation of property [<i>Subd. 16. (h)</i>] destroyed by natural disaster.	383A	Ramsey County
273.1231-1235	Tax relief for destroyed property.	383A. 13	Paramedics' qualifications, etc.
299A	Department of Public Safety	383B	Hennepin County
299A. 50	Hazardous Materials Incident Response Plan.	383B. 221	Emergency Medical Service Authorization.
299C	Bureau of Criminal Apprehension	383B. 255	Public Safety Communications.
299C. 37	Regulated use of police emergency frequency.	383C	St. Louis County
299C. 46	<i>Subd. 3. (3)</i> Authorized use, fee for use of Data Communications Network necessary to protect public/property in disaster.	383C. 23	Waiver of highway load limits for emergency vehicles.
299D	State Patrol	402	Isolation and Quarantine Directive. Directive to be issued by the Commissioner of Health to isolate or quarantine a person or group of persons.
299D. 03	<i>Subd. 1. (2)</i> Authority to direct traffic to ensure safety during emergency.	403	Local Emergency Telephone Services. Establishes and regulates "911" emergency telephone system.
299F	Fire Marshal	473	Metropolitan Government
299F. 091	Hazardous Substance Emergencies. "Community Emergency Response Hazardous Substances Protection Act".	473. 243	Authorizes met council to coordinate emergency services within metro area.
299F. 094	<i>Subd. 5.</i> Authorizes local fire dept. to inspect fire/emergency plans of employers storing hazardous substances.	475	Public Indebtedness
299F. 095	Local fire department powers and duties.	475. 754	Authorizes local sale of certificates of indebtedness to cover costs of public emergency.
299F. 096	Duty to safeguard private information.	604A	Tort Liability; Good Samaritans; Charitable and Benefit Activities
299J	Office of Pipeline Safety	604A. 01	<i>Subd. 1.</i> Good Samaritan Law.
299J. 04	<i>Subd. 1. (2),(3)</i> Reporting of emergency releases.	609	Criminal Code
299J. 07	Penalties for failing to report emergency release.	609. 2231	<i>Subd. 2.</i> Sentences for assaults on firefighters and emergency medical personnel.
299J. 08	Commissioner to report release; advice and coordination.	609.671	Environment; criminal penalties.
299J. 10	Requires local government emergency operations plan.	626	Training; Investigation, Apprehension; Reports
299J. 13	Access to information; classification of data.	626. 8465	Peace Officer Training. Part-time officers; limitations.
299J. 15	Disposal of pipeline; penalty; enforcement.		
299K	Hazardous Chemical Emergency, Planning and Response Establishes office of emergency response, Emergency Response Commission, Regional Review Committees; membership, compensation, duties; preparation of local emergency plans; public information depository; notification of release; fees; enforcement. Complete Chapter 299K included in this manual.		
325E	Regulation of Trade Practices		
325E. 063	(4) During natural disaster or other emergency.		
327	Hotels, Motels, Resorts, and Manufactured Homes		

B. Responsibilities and Authorities

Federal Authority

[U. S. Constitution Article I, Section 8, Clause 16](#)

U. S. Public Law 920, as amended. (U. S. Civil Defense Act)

[U. S. Public Law 93-288, as amended. \(Robert T. Stafford Act\) 42 U.S.C. §§ 5121-5208](#)

U. S. Public Law 99-499, as amended. (Superfund Amendment and Reauthorization Act [SARA] of 1986)
[42 U.S.C §§ 9601-9675](#)

Federal regulations: [10 CFR 70](#), [10 CFR 71](#), [10 CFR 73](#), [44 CFR 350](#), [49 CFR 171](#), [49 CFR 172](#), [49 CFR 173](#), [49 CFR 177](#)

[NUREG-0654/FEMA REP-1, Revision 1; and related Guidance Memoranda.](#)

FEMA REP-5: Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents

[The National Response Framework](#)

(for Public Law 93-288, as amended)

The Federal Radiological Emergency Response Plan (FRERP), as amended.

[The Federal Oil Pollution Act](#)

Occupational Safety and Health Administration (OSHA)
29 CFR [1910.119](#) and [1910.120](#)

Governor's Executive Orders

[Governor's Executive Order 11-03 Assigning Emergency Responsibilities to State Agencies](#)

1. Emergency Planning Program and Policy

Overview: HSEM Support of Local Emergency Planning

The Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) has staff and guidance materials available to support the emergency planning efforts of local governments, business and industry, and others. This support is intended to facilitate the development and maintenance of emergency plans that address both local needs and state and federal planning requirements. Available guidance materials include the following:

1. Facility Emergency Planning Outline

This outline was developed to aid local planners in assisting facilities in their jurisdictions. The committee that developed the outline consisted of representatives from local, county and state agencies, as well as representatives from responders and regulated facilities. It is intended to meet all current requirements. It does not, however, address the requirements of the Oil Pollution Act of 1990, due to the complexity of that legislation. All agencies which have emergency planning requirements have had input into the outline and endorse its use.

Copies of the outline are available through city and county emergency management directors or by contacting an HSEM regional program coordinator.

2. HSEM Planning Principles Relative to Local Emergency Operations Plans

These principles serve as the foundation for the HSEM Local Emergency Operations Planning Policy.

3. HSEM Local Emergency Operations Planning Policy

This Policy contains the emergency operations planning requirements (including those relating to plan content, plan development, and plan review) for local governments in Minnesota.

4. MNWALK (Plan Review Document)

This document is a cross-reference tool which lists all required local government EOP content items and includes blank spaces for identifying the location of those items in a completed EOP. The MNWALK also has a checklist for reviewers and a space for their comments.

5. Comprehensive School Safety Guide

This guide serves as a tool for developing or updating a school emergency plan. It contains an emergency planning section featuring “toolkits” on specific planning elements that incorporate both comprehensive standard, and local and national best practices. The guide also includes the updated guidance on universal and emergency procedures for schools. This document is on the HSEM Website at hsem.dps.mn.us.

The school safety guide should be used in conjunction with school board adopted crisis management policy. A model crisis management policy is located on the website of the Minnesota Department of Education.

HSEM Planning Principles Relative to Local Emergency Operations Plans (EOPs)

1. *As a general rule*, every jurisdiction should have its own EOP. However, HSEM recognizes that adjacent jurisdictions may choose to develop a joint plan (e.g., a county/county seat, two cities, or two counties). The EOPs of cities that rely heavily on other jurisdictions (e.g., small cities that contract with counties) to provide certain critical services should reflect the responsibility of those other jurisdictions to provide the services in question.
2. *As a general rule*, the more complex a jurisdiction is (i.e., the larger its population and the greater the number of services it provides), the more extensive its EOP will need to be. Extremely brief EOPs may be perfectly adequate for very small communities.
3. Local EOPs should be all-hazard in scope, and they *must* be if they are intended to be in compliance with state of Minnesota and federal planning requirements.
4. All local EOPs should include certain minimum *content* items, and they must do so if they are intended to be in compliance with state of Minnesota and federal planning requirements.
5. Local EOPs do not need to follow any particular *format*, and HSEM does not establish any format requirements.
6. Documents that HSEM staff want to use as *planning guidance* must be reviewed and approved by the HSEM planning team and the HSEM management group before they are recommended/presented to local governments.
7. In Minnesota, authority to approve (or disapprove) a local EOP rests with the following individuals, in the order listed:
 - a. The mayor or county board of commissioners, as applicable. (He/she/they approve/disapprove it on the basis of whether or not it adequately addresses *the city's/county's needs*.)
 - b. The applicable HSEM regional program coordinator. (He/she approves/disapproves it on the basis of whether or not it adequately addresses *state of Minnesota and federal requirements*.)
8. When a regional program coordinator reviews a local EOP, he/she is, among other things, acting as an agent on behalf of the Minnesota Department of Natural Resources and the Minnesota Department of Public Safety Office of Pipeline Safety.

Local Emergency Operations Planning Policy

I. PURPOSE

The purpose of this document is to describe the state and federal government requirements pertaining to local government emergency operations plans in Minnesota. It is directed at those individuals involved in the development and maintenance of such plans: local emergency management directors, HSEM staff, regional review committees, planning advisory committees, community awareness and emergency response groups, and other similar groups.

II. OVERVIEW OF FEDERAL AND STATE PLANNING REQUIREMENTS

The following is a list of federal and state emergency planning requirements for counties and cities in the state of Minnesota:

A. Federal Planning Requirements

Federal Emergency Management Agency (FEMA)

1. To be eligible to receive an Emergency Management Performance Grant (EMPG) or other non-disaster funds made available by FEMA, counties and cities must have an approved emergency operations plan (EOP).
2. Those local political jurisdictions within a 50-mile radius of either the Monticello or Prairie Island Nuclear Power Plant must address the “protection of the human food chain, including animal feeds and water, which may be contaminated by a radioactive release from a commercial nuclear power plant.” (Guidance Memorandum IN-1, “The Ingestion Exposure Pathway” - a joint USDA, NRC, DHHS/FDA, FEMA document dated February 26, 1988.)

B. State Planning Requirements

1. Minnesota Division of Homeland Security and Emergency Management (HSEM)

- a.) Minnesota Statutes, Chapter 12, as amended (“The Minnesota Emergency Management Act of 1996”) stipulate that HSEM “...shall coordinate the development and maintenance of emergency operations plans and emergency management programs by the political subdivisions of this state, with the plans and programs integrated into and coordinated with the emergency operations plan and emergency management program of this state to the fullest possible extent.” It also stipulates that county emergency management organizations shall “...plan for the emergency operations of county government...”
- b.) Minnesota Statutes, Section 299K.05, stipulates that “Political subdivisions should prepare emergency plans that adequately address the requirements contained in ... the federal act.” The “federal act” is the Emergency Planning and Community Right to Know Act, otherwise known as Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. SARA Title III includes several requirements regarding the development, exercising, and updating of a local emergency plan.

2. Minnesota State Fire Marshal, Office of Pipeline Safety

Minnesota Statutes, Section 299J.10, requires a county or home rule charter city having a pipeline (as defined in the statute) within its jurisdiction to prepare an emergency operations plan and supporting documentation that will include appropriate pipeline safety information. “The format and content of the plan... must be in agreement with the guidance and prototype planning documents provided by HSEM.”

C. Policies and Programs

3. Minnesota Department of Natural Resources

Minnesota Statutes, Section 103F.155, requires communities having emergency flood measures (levees) to develop a plan adequate to provide protection in the event of levee failure.

III. SPECIFIC LOCAL GOVERNMENT PLANNING REQUIREMENTS

A. Emergency Management Performance Grant (EMPG) Participating Counties and Cities

To meet all of the federal and state planning requirements referenced above, the following specific emergency planning requirements have been established for all EMPG-participating counties and cities:

1. Emergency Operations Plan

All counties and cities participating in the EMPG program must have an all-hazard emergency operations plan which addresses the items listed in the MNWALK provided by HSEM. The MNWALK is a cross-reference tool that lists all required plan content items and includes blank spaces for identifying the location of those items in a completed plan.

2. Plan Maintenance and Review Schedule

a. Maintenance (Upgrades and Updates)

A plan **upgrade** means the preparation of a revised plan as the result of a comprehensive review of the entire document. In some cases, the county or city may choose to develop an all-new plan. *At a minimum, the upgraded plan must have a new date and a new signature of approval page signed by the chief elected official.*

A plan **update** means changes made to individual pages or sections of the plan to maintain the accuracy of the information contained therein. Whenever a page/section of the plan has been changed, the revision number, and date of revision should be reflected in the plan's Record of Revision.

Plan upgrade and update activities are to be coordinated with an annual functional or full-scale emergency exercise or as a result of an actual disaster event.

b. Maintenance and Review Schedule ("The Four-Year Cycle")

Every year, at least 25% of the EMPG-participating counties and cities in each HSEM region will *upgrade* their EOP and 75% will *update* their EOP. The upgrade/update schedule will be in accord with the four-year planning cycle described below. The HSEM regional program coordinator will work with the emergency management director and other appropriate parties to determine the schedule for each jurisdiction.

Year 1: Upgrade and present the revised or all-new emergency operations plan to the county board of commissioners (or city council, if applicable) for review and approval. If it has not already done so, the board/council must officially approve the plan, via resolution. Once the plan is approved, the chair of the county board/mayor should sign the plan signature of approval page. A copy of the plan is then to be submitted to the applicable HSEM regional program coordinator.

Year 2: Update and present the emergency operations plan, a completed MNWALK, and the Local EOP Review Sheet to the plan review group used by that county/city. The plan

C. Policies and Programs

review group may be a regional review committee (RRC), planning advisory committee (PAC), community awareness and emergency response (CAER) group, etc. A copy of the updated plan pages is also to be sent to the applicable HSEM regional program coordinator. After review, the review group chair will send a copy of the MNWALK and the completed Review Sheet to the emergency management director, who will forward a copy to the HSEM regional program coordinator.

Year 3: **Update** and present the emergency operations plan, a completed MNWALK, and the Local EOP Review Sheet to the peer review group selected by that county/city for plan review. The peer review group may be a neighboring county/city emergency management director, public group, or other review group. A copy of the updated plan pages are also to be sent to the HSEM regional program coordinator. After review, the peer review group chair will send a copy of the MNWALK and the completed Review Sheet to the emergency management director, who will forward a copy to the HSEM regional program coordinator.

Year 4: **Update** and submit the updated pages, a completed MNWALK, and the Local EOP Review Sheet to the applicable HSEM regional program coordinator for review and approval. After review and approval, the regional program coordinator will return a copy of the MNWALK and the completed Review Sheet to the emergency management director.

B. Non-EMPG Participating Counties and Cities

1. Emergency Operations Plan

Non-EMPG participating counties and cities that want to be in compliance with the state and federal planning requirements must have an all-hazard emergency operations plan which addresses the items listed in the MNWALK.

2. Plan Maintenance and Review Schedule

Non-EMPG participating counties and cities are encouraged to follow the plan maintenance and review schedule described above for EMPG-participating jurisdictions.

Local Emergency Operations Plan Review Sheet

INSTRUCTIONS

This review sheet documents the findings of a local emergency operations plan (EOP) review. In accordance with the Minnesota Division of Homeland Security and Emergency Management (HSEM) *Local Emergency Operations Planning Policy*, the local emergency management director submits to the appropriate review group chair a county/city EOP, a completed MNWALK cross-referenced for the SARA Title III items being reviewed, and this sheet. After review, the review group chair will complete this sheet and attach it to the MNWALK, with any applicable comments. A copy of this page and of the MNWALK with comments must be submitted to the applicable HSEM regional program coordinator, who will forward a signed copy to the local emergency management director and follow up on any comments submitted by the review group. Questions about this review sheet or the EOP review process should be directed to the HSEM regional program coordinator or to the HSEM central office in Saint Paul at (651) 201-7400.

REVIEW SUMMARY

Name of jurisdiction:

Emergency Management Director's name:

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(Check one:)

- ☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **adequately addresses** the reviewed planning requirements, as noted in the attached MNWALK.
- ☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **will adequately address** the reviewed planning requirements after the items noted in the attached MNWALK are completed.
- ☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **does not adequately address** the reviewed planning requirements. Further revision is needed to address the comments made in the attached MNWALK.

Review group:

Date of review:

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Signature of review group chair

Date

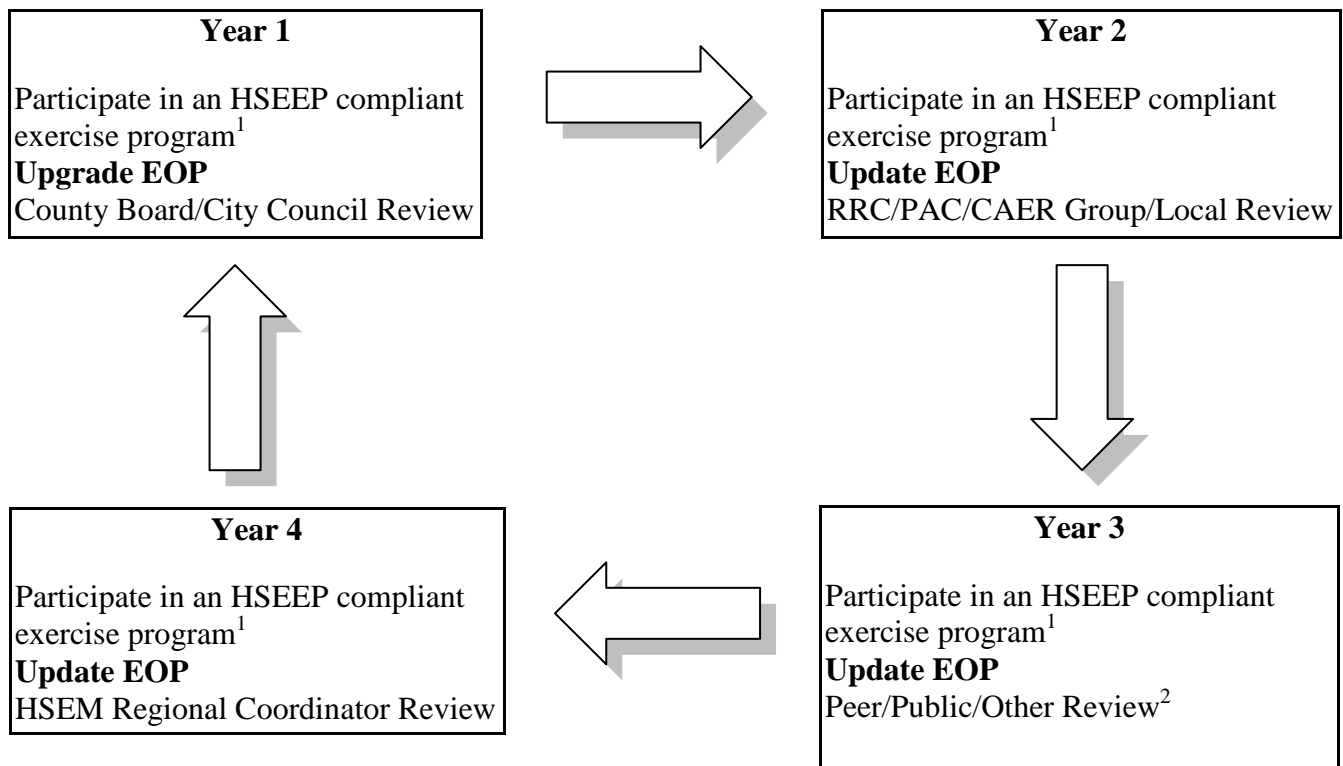
FOR HSEM USE ONLY:

- ☐ This plan **adequately addresses** all state and federal planning requirements and is approved.
- ☐ This plan **does not adequately address** all state and federal planning requirements and is not approved. Further revision is needed to address the comments made in the attached MNWALK.

HSEM Regional Program Coordinator

Date

Four-Year Planning/Exercise Cycle



¹ Jurisdictions are required to have all EMPG-funded personnel participate in at least three HSEEP compliant exercises annually. At least one of these exercises must have the jurisdiction's emergency management program members on the design team and be placed on the National Exercise Scheduler (NEXS) by the jurisdiction. This exercise will also require that an after action report and improvement plan (AAR/IP) is uploaded to the NEXS and Corrective Action Program (CAP) by the jurisdiction..

Note: All exercises funded in part/in total with U.S. Department of Homeland Security (DHS) monies must follow the Homeland Security Exercise and Evaluation Program (HSEEP) and be entered on the NEXS and CAP systems.

² This review may be conducted by a Local Emergency Planning Committee (LEPC), peer group, public body or other group at the option of the jurisdiction and as approved by the Regional Program Coordinator (RPC).

Guidance for Local Emergency Management Local Emergency Operations Plan Crosswalk MNWALK 2010 Revision

The purpose of this document is to give general information about the 2010 revision of Local Emergency Operations Plan Crosswalk known as the MNWALK.

The MNWALK identifies the general requirements for the contents of emergency operation plans. It promotes a common baseline of planning items to help planners integrate, coordinate and synchronize plans. The MNWALK guides local governments in their efforts to develop and maintain viable all-hazard emergency operations plans.

The MNWALK is a planning checklist and is not intended to be a template. FEMA's Comprehensive Preparedness Guide 101 (CPG 101 Version 2.0, November 2010) recommends not issuing templates as planning guidance. Past history has shown that templates are not effective in the planning process because people just fill in the blanks and don't engage other in the process of planning. The planning process is necessary to develop relationships, strategies and tactics used in disaster response and emergency planning. CPG 101 provides guidance on plan formats and content to assist in plan development.

The MNWALK does not recommend or require a specific type of emergency operations plan format (Annex, ESF, agency/department-focused).

History

The MNWALK was developed to define minimum emergency planning requirements from the state of Minnesota, Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) to the local jurisdictions within the State of Minnesota. The past MNWALK was last revised in 2003. The 2010 revision is based on the updated CPG 101 guidance and events that have arisen

during actual emergencies in-state and nationally. The MNWALK consolidates the minimum planning requirements for Minnesota and the CPG identifies many more good planning recommendations and best practices.

Implementation Cycle

The 2010 revision will be implemented over a four (4) year cycle. This was done to lessen the impact of updating plans for all jurisdictions. This cycle also mirrors the current four year plan review cycle that is used by HSEM and Regional Review Committees. Listed here are the numbers of items added per year in the cycle:

- 1st year 7 items
- 2nd year 11 items
- 3rd year 10 items
- 4th year 6 items

The items that have been added do not require a rewrite of the current plan only selected enhancements. In order to integrate, coordinate and synchronize local plans you may need to locate some of the new items in another agency's plan, i.e. public health, and reference that information in your EOP.

New items

There are 34 new items that have been added to this revision and 13 that have been reworded or split into two items. The new items are described below in these general topic areas:

*Note: * indicates that the information may be located in other planning documents and may only need to be referenced in the EOP)*

- General items
 - All agency/department heads sign the plan

Guidance for Local Emergency Management

Local Emergency Operations Plan Crosswalk

MNWALK 2010 Revision

page 2

- Include a distribution list
 - Trigger points for activation
- Communications
 - 24 hour communication ability
 - Redundancy for communications
 - Information dissemination
- Incident Management
 - EOC trigger points
 - Use of ICS forms
 - Locations and staffing
- Public Health
 - * surveillance agency
 - * food inspection and disposal
 - * medical surge and medical mutual aid
 - * sources for additional medical of general health supplies
- Public Works/Critical Infrastructure
 - Process of repair and restoration
- Mass Care/casualty and Sheltering
 - Sheltering supplies and additional resources
 - * Recovery of human remains, ID, final disposition, notification of next of kin, etc.
 - * Support of on scene medical and local hospitals with resources
 - * Screening for evacuees exposed to hazards
 - Mutual aid for sheltering
 - Family Assistance Centers
- Agriculture and Animals
 - * Agency to provide vector control
 - * Food production and agricultural events
 - Animal care services
 - * Health protection measures for agriculture
- Evacuation
 - * Emergency evacuation routes
 - Public/private transportation in evacuation

- Resources Management
 - Management of the influx of volunteers
- Debris Management
 - * Health issues related to debris removal
 - Agency for debris removal
 - Structures that are a safety hazard to public
- Damage Assessment
 - Rapid damage assessment (first 12 hours)
 - Process to request state/federal assistance through HSEM
- Donations Management
 - Staffing of donation functions
 - Verifying/vetting volunteer groups
 - Cash contribution management
 - * Agency to collect, sort, manage, and distribute donations
 - Public information about donations
 - Sites/locations to use for donations
- Continuity of operations/government
 - * Essential government functions, facilities, and communications

General information

For questions regarding the 2010 MNWALK revision or general planning please contact:

Krysta Reuter
Catastrophic Incident Planner
651-201-7438
Krysta.Reuter@state.mn.us

Jenny Kane
All Hazard Planner
651-201-7491
jenny.kane@state.mn.us



Local Emergency Operations Plan Crosswalk:

The MNWALK 3.3 Reviewer copy

2010
2011
2012
2013
2014

Color denotes when changes take effect

Jurisdiction: _____ Reviewed by: _____ Date: _____

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
GENERAL ITEMS			
1. Signature page showing approval of emergency plan by chief elected official. The Plan should (recommended, not required) include a signature page or page in each annex with signature of department head or agency that is responsible to carry out those functions.		<input type="radio"/> Yes <input type="radio"/> No	
2. Date of plan development/revision on cover page.		<input type="radio"/> Yes <input type="radio"/> No	
3. Include table of contents, and a record of revision(s), including dates.		<input type="radio"/> Yes <input type="radio"/> No	
4. Identify the agency and/or department responsible for coordinating plan development and maintenance. Identify and list to whom the plan is distributed.		<input type="radio"/> Yes <input type="radio"/> No	
5. Cite the legal basis (laws, statutes, ordinances, executive orders, regulations, proclamations, etc.) for planning for and conducting all-hazard emergency operations.		<input type="radio"/> Yes <input type="radio"/> No	
6. List and prioritize hazards that potentially face your jurisdiction; such as natural, technological or human caused hazards, and terrorism incidents. Identify location(s) of maps showing the areas at risk. (The plan may refer to the All-hazard Mitigation Plan)		<input type="radio"/> Yes <input type="radio"/> No	
7. Describe/identify the trigger points that may implement the plan and activate EOC, and who is authorized to make that determination.		<input type="radio"/> Yes <input type="radio"/> No	
8. Show (in a chart, matrix or table) emergency responsibilities assigned to each department, agency, and organization in support of emergency operations in the jurisdiction.		<input type="radio"/> Yes <input type="radio"/> No	
9. Assign all emergency response organizations the responsibility to prepare and maintain current SOGs, resource lists, and checklists required to support those organization's operations.		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
SARA, Title III Required			
10. Identify a community emergency coordinator (Emergency Management Director) who shall make determinations necessary to implement the plan. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
11. Reference training programs, including schedules for training of local emergency response and medical personnel. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
12. Include methods and schedules for exercising the emergency plan. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
13. Describe procedures providing reliable, effective, and timely notification by the <i>facility</i> emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).		<input type="radio"/> Yes <input type="radio"/> No	
14. Describe procedures providing reliable, effective, and timely notification by the <i>community</i> emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).		<input type="radio"/> Yes <input type="radio"/> No	
15. Identify the organization(s) and/or individual(s), primary and backup, (by title) responsible for determining the need to shelter-in-place, evacuate, and/or return, and for issuing recommendations. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
16. Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
17. Identify facility emergency coordinators who shall make determinations necessary to implement their plan. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
18. Identify facilities subject to the requirements of SARA Title III, Section 302 that are within the emergency planning district. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
19. Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in SARA Title III, Section 302(a). SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
20. Identify additional facilities <i>contributing</i> additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as natural gas facilities. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
21. Identify additional facilities <i>subject to</i> additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as hospitals. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
22. Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
23. Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
24. Describe methods for determining the occurrence of a release. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
25. Describe methods for determining the area or populations likely to be affected by such a release. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
26. Describe emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such equipment and facilities. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
27. Describe emergency equipment and facilities at each facility in the community subject to the requirements of SARA Title III, Section 302, and identify the persons responsible for such equipment and facilities. SARA, Title III Required		<input type="radio"/> Yes <input type="radio"/> No	
COMMUNICATIONS			
28. Describe/identify the primary, secondary, and tertiary communications systems used to manage communications between the Incident Command and EOC in order to establish and maintain a common operating picture of an event. Describe how 24-hour communications are provided and maintained.		<input type="radio"/> Yes <input type="radio"/> No	
29. Describe/Identify dissemination protocols for security sensitive information: For example, how information is sent out, what information is safeguarded/proprietary, who is allowed to receive information and how the information is vetted for accuracy.		<input type="radio"/> Yes <input type="radio"/> No	
30. Describe/identify the procedures and agencies used to insure interoperable communications (e.g., personnel with incompatible equipment, use of ARES/RACES, CB Radios, etc.).		<input type="radio"/> Yes <input type="radio"/> No	
31. Describe the methods and procedures used to notify key government officials and emergency response organizations of emergency alerts and warnings.		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
32. Describe procedures and warning methods used to disseminate emergency alerts and warnings to the public, including special facilities (i.e., schools, hospitals, nursing homes, etc.) and special needs populations (e.g., hearing impaired, blind, non-English speaking, etc.).		<input type="radio"/> Yes <input type="radio"/> No	
33. Identify the agency and/or department authorized to activate the Emergency Alert System (EAS) and describe procedures for activation.		<input type="radio"/> Yes <input type="radio"/> No	
PUBLIC INFORMATION ITEMS			
34. Identify your jurisdiction's Public Information Officer (by title or position). Describe how the PIO will coordinate the release of public information.		<input type="radio"/> Yes <input type="radio"/> No	
35. Designate an information center to be the single official location for the media during an emergency.		<input type="radio"/> Yes <input type="radio"/> No	
36. Identify the agency and/or department responsible for public inquiries and rumor control regarding an emergency situation.		<input type="radio"/> Yes <input type="radio"/> No	
37. Include a listing of available media resources (call letters, names of stations, addresses, telephone numbers and/or email addresses) that will disseminate information to the public.		<input type="radio"/> Yes <input type="radio"/> No	
INCIDENT MANAGEMENT ITEMS			
38. Describe the procedures used to implement a NIMS-compliant ICS and coordinate response operations, including identifying the key positions used to staff the ICS (e.g., Command, Finance/Admin, Logistics, Operations, Planning, Liaisons, Public Information, and Safety) using ICS forms.		<input type="radio"/> Yes <input type="radio"/> No	
39. Describe your jurisdiction's Incident Management System and its relationship to your EOC.		<input type="radio"/> Yes <input type="radio"/> No	
40. Identify the primary and alternate EOC locations.		<input type="radio"/> Yes <input type="radio"/> No	
41. Describe the capabilities of the EOC, including: emergency power, security, fuel reserves, water, sanitation, ventilation, etc.		<input type="radio"/> Yes <input type="radio"/> No	
42. Describe the EOC's capabilities to support an emergency response that lasts longer than 24 hours (e.g., staffing, shift changes, resources needs, feeding, alternate power).		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
43. Identify the personnel and organizations, by title, that will be expected to report to your jurisdiction's EOC in the event of a major emergency/disaster.		<input type="radio"/> Yes <input type="radio"/> No	
FIRE PROTECTION ITEMS			
44. Identify for your jurisdiction the organization(s) that provide fire protection, and their capabilities (e.g., fire suppression, hazmat, search/rescue).		<input type="radio"/> Yes <input type="radio"/> No	
SEARCH AND RESCUE ITEMS			
45. Identify the agency and/or department that is responsible for coordinating all search and rescue activities.		<input type="radio"/> Yes <input type="radio"/> No	
ENVIRONMENTAL HAZARD RESPONSE			
46. Include a map showing the location of pipelines carrying hazardous materials in the jurisdiction and list pipeline emergency information.		<input type="radio"/> Yes <input type="radio"/> No	
PUBLIC HEALTH ITEMS			
47. Identify the agencies used to maintain an efficient public health surveillance system supported by information systems to facilitate early detection, reporting, mitigation and evaluation of expected and unexpected public health conditions. The plan may reference the county's/region's local public health plan for compliance.		<input type="radio"/> Yes <input type="radio"/> No	
48. Identify the agency(s)/department used to inspect and arrange for the inspection and subsequent disposal of contaminated food supplies (e.g., from restaurants, grocery stores). The plan may reference the county's/region's local public health plan for compliance.		<input type="radio"/> Yes <input type="radio"/> No	
49. Identify the agencies and responsibility for initiating, maintaining, and demobilizing medical surge capacity, including Mutual Aid Agreements for medical facilities, equipment and medical/general health supplies that will be needed during a disaster. The plan may reference the county's/region's local public health plan for compliance.		<input type="radio"/> Yes <input type="radio"/> No	
50. Identify the agency/department responsible for assessing and coordinating appropriate health protection measures for public health (e.g., decontamination, detecting potential biological, chemical, and radioactive agents, respiratory protection and water purification). Resources may be local, regional, state, and/or federal.		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
51. Identify organization(s) and/or individual(s) (by title) responsible for arranging for and coordinating crisis counseling (e.g., Critical Incident Stress Debriefing, mental health treatment, and grief counseling) for emergency workers and victims.		<input type="radio"/> Yes <input type="radio"/> No	
PUBLIC WORKS/CRITICAL INFRASTRUCTURE/ UTILITIES RESTORATION ITEMS			
52. Identify all public and private utilities providing services to your jurisdiction, and reference location of 24-hour emergency telephone numbers for those utilities.		<input type="radio"/> Yes <input type="radio"/> No	
53. Identify the agency/department responsible for continuing sanitation service during an emergency and for restoring sources of potable water and sanitary sewage systems from the effects of potential hazards. Including providing temporary water and waste systems until normal operations resume.		<input type="radio"/> Yes <input type="radio"/> No	
54. Describe the procedures and agencies used to prioritize and coordinate the repair/restoration of vital services, including conducting safety inspections before general public is allowed to return to the impacted area. Describe plans for establishing Recovery Time Objectives or recovery priorities for essential functions and for critical infrastructure repair and restoration.		<input type="radio"/> Yes <input type="radio"/> No	
MASS CARE/CASUALTY AND SHELTERING ITEMS			
55. Identify the agency/department responsible for providing emergency medical services and for tracking injured disaster victims during and after an emergency.		<input type="radio"/> Yes <input type="radio"/> No	
56. Identify the agency/department responsible for providing health and medical care, transportation, and other related support to special needs populations during emergencies.		<input type="radio"/> Yes <input type="radio"/> No	
57. Identify medical facilities with the capability to decontaminate radiologically-, biologically- and/or chemically-contaminated casualties.		<input type="radio"/> Yes <input type="radio"/> No	
58. Identify potential facilities that can be converted to emergency treatment centers for victims of mass casualties and disease outbreak.		<input type="radio"/> Yes <input type="radio"/> No	
59. Identify the agency/department responsible for providing health/medical care at mass care facilities.		<input type="radio"/> Yes <input type="radio"/> No	
60. Identify agency/department responsible for coordinating mortuary services, operating temporary morgues. Describe arrangements made to coordinate the response to a mass fatalities incident and agency used to notify next-of-kin.		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
61. Identify the agency/department responsible for coordinating mass care.		<input type="radio"/> Yes <input type="radio"/> No	
62. Identify the agency/department responsible for coordinating the various mass care services for victims (registration, emergency housing, feeding, clothing, waste management, counseling, inquiry and referral, etc.).		<input type="radio"/> Yes <input type="radio"/> No	
63. Identify agency/department for identifying sheltering supplies and how to acquire those additional resources either locally or from external sources.		<input type="radio"/> Yes <input type="radio"/> No	
64. Describe/identify plans and/or agency for: recovering human remains, transferring them to the mortuary facility, assisting with personal effects recovery, conducting autopsies, identifying victims, and returning remains to the victims' families for final disposition.		<input type="radio"/> Yes <input type="radio"/> No	
65. Describe the procedures to support on scene medical and local hospitals in obtaining additional resources when local supplies are likely to be exhausted.		<input type="radio"/> Yes <input type="radio"/> No	
66. Identify agency responsible for screening, identifying, and decontaminating evacuees exposed to the hazards by the disaster (e.g., infectious waste, polluted flood waters, chemical hazards).		<input type="radio"/> Yes <input type="radio"/> No	
67. Describe arrangements (mutual aid, memo of understanding) in place with other jurisdictions for receiving their assistance in sheltering, including providing shelters when it is not practical locally (e.g., no available shelters or staff support for shelter operations).		<input type="radio"/> Yes <input type="radio"/> No	
68. Identify the agency/department used to (notify or inform the public about the status of injured or missing relatives), establish and manage a Family Assistance Center (FAC).		<input type="radio"/> Yes <input type="radio"/> No	
AGRICULTURE AND ANIMAL ITEMS			
69. Identify the agency/department used to assess and provide vector control services (e.g., insect and rodent controls, biological wastes/contamination, use of pesticides).		<input type="radio"/> Yes <input type="radio"/> No	
70. Identify the agency/department used to assess and provide food production and agricultural safety services (e.g., conducting a coordinated investigation of food and agricultural events or animal disease outbreaks).		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
71. Identify the agency/department used to assess and provide animal care services (e.g., rescue/recover displaced pets, livestock, service animals or exhibition animals) and agencies utilized in this process (e.g., veterinarians, animal hospitals, Humane Society, State DNR).		<input type="radio"/> Yes <input type="radio"/> No	
72. Identify the agency/department responsible for assessing and coordinating appropriate health protection measures for agriculture (e.g., decontamination, detecting potential biological, chemical, and radioactive agents, respiratory protection, and water purification). Resources may be local, regional, state, and/or federal.		<input type="radio"/> Yes <input type="radio"/> No	
73. Identify the agency/department responsible for coordinating household pet or service animal evacuation and sheltering.		<input type="radio"/> Yes <input type="radio"/> No	
TRANSPORTATION AND SECURITY ITEMS			
74. Identify the organization(s) and/or individual(s) (by title) responsible for direction and control of traffic during emergencies.		<input type="radio"/> Yes <input type="radio"/> No	
75. Identify the organization(s) and/or individual(s) (by title) responsible for providing security in the affected area in order to protect private and public property.		<input type="radio"/> Yes <input type="radio"/> No	
76. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating all private and public transportation resources.		<input type="radio"/> Yes <input type="radio"/> No	
EVACUATION ITEMS			
77. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating an evacuation.		<input type="radio"/> Yes <input type="radio"/> No	
78. Identify the organization(s) and/or individual(s) (by title) responsible for evacuating special needs and institutionalized populations and their care givers.		<input type="radio"/> Yes <input type="radio"/> No	
79. Identify the agency/department that will designate primary and back up emergency evacuation routes.		<input type="radio"/> Yes <input type="radio"/> No	
80. Identify the agency/department used to handle public and private transportation resources in an event that requires an evacuation of the area.		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
RESOURCE MANAGEMENT ITEMS			
81. List agencies or organizations with which your jurisdiction has mutual aid agreements, memoranda of understanding, and letters of agreement.		<input type="radio"/> Yes <input type="radio"/> No	
82. Identify the agency/department/organizations that are potential sources of critical emergency resources, to include: biological, chemical, and radiological decontamination/detection/monitoring, protective equipment, supplies, trained personnel, bomb squads, generators, medical supplies, potable water, pumps, sand bags, and sandbagging machines. Resources may be local, regional, state, and/or federal.		<input type="radio"/> Yes <input type="radio"/> No	
83. Describe the procedures and agencies used to handle the requested and/or spontaneous influx of volunteers.		<input type="radio"/> Yes <input type="radio"/> No	
DEBRIS MANAGEMENT ITEMS			
84. Identify the agency and/or department that is responsible for coordinating debris management operations. Identify the agencies to be used for the removal of debris.		<input type="radio"/> Yes <input type="radio"/> No	
85. Briefly summarize how your jurisdiction will accomplish the following debris management-related tasks: sorting, collecting, establishing emergency routes, disposing of debris from private property, disposing of debris that contains hazardous material, disposing of carcasses, and using contractors.		<input type="radio"/> Yes <input type="radio"/> No	
86. Indicate possible locations/facilities for temporary storage and final disposition of debris.		<input type="radio"/> Yes <input type="radio"/> No	
87. Describe/identify the procedures and agencies used to assess and resolve potential health issues related to the debris removal process (e.g., mosquito/fly infestation, hazardous and infectious wastes).		<input type="radio"/> Yes <input type="radio"/> No	
88. Identify the agency/department responsible to declare private structures are uninhabitable and/or a safety hazard to the public.		<input type="radio"/> Yes <input type="radio"/> No	
DAMAGE ASSESSMENT ITEMS			
89. List the agency/department who has the responsibility for conducting damage assessment within your jurisdiction.		<input type="radio"/> Yes <input type="radio"/> No	
90. Identify the agency used to conduct and coordinate damage assessment for public property.		<input type="radio"/> Yes <input type="radio"/> No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
91. Identify the agency/department used to collect, organize, and report damage assessment information to other County, State operations centers within the first 12 hours for Rapid Damage assessment and 36 hours for complete damage assessment.		<input type="radio"/> Yes <input type="radio"/> No	
92. Describe/identify the procedures and agency for requesting supplemental State/Federal assistance through the State Division of Homeland Security and Emergency Management.		<input type="radio"/> Yes <input type="radio"/> No	
DONATION MANAGEMENT ITEMS			
93. Identify the agency/organization used to establish and staff donation management functions including donation centers and distributions of goods at the local level and how they are vetted.		<input type="radio"/> Yes <input type="radio"/> No	
94. Describe/ identify the procedures and agencies used to receive, manage, and distribute cash contributions.		<input type="radio"/> Yes <input type="radio"/> No	
95. Identify the agency/organization used to collect, sort, manage and distribute in-kind contributions, including procedures for disposing of or refusing goods that are not acceptable.		<input type="radio"/> Yes <input type="radio"/> No	
96. Identify the agency/organization used to notify the general public about the donations program (e.g., instructions on items to bring and not bring, scheduled drop-off sites and times, the way to send monies), including a process for issuing routine updates.		<input type="radio"/> Yes <input type="radio"/> No	
97. Pre-identify sites that will likely be used to sort donated goods and services.		<input type="radio"/> Yes <input type="radio"/> No	
CONTINUITY OF OPERATIONS-CONTINUITY OF GOVERNMENT ITEMS			
98. Describe the arrangements made to protect records deemed essential for continuing governmental functions, conducting emergency operations, and reconstituting of the government (i.e., laws and regulations, tax records, birth and death certificates, vital statistics, etc.).		<input type="radio"/> Yes <input type="radio"/> No	
99. Describe your jurisdiction's line of succession for key leadership positions; to include the chief elected official(s) and the emergency management director. Predetermine delegations of authority.		<input type="radio"/> Yes <input type="radio"/> No	
100. Identify agency/department to provide essential government functions in an emergency. The plan may reference your jurisdiction's Continuity of Operations Plan.		<input type="radio"/> Yes <input type="radio"/> No	

2. Emergency Management Training Program and Policy

The Emergency Management Training Program is driven to provide value for its diverse emergency management audience. It presents a balanced program covering all phases of comprehensive emergency management. This diverse emergency management audience includes: full-time and part-time emergency managers, fire fighters, law enforcement personnel, emergency medical technicians, administrative support staff, volunteer agencies, state agencies, and others involved in keeping our state secure and resilient. It focuses on providing emergency managers the tools, knowledge and skills needed to effectively carry out their jobs in all types of natural, technological, radiological and national security hazards. This focus lessens the chance of disruption to the lives of Minnesota's citizens caused by various hazards and emergency events.

The Division of Homeland Security and Emergency Management (HSEM) Training Program employs three staff members: a training administrator, a training officer, and a training and exercise planner.

Training Offerings

FEMA and state-developed training and activities offered by HSEM are listed on its website, hsem.dps.mn.gov. The schedule for these offerings is found in the Training and Registration Tracking (TRT) system, and is updated as courses are added. Course titles, dates, locations, descriptions, objectives and other information are included in the TRT.

These training courses are not open to the general public. An applicant must have a demonstrated connection to an emergency management-affiliated organization to enroll in classroom courses. First time users must fill out the requested documentation in the TRT in order to register for courses.

Applications for training are authorized on a priority basis with emergency managers and their staff having first priority. All those registered in the HSEM TRT system can sign up for the courses available, however, due to prioritization and funding, HSEM reserves the right to cancel a student from a course. HSEM will always inform a student if this has occurred and reschedule if appropriate.

Emergency Management Certification Program

Emergency management professionals are required to complete certain training courses to attain professional certification in Minnesota. The requirements to be recognized as a certified emergency manager in the state of Minnesota are published and available on the HSEM Website. Failure to meet the training requirements could result in a jurisdiction losing its eligibility to receive Emergency Management Performance Grant Program funds.

HSEM has created and maintains one of the premier emergency management certification programs in the United States. The curriculum is provided through a combination of FEMA online courses, and capstone group training courses and workshops. Those students who have completed all of the required courses are recognized at either the Governor's Homeland Security and Emergency Management Conference or the Association of Minnesota Emergency Managers Conference. Once certified, an emergency manager must take one homeland security and emergency management-related course (8 hours) per year for continuing education credit.

Professional Credit

Professional certifying bodies, such as the Police Officer Standards and Training (POST) Board, will give continuing education credit for training courses if application for credit is made in advance of the course. Applicants seeking continuing education are responsible for maintaining their own records of training (course completion certificate and instructional materials). HSEM works with the POST Board to ensure its PDS Capstone and classroom courses qualify for continuing education credits. POST credit information, including the POST course number and the amount of credit approved, is available on the TRT under the specific course.

National Preparedness Directorate

Information on National Preparedness Directorate (NPD) offerings can be found at the HSEM Website under Training. Instruction is federally funded at no cost to state, local and tribal emergency response professionals or their agencies. The NPD online course catalog provides searchable, integrated information on courses provided or managed by FEMA's Emergency Management Institute (EMI), National Domestic Preparedness Consortium (NDPC) and National Training and Education Division (NTED). All applications and required materials for on-site courses must be submitted through the Minnesota administrative agency training point of contact (SAA TPOC) at hsem.training@state.mn.us. To attend a course with colleagues, the application must be submitted for the entire group.

EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of federal, state, local and tribal government officials, volunteer organizations, and the public and private sectors to minimize the impact of disasters. EMI hosts national courses at its Emmitsburg, Md., campus, which it shares with the National Fire Academy.

The NDPC is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address counter-terrorism preparedness of the nation's emergency first responders within the context of all hazards.

NTED serves the nation's first responder community, offering more than 125 courses to help build critical skills that responders need to function effectively in mass consequence events. NTED primarily serves state, local and tribal entities in 10 professional disciplines, but has expanded to serve private sector and citizens in recognition of their significant role in domestic preparedness.

FEMA Independent Study Program

The EMI Distance Learning Section offers free online training to the nation's emergency management network and the general public. It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally.

The Independent Study Program offers more than 100 training courses that can be accessed at www.training.fema.gov/is/. There has been substantial growth in the program since 2004 due to the National Incident Management System training requirements.

Students completing these courses as part of their emergency management certification requirement must forward the EMI emails with a copy of the completion certificate verifying they have passed the course to hsem.training@state.mn.us.

3. Exercise Policy and Evaluation Criteria

A fundamental responsibility of an emergency manager is to establish a program that will effectively provide for the protection of the lives and property of the public. This goal is attained through a variety of means, including ongoing training programs and the regular exercising of emergency operations plans and procedures.

An exercise is an activity designed to promote emergency preparedness; test or evaluate emergency operations policies, plans, procedures, or facilities; train personnel in emergency management duties; and demonstrate operational capability. It is said that conducting exercises is the second best way to evaluate emergency plans. Perhaps the “best way” is during an actual disaster; however, it is seldom possible to make adjustments in plans while reacting to an actual event. Experience has shown that the ability to conduct effective emergency operations is enhanced by testing emergency functions through the use of exercises based on simulated – but realistic – emergencies. Exercises can result in adjustments being made to plans prior to an emergency, through effective follow-up action.

This document is designed to provide emergency managers with basic information necessary to develop a local exercise program. It is not intended to replace the more comprehensive information obtained through participation in the exercise design course and the exercise evaluation course. It is recommended that anyone who will be involved with the development of an exercise, particularly local emergency management directors/coordinators and members of the local exercise design team, attend those courses.

Purpose of an Exercise Program

The primary purpose of an exercise program is to improve the operational readiness of the emergency management system. When such improvement is viewed as the overall goal, exercises can:

- Reveal planning weaknesses
- Reveal resource gaps
- Improve coordination
- Clarify roles and responsibilities
- Improve individual performance
- Gain public recognition of the emergency management program
- Motivate public officials to support the emergency program
- Build the confidence of emergency professionals
- Develop proficiency and confidence in participants
- Test plans and systems in “live” situations
- Enhance community capabilities for emergency management
- Foster cooperation among government agencies and private sector resources
- Increase awareness of proficiency and needs
- Help formulate public policy on community readiness posture
- Demonstrate utilization of the emergency management process
- Enhance state/local emergency management relationships

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The attainment of the overall goal can be identified in three settings: the individual responder through personal training; the individual agency, department, or program through improved response capability; and the emergency management system through enhanced system readiness.

Homeland Security Exercise and Evaluation Program

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities- and performance-based exercise program that provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP also provides tools and resources to facilitate the management of self-sustaining exercise programs. In accordance with Homeland Security Presidential Directive 8 (HSPD-8) and the National Preparedness Goal, HSEEP uses a capabilities-based approach to individual exercises and exercise program management. In the spirit of the National Incident Management System (NIMS), HSEEP promulgates standardized policies and terminology usable by officials and emergency responders at all levels of government.

HSEEP has been accepted as the standardized policy and methodology for the execution of the National Exercise Program (NEP). HSEM has also chosen to follow HSEEP standards and requires all local units of government to do so as well. Any exercises supported by federal funding are required to utilize HSEEP methodologies.

Capabilities-Based Planning

Capabilities-based planning is defined as planning, under uncertainty, to build capabilities suitable for a wide range of threats and hazards, while working within an economic framework that necessitates prioritization and choice. Entities should use a wide range of scenarios to exercise their capabilities to prevent, protect against, respond to, and recover from incidents involving varying threats, hazards, or sets of conditions. Capabilities-based planning provides the foundation for developing exercise program objectives,

identifying sets of capabilities to exercise, and determining the conditions and scenarios that should be included and addressed in exercises. Rather than continually trying to predict the next threat or hazard that an entity may face, a capabilities-based approach to exercising allows exercise program managers and planners to focus on the capabilities (e.g., evacuation, mass care) that are inherent in a variety of scenarios (e.g., floods, improvised nuclear devices).

Five-Year Planning

The foundational document guiding a successful exercise program is a five-year training and exercise plan. The five-year plan identifies priorities as articulated in the jurisdiction's strategy, and identifies the capabilities that are most relevant to achieving those priorities. It then outlines a five-year schedule of training and exercises that a jurisdiction will undertake to enhance and validate its capabilities. It also graphically illustrates a five-year schedule for training and exercise activities that support those priorities.

An effective exercise program uses a combination of exercise types to effectively accomplish exercise-specific objectives and program goals. Although each exercise type can be executed as a single activity, multi-year plans gradually build capabilities by employing a building-block approach of linked training and exercise activities that escalate in complexity. HSEEP utilizes seven types of exercises;

- Seminars
- Workshops
- Tabletop exercises
- Games
- Drills
- Functional exercises
- Full-scale exercises

All Emergency Management Performance Grant (EMPG) funded personnel must participate in at least three exercises during a 12-month period.

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Exercise Evaluation

Evaluation is the cornerstone of exercises; it documents strengths and areas for improvement in a jurisdiction's preparedness. The analytical outputs of the evaluation phase feed improvement planning activities. The evaluation process for all exercises includes a formal exercise evaluation, integrated analysis, and drafting of an after-action report/improvement plan (AAR/IP.) An AAR/IP is used to provide feedback to participating entities on their performance during the exercise. The AAR/IP summarizes exercise events and analyzes performance of the tasks identified as important during the planning process. It also evaluates achievement of the selected exercise objectives and demonstration of the overall capabilities being validated. The improvement plan portion of the AAR/IP includes corrective actions, along with timelines for their implementation and assignment to responsible parties.

An AAR/IP must be completed to gain credit for any exercise held in your jurisdiction. The template for the AAR/IP can be found in this handbook, in the Library section of the HSEM Website (www.hsem.state.mn.us), and on the HSEEP Website (www.hseep.dhs.gov).

The information presented in this section is based on guidance found in HSEEP Volume I: HSEEP Overview and Exercise Program Management. Complete information about HSEEP concepts and methodologies can be found in the HSEEP Policy and Guidance, Volumes I, II, and III, on the HSEEP website (www.hseep.dhs.gov).

Exercising Emergency Operating Plan Functions

Jurisdictions that receive Emergency Management Performance Grants are required to test and exercise all functions of their Emergency Operating Plan on a rotating basis. These functions include:

- Alert notifications
- Communications
- Coordination and control

- Emergency public information
- Damage assessment
- Health and medical
- Individual and family assistance
- Public safety
- Public works
- Resource management
- Warning
- Effectiveness of warning

The Exercise Design Team

The proper development of an exercise, particularly the operational type, requires extensive planning in order to achieve the maximum value from the experience.

A single individual, such as the local emergency management director, should not attempt to undertake such a task alone. The involvement of representatives of all agencies participating in the exercise will not only ease the workload associated with the planning and development process, but will result in the development of an exercise which more accurately reflects the needs of those agencies and result in an appropriate test of their response capability.

Local jurisdictions should work toward the establishment of a permanent exercise design team composed of a representative of each emergency response agency/organization. This team would be charged with the responsibility of guiding the jurisdiction's ongoing exercise program by overseeing the development of annual exercise activity, including the initial planning, evaluation, and follow-up action phases of the program. Members of the team may also assist in the development and distribution of pre-exercise materials and the conduct of pre-exercise training sessions. State emergency management staff may be included as ad hoc members for the purpose of providing technical support as necessary.

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Subgroups of the team may be established to resolve particular problems observed during the course of an exercise, or design specialized components of an exercise.

The work of the team should be coordinated by the local emergency management director, whose role becomes one of providing professional guidance and administrative support, as well as serving as the liaison between policy making and operations groups.

HSEEP guidelines should be followed. The templates and Tool Kit found on www.hseep.gov can be a great asset when planning and putting together exercises, and should be followed from the initial planning conference to the AAR/IP.

As noted earlier, the exercise design team should be a permanent entity that functions on a year-round basis. In this way, the continuity and credibility of the exercise program can be maintained, and the maximum benefit of exercise activity realized through effective evaluation and continuous monitoring of follow-up action plans.

5. Emergency Alert System (EAS)

The Emergency Alert System (EAS) is primarily designed to provide the president of the United States with seamless access to the nation's broadcast and cable facilities, and the ability to speak directly to the country in times of national disaster. Its secondary purpose, which is to provide the National Weather Service, and state and local officials the ability to disseminate other types of emergency information, is more commonly used.

The state of Minnesota has experienced several major emergencies and disasters – both natural and technological – that have posed a significant threat to the health and safety of the public and caused extensive damage to public infrastructure. Providing citizens with timely emergency information is a priority of emergency managers statewide. The EAS is capable of alerting the general public effectively, reliably and with built-in redundancy.

The FCC requires broadcast stations, cable systems, wireline video (telephone companies that provide television service), satellite radio and direct broadcast satellite (DBS) to install and operate EAS equipment for national alerts, while relaxing some requirements for noncommercial educational class D FM stations and low power television stations. Satellite radio, DBS, cellular carriers and other service providers are encouraged to participate in state and local messages, but only voluntarily.

In the near future, EAS will join a program called the Integrated Public Alert and Warning System (IPAWS) through the use of Common Alerting Protocol (CAP). The goal of the IPAWS program is to alert as many persons as possible through as many means available to the incident commander or emergency manager.

The Statewide Radio Board (SRB) has formed an IPAWS subcommittee to address issues of alert and warning statewide. Information about this committee can be found on the SRB Website at dps.mn.gov; click on Divisions and choose Statewide Radio Board.

FEMA also has independent study training on this subject on the Web at training.fema.gov. The course is IS-247 - Integrated Public Alert and Warning System (IPAWS).

The state EAS plan is currently undergoing revision. The state project lead is John Dooley, HSEM communications officer. He can be reached by email at john.dooley@state.mn.us.

6. Floodplain Management Program

The goal of floodplain management is to minimize the threat to life and property resulting from flooding. This is accomplished by encouraging communities to preserve floodplains for carrying and storing floodwaters. Ideally, floodplains will be maintained for multi-use, green space corridors for such uses as natural areas, trails, ball fields and golf courses.

Floodplains are lowland areas adjacent to lakes, wetlands and rivers that are covered by water during a flood. For floodplain management purposes, the regulatory floodplain is the area covered by a flood that has a 1 percent chance of being equaled or exceeded in any given year, often referred to as the 100-year flood. For many communities the floodplain is officially mapped as the floodway, the flood fringe and the general floodplain.

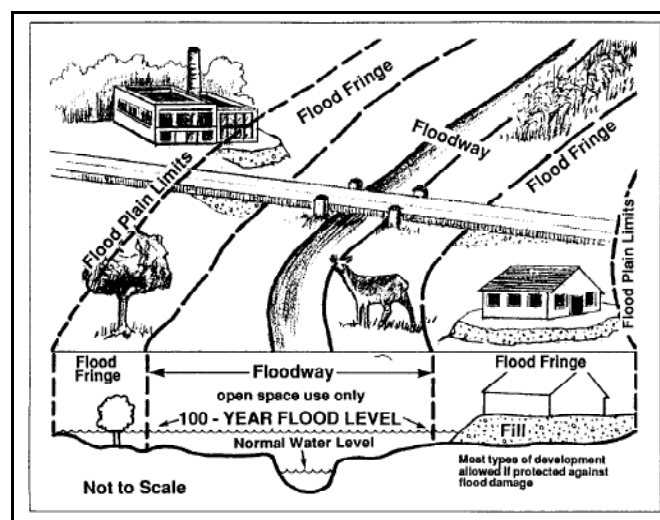
The floodway is the river channel and the areas immediately adjacent to the channel, which are needed to pass the flow of the 1 percent chance flood. The floodway is usually the area that experiences the deepest water and the highest flow velocities. No fill or residential buildings are allowed in the floodway because these features will block flow and cause flood elevations to increase upstream. The flood fringe is the part of the floodplain outside of the floodway. The flood fringe is primarily a floodwater storage area, so fill and elevated structures can be placed in this area. Depths and velocities of floodwater in flood fringe areas are generally lower than in the floodway.

Most development activities are allowed in the flood fringe as long as structures are elevated above the regulatory flood protection elevation.

Floodway and flood fringe areas are designated only after a detailed hydraulic study has been

performed, and a 100-year flood elevation has been determined. Due to the cost of these hydraulic studies, some floodplain areas are mapped as general floodplains. The general floodplain is also called an approximate study area or unnumbered A Zone. *Floodplain maps effective before 2010 lack 100-year flood elevations in a general floodplain area; it is the property owner's responsibility to pay for this hydraulic analysis before the community can authorize any development. Most unnumbered A Zone areas on newer maps are based on an estimated 100-year flood elevation. This information is available to the community zoning administrator from the Minnesota Department of Natural Resources.*

The 1 percent chance floodplain and related floodway, flood fringe and general floodplain areas are delineated on maps called Flood Insurance Rate Maps (FIRM) and Flood Boundary and Floodway Maps (FBFM) published by the National Flood Insurance Program. Copies of these maps are available at city offices or county offices for unincorporated areas.¹ The maps can also be viewed at FEMA's Map Service Center,



¹ In 1988 FEMA began publishing combined FIRM maps with all information previously contained on the FIRM and FBFM.

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www.msc.fema.gov, and portions of the maps called “FIRMettes” can be printed.

Before 1968, floodplains were generally not regulated and flood insurance was not available to people living in floodplain areas. During the 1950s and 1960s, massive flooding occurred across the United States, costing billions of dollars in flood disaster relief. The Corps of Engineers and other federal agencies were finding it increasingly difficult to identify cost-effective flood control projects. Something had to be done to stop the building of damage-prone homes in floodplain areas.

In 1968, Congress passed the National Flood Insurance Act and created the National Flood Insurance Program (NFIP). Under the NFIP, flood insurance is made available to residents of communities that agreed to adopt minimum building and zoning regulations for development in floodplain areas. FEMA’s Community Status Book shows the communities participating in the NFIP at www.fema.gov/cis/MN.pdf. The primary standard under the NFIP is that new structures (or substantial improvements to existing structures) must be elevated so that the lowest floor of the structure (including basement) or substantial improvement is above the elevation of the 1 percent chance flood.

The state of Minnesota also adopted a Floodplain Management Act in 1969. This Act required the Commissioner of Natural Resources to develop minimum statewide standards for floodplain development to be adopted into local government zoning ordinances in flood-prone communities. The floodplain management standards of the NFIP and the state of Minnesota are very similar, although the state minimum standards are more restrictive than the federal standards in some areas. In particular, in Minnesota the lowest floor of a structure must be elevated so the lowest floor (including basement) is above the regulatory flood protection elevation (RFPE). The RFPE is the 1 percent chance flood elevation, including any

increase due to establishing a floodway, plus at least one foot of freeboard.

Since the early 1970s, communities have been adopting and administering local floodplain zoning ordinances that meet the standards of the DNR and the Federal Emergency Management Agency (FEMA), which administers the NFIP. Some local communities have more restrictive regulations than the state minimums, and some regulate flood risk areas that are not shown on the FIRMs (FEMA floodplain maps).

The best way to find out if a home or property is located in the floodplain is by visiting the floodplain zoning ordinance administrator (zoning administrator, building inspector, etc.) at the city or county government office where you live. The local official should have a copy of the FIRM and the FBFM for the community. These maps are usually the official source of information about whether a structure is located in the regulatory floodplain. These maps will show if a home or property is located in the floodplain and, more specifically, if it is located in the floodway or flood fringe. DNR Waters has developed a guide for property owners in a flowchart format, available at http://files.dnr.state.mn.us/waters/watermgmt_section/floodplain/challenge_map_determination_flowchart.pdf.

Not all communities have been designated by FEMA as flood-prone, so some cities and counties do not have maps that show floodplains. Also, landowners should be aware that communities may contain substantial areas that are subject to flooding, but are not indicated as floodplain on the official maps.

Standard homeowners’ insurance policies do not cover damage caused by flooding. Flood insurance can be purchased by any homeowner or renter in a community participating in the NFIP, regardless of the property being in or out of the floodplain.

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Flood insurance is a prerequisite for a federally-insured or financed loan (and for some forms of disaster assistance) for structures located within the floodplain below the 1 percent chance flood level. Houses constructed below the 1 percent chance flood level before the community received its first flood insurance rate map and adopted floodplain regulations are not penalized by the NFIP and are eligible for subsidized insurance rates. For homes located in the floodplain, flood insurance should be considered for the full replacement cost of the home.

Residents of floodplain areas should remember that federal, state and local floodplain regulations are only designed to protect structures from a 1 percent chance flood. Larger floods can and do occur. For this reason, carrying flood insurance may be a good idea even if it is not required. Flood insurance premiums for properly elevated structures are even less costly than the subsidized premiums.

Again, flood insurance can be purchased by any owner or occupant in a community participating in the NFIP, regardless of the property being in or out of the floodplain. Insurance for the contents of a home and structural coverage are purchased separately.

The DNR area hydrologist for your location or the Floodplain Management Program staff in the DNR St. Paul Office are also available to answer questions about owning, buying or building a home in a floodplain location. Contact information for all levels of government for water-related permits or approvals is available by county on the DNR Waters Website at www.dnr.state.mn.us/permits/water/water_permit_contacts.html. The area hydrologists are listed after the county level contacts. Be sure to ask about other rules that may apply to your property, such as shore land management zoning, and public waters and wetland rules. The NFIP toll-free number for insurance agents and property owners is 1-800-638-6620.²

²The information in this chapter was excerpted with permission from a 1994 brochure entitled *What You Should Know About Buying, Owning or Building a House in a Floodplain* which is available from the Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155-4032, or by calling (651) 296-6157 or 1-888-646-6367. Basic floodplain information sheets are available at http://www.dnr.state.mn.us/waters/watermgmt_section/floodplain/index.html, and more continue to be added.

7. Hazard Mitigation Assistance Programs

As the cost of disasters continues to rise, government jurisdictions/other entities must find ways to reduce hazard risks within their communities. Projects/activities intended to reduce hazard risks are easily made compatible with other community goals; safer communities are more attractive to employers as well as residents. As communities plan for new development and improvements to their infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from all hazards and their effects.

Hazard Mitigation Planning

Planning is the heart of the Hazard Mitigation Assistance Program, and mitigation is the start and the end of the emergency planning cycle. Assistance is available to protect a community before and after a disaster occurs. Hazard mitigation planning is a collaborative process; whereby: hazards are identified, vulnerability to the hazards is assessed, and decisions are made about how to minimize or eliminate the effects of the hazards.

Most of the programs listed below require a FEMA-approved mitigation plan as a prerequisite to applying for assistance to carry out a project. Mitigation plans must include the type of project for which the assistance is being sought. For example, if a jurisdiction wishes to acquire a structure in order to remove it from a floodplain, the plan needs to identify acquisition as one type of project it intends to carry out.

Available Programs

Currently, five Hazard Mitigation Assistance (HMA) Programs are administered by the Federal Emergency Management Agency (FEMA). Those programs make grant monies available to states, which in turn can make sub-grants to eligible

applicants. Those applicants include: state and local governments, certain private nonprofit organizations or institutions, and federally-recognized tribal governments. Each of the five programs has its own unique statutory authority, requirements and criteria for funding. However, the programs share a common goal of encouraging potential applicants to undertake projects/activities that can reduce the loss of life and damage to property from future disasters.

The first of the five mitigation programs is the **Hazard Mitigation Grant Program (HMGP)**; which makes funds available to significantly reduce or permanently eliminate the future risk to life and property from natural hazards. HMGP projects in accordance with priorities identified in state, tribal or local government all-hazard mitigation plans enable the implementation of mitigation measures during the recovery from a disaster. HSEM's *Disaster Management Handbook* provides information about the types of projects that may be eligible for HMGP assistance, and how that program is administered.

The second of the five mitigation assistance programs is the **Flood Mitigation Assistance (FMA)** program. FMA provides funding to implement cost-effective measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insured through the National Flood Insurance Program (NFIP). FMA is an annual, and competitive, grant program.

Six types of activities are eligible for funding through the FMA program: acquisition, structure demolition, structure relocation (if the property deed is restricted for open space use, in perpetuity), elevation of structures; dry flood-proofing of non-residential structures; minor structural flood control activities; flood mitigation planning activities; and management costs (also

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known as Technical Assistance Grants), which are permitted for the purpose of supporting planning and project activities.

To be eligible for FMA funding, jurisdictions must participate in the National Flood Insurance Program (NFIP) and be in good standing (i.e., not on probation or suspended) if they have been mapped by FEMA. In addition, an approved mitigation plan is required for FMA project grants. Therefore, FMA applicants are strongly encouraged to place emphasis on the development of a multi-hazard flood mitigation plan.

The third of the five mitigation programs is the **Pre-Disaster Mitigation (PDM)** program. PDM provides technical and financial assistance for: implementing cost-effective pre-disaster hazard mitigation activities that complement a comprehensive mitigation program, and reduce injuries, loss of life, and damage to/destruction of property. Local governments may receive grants for mitigation activities such as planning; and the implementation of projects identified through an evaluation of natural hazards. To be eligible for PDM funding, jurisdictions must participate in the National Flood Insurance Program (NFIP) and be in good standing (i.e., not on probation or suspended) if they have been mapped by FEMA.

Five types of activities are potentially eligible for funding through the PDM Program: management costs (up to \$50,000 for grantees); information dissemination (up to 10 percent), mitigation planning, technical assistance (for sub-grantees), and mitigation "brick and mortar" projects. A brick and mortar project is any action that results in the elimination or long-term reduction of damages from natural hazards to public or private property; and it may include:

- Property acquisition or relocation;
- Structural and non-structural retrofitting for wildfire, seismic, wind or flood hazards (elevation, storm shutters, hurricane clips);

- Minor structural hazard control or protection projects; which may include: vegetation management, storm water management (culverts, floodgates, retention basins), or shoreline/ landslide/snow avalanche stabilization (Note: major flood control projects such as dikes, levees, floodwalls, seawalls, groins, jetties, dams, beach nourishment, and waterway channelization are not eligible.);
- Localized flood control projects, such as certain ring levees and floodwall systems that are designed specifically to protect critical facilities, and that do not constitute a section of a larger flood control system.
- Construction of safe rooms (tornado and severe wind shelters) for public and private structures that meet the requirements in FEMA 320 and FEMA 361.

An approved all-hazard mitigation plan is required for brick and mortar mitigation project grants. Therefore, PDM applicants are strongly encouraged to place emphasis on the development of a multi-hazard mitigation plan. PDM is an annual, competitive grant program.

The fourth of the five mitigation programs is the **Repetitive Flood Claims (RFC)** program. RFC is directed at reducing or eliminating the long-term risk of flood damage to structures that are insured through the National Flood Insurance Program (NFIP), and have had one or more claim payment(s) for flood damages.

Eligible projects through the RFC include: acquisition, structure demolition, or structure relocation (if the property deed is restricted for open space uses in perpetuity. A local mitigation plan is not required in order to be eligible for an RFC grant, which is an annual and competitive program. Lastly, such grants may cover as much as 100 percent of project costs.

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The fifth and last of the mitigation programs is the **Severe Repetitive Loss (SRL)** program. The purpose of the SRL is to reduce or eliminate the long-term risk of flood damage to residential properties that have sustained severe, repetitive losses. All properties must be insured at the time of application. In addition, a local mitigation plan is required. SRL is an annual, competitive grant program.

Eligible SRL projects include:

- Acquisition, structure demolition, or structure relocation (if the property deed is restricted for open space, in perpetuity);
- Elevation of structures;
- Dry flood proofing of historic structures;

- Minor physical localized flood control projects; and
- Mitigation reconstruction (demolition and rebuilding of structures).

The tables that follow summarize the foregoing information about the five FEMA mitigation programs. Questions about those programs may be directed to HSEM's mitigation program staff.

Lastly, it should be noted that the information in this section was excerpted from the publication *Hazard Mitigation Assistance Program Guidance*, June 1, 2010. That document can be found in the FEMA Library portion of the FEMA website, www.fema.gov.

Table 1: Sample Eligible Activities by Program

The dots indicate types of projects eligible for the various funding types.

Activities	HMGP	PDM	FMA	RFC	SRL
1. Mitigation Projects	•	•	•	•	•
Property Acquisition and Demolition	•	•	•	•	•
Property Acquisition and Structure Demolition	•	•	•	•	•
Property Acquisition and Structure Relocation	•	•	•	•	•
Structure Elevation	•	•	•	•	•
Mitigation Reconstruction					•
Dry Flood proofing of Historic Residential Structures	•	•	•	•	•
Dry Flood proofing of Non-residential Structures	•	•	•	•	
Minor Localized Flood Reduction Projects	•	•	•	•	•
Structural Retrofitting of Existing Buildings	•	•			
Non-structural Retrofitting of Existing Buildings and Facilities	•	•			
Safe Room Construction	•	•			
Infrastructure Retrofit	•	•			
Soil Stabilization	•	•			
Wildfire Mitigation	•	•			
Post-Disaster Code Enforcement	•				
5% Initiative Projects	•				
2. Hazard Mitigation Planning	•	•	•		
3. Management Costs	•	•	•	•	•

See Hazard Mitigation Assistance Program Guidance, Section 2.3 (Mitigation Project Subapplication Guidance) and Section 2.4 (Mitigation Planning Subapplication Guidance) for details.

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Table 2: Approved Mitigation Plan Requirement for Funding

The dots indicate plan requirements for the various funding types.

Programs	HMGP		PDM		FMA		RFC	SRL
	Funding Type							
	Project	Planning	Project	Planning	Project	Planning	Project	Project
State or Tribal Mitigation Plan	●		●		●		●	●
Local Mitigation Plan	●		●		●			●
Repetitive Loss Strategy (to be eligible for 90%/10% cost share)	NA		●		●			●

See Hazard Mitigation Assistance Program Guidance, Section 2.1.3.3.1 (Mitigation Plan Requirement for Applicant), Section 2.3.5.1 (Mitigation Plan Requirement for Project Subapplications), and Section 2.4.2 (Mitigation Plan Requirement for Subapplications, for details.

Table 3: Cost Share Requirements (Percent of Federal /Non-Federal Shares)

Programs	Mitigation Activity (Percent of Federal/Non-Federal Share)	Management Costs (Percent of Federal/Non-Federal Share)	
		Grantee	Subgrantee
HMGP	75/25	100/0*	-/- **
PDM	75/25	75/25	75/25
PDM – subgrantee is small impoverished community	90/10	75/25	90/10
PDM – Tribal Grantee is small impoverished community	90/10	90/10	90/10
FMA	75/25	75/25	75/25
FMA – severe repetitive loss property with Repetitive Loss Strategy	90/10	90/10	90/10
RFC	100/0	100/0	100/0
SRL	75/25	75/25	75/25
SRL – with Repetitive Loss Strategy	90/10	90/10	90/10
* Because available HMGP management costs are calculated as a percentage of the federal funds provided, the non-federal share is already accounted for.			
** Subapplicants should consult their state hazard mitigation officer (SHMO) for the amount or percentage of HMGP subgrantee management cost funding their state has determined to be passed through to subgrantees.			

See Hazard Mitigation Assistance Program Guidance, Section 2.1.6 (Cost Share Requirements) for details.

8. Hazardous Materials Program

The Hazardous Material Program has as a primary responsibility the coordination of state agency activities related to hazardous materials response. [Minnesota Statutes, chapter 115E](#), *The Oil and Hazardous Substance Discharge Preparedness Act*, which was passed by the Minnesota Legislature in 1992, outlines part of the duties of the hazardous material program.

M.S., section 115E.08 describes coordination and requires that regular meetings be held to coordinate and prepare state agencies for their response to incidents in support of local units of government. After an incident, the program staff reviews the response and reports to the responding agency and governor on performance of state responders and how they interacted with local responders. This action is taken upon request for an evaluation of any incident by a local unit of government or a state agency, or it may be initiated by program staff after major incidents.

Program staff chair the quarterly state agency responders' meeting, which is attended by state employees who have responsibility for hazardous material incident response. This group addresses a variety of issues, including training, equipment and coordination.

The Hazardous Materials Program also assists local units of government with information on hazardous material and emergency response information for preparedness planning. The program staff will provide technical information on dealing with hazardous materials incidents and will provide chemical information for incident response.

Hazardous Materials Regional Response Teams

The Hazardous Materials Regional Response Teams are under the direction of the Minnesota Department of Public Safety and are available to assist local units of government in response to hazardous materials incidents. Administration and

support for the Regional Response Team Program lies with the Division of Homeland Security and Emergency Management (HSEM).

Components and Functions of the Hazardous Materials Regional Response Teams

Two types of teams form the Regional Response Team Program. While each type has a specific role in the incident response, each works in conjunction with the other to support and assist the local response.

Hazardous Materials Emergency Response Team:

The emergency response team can assist local authorities at the scene of a hazardous materials incident by taking action necessary to protect life, property and the environment from the effects of a release of a hazardous material. Emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release and stabilizing the emergency situation. The emergency response team also functions as a chemical assessment team for all or a portion of its primary response area. (*Minnesota Rules*, [part 7514.0900](#), subpart 2, and [part 7514.0500](#), subpart 5)

Hazardous Materials Chemical Assessment Teams:

Chemical assessment teams assist local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending actions necessary to protect life, property and the environment that are in keeping with locally-available levels of hazardous materials training and response capability. Chemical assessment teams also assist emergency response teams by responding, in conjunction with an emergency response team, to assess an incident, develop and recommend mitigation strategies, and assist with response operations. (*Minnesota Rules*, [part 7514.0900](#), subparts 3 and 4)

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Related Functions of the Hazardous Materials Regional Response Teams Program

Following completion of their emergency response functions, emergency response teams and chemical assessment teams may be requested to remain at the scene of a hazardous materials incident to provide support to local authorities who are monitoring cleanup activities conducted by local, state, or federal agencies, or the responsible person, for the purpose of ensuring public safety. (*Minnesota Rules*, [part 7514.0900](#), subpart 5)

In addition, the commissioner may authorize a team response to provide technical assistance in support of a bomb squad response to incidents involving explosives, explosive devices, incendiary devices or shock-sensitive explosive chemicals, or to a law enforcement response to clandestine drug lab incidents. Teams may also respond to mitigate the effects of a hazardous materials release that might occur as a consequence of these incidents or to provide technical assistance in support of the local authority. (*Minnesota Rules*, [part 7514.1600](#), subpart 4, and *Minnesota Rules*, [part 7514.0900](#), subpart 6, item C)

Prohibited Functions of the Hazardous Materials Regional Response Team Program

Emergency response teams and chemical assessment teams are prohibited from performing certain functions. Teams shall not:

- a) transport, store, dispose of, or perform remedial cleanup of hazardous materials, except as may be incidentally necessary to mitigate an emergency;
- b) assume overall command of the hazardous material emergency; or
- c) mitigate incidents involving explosives, explosive devices, incendiary devices, shock-sensitive explosive chemicals, or clandestine drug labs, except to respond to the effects of a hazardous materials release that might occur as a consequence of these incidents (*Minnesota Rules*, [part 7514.0900](#), subpart 6, items a to c).

Response Area Designations

Primary and secondary response areas have been established in accordance with Minnesota Rules, [part 7514.0500](#), subpart 1. There is one emergency response team to cover the state and 11 chemical assessment teams with designated response areas in the state. Teams are assigned one secondary response area to provide an alternate response to an incident (*Minnesota Rules*, [part 7514.0500](#), subpart 7).

In addition to their primary and secondary response area assignments, teams are required to respond to any response area of the state at the direction of the commissioner of public safety (*Minnesota Rules*, [part 7514.0500](#), subpart 9).

Funding

Funding to support the program is provided by an annual appropriation from the Fire Safety Special Revenue Account. The current appropriation totals approximately \$604,000. Revenue to offset this appropriation is received from fees paid annually to HSEM by certain fixed facilities and to the Minnesota Department of Transportation by the transportation industry.

Emergency Response Criteria and Dispatching

Emergency Response. An emergency response authorized by the commissioner may include technical assistance provided by a team via telephone and other means of communication or the deployment of a team's personnel and equipment to the scene of a hazardous materials incident.

Criteria for authorizing emergency response.

The commissioner of public safety shall authorize a team's response when *all* the following criteria are met:

- A. There is a release or potential release from a transportation incident or fixed facility;
- B. The release presents an actual or potential threat to public safety or the environment;
- C. Local emergency response personnel have been dispatched, are on the scene and have made an initial assessment of the incident;

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D. Local authorities have determined that the response needs of the incident exceed local capabilities; and

E. Local authorities have requested a team response.

Alternate response criteria. The commissioner shall authorize a team response when the commissioner considers the response to be necessary to protect life, property and the environment from the effects or potential effects of a hazardous materials release.

Special response criteria. The commissioner shall authorize an emergency response team or a chemical assessment team response to provide standby technical assistance in support of a bomb squad response when the commissioner considers it necessary. A response under this subpart is limited to incidents involving explosives, explosive devices, incendiary devices, shock-sensitive explosive chemicals, or a law enforcement agency response to clandestine drug lab incidents. When a team responds, its costs are recoverable costs.

Authority to request team response. Authority to request the response of an emergency response team and a chemical assessment team resides with local authorities whose jurisdiction includes the scene of the hazardous materials.

Procedure for requesting team. The Minnesota Duty Officer is the point of contact for requesting a response by an emergency response team or a chemical assessment team.

Coordinating Response Activities

Incident management system. The team leader shall coordinate the on-scene emergency response operations of the teams with local, state and federal agencies, Indian tribes, and private response organizations through the National Incident Management System.

Coordination with local authorities. A local authority shall provide assistance to team operation in the authority's jurisdiction, which are necessary to the response and in keeping with

local emergency operations plans, local emergency response plans and the level of hazardous materials training required of the authority by the Occupational Safety and Health Administration.

Coordination with state agencies. A state agency shall provide assistance to team operation that is necessary to the response and is in keeping with the agency's roles as identified in Governor's Executive Order 11-03, *Assigning Emergency Responsibilities to State Agencies*, and any future orders replacing or revising this order, and implemented by the Minnesota Emergency Operations Plan.

Coordination with responsible person. A responsible person shall provide assistance to team operations that is necessary to the response, upon a request by the incident commander or team leader, in keeping with the responsible person's level of training and emergency response.

Agencies Under Contract

Eleven agencies have been selected as hazardous materials teams (see map on page C-8-4). The St. Paul Fire Department is the only emergency response team.

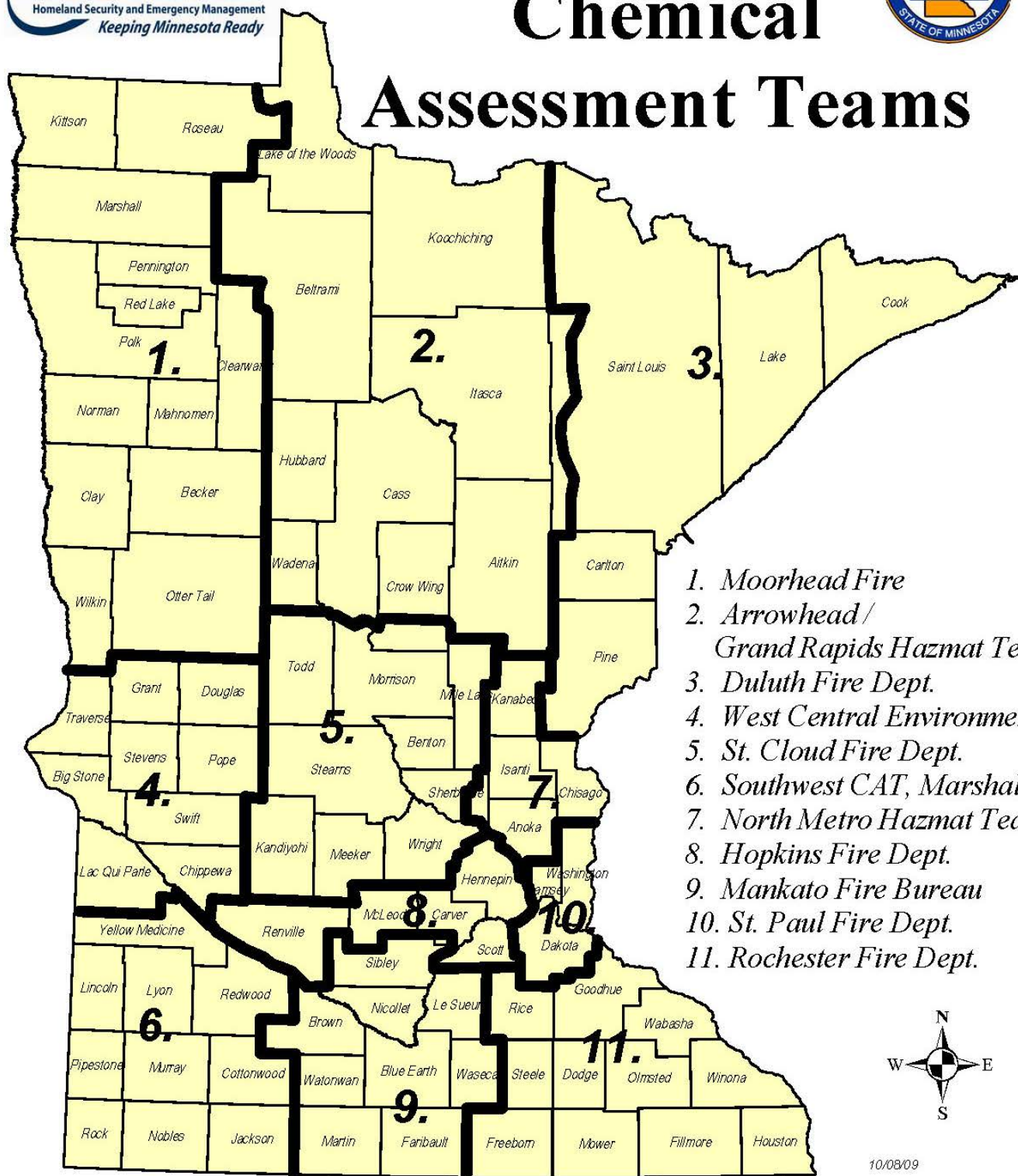
The following agencies are Chemical Assessment Teams:

St. Paul Fire Department
Rochester Fire Department
Duluth Fire Department
Moorhead Fire Department
Arrowhead -Grand Rapids Fire Department
Saint Cloud Fire Department
North Metro CAT Fridley&SBM Fire Department
Hopkins Fire Department
Mankato Fire Department
West Central Environmental Services, Morris
Southwest, Marshall, MN

The response teams are currently available to respond upon request. A listing by county of the team assignments is shown on pages C-8-5 through C-8-9. The dispatch process flowchart is shown on page C-8-10.



Chemical Assessment Teams



1. Moorhead Fire
2. Arrowhead / Grand Rapids Hazmat Team
3. Duluth Fire Dept.
4. West Central Environmental
5. St. Cloud Fire Dept.
6. Southwest CAT, Marshall
7. North Metro Hazmat Team
8. Hopkins Fire Dept.
9. Mankato Fire Bureau
10. St. Paul Fire Dept.
11. Rochester Fire Dept.



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Team Assignments by County (Including Highway, Township & City Boundaries)

COUNTY	CAT	SPECIAL NOTES
Aitkin	Arrowhead	
Anoka	North Metro	
Becker	Moorhead	
Beltrami	Arrowhead	
Benton	St. Cloud	
Big Stone	WCEC - Morris	
Blue Earth	Mankato	
Brown	Mankato	
Carlton	Duluth	
Carver	Hopkins	
Cass	Arrowhead	
Chippewa	WCEC - Morris	
Chisago	North Metro	
Clay	Moorhead	
Clearwater	Moorhead	
Cook	Duluth	
Cottonwood	SW CAT - Marshall	
Crow Wing - North	Arrowhead	<p>CAT: <u>By Highway Boundary</u> - The area north of and <i>excluding</i> State Highway 210 from the Cass County line east to the Brainerd (<i>excluding</i> the City of Brainerd) to State Highway 18 to United States Highway 169 south to the Mille Lacs County line.</p> <p>CAT: <u>By Township / City Boundary</u> - The townships of Center, Dean Lake, Deerwood, Fairfield, Gail Lake, Ideal, Jenkins, Irondale, Lake Edwards, Little Pine, Mission, Pelican, Perry Lake, Rabbit Lake, Ross Lake, Sibley, Timothy, Wolford and the incorporated city of Nisswa</p>

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COUNTY	CAT	SPECIAL NOTES
Crow Wing - South	St. Cloud	CAT: <u>By Highway Boundary</u> - The area south of and <i>including</i> State Highway 210 from the Cass County line east to the Brainerd (<i>including</i> the City of Brainerd) to State Highway 18 to United States Highway 169 to the Mille Lacs County line. CAT: <u>By Township / City Boundary</u> - The townships of Bay Lake, Crow Wing, Daggett Brook, Fort Ripley, Garrison, Long Lake, Maple Grove, Oak Lawn, Nokay Lake, Platte Lake, Roosevelt, St. Mathias, and the incorporated cities of Baxter and Brainerd.
Dakota	St. Paul	
Dodge	Rochester	
Douglas	WCEC - Morris	
Faribault	Mankato	
Fillmore	Rochester	
Freeborn	Rochester	
Goodhue	Rochester	
Grant	WCEC - Morris	
Hennepin - South	Hopkins	CAT: <u>By City Boundary</u> - All of Hennepin County <i>except</i> the cities of Brooklyn Center, Brooklyn Park, Champlin, Dayton, Osseo and St. Anthony. In the City of Minneapolis <i>only</i> that portion of the city located <i>south</i> of the Mississippi River.
Hennepin - North	North Metro	CAT: <u>By City Boundary</u> - <i>Only</i> the cities of Brooklyn Center, Brooklyn Park, Champlin, Dayton, Osseo and St. Anthony, and that portion of the City of Minneapolis located <i>north</i> of the Mississippi River.
Houston	Rochester	
Hubbard	Arrowhead	
Isanti	North Metro	
Itasca	Arrowhead	
Jackson	SW CAT - Marshall	
Kanabec	North Metro	
Kandiyohi	St. Cloud	
Kittson	Moorhead	
Koochiching	Arrowhead	

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COUNTY	CAT	SPECIAL NOTES
Lac qui Parle	WCEC - Morris	
Lake	Duluth	
Lake of the Woods	Arrowhead	
Le Sueur	Mankato	
Lincoln	SW CAT - Marshall	
Lyon	SW CAT - Marshall	
McLeod	Hopkins	
Mahnomen	Moorhead	
Marshall	Moorhead	
Martin	Mankato	
Meeker	St. Cloud	
Mille Lacs - North	St. Cloud	
Mille Lacs - South	St. Cloud	
Morrison	St. Cloud	
Mower	Rochester	
Murray	SW CAT - Marshall	
Nicollet	Mankato	
Nobles	SW CAT - Marshall	
Norman	Moorhead	
Olmsted	Rochester	
Otter Tail	Moorhead	
Pennington	Moorhead	
Pine	Duluth	
Pipestone	SW CAT - Marshall	
Polk	Moorhead	
Pope	WCEC - Morris	
Ramsey	St. Paul	CAT: <u>By City Boundary</u> - All of Ramsey County <i>except</i> City of Mounds View

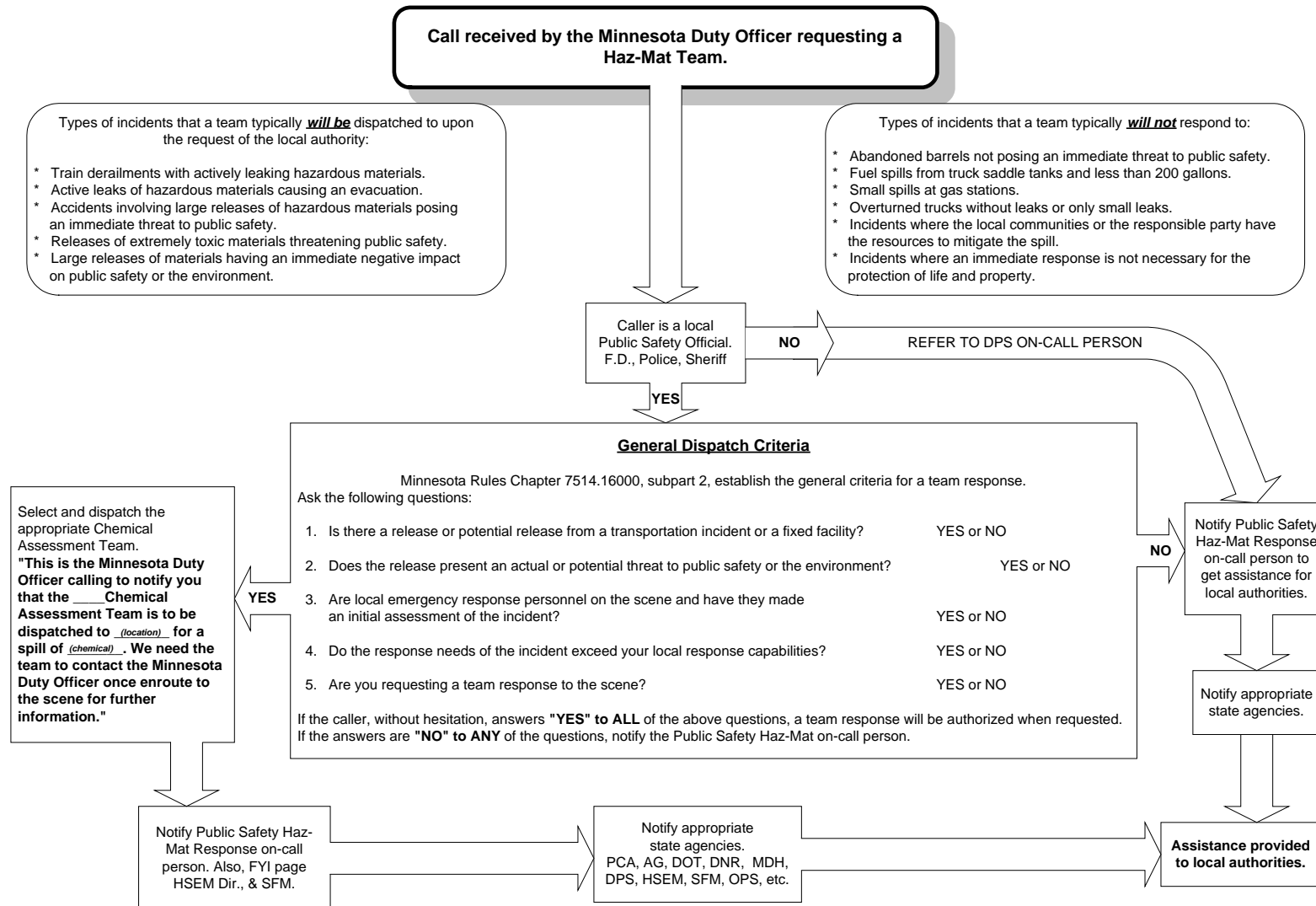
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COUNTY	CAT	SPECIAL NOTES
Ramsey	North Metro	CAT: <u>By City Boundary</u> - Only the City of Mounds View.
Red Lake	Moorhead	
Redwood	SW CAT - Marshall	
Renville	Hopkins	
Rice	Rochester	
Rock	SW CAT - Marshall	
Roseau	Moorhead	
St. Louis - East	Duluth	CAT: <u>By Highway Boundary</u> - All areas east of State Highway 73 (<i>excluding</i> State Highway 73) from Floodwood to the intersection of State Highway 73 and State Highway 53. CAT: <u>By Township / City Boundary</u> - All townships and cities not assigned to the Arrowhead CAT.
St. Louis - West	Arrowhead	CAT: <u>By Highway Boundary</u> - All areas west of an <i>including</i> State Highway 73 from the city of Floodwood to the intersection of State Highway 73 and State Highway 53. CAT: <u>By Township / City Boundary</u> - The townships of Balkan, Cedar Valley, Forest, French, Linden Grove, Morcom, Sturgeon, Van Buren, Willow Valley, several unnamed township boundaries west of State Highway 73, and the incorporated cities of Chiselm, Floodwood and Hibbing.
Scott	Hopkins	
Sherburne - West	St. Cloud	CAT: <u>By Highway Boundary</u> - The western portion of the county bounded on the east by Sherburne County Road 14 from the Mississippi River north to Sherburne County Road 15, north to Sherburne County Road 4, east to Sherburne County Road 1, north to Sherburne County Road 9, east to United States Highway 169, north to the Milles Lacs County line. CAT: <u>By Township / City Boundary</u> - The townships of Baldwin, Becker, Big Lake, Blue Hill, Clear Lake, Haven, Orrock, Palmer, Santiago, and the incorporated cities of Big Lake and Clear Lake.
Sherburne - East	North Metro	CAT: <u>By Highway Boundary</u> - The eastern portion of the county bounded on the west by Sherburne County Road 14 from the Mississippi River north to Sherburne County Road 15 north to Sherburne County Road 4 east to Sherburne County Road 1 north to Sherburne County Road 9 east to United States Highway 169 north to the Mille Lacs County line. CAT: <u>By Township / City Boundary</u> - The township of Livonia and the incorporated city of Elk River
Sibley	Mankato	
Stearns	St. Cloud	
Steele	Rochester	
Stevens	WCEC - Morris	

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COUNTY	CAT	SPECIAL NOTES
Swift	WCEC - Morris	
Todd	St. Cloud	
Traverse	WCEC - Morris	
Wabasha	Rochester	
Wadena	Arrowhead	
Waseca	Mankato	
Washington	St. Paul	
Watonwan	Mankato	
Wilkin	Moorhead	
Winona	Rochester	
Wright	St. Cloud	
Yellow Medicine	SW CAT - Marshall	

Chemical Assessment Team (CAT) Dispatch Process



10. Minnesota Duty Officer Program

The purpose of the 24-hour Minnesota Duty Officer Program (MDO) is to serve as the state's single point of contact for public and private sector entities when state-level emergency assistance is needed or a state agency notification is required due to a serious hazardous materials or nuclear power plant incident.

The scope of the MDO includes actual or impending events such as:

- Hazardous materials incidents
- Pipeline leaks or breaks
- Radiological incidents
- National Guard/Civil Air Patrol requests
- Chemical assessment/emergency response team requests
- Aircraft accidents/incidents
- Search and rescue assistance
- Bomb squad information
- Natural disasters (tornado, flood, fire, etc.)
- Requests for State Fire Marshal investigators
- Homeland security threats
- Requests for the 55th Civil Support Team

- Any incident requiring assistance from or notification of one or more of the following state agencies:

- Department of Agriculture
- Department of Health
- Department of Natural Resources
- Department of Public Safety
- Department of Transportation
- Pollution Control Agency

When the Minnesota duty officer receives a call reporting an incident, the MDO will notify state agency personnel with the expertise and resources to assist the caller. One call to the Minnesota duty officer will satisfy federal and state incident reporting requirements to one or multiple state agencies.

The Minnesota duty officer telephone numbers are: (651) 649-5451 (Metro area) or (800) 422-0798 (Greater Minnesota).

The two posters that follow describe the Minnesota duty officer program. As a local emergency management director, you may make copies of these posters and distribute them as appropriate.



MINNESOTA DUTY OFFICER

BCA Operations Center

1-800-422-0798

FAX: (651) 296-2300

(651) 649-5451

Satellite Phone: 1-254-543-6490



Emergency Notification

If there is a spill of a hazardous material or a petroleum product in Minnesota, you must call:

Local Authorities

Call 9-1-1 FIRST, *when there is a threat to life or property*

Minnesota Duty Officer

If there is a public safety or environmental threat and/or if state agency notification for reportable spills is required

The National Response Center 1-800-424-8802

When a federal notification is required

The following information (if available) will be requested by the Minnesota Duty Officer:

- Name of caller
- Date, time and location of the incident
- Telephone number for call-backs at the scene or facility
- Whether local officials (fire, police, sheriff) have been notified of incident

Additional information will be requested in the following special circumstances:

Making Notification of Spills/Incidents

- Materials and quantity involved in incident
- Incident location (physical address, intersection, etc.)
- Responsible party of incident (property/business owner)
- Telephone number of responsible party
- Any surface waters or sewers impacted
- What has happened and present situation

Requesting State Assistance for Incidents

- Type of assistance requested (informational, specialized team assets, etc).
- Name of requesting agency/facility
- Materials, quantity and personnel involved in the incident
- Whether all local, county, mutual aid resources been utilized



MINNESOTA DUTY OFFICER

BCA Operations Center



651-649-5451

TDD: 1-800-627-3529

1-800-422-0798

Satellite Phone: 1-254-543-6490

About the Duty Officer

The Minnesota Duty Officer Program provides a single answering point for local and state agencies to request state-level assistance for emergencies, serious accidents or incidents, or for reporting hazardous materials and petroleum spills. The duty officer is available 24 hours per day, seven days per week.

If there is an immediate threat to life or property, call 911 first.

When to Call the Duty Officer

Examples of incidents the duty officer can assist with include (but are not limited to):

- Natural disasters (tornado, fire, flood etc)
- Requests for National Guard
- Hazardous materials incidents
- Search and rescue assistance
- AMBER Alerts
- Requests for Civil Air Patrol
- Radiological incidents
- Aircraft accidents/incidents
- Pipeline leaks or breaks
- Substances released into the air

Agency Resources Available

- Department of Agriculture
- Department of Commerce
- Department of Education
- Department of Health
- Department of Human Services
- Department of Military Affairs
- Department of Natural Resources
- Department of Transportation
- Minnesota Office of Enterprise Technology
- Minnesota Pollution Control Agency

State Agencies

- Department of Public Safety
 - Bureau of Criminal Apprehension
 - Homeland Security and Emergency Management
 - Minnesota Joint Analysis Center
 - Minnesota State Patrol
 - State Fire Marshal
- Other state agencies not listed

Other Resources

- Minnesota Arson Hotline
- Local bomb squads
- Chemical assessment teams
- Emergency response teams
- Fire and rescue mutual aid
- Amateur radio (ARES/RACES)
- Minnesota voluntary organizations
- Fire chiefs assistance teams
- Search-and-rescue dogs
- Interagency Fire Center
- U.S. Air Force Search and Rescue Center

12. National Incident Management System

The National Incident Management System (NIMS) is designed to be in use from the time an incident first occurs until the requirements for management no longer exist. "Incident Commander" is a title which can apply equally to any responding organization or to any one of its members representing any level of management, depending upon the situation. The structure of the NIMS can be established and expanded depending upon the changing conditions of the incident. It is staffed and operated by qualified personnel from any responding agency and may involve personnel from a variety of agencies.

As such, the system can be utilized for any type or size of incident, ranging from a minor situation involving a single unit, to a major incident involving several agencies. The NIMS allows agencies to communicate using common terminology, to share goals and tactical objectives, and to understand the roles and responsibilities of others. It also allows for the combining and management of resources during an incident.

NIMS is designed to be used in response to incidents caused by fires, floods, earthquakes, hurricanes, tornadoes, riots, hazardous materials, or other natural or human-caused incidents. It can also be used for other non-emergency events such as parades and community celebrations.

Many incidents require response from a number of different agencies. For example, a multi-car traffic accident would require the response of emergency medical services, fire, law enforcement, and even public works if roads need to be closed for an extended period of time.

At the scene of a large water main break, water, sewer, gas, electric, and telephone personnel might be on the scene for traffic assistance, and the fire

department might have been notified of the water or gas problem.

Another example would be response to damage in a residential area. If high winds leave trees and branches in the roadways, down electric wires, and damage roofs of homes, many agencies -- fire, EMS, law enforcement, public works, and utility crews -- will respond. But, in order for the efforts of these organizations to be effective, a system needs to be in place to organize on-scene activities.

Minor incidents require response of a few agencies. Larger incidents -- flood, tornadoes, hurricanes, earthquakes -- would require the response of many additional agencies.

No single agency or department can handle an emergency situation of any scale alone. Everyone must work together in the management of the emergency. A formalized system must be in place for a community to handle the situation.

A formalized system lends consistency to the way team members and agencies function in an incident, and fosters efficiency by eliminating the need to "reinvent the wheel" for each new incident.

Incident management systems use an integrated approach to prepare for emergencies resulting from normal day to day incidents (such as house fires and minor utility outages), major incidents (such as haz-mat spills or small stream flooding), or disasters and major emergencies (such as tornadoes, hurricanes, and earthquakes).

Using this system, communities define and build capabilities in generic elements such as warning communications, evacuation, and sheltering.

C. Policies and Programs

Goals

Incident management systems seek to foster the federal, state, and local partnership with maximum flexibility available to State and local partners for achieving goals, and build on the foundation of existing incident management plans, systems, and capabilities to broaden their applicability to a wider range of incidents.

An integrated approach to incident planning and operations is a requirement for any jurisdiction seeking to implement an effective incident services program.

An integrated approach to incident management is based on solid, general management principles in the network. These may include individuals with obvious roles, as well as those whose roles seem peripheral. For example, important members of an incident management team may include the editor of the local newspaper or the supervisor of a local construction crew.

Need for an Organized Approach to the Management of Incidents

The need for an organized approach to the management of incidents is critical because of several factors that make incident management difficult.

Incident management is difficult because it is so dangerous, dynamic, complex and confusing.

First, danger is involved. Response to incidents always involves a degree of risk.

The same incident that is threatening the citizens you are sent to protect is also a potential threat to the responders. For example, when responding after an earthquake, public work's field crews need training about the dangers of gas leaks and structural concern in damaged buildings.

Second, the situation is dynamic.

It changes constantly, and does so rapidly. It gets better or worse; it rarely stays the same.

The dynamics of the incident can have a negative influence on information flow.

- X There can be difficulty in gathering accurate current information.
- X Time available at the incident scene could be limited.
- X Response personnel probably are aware of only part of the total picture.

There can be changes in operational modes.

- X For example, the fire department may be tasked with search and rescue efforts after a tornado. If they realize that many roads are blocked, limiting access to damaged homes, fire department personnel might be forced to walk into damaged areas until public works crews can clear roads.

This situation would necessitate a change in the normal operation mode.

Another factor that is part of the incident dynamics is incident priorities. This includes issues such as life safety, incident stabilization, and property and environmental conservation. There also can be negative influence on the agency.

In later press reports of an incident, the compromising of responder safety, poor management of resources, or the inability to expand the command organization to meet the demands of the incident may have a negative impact on public perceptions about your organization, which should be ready for any type of incident.

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Since there is no guarantee that adequate resources will be available for every incident, preparation to handle every incident, regardless of size or complexity, with available resources is needed.

However, being fully prepared for any type of incident is difficult. You must control the situation or it will control you. This means pre-planning of the physical environment also necessitates prior adequate training on tactical operations and command procedures. Possible incident outcomes should be forecasted.

Incident response involves numerous responsibilities, making it a complex operation.

Command activities involve strategic goal setting, developing and implementing action plans, control/coordination of incident operation, consideration of safety in decision making, provision of logistical support, and evaluation of an action plan.

There are medical treatment concerns for civilians and on-scene response personnel.

Resource use encompasses personnel and equipment. Of particular concern to public works professionals is coordinating the response of utility companies.

There is personnel accountability for safety and task accomplishment. Tactical operations must be based on safety and efficiency.

There can also be multiple priorities with the possibility of limited resources, including life safety, incident stabilization, and environmental concerns.

Media requests also may add to the complexity of the situation.

There are many examples of incidents with

complex problems:

- X An incident with a serious rescue problem, such as a building collapse with trapped victims.
- X A hazardous materials incident requiring evacuation, shelter, traffic control, and diking of the product.
- X A wildland fire extending from jurisdiction to jurisdiction.
- X A large water main break causing loss of water pressure to a community.

This is why inter-agency cooperation is essential. Your agency may need to work with:

- X Fire departments
- X Law enforcement agencies
- X Emergency medical services
- X Local utility companies
- X Public works departments
- X Health department
- X State agencies
- X Federal agencies
- X Other relief organizations

An incident, by definition, is a situation out of the normal routine where the unexpected suddenly occurs. This makes management of incidents so critical and so challenging, and often confusing.

Time constraints call for immediate decisions. Business managers may have days, weeks, or months to devise strategies, whereas the response personnel may have minutes or only seconds to react.

Arrival at the scene of the incident often can lead to being faced with unanticipated events, since persons calling for assistance often are unable to

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fully describe the scope of the incident. Dispatchers may not understand the value of information received, so they may fail to relate valuable information.

Confusion also may result from the failure of command officers to adequately gather information from all sides of the incident, or to access pre-plan information.

Problems with communication can create confusion. Even though lines of communication can be established beforehand, there are a number of reasons they can break down at the incident scene:

- X Poor or no established procedures
- X Poor or inadequate equipment
- X Lack of inter-agency training

Unfamiliar terminology or language can become a problem when working with other agencies.

To get a sense of how all these different agencies and individuals can become one smooth team, imagine them as divided into four broad groups - typical of those that exist in many organizations. Each group performs a particular type of function in an incident.

Policy Group

The Policy Group is an informal, flexible group of senior public officials in state, county, and municipal governments. They meet to develop and to discuss the economic, political, legal, and social implications of threat and response.

Coordination Group

The Coordination Group typically consists of assistants, deputies, and staff of agencies and departments represented in the Policy Group.

It performs staff functions by coordinating types

and numbers of personnel and resources deployed, logistical support to field units, relief of force, and monitoring of immediate emergency and other developing problems.

The emergency manager in a community is usually responsible for the coordination of these efforts, which often are handled in an Emergency Operations Center (EOC). The Coordination Group typically does not command field-level personnel.

Operational Response Group

The Operational Response Group includes operations supervisors and communications personnel (dispatchers) of agencies and departments deployed in the field.

Coordination with other agencies and departments is important for this group also, but the focus is action-oriented. The emphasis for this group is on requesting and deploying essential resources to control the situation in the field.

The Operational Response Group is directly responsible for oversight and command of those on the scene, and proper use of resources provided by the Coordination Group within the guidelines established by the Policy Group.

Field Response Group

The Field Response Group represents fire, law enforcement, medical, and public works and utilities units on the scene of an incident.

The Public Works Director in the community may participate in the overall policy direction of the community during an incident. They may meet with and advise the mayor and council.

An assistant public works director may serve as the coordination point for all public works-related issues during the incident at the EOC. They

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might, for example, locate extra equipment, coordinate mutual aid, and track incidents. On the operational response level, supervisors of various services (street, sewer, water, drainage, etc.) may be directing field crews and supervising the dispatch of field crews. In the field, public work's crews may be handling various emergency related problems - such as debris clearance, sandbagging, search and rescue, etc.

The four functional groups - policy, coordination, operational; response, and field response - together comprise the incident management team, which provides direction and control in a community during operations.

History of Laws pertaining to the IMS

IMS originated as a result of wildland fires in Southern California during the 1970s, which required the response of multiple agencies. The large numbers of jurisdiction and resources created coordination and management problems because responsibility for command was not clearly defined, communication problems were monumental, and resources were not fully utilized.

As a result, responsible agencies formed FIRESCOPE, which was the first generation of IMS, to identify solutions. IMS is evolving into an all-risk all-agency system. IMS has been adopted by a variety of emergency service organizations, most particularly the National Fire Academy (NFA) as a model system for fire service.

The commission on Accreditation for Law Enforcement Agencies Incorporated, Standard 46.2.2, call for plans to:

- X "Identify the person who will exercise command and control over all civil law enforcement resources committed to unusual occurrence operation with the agency's jurisdiction."

The American Public Works Association also has endorsed IMS.

There are also federal laws that require the use of IMS for specific types of incidents.

- X The Superfund Amendments and Reauthorization Act of 1986 (SARA), established federal regulations for handling hazardous materials. SARA directed OSHA, the Occupational Safety and Health Administration, to establish rules for operation at hazardous materials incidents.
- X OSHA requires that all organizations that handle hazardous materials use IMS. The regulation states: "The Incident Command System shall be established by those employers for the incidents that will be under their control and shall be interfaced with the other organizations or agencies who may respond to such an incident."
- X Non-OSHA states are required by the Environmental Protection Agency to use IMS at hazardous materials incidents.

Rationale for expanding IMS training to all responders

Preparation to handle every incident regardless of size or complexity with available resources is needed because incident management is carried out in a constantly changing environment with multiple priorities and complex problems.

Inter-agency cooperation may be required from fire departments, law enforcement agencies, local boards of health, public works departments, and state and federal agencies.

Because IMS can be used at virtually any type of incident of any size, it is important to provide IMS training to all responders. All responders must

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understand their role in the IMS.

It is important to realize that IMS can and should be used for all types of incidents, both small and large. IMS should be utilized during a simple water main break up to large scale emergency such as floods or wind storms.

IMS can be looked upon by responders as their incident management "tool box." All the tools in the "tool box" will not be used for every type of incident but you need to be familiar with everything just in case the need comes up for its use.

IMS provides an effective incident management system capable of dealing with the factors that affect the management of incidents.

Operating Requirements for NIMS

NIMS will provide for the following kinds of operations:

- (a) single jurisdiction/single agency involvement
- (b) single jurisdiction/multi-agency involvement
- (c) multi-jurisdiction/multi-agency involvement

Organizational structure:

- X can be adapted to any emergency or incident,
- X can be applicable and acceptable to users throughout the country,
- X should be readily adaptable to new technology,
- X must be able to expand in a logical manner from an initial response to long-term recovery,
- X must have basic common elements in organization, terminology, and procedures. This allows for the maximum application and use of already developed qualifications and standards, and ensures continuation of a total mobility concept,
- X and implementation should cause the least possible disruption to existing systems.

NIMS Components

The NIMS has a numbers of components. These components working together interactively provide the basis for an effective Incident Management System (IMS) concept operation:

- X Common Terminology
- X Modular Organization
- X Integrated Communications
- X Unified Command Structure
- X Consolidated Action Plans
- X Manageable Span Control
- X Designated Incident Facilities
- X Comprehensive Resource Management

Organization and Operation

The IMS has five major functional areas:

- X Command
- X Operations
- X Planning
- X Logistics
- X Finance/Administration

Incident Command Duties and Responsibilities

INCIDENT COMMANDER

The incident commander is responsible for incident activities including the development and implementation of strategic decision and for approving the ordering and releasing of resources.

Duties

1. Assess incident situation.
2. Assume command.
3. Establish additional functional roles and organizational elements of the incident command system needed to fit the incident.
 - a. Request or confirm dispatch or arrival of needed resources.
 - b. Designate Public Information, Safety , and Liaison officer(s).
 - c. Establish Operations section with

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- group/functional branches or sectors (eg., law enforcement, fire, EMS, public works, public health) as appropriate.
- d. Establish support sections (eg. logistics, planning, finance) as appropriate.
- e. Provide instruction and resources as necessary.
- 4. Conduct initial briefing.
- 5. Review, approve, and authorize implementation of incident action plan.
- 6. Oversee implementation of incident action plan.
- 7. Ensure planning meetings are conducted.
- 8. Approve requests for additional resources and requests for release of resources.
- 9. Authorize release of information to news media.
- 10. Report situation and plans to Emergency Operating Center (EOC).
- 11. Approve plan for demobilization.

INFORMATION OFFICER

The information officer, a member of the command staff is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations.

Duties:

1. Obtain briefing from incident commander.
2. Contact the jurisdictional agency to coordinate public information activities.
3. Establish single incident information center whenever possible.
4. Arrange for necessary work space, materials, telephones, and staffing.
5. Prepare initial information summary as soon as possible after arrival.
6. Observe constraints on the release of information imposed by incident commander.
7. Obtain approval for release for incident commander.
8. Release news to news media and post information in command post and other appropriate locations.

9. Arrange for meetings between media and incident personnel.
10. Provide escort service to the media and VIPs.
11. Respond to special requests for information.

SAFETY OFFICER

The safety officer, a member of the command staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Although the safety officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the officer will generally correct unsafe acts or conditions through the regular line of authority.

Duties:

1. Obtain briefing from incident commander.
2. Participate in planning meetings.
3. Identify potentially unsafe situations in operating environment, proposed actions, and incident operations.
4. Advise personnel on hazardous situations and appropriate actions to protect safety.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Coordinate investigation of accidents that have occurred within incident areas.

LIAISON OFFICER

The liaison officer is a member of the command staff, and is the point of contact for the assisting and cooperating agency representatives. This includes agency representatives from other fire agencies, Red Cross, law enforcement, public works and engineering organizations, and all others. The liaison officer will be from the jurisdictional agency.

Duties:

1. Obtain briefing from incident commander.
2. Identify supporting agency representatives or contact person of each agency including

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communications link and location.

3. Provide a point of contact for and establish contact with supporting agencies.
4. Respond to requests from incident personnel for inter-organizational contacts.
5. Monitor incident operations to identify current or potential inter-organizational problems and recommend solutions to inter-organizational problems.

OPERATIONS SECTION CHIEF

The operations section chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The operations chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The operations chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the incident commander.

Duties:

1. Obtain briefing from incident commander
2. Develop tactical operations portion of Action Plan, including operations and resource assignments for each operations branch or sector.
3. Establish and maintain appropriate staging areas, appointing a staging area manager for each.
4. Supervise tactical operations.
5. Evaluate effectiveness of tactical operations and adequacy of resources; take action to improve.
6. Report information about special activities, events, and occurrences to incident commander.
7. Review suggested list of resources to be released and initiate recommendation for

release of resources.

STAGING AREA MANAGER

The staging area manager is responsible for managing all activities within a staging area.

Duties:

1. Obtain a briefing from the operation section chief.
2. Proceed to staging area.
3. Establish staging area layout.
4. Determine any support needs for equipment.
5. Establish check-in function as appropriate.
6. Post areas for identification and traffic control.
7. Request maintenance service for equipment at staging area as appropriate.
8. Respond to request for resource assignment.
9. Obtain and issue supplies distributed and received at staging area.
10. Demobilize staging area in accordance with incident demobilization plan.

PLANNING SECTION CHIEF

The planning section chief, a member of the incident commander's general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to: 1) understand the current situation; 2) predict probable course of incident events; and, 3) prepare alternative strategies and control operations for the incident.

Duties:

1. Obtain briefing from incident commander.
2. Activate planning section units.
3. Reassign initial attack personnel to incident positions as appropriate.
4. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the incident action plan.
5. Supervise preparation of Incident Action Plan

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(See Planning Process Checklist).

6. Assemble information on alternative strategies.
7. Identify need for use of specialized resource(s).
8. Anticipate development and provide projections to incident command.
9. Compile and display incident status summary information.
10. Advise general staff of any significant changes in incident status.
11. Provide incident traffic plan.
12. Document and disseminate all formal orders by incident command.
13. Insure that normal agency information collection and reporting requirements are being met.
14. Prepare recommendations for release of resources for submission to the incident commander.

LOGISTICS CHIEF

Responsible for locating, organizing, and providing facilities, vital support services (such as transportation, fuel, water, power, communications), and supplies for the incident.

Duties:

1. Track names and locations of assigned personnel.
2. Identify service and support requirements for planned and expected operations.
3. Coordinate and process requests for additional resources.
4. Advise on current service and support capabilities.
5. Estimate future service and support requirements.
6. Recommend release of resources in conformity with Demobilization Plan.
7. Prepare and implement the Incident Radio communications Plan.
8. Insure that an equipment accountability system is established.
9. Determine method of feeding to best fit each situation.
10. Insure that sufficient potable water is available to meet all incident needs.
11. Order, receive, distribute, and store supplies and equipment.
12. Maintain inventory of supplies and equipment.
13. Provide facility maintenance services, sanitation, lighting and clean up.
14. Maintain incident roads.
15. Provide maintenance and fueling according to schedule.

FINANCE/ADMINISTRATION CHIEF

Responsible for tracking all incident costs and evaluating the financial considerations of the incident.

1. Insure that daily personnel time recording documents are prepared.
2. Provide for records security.
3. Establish commissary operation as required.
4. Insure that all records are current or complete prior to demobilization.
5. Record equipment use time.
6. Maintain current posting on all charges or credits for fuel, parts services and commissary.
7. Distribute copies per agency and incident policy.
8. Establish and maintain a file for employee time reports.
9. Establish and maintain adequate security for commissary.
10. Request commissary stock through logistics.
11. Protect commissary stock from pilferage and/or deterioration.
12. Prepare and sign contracts and land use agreements as needed.
13. Establish contracts with supply vendors as required.
14. Provide written authority for persons requiring medical treatment.
15. Document all injuries occurring during incident.

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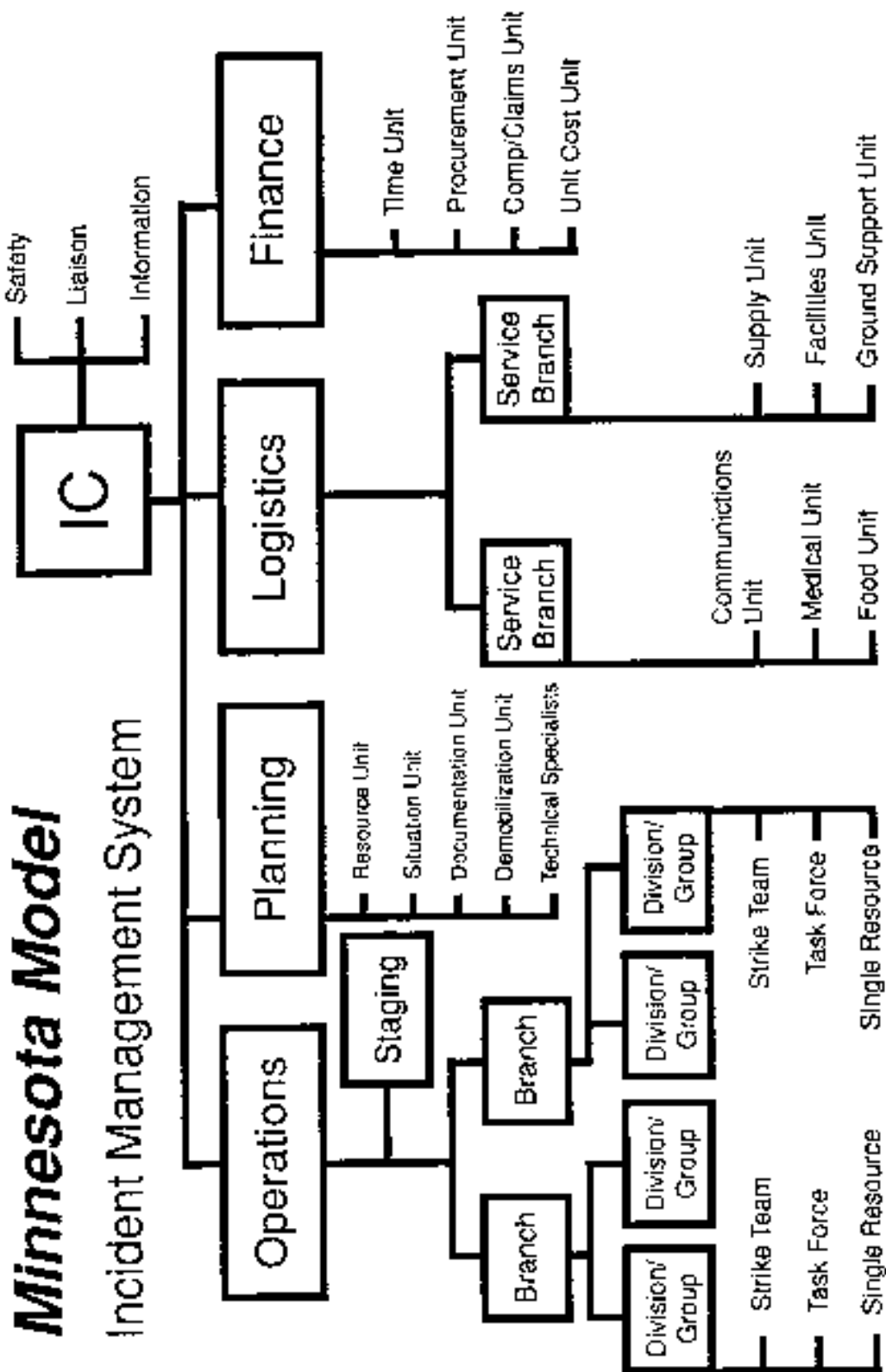
16. Keep informed and report on status of hospitalized personnel.
17. Arrange for notification of next of kin of seriously injured or deceased persons.
18. Obtain and record all cost data.

INCIDENT ACTION PLAN

The Incident Action Plan, which initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. When complete, the Incident Action Plan will have a number of attachments.

In small incidents, the Incident Action Plan may be a mental plan. In larger events, a written plan may be necessary. The main sections are:

1. Strategic Goals
2. Tactical Objectives
3. Support Requirements for the Incident
4. Attachments
 - Communications Plan
 - Medical Plan
 - Traffic Plan (including traffic flow and staging)



The Incident Command System and EOC Interface

Most incidents are classified as minor. They affect only a small portion of the community and most response organizations have the capabilities to manage the incident by committing only limited resources.

Major incidents, however, may threaten the entire community. Whole communities may require evacuation for several days during large scale incidents. A much greater commitment of equipment and personnel is made in an attempt to control these incidents. The decision making processes moves to the policy level, which involves more people in the procedure. Coordination of the response, responders, and information management, moves to the highest level.

A thorough understanding of both an effective Incident Management System and the concept of the Emergency Operations Center (EOC) is fundamental to the effective management of both large and small incidents. Emergency managers and Incident Commanders must understand the functions of each system and use his or her specific role under them to manage the incident. Further, the "On-Scene Commander" must understand precisely under what circumstances the EOC is activated and what authority they have when an EOC is activated.

The On-Scene Incident Command System and the Emergency Operating Center (EOC) must be partners in addressing issues facing a community during disasters and emergencies. It is necessary to be aware of the procedures and authority of the On-Scene Commander (OSC) and the EOC. The On-Scene Commander is generally responsible for coordination and control of specific activities at a particular incident site. The EOC is generally responsible for coordination and control of all incidents occurring within a community. On-

Scene Incident Commanders oversee specific incident sites and Emergency Managers (EOC Operations Chiefs) within EOC's oversee the needs of the community as a whole.

Generally, administrative and off site functions are the responsibility of the EOC staff. The On Scene Commander retains authority at the site of the incident. The EOC manages off site activities for the entire community during the incident and the On-Scene Commander manages the actual incident. These functions may sometimes overlap and conflicts may develop. In these situations, the EOC, which has responsibility for the entire community, should prevail.

The EOC personnel will not dictate actions at the scene, but may influence changes in the action plan or goals by withholding or denying resources the On Scene Commander requests. For instance, if the OSC develops a (on-scene) action plan requiring 25 Emergency Medical Technicians, and the EOC cannot meet those needs, the OSC must then modify the action plan based on the available resources.

EOC's should not develop on-scene action plans, but must be made aware of them. Possible conflicts and potential problems are best addressed during the planning and exercise phases, before an actual incident.

When the situation threatens to escalate beyond the capabilities of on-scene responders and activation of the EOC is expected, the Incident Commander's initial link with the EOC will be based on several circumstances. This initial linkage is based on a situational analysis of the level of response expected, and an estimate of future resources required.

Formal linkage comes after activation of the EOC.

Local Emergency Operations Plans should give precise protocols for activating the EOC. These Local Emergency Operations Plans must be in place to provide for a smooth transition of

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functions from the OSC to the EOC. When an EOC is activated the OSC retains direct control over the on-scene activities.

Remember, the EOC is a function, not just a building. Some communities may have a mobile EOC with the capability to respond to the scene or any other remote location. This happens usually during partial activation of the EOC when the number of persons in the EOC is small. This mobile EOC is sometimes more cost-effective than activating the primary EOC.

The roles and responsibilities of the on-scene incident commander and the emergency operations center must be defined in local emergency operations plans and understood by everybody before the incident occurs.

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Roles and Responsibilities

The responsibilities defined in this chart is based on a full scale, simultaneous, on-scene incident command and emergency operations center activation. This may help you to define these roles and responsibilities

EOC = EMERGENCY OPERATIONS CENTER

OSC = ON-SCENE COMMANDER

P= Primary responsibility S= Secondary responsibility -= No responsibility

FUNCTION / RESPONSIBILITY	EOC	OSC
NOTIFICATION AND WARNING		
Public Warning	P	-
Staff Notifications	P	-
INCIDENT MANAGEMENT		
Prioritization of Overall Activities	P	S
Multi Agency Communications Coordination	S	P
Command of On-Scene Activities	-	P
Control of On-Scene Operations	-	P
Assigning Tasks to Resources	S	P
Documentation & Finance	P	S
PUBLIC INFORMATION		
Public Information	P	S
Coordination of Media On-Scene	S	P
ACCIDENT/DAMAGE ASSESSMENT		
On-Scene Situation Status	S(p)	P(S)
Evaluation of Community Impact	P	S
SEARCH AND RESCUE		
Prioritization of Search Areas	P	S
Coordination of Actual Search Teams	S	P
EOC = EMERGENCY OPERATIONS CENTER OSC = ON-SCENE COMMANDER		

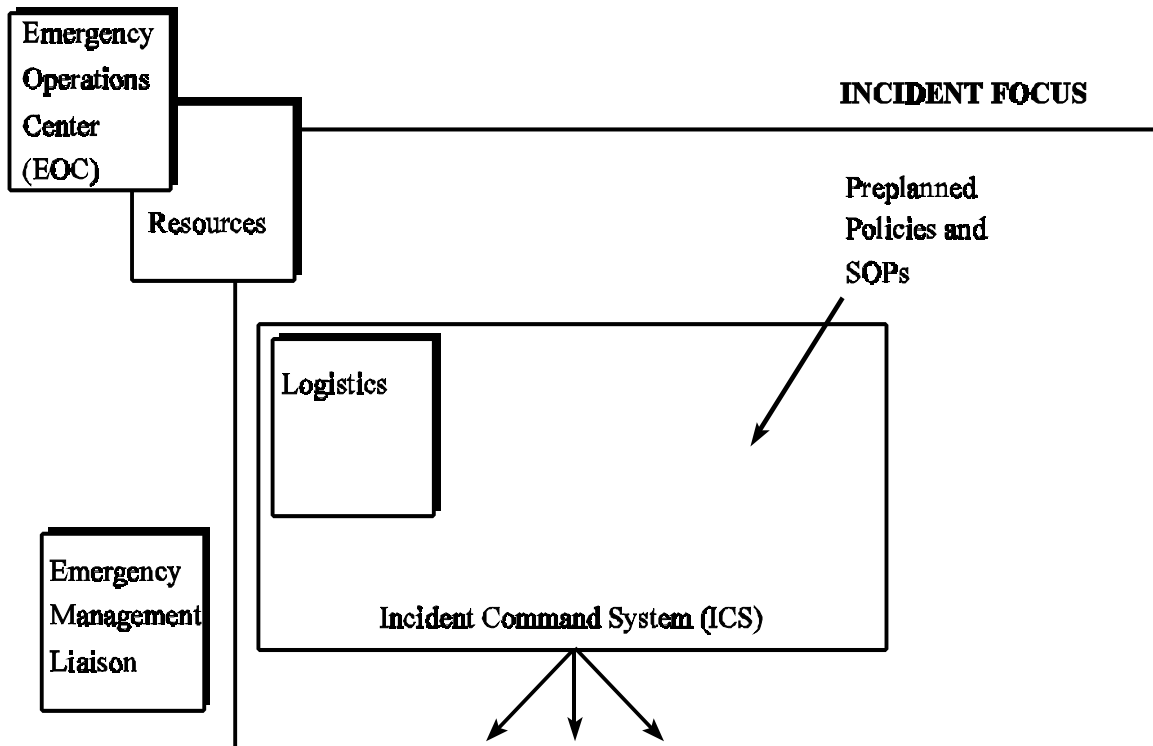
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P= Primary responsibility S= Secondary responsibility - =No responsibility		
HEALTH PROTECTION		
Public Health Polices	P	-
Technical Support	P	S
Re-entry Into Evacuated Area	P	S
MEDICAL SERVICES		
Treating Victims	S	P
Identifying Host and Risk Facilities	P	S
FIRE PROTECTION		
Controlling Fires	S	P
EVACUATION/TRAFFIC CONTROL/SECURITY		
Traffic Control Policies	P	S
Traffic Control	S	P
Security for the Community	P	S
Recovery	P	-
MASS CARE		
Initial Evacuation	S	P
Evacuation Policies	P	S
Sheltering	P	S
Political / Social Decisions	P	-
DEBRIS CLEARANCE		
Debris Management	P	-
PUBLIC WORKS AND UTILITY RESTORATION		
Restoration of Essential Services	P	S
EOC = EMERGENCY OPERATIONS CENTER OSC = ON-SCENE COMMANDER P= Primary responsibility		

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S= Secondary responsibility - =No responsibility		
Shutting Off Broken Gas Lines	S	P
ENVIRONMENTAL HAZARD RESPONSE		
Oversight of Recovery Activities	P	S
Assessing overall environmental impact	P	S
RESOURCE MANAGEMENT		
Gathering Mutual Aid Resources	P	S
Multi Agency Resource Coordination	P	S
Resource Allocation	P	S
Logistics	P	S
Coordination of Community Resources & Activities	P	-

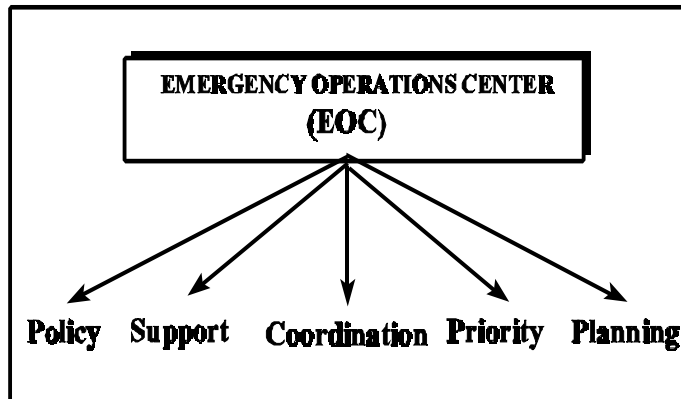
INCIDENT COMMAND SYSTEM/EOC INTERFACE



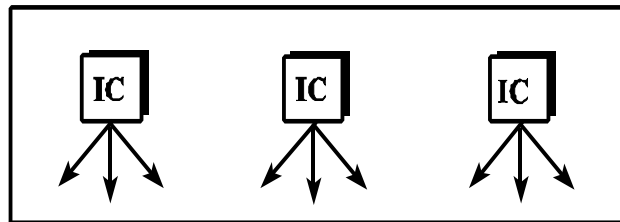
Operations in which the emergency management coordinator is at the scene will typically involve only limited interface between the IC and the EOC. Almost all decisions will be made at the incident scene by the OSC. Generally, the emergency manager will go to the scene (rather than the EOC) if requested, if the incident is minor in nature and there is limited threat of escalation.

INCIDENT COMMAND SYSTEM/EOC INTERFACE

Local Area



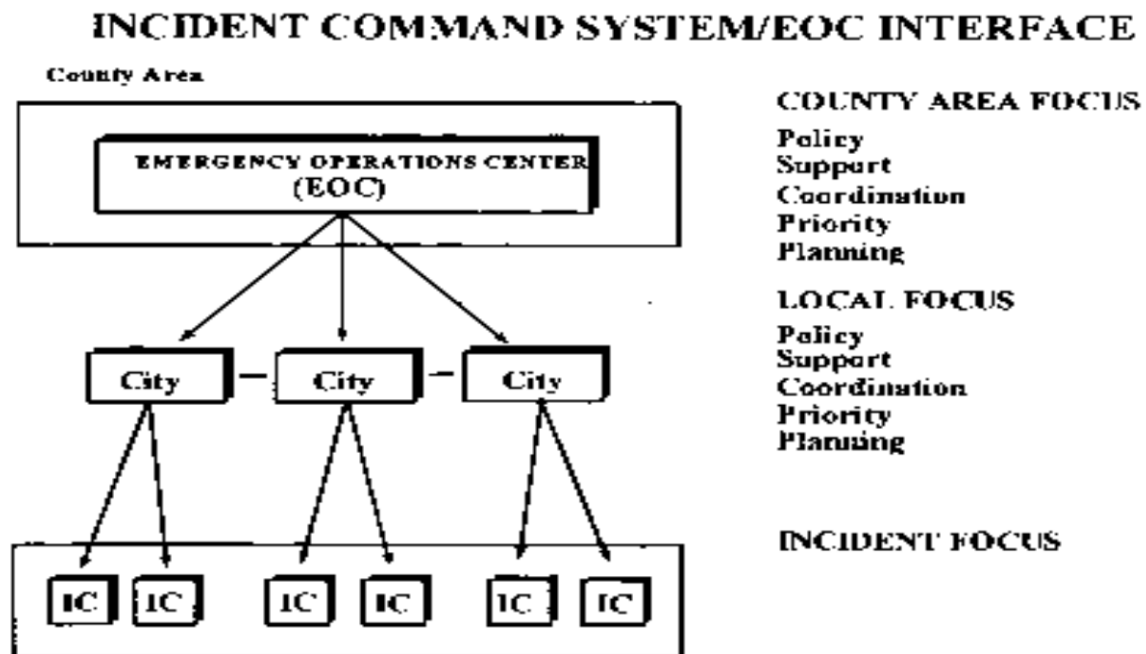
LOCAL FOCUS



INCIDENT FOCUS

Multiple incidents (or a single large incident that threatens to have a major impact on life, property or the environment) may well require EOC activation. Such incidents are difficult to manage at the scene due to their complexity and the large amount of information that needs to be monitored and exchanged. Management of these incidents takes place at the local level.

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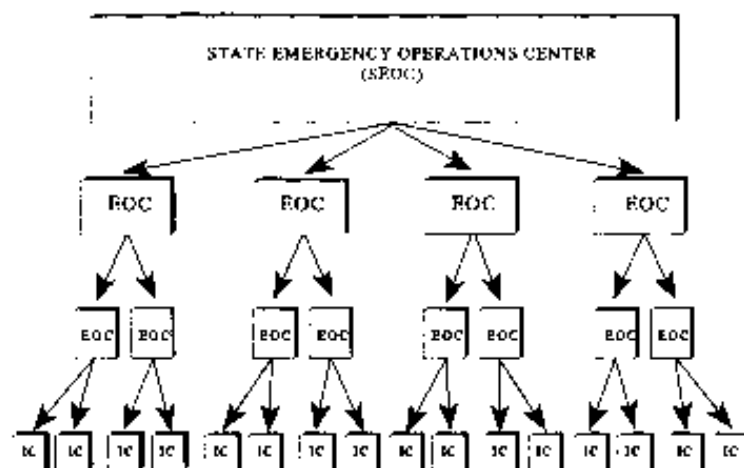


Massive or complex incidents that could become disasters must be managed from an EOC which is activated at the county level. When incidents of this magnitude occur, the primary EOC may well be inside the evacuation area. If so, it must be moved to an alternate location.

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INCIDENT COMMAND SYSTEM/EOC INTERFACE

• EOC-ICS state



STATE FOCUS

- * Policy
- * Support
- * Coordination
- * Priority
- * Planning

COUNTY FOCUS

- * Policy
- * Support
- * Coordination
- * Priority
- * Planning

LOCAL FOCUS

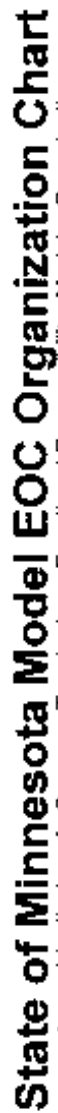
- * Policy
- * Support
- * Coordination
- * Priority
- * Planning

INCIDENT

FOCUS

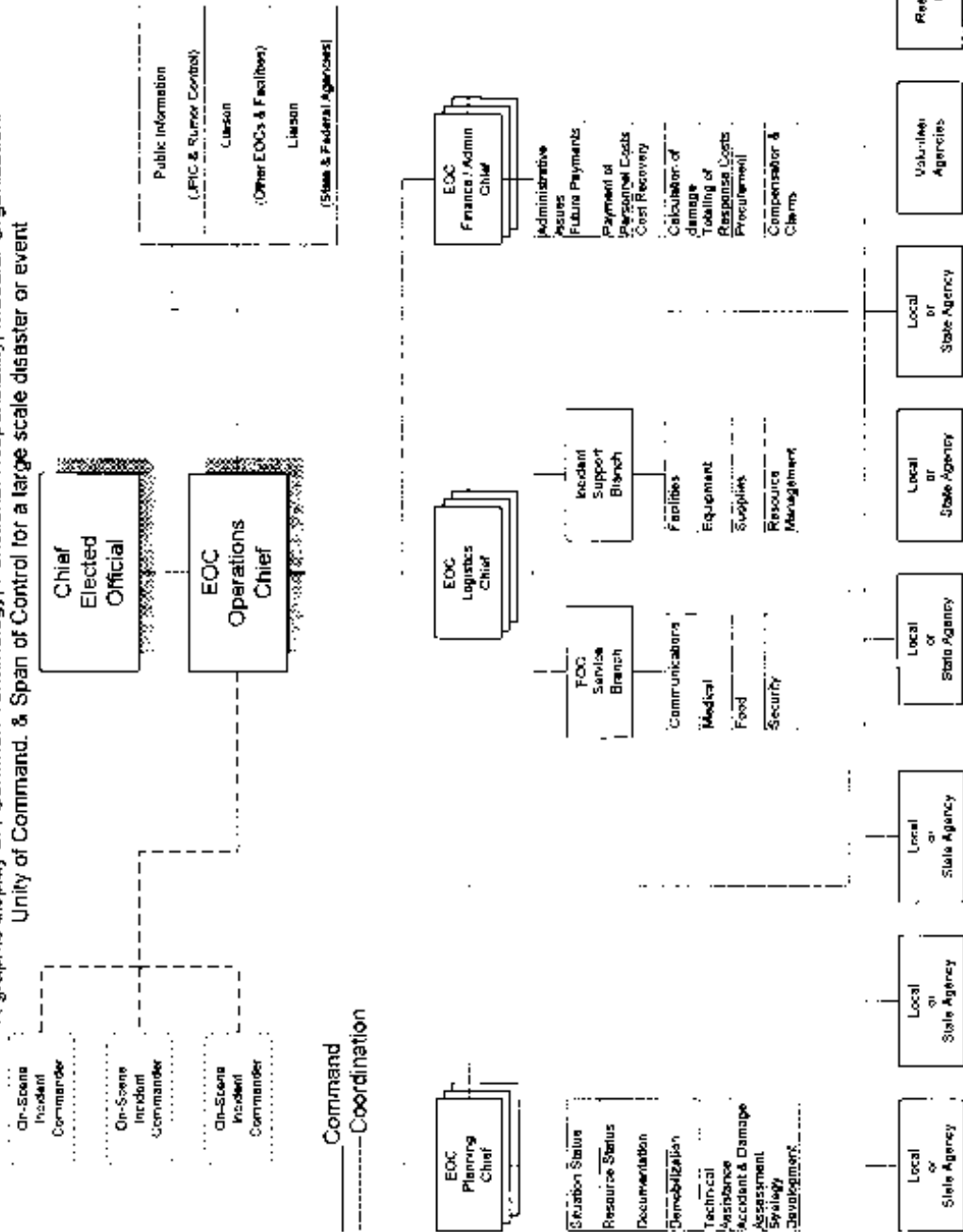
State-level involvement occurs when the incident becomes so vast and complex that it becomes a catastrophic emergency, and county and local responders and resources are overwhelmed. State support and resources will likely be requested. In this instance, large amounts of equipment and personnel will be available to the EOCs and the OSCs. The state EOC may be activated for any type of incident that requires state resources or expertise not available at the local or county levels.

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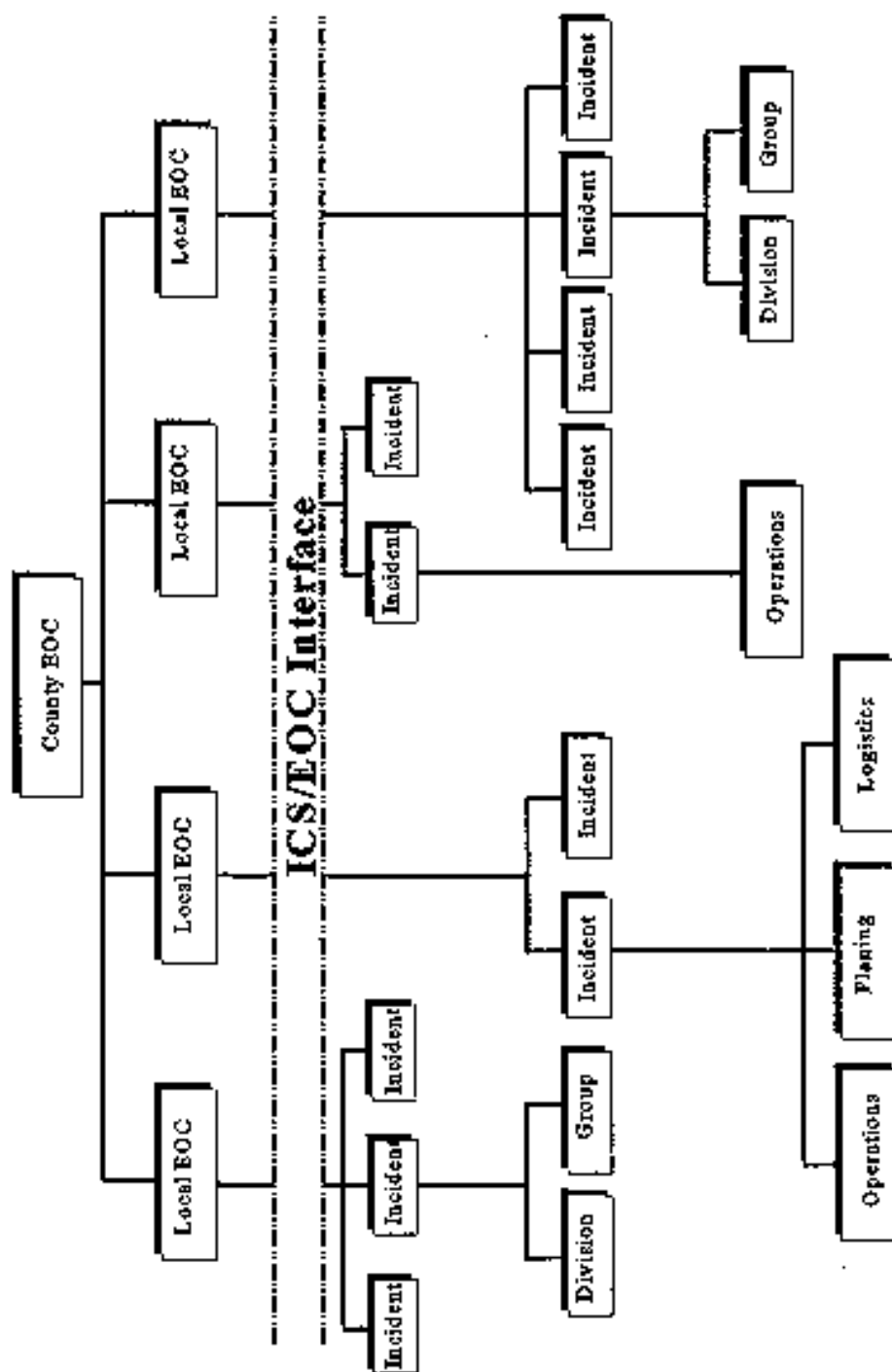
A graphic display of : Common Terminology, Functional Responsibility, Modular Organization.

Unity of Command. & Span of Control for a large scale disaster or event



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SLOW DEVELOPING FLOOD SCENARIO



Note: These charts are for illustrative purposes only to focus on the ICS/EOC interface issues. They are not to be considered "solutions."

13. Public Education and Preparedness

Overview

One of the most cost-effective mitigation efforts we as emergency managers can undertake is preparing individuals and families for emergency situations through public education. However, the constant competition for people's attention in our media-heavy world means that getting the preparedness message across effectively requires a constant, year-round effort using as many methods as possible.

A well-organized public education program uses a variety of communication channels to get appropriate information into citizens' hands. Traditional press and media, the Internet, social media and public events can reach different audiences; use them in concert to deliver key messages. You are only limited by your imagination in ways to educate and prepare your citizens for emergencies.

Partnerships

Partnerships are the lifeblood of a successful public education program. Collaboration can help to focus attention on educational programs with similar safety messages. Having multiple voices giving the same message amplifies — and tends to legitimize — what people hear and see.

Some of the most common partnerships are formed with people who also work in disaster preparedness: law enforcement, fire and emergency medical services. Local Red Cross chapters and representatives of the National Weather Service can offer volunteer support and also enhance the credibility of your education campaign.

Some other collaborations or partnerships can be developed with local businesses that may be willing to sponsor an event or provide materials. Local or regional offices of other state agencies with education programs, such as the State Patrol, Department of Natural Resources and Department of Health, also make great partners. Branches of

the university and state technical colleges are resources for expertise, as well as county extension agents and public health officials.

Through the use of partnerships, public education can be extremely cost effective, and it puts emergency management in the limelight with other known and respected organizations. Having an aware and prepared public ultimately will assist response and recovery efforts.

Individual and Family Preparedness — The *Ready.gov* Campaign

The national *Ready.gov* campaign is an online preparedness resource for citizens, businesses and children. Hosted by the Department of Homeland Security through FEMA and the Citizen Corps, this program employs a variety of informational materials including print, audio, video and national advertising. The central themes of the campaign are for individuals, families and businesses to:

- Be informed
- Make a plan
- Build a kit
- Get involved

Focus topics include preparedness information for seniors, people with disabilities, military families and pets. There is also a specific campaign for responders and their families called “Ready Responder.”

Brochures, booklets, CDs, DVDs and fact sheets are available through the website (www.ready.gov) with links to FEMA and the American Red Cross. Ready.gov also provides basic preparedness materials in 12 other languages, including the Spanish language version, www.listo.gov.

A comprehensive, all-hazard publication, *Are You Ready? A Citizen's Guide to Emergency Preparedness* is also available through Ready.gov, FEMA and the Citizen Corps.

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Weather Hazard Awareness Campaigns

An effective education program anticipates seasonal hazards and follows a schedule for timely release of materials.

To further educate the citizens of Minnesota, HSEM conducts two awareness campaigns each year. While these campaigns are conducted on a statewide basis, a truly successful awareness

campaign is locally-based. You, the emergency manager, know the people, media, and business community in your area. You have a knowledge of the area that will allow you to make the most of available resources. The exact dates for the campaigns are published annually.

Emergency Management Program Support Publications and Websites

A wealth of material is available to increase the effectiveness of any public education and awareness campaign. These materials range from posters, brochures and pamphlets to video materials and websites.

You are encouraged to maintain your own stock of publications by downloading or ordering them from the appropriate source. For up-to-date listings of educational websites, consult HSEM's Winter Hazard and Severe Weather Awareness sites.

- FEMA/Ready.gov
www.ready.gov/publications
or 1-800-BE-READY (1-800-237-3239)
- American Red Cross
Contact your local chapter
www.redcrossmn.org
- National Weather Service
weather.gov
- State Fire Marshal Division:
dps.mn.gov/divisions/sfm

- National Fire Academy:
www.usfa.fema.gov
- Minnesota Dept. of Health
Emergency Preparedness
www.health.state.mn.us
- University of Minnesota Extension:
www.extension.umn.edu/extreme-weather

14. Radiological Emergency Preparedness Program

Radiological Emergency Preparedness (REP) is a comprehensive program involving response from a variety of agencies and organizations. The purpose of the REP program is to ensure that the health and safety of the public is protected in the event of a radiological emergency at the Monticello or Prairie Island nuclear generating plants.

The Prairie Island nuclear generating plant is located near the city of Red Wing. The Monticello nuclear generating plant is located near the city of Monticello. Both plants are owned and operated by Xcel Energy and Northern States Power – Minnesota (NSPM).

A radiological emergency will trigger an enormous amount of activity. In the event of an incident, the State Emergency Operations Center (SEOC) is activated. The SEOC provides a location where federal, state and local agencies work together to assist local government in managing the emergency.

Near the operations room is the Planning and Assessment Center. More than a dozen trained experts operate as a team with a mission to provide the public with Protective Action Decisions (PAD). PADs, such as sheltering or evacuation, are approved by the governor. Potassium Iodide (KI) is a supplemental protective action that may be approved, if needed.

To arrive at a PAD, data must be collected from the affected area and information sent to the Planning and Assessment Center. Specially trained teams are sent to collect environmental samples in or near the affected area. Sampling and monitoring results are relayed to the Planning and Assessment Center staff in the SEOC. The information is used to help determine what actions need to be taken to protect the public.

Reception Centers are activated and equipped to assist people who may be evacuated from the affected area. Reception centers monitor and decontaminate people, pets and vehicles, and provide congregate care support.

For residents living around the Monticello plant, the general population reception centers are at the Rogers High School and Princeton High School. Schoolchildren in the affected area are relocated to a sister/host school located in Cokato-Dassel, Maple Grove, Princeton, Rockford, St. Michael or Zimmerman.

For residents surrounding the Prairie Island plant, the general population reception center is at the Cottage Grove Armory. Schoolchildren in the affected area are relocated to a sister/host school in Hastings.

Equipment stockpiles to support these reception centers are maintained at Cottage Grove, Princeton and Rogers.

At the county and municipal levels, local officials staff the EOCs and are in constant communication with the SEOC and with emergency workers in the field (e.g., sheriff's deputies and firefighters). Like the SEOC, the county EOC is a point of command and control.

Emergency workers perform a number of tasks, such as alerting the public of the situation and securing the affected area.

Emergency Worker Decontamination Centers at local fire departments, monitor workers for contamination. Law enforcement officers will establish traffic control points, and public works personnel will assist with roadblocks and keeping evacuation routes free of debris.

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During an emergency, public information is disseminated from a **Joint Information Center (JIC)** located in the Media Room of the Department of Public Safety, 444 Cedar Street. A team of spokespersons from NSPM, the state of Minnesota, the state of Wisconsin (if it's a Prairie Island incident), the federal government and the local areas involved will report on their activities and answer questions from the media. Written news statements from all agencies will also be available at the JIC.

To ensure that the response will run smoothly should an emergency arise, emergency plans are written and annual training is provided for all participants of the REP program. State and local governments, and NSPM work together to make available the resources necessary for an effective training program.

Emergency plans are exercised regularly to ensure that the program is meeting its purpose. Federal evaluators monitor the exercises and identify areas that can be improved.

The combined effort of people from a variety of disciplines makes the REP program successful. Their goal is to provide reasonable assurance that the health and safety of the public will be protected should an emergency arise. As a team, they continue to work together to meet that goal.

INGESTION PATHWAY PLANNING

Purpose

In the event of an accidental release of radioactive material into the environment from a commercial nuclear generating plant, government agencies must take actions to protect public health and safety. While immediate protective actions may be necessary to protect the population (i.e., evacuation or sheltering), additional concerns focus on preventing internal exposure resulting from ingestion of contaminated food, milk and water. The ingestion pathway planning zone is the area within a 50-mile radius of a commercial

nuclear generating plant that includes all food production, processing and marketing facilities.

There are two types of responses meant to prevent or limit public exposure through the ingestion pathway:

1. Preventive protective action - Actions taken by farmers to prevent contamination of milk, water and food products (i.e., shelter dairy animals and put on stored feed and covered water).
2. Emergency protective actions - Actions taken by public officials to address contaminated milk, water and food products, and divert such products from animal and human consumption (i.e., embargoes).

Ingestion exposure remains a longer-term problem because vegetables, fruit trees and grains may take up radionuclides from the soil. They may also be ingested by wild game and fish that may in turn be eaten by humans.

Responsibilities

The departments of Health, Agriculture and Natural Resources have the primary responsibility for planning and implementing protective actions for the ingestion pathway. At the time of an emergency response, other state agencies will assist in making recommendations and carrying out decisions through their participation on an Ingestion Pathway Task Force (IPTF). In addition to the departments of Health, Agriculture and Natural Resources, the IPTF consists of representatives from the Department of Public Safety Division of Homeland Security and Emergency Management (HSEM), Office of Communications and State Patrol.

Although planning and implementation is primarily a state function, it is recommended that counties located within the ingestion pathway zone coordinate and support state and federal response activities within their county. The

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following counties are located in the ingestion pathway planning zones:

For Monticello:

Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Morrison, Pine, Ramsey, Renville, Scott, Sherburne, Sibley, Stearns, Washington and Wright

For Prairie Island:

Anoka, Carver, Chisago, Dakota, Dodge, Goodhue, Hennepin, LeSueur, Olmsted, Ramsey, Rice, Scott, Steele, Wabasha, Waseca, Washington and Winona.

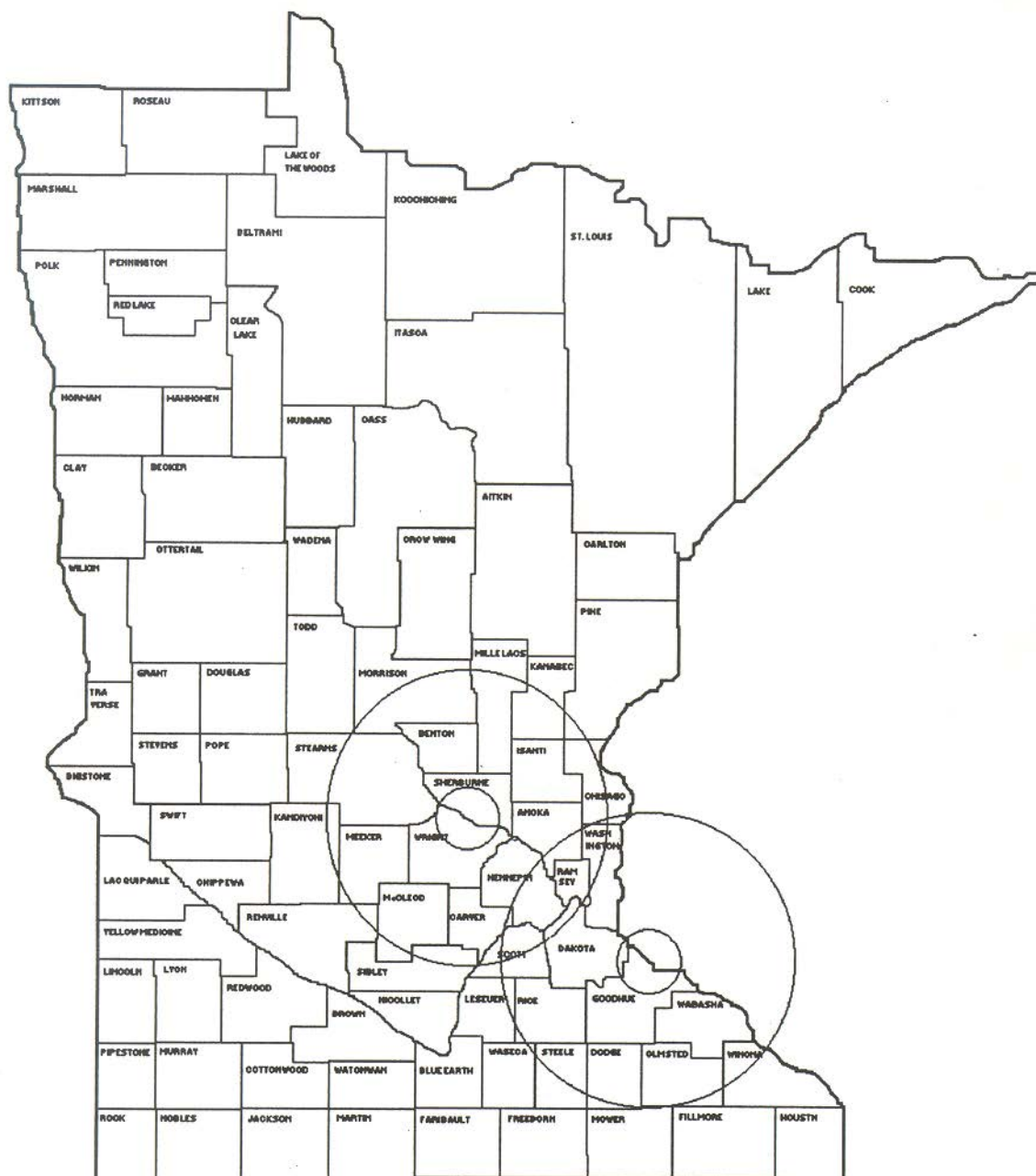
Ingestion pathway related activities may be incorporated into the basic plan and specific annexes of the county emergency operations plan. Examples of these activities are:

1. The county sheriff may be requested to support the control of the transport of potentially radioactively contaminated food, feed and water into, within and out of the county.
2. Law enforcement may be asked to establish roadblocks to support embargo enforcement.
3. The county public information officer may be asked to communicate county activities to the media and the general public.
4. The county radiological officer may be requested to serve as liaison to the SEOC regarding technical information and protective action issues.
5. County Extension and U.S. Department of Agriculture personnel may serve as liaisons with farmers. They may also assist in the identification and development of resource information as requested by the state IPTF or by the federal responders. They may act as intermediary in the dissemination of public information brochures on emergency radiological instructions and information to farmers, food processors and food distributors, which are available through the SEOC.

HSEM Assistance

Homeland Security and Emergency Management Radiological Emergency Preparedness (REP) program staff are available to assist county emergency management directors in assessing specific planning needs. REP staff are also available to assist in the planning effort and in the training of county staff, if requested. All requests for REP assistance should be coordinated with the appropriate HSEM regional program coordinator.

Ingestion Pathway Zones



The ingestion pathway planning zone is the area within a 50-mile radius of a commercial nuclear generating plant. The area within a 10-mile radius is considered the emergency planning zone.

Radiological Emergency Preparedness Activities by Emergency Classification Level

State of Minnesota

The state of Minnesota provides direction, control and coordination as outlined in the Minnesota Emergency Operations Plan (MEOP). The State Emergency Operations Center (SEOC) is operated under the National Incident Management System (NIMS) using the incident command structure. The Governor or authorized representative directs SEOC operations and the Department of Public Safety Division of Homeland Security and Emergency Management (HSEM), coordinates agency response to the event. As required by Executive Order 11-03, all state agencies responding to a disaster will use NIMS.

State Activities by Emergency Classification Level (ECL)

Notification of Unusual Event (NUE)

- The Minnesota Duty Officer is notified by the utility.
- The Minnesota Duty Officer notifies various personnel as indicated by standard operating guidelines.
- The state and the utility may initiate communication about technical issues.
- NUE status is maintained until verbal termination or escalation to a higher ECL takes place.

Alert

- The Minnesota Duty Officer is notified by the utility.
- The Minnesota Duty Officer notifies HSEM staff and state agencies.
- The SEOC is activated and fully staffed.
- State agencies report to SEOC as required by the MEOP.
- Governor signs and issues a predetermined emergency executive order, activating portions of the Minnesota National Guard. The order also authorizes state agencies to support response activities and establishes the Governor's authorized representative (GAR).
- The SEOC establishes communications with risk counties.
- A joint information center (JIC) is established with representatives from state agencies, counties and the utility.
- Joint media briefings are coordinated from the JIC.
- An information hotline (rumor control) is established.
- SEOC notifies the national operations center (NOC) and FEMA Region V operations center.
- State radiological assistance monitoring teams are activated and put on standby.
- The National Guard 55th Civil Support Team (CST) may be activated as an additional plume tracking resource.

Alert continued

- The Minnesota Department of Transportation (Mn/DOT) field workers are placed on standby to set up barricades for traffic control.
- A State Patrol helicopter is dispatched to the county staging area for emergency notifications in recreational areas.
- State Patrol troopers are placed on standby for traffic control points.
- Department of Agriculture field teams are placed on standby.
- All school districts in the 10-mile emergency planning zone (EPZ) are notified.
- Emergency worker decontamination centers are placed on standby by the counties.
- Reception centers (where the general public goes for monitoring and decontamination) are placed on standby.
- National Atmospheric Release Advisory Center (NARAC) assistance is requested for plume mapping.
- U.S. Department of Energy radiological assistance is requested to be put on standby.
- Target® alert 1 is notified to discontinue distribution of potassium iodide (KI) at Target® Pharmacies.
- Evacuation routes are reviewed for impediments.
- Counties are consulted about any special events or concerns that may affect protective action recommendations.
- The SEOC Planning and Assessment Center (PAC) starts modeling possible plume scenarios based on current meteorological data.
- Air, rail and river traffic control centers are notified and alerted that restrictions may be needed in the future.
- The SEOC recommends to counties that school districts in the 10-mile EPZ are notified to have busses placed on standby for evacuation or relocation if needed.
- Special populations (anybody needing additional time to evacuate including home daycares, nursing homes, etc.) in the 10-mile EPZ are notified of the situation through general media releases.
- Alert status is maintained until verbal termination, ECL reduction or escalation to a higher ECL takes place.



Radiological Emergency Preparedness Activities by Emergency Classification Level

Site Area Emergency (SAE)

- The Minnesota Duty Officer or the Planning and Assessment Center (PAC) in the SEOC is notified by the utility.
- Governor issues a predetermined declaration of a State of Emergency.
- SEOC recommends to counties that school districts with schools within the 10-mile EPZ are relocated to their designated sister school locations outside of the 10-mile EPZ.
- All school districts in the 10-mile EPZ are advised not to send school children who live within the 10-mile EPZ home from schools outside the EPZ.
- Special populations (anybody needing additional time to evacuate including home daycares, nursing homes, etc.) are notified to consider relocating outside the 10-mile EPZ through the general media releases.
- State radiological teams are prepositioned to track potential radioactivity release.
- U.S. Department of Energy radiological assistance is initiated.
- The SEOC PAC conducts dose analysis of utility provided release mixture and radiological field team data.
- Department of Agriculture issues a livestock advisory recommending that livestock within 10-miles of the plant be sheltered and placed on stored feed. Department of Agriculture also assesses the need to extend the livestock advisory beyond 10-miles.
- The SEOC, through Mn/DOT, requests closures of airspace (temporary flight restriction for the 10-mile EPZ and up to 10,000 ft.), rail and river traffic in the 10-mile EPZ.
- Mn/DOT field workers place traffic control barricades in pre-determined locations.
- Minnesota State Patrol and local jurisdictions staff traffic control points.
- Reception centers are set up and staffed to receive and monitor evacuees.
- Area hospitals are alerted and bed availability is determined.
- State Parks within the 10-mile EPZ are closed.
- Preparations are made to evacuate or shelter-in-place populations in special facilities like, jails, hospitals, nursing homes, etc.
- Emergency worker decontamination facilities are setup.
- SEOC and PAC continuously assess information from the utility and off-site monitoring to continually assess protective actions.
- Maintain SAE status until verbal termination or escalation to a general emergency.

General Emergency (GE)

- The Minnesota Duty Officer or the SEOC PAC is notified by the utility.
- The state recommends evacuation or sheltering in a predetermined two mile radius and five mile downwind (for PI, if the wind is below five mph, evacuation or sheltering occurs within the entire five mile radius) in the case of actual or projected severe core damage or loss of control of the facility. The state will continue to assess the need to extend evacuation distances. The state will recommend the self-administration of KI for emergency workers if this has not been done already.
- The state recommends self administration of KI for the entire population within the evacuation or sheltering area.
- Emergency information will be relayed to the general public and special populations via Special News Bulletins (SNB) after the Emergency Alert System (EAS) and outdoor warning sirens are activated.
- The JIC will provide additional information through media briefings.
- Residents in the remainder of the EPZ are advised to go indoors and listen to EAS and Special News Bulletin messages.
- State radiological teams conduct radiological monitoring in the area to detect and track any release of radioactive material. The National Guard 55th CST may be used to support this mission if needed.
- The PAC conducts dose analysis of utility provided release mixture and radiological field team data. The PAC also evaluates the need for any protective action recommendations outside of the 10-mile EPZ.
- The Intermediate Phase Taskforce is established to review recommendations to protect the food supply in the EPZ.
- Department of Agriculture embargoes food products that are within the evacuated or sheltered area.
- Department of Natural Resources puts restrictions on hunting, fishing and recreational land use in the EPZ.
- Hospitals are notified of the evacuation.
- State Patrol helicopter is used to notify people in recreational areas of the emergency and any protective actions that are recommended.
- State of Minnesota will initiate a request for a Federal Emergency Declaration requesting emergency protective measures (Category B) and direct federal assistance under the Public Assistance Program.
- Maintain general emergency status until verbal termination.

Radiological Emergency Preparedness

Activities by Emergency Classification Level

Risk County Government

Counties in the EPZ respond to incidents at nuclear generating plants in accordance with their emergency operations plans. Each county's activities are intended to protect lives and property, ensure continuity of government, provide essential services, and support local units of government. The county activates its EOC to carry out these activities. The county EOC allows information to be exchanged between county departments and coordinates operations with other counties, state and federal agencies as well as tribal communities. County EOC staff is in direct contact with the state EOC and advised of all recommended protective actions.

Risk County Activities by Emergency Classification Level (ECL)

Notification of Unusual Event (NUE)

- Dispatch centers are notified of an event by the utility.
- County emergency management directors are notified by dispatch.
- NUE status is maintained until verbal termination or escalation to a higher ECL takes place.

Alert

- Dispatch centers are notified of an event by the utility.
- The county EOCs are activated.
- County public information officers are sent to the JIC.
- County operated emergency worker decontamination centers are notified and put on stand-by.
- County assesses special events or concerns that may affect protective action recommendations.
- County notifies school superintendents within the 10-mile EPZ.
- School superintendents notify bus transportation companies and put them on standby for evacuation.
- Alert status is maintained until verbal termination, ECL reduction or escalation to a higher ECL takes place.

Site Area Emergency (SAE)

- Dispatch centers or the county EOC is notified by the utility.
- Counties notify school superintendents to evacuate schools within the 10-mile EPZ to predetermined sister schools outside the affected area or to shelter-in-place within their current school.
- County EOC establishes communication with SEOC.
- County operated emergency worker decontamination centers are setup and staffed.
- Road blocks are established as necessary.

Site Area Emergency continued

- County boards declare a State of Emergency.
- Maintain site area emergency status until verbal termination or escalation to a general emergency. Termination of this ECL requires NRC approval.

General Emergency (GE)

- The dispatch center or county EOC is notified by the utility.
- Protective action decisions are implemented as necessary.
- Counties sound their sirens and deputies run their routes for evacuation as called for.
- Mobility impaired persons are evacuated.
- Counties prepare for the re-entry and relocation of the displaced population.
- Maintain general emergency status until verbal termination. Termination of this ECL requires NRC approval.

Utility

Control room operators monitor the operation of nuclear generating plants continuously. When an unexpected event occurs, its effects on the public are evaluated. If necessary, the utility communicates an ECL to federal, state and county governments.

Utility Activities by Emergency Classification Level (ECL)

Notification of Unusual Event (NUE)

- Utility assesses and responds to the off-normal condition.
- Minnesota Duty Officer, local county dispatchers, tribes and the Nuclear Regulatory Commission (NRC) are promptly notified of the unusual event status and reason for the ECL.
- NUE is escalated to a more severe class, if appropriate, or terminated by a briefing of off-site authorities at EOCs by phone followed by a faxed, written summary.

Alert

- The State(s), local county dispatchers, tribes and the NRC are promptly notified of alert status and reason for the ECL.
- Utility staff report to the SEOC.
- On-shift resources are augmented by activating the Technical Support Center (TSC), Operational Support Center (OSC), and the Emergency Operations Facility (EOF). These facilities are activated at the nuclear generating plant to assist the control room; TSC and the OSC, which are located on the property and owned by the utility, are activated to deploy teams to operate and repair equipment and monitor radiological conditions in the plant.

Radiological Emergency Preparedness

Activities by Emergency Classification Level

Alert continued

- The EOF is activated to provide engineering support to the control room and to communicate conditions to off-site authorities. Periodic status updates are provided by the EOF to off-site authorities.
- Public information officers (PIO) staff the JIC at the SEOC.
- Results of periodic meteorological assessments and (if a release is occurring) dose projections for releases are provided to off-site authorities.
- Alert is escalated to a more severe class, if appropriate, reduced or terminated by a briefing of off-site authorities at EOCs by phone followed by a faxed, written summary.

Site Area Emergency (SAE)

- The State(s), local county dispatchers, tribes and NRC are promptly informed of site area emergency status and reason for the ECL.
- Control room staff and response personnel continue to monitor plant conditions and repair systems when possible. If not already staffed, the EOF and other on-site response centers are activated. If conditions permit, on-site non-essential personnel are evacuated.
- Field monitoring teams are dispatched to monitor radiation levels around the plant.
- A PIO coordinates media updates on the plant status with state and county authorities at the JIC.
- Senior technical and management staff on-site may periodically consult with the NRC and state authorities.
- In the case of an actual release, the utility provides meteorological and dose projections to off-site authorities via dedicated individual or automated data transmission.
- Site area emergency is escalated to a more severe class, if appropriate, or terminated with a briefing of off-site authorities at EOCs by phone followed by a faxed, written summary. Termination of this ECL requires NRC approval.

General Emergency (GE)

- The State(s), local county dispatchers, tribes and the NRC are notified of general emergency status and the reason for the ECL.
- All on-site response centers are staffed and made operational.
- Plant conditions are monitored and systems repaired, when possible.
- On and off-site monitoring teams are dispatched.
- PIO coordinates plant status updates to off-site authorities and gives periodic media briefings in cooperation with the state JIC.

- Senior technical and management staff may consult with NRC and state authorities on a periodic basis.

General Emergency continued

- Off-site protective action recommendations are made to state and local authorities based on actual or potential plant conditions and radiological releases.
- Release-rate and dose projections based on plant conditions are provide to off-site authorities.
- Once the situation is under control and the release is stopped, the general emergency is terminated with a briefing of off-site authorities at EOCs by phone followed by a faxed, written summary.
- The utility begins the recovery phase of the incident.
- Termination of this ECL requires NRC approval.

Intermediate/Ingestion Phase

When the release has ended and the situation brought under control, attention shifts from the immediate actions of the plume phase to the longer term issues of the ingestion phase. These include the establishment of relocation areas, restricted zones, re-entry protocols, return protocols, recovery and additional food control measures.

Relocation Areas Established:

- The initial post plume priority is to determine if there is contamination in areas outside of the initial evacuation areas that require additional measures (evacuation or relocation) to protect the public.
- Relocation areas are where the removal or continued exclusion of people from contaminated areas is needed to avoid chronic (long term) radiation exposure.
- These areas are established anywhere there is a concern about long-term exposure due to contamination.
- Relocation from an area is indicated when soil samples exceed EPA protective action guidelines for 1-year, 2-year, or 50-year periods of occupancy.

Radiological Emergency Preparedness

Activities by Emergency Classification Level

Restricted Zones Established:

- Restricted zones are established to protect area residents from the potential effects of chronic exposure to low-level radiation.
- These are areas with controlled access from which the population has been evacuated or relocated.
- Re-entry into the restricted zone is limited to essential personnel only.
- All persons entering a restricted zone must be registered, briefed on radiation exposure, given dosimetry, and may need to be escorted.
- People leaving a restricted area will need to be monitored for radiological contamination and may need to be decontaminated.
- An area remains restricted until a combination of remediation efforts and the natural decay of radiation allow for safe long-term residency.

Re-entry Protocols Established:

- Protocols and procedures are implemented to authorize the temporary re-entry into a restricted zone for activities including:
 - Protection of valuable infrastructure
 - Law enforcement
 - Fire fighting
 - Tending livestock
 - Control of industrial processes and public utilities
 - Animal rescue and control

Return Areas Established:

- The orderly return of people to areas where there was no contamination or there is no long term exposure health risk.
- Following verification and establishment of restricted zone boundaries and traffic control points, some areas can be cleared for return to unrestricted residence or use.
- The timing of the return is coordinated with state and local agencies.
- Although people can return, some of these areas may still have low level contamination and may require some ingestion pathway food controls or restrictions.

Recovery:

- Recovery will involve continued and extensive field sampling, damage and impact assessments, and the coordination of federal assistance and nuclear insurance benefits.
- Coordinate remediation of contamination and restoration to pre-event conditions and activities.

Food Control Measures:

- Food protections begin with the issuing of a livestock advisory during the site area emergency and an embargo order during the general emergency for all affected areas where evacuation or sheltering has taken place.
- Additional controls may be put in place following the results of field sampling during the intermediate/ingestion phase.
- Additional food embargoes are mandated when lab analysis indicates radiation levels exceeding strict FDA guidelines for annual consumption.
- Food control decisions emphasize public protection, and balance the long and short term implications for economic damage to the state.

Risk County Activities

- Coordinate establishment of relocation areas, restricted areas, re-entry and return with the state.
- Coordinate recovery issues with the state.

Ingestion County Activities

- Receive initial notification of emergency from the SEOC.
- Notify appropriate officials as needed.
- Prepare to receive Ingestion Brochures and distribute them to food producers in the county.
- Coordinate with the state on the embargo and protection of food products in the county.
- Maintain communications with the SEOC.
- Coordinate any implementation of relocation areas, restricted areas, reentry, and return with the SEOC.

15. Radiological Response Program (Non-Nuclear Generating Plant Incidents/Accidents)

The Minnesota Department of Health Radiation Control Unit is responsible for responding to non-nuclear generating plant radiation incidents. Radiation Control's response can include anything from transportation accidents to lost gauges.

The telephone numbers for further information are:

- Daytime hours (8:00 a.m. – 4:30 p.m.): (651) 201-4400
- After 4:30 p.m. please call the Minnesota Duty Officer at: (651) 649-5451 or 1-800-422-0798.

Radiological Instruments

The formula for a successful response to a radiological incident is to make sure radiological detection equipment is calibrated and operational

and make sure equipment operators have up-to-date training.

An inaccurate reading, whether due to equipment failure or human error, has a variety of potential consequences ranging from fatality to undesired or unintended inquiries.

The best way to mitigate any serious problems is to make sure the equipment works and people know how to use it.

You may contact the Minnesota Department of Health at (651)201-4400 for further assistance regarding equipment operation and training.

16. Weather Resources for the Emergency Manager

Weather Information for Emergency Management

Severe weather events are Minnesota's most common hazards. Fortunately, many resources exist to assist emergency managers collect weather information before, during and after these events. Resources include weather training, forecast information, weather intelligence during an event, emergency management conference calls, real-time and "slight-delay" spotter reports, live and recorded weather radar, and public education programs. Nearly all of these resources are available free or at minimal cost.

The National Weather Service

National Weather Service (NWS) offices are valuable resources for the emergency manager. Minnesota is served by six NWS weather forecast offices (WFOs): Twin Cities (Chanhassen), Duluth, Grand Forks, Aberdeen, Sioux Falls and LaCrosse. A WFO is structured with a meteorologist in charge, a warning coordination meteorologist (WCM), often a service hydrologist, a lead forecaster, other forecasters, and a science and technology officer. The WCM works closely with the emergency management community.

Valuable information is available on the WFO Web pages, including current conditions, forecasts and historical data, which is useful for hazard analysis and presentation research. The relevant WFO Web page addresses are listed at the end of this chapter.

Real-time Radar

Weather radar is perhaps the most easily recognized symbol of weather monitoring, and many resources exist to help you view weather radar information:

- Your local weather forecast office Web page features snapshots and repeating loops of local

weather radar, however these are subject to significant time delays.

- Local media sources often feature feeds of their weather radar information
- Private for-profit companies provide weather radar software that will display a much wider range of weather radar data in near real-time. These packages are used by storm chasers, storm spotters, meteorologists and the NWS.

Weather Coordination Conference Calls

Your local weather forecast office may elect to host an emergency management conference call for summer storms, winter storms or flood forecasting. County emergency managers are notified of these calls so they can hear the latest weather situation briefing, and receive updated forecast and warning information.

NWS Programs and Training

National Weather Service offices provide a variety of training opportunities, mostly for summer severe weather. Check with your local warning coordination meteorologist for the training opportunities available to you.

Skywarn

The Skywarn program provides training for safe observation of severe weather. Trained Skywarn spotters provide "ground truth observation" that assists local NWS offices in their interpretation of radar display and decision-making for warnings.

Skywarn programs are locally defined, most often based in counties or groups of counties. Local Skywarn spotters generally report their observations directly to their local weather forecast office. Most Skywarn programs are closely tied to the amateur radio community, although not all local Skywarn programs require spotters to have amateur radio licenses.

C. Policies and Programs

Who is a Spotter?

The NWS recognizes that local jurisdictions may prefer to engage only certain groups in spotting, while other jurisdictions may recruit anyone and everyone, including private citizens. The NWS is amenable to either approach, as long as the local jurisdiction is able to field an effective spotter system in real-time. Spotters must be willing to serve as part of an organized system of observing and reporting weather information.

Storm chasers differ from Skywarn spotters in that they often will literally chase the track or development of a severe storm. Spotters most often will stay in one location and report what they observe. There are professional storm chasers who often bring established meteorological knowledge to their work and can be valuable resources for severe weather observation.

Skywarn Instructors and Training

In Minnesota, National Weather Service personnel provide Skywarn spotter training to many different groups. Training is typically held from February through June, prior to the onset of severe weather season. This training is provided at no charge. Contact your local NWS office for either basic or advanced training.

Some NWS offices also depend on a network of Skywarn instructors, each of whom provides training to local organizations. The instructors have extensive experience with severe storm spotting and have attended the Skywarn Instructor course conducted every three years by the NWS through HSEM. Once the instructors are certified, they may provide basic Skywarn training to local organizations. Names of Skywarn instructors in your area may be obtained from your nearest NWS office or the HSEM training officer.

eSpotter

eSpotter is another program of the National Weather Service and provides a way for spotters to submit severe weather observations to their local weather forecast office via the Internet. Training is most often provided by attending a local NWS spotter training course. eSpotter

enrollment and reporting is done entirely online. To learn more, visit espotter.weather.gov

NWSChat

All emergency managers should be members of NWSChat, an online real-time communications system that works similar to instant messaging and includes extensive weather forecasting information at the same time. Register online at nwschat.weather.gov.

StormReady

StormReady is a nationwide community preparedness program that uses a grassroots approach to help communities develop plans to handle all types of severe weather. The program encourages communities to take a proactive approach to improving local hazardous weather operations by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations.

To be officially StormReady, a community must:

- Establish a 24-hour warning point and emergency operations center
- Have more than one way to receive severe weather warnings and forecasts, and to alert the public
- Create a system that monitors weather conditions locally
- Promote the importance of public readiness through community seminars
- Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises.

For more information on what is required for your community see “How to Become StormReady” (www.stormready.noaa.gov/howto.htm).

C. Policies and Programs

Turn Around Don't Drown

Turn Around Don't Drown is a NWS campaign to warn people of the hazards of walking or driving through flood waters.

Each year, more deaths occur due to flooding than from any other severe weather related hazard. The Centers for Disease Control report that more than half of all flood-related drownings occur when a vehicle is driven into hazardous flood water. The next highest percentage of flood-related deaths is due to walking into or near flood waters. People often underestimate the force and power of water.

Your local weather forecast office may be able to secure free educational resources on this program. For more information, go to www.weather.gov/os/water/tadd.

When Thunder Roars, Go Indoors! Lightning Safety Campaign

When Thunder Roars, Go Indoors! is a public information campaign of the NWS to promote lightning safety.

Numerous handouts, safety and risk reduction tips, medical facts, photos, teacher tools and kid's resources are available through the campaign Website, www.lightningsafety.noaa.gov.

National Weather Service Points of Contact

Todd Krause
National Weather Service
1733 Lake Drive West
Chanhassen, Minnesota 55317-8581
Phone: (952) 361-6670, Extension 2554
E-mail: todd.krause@noaa.gov
Web page: www.weather.gov/twincities

Carol Christenson
National Weather Service Office
5027 Miller Trunk Highway
Duluth, MN 55811-1442
Phone: (218) 729-0651, Ext. 726
E-mail: carol.christenson@noaa.gov
Web page: www.weather.gov/duluth

Greg Gust
National Weather Service Office
4797 Technology Circle
Grand Forks, ND 58203-0600
Phone: (701) 795-5127
E-mail: gregory.gust@noaa.gov
Web page: www.weather.gov/grandforks

Dave Hintz
National Weather Service Office
824 Brown Co. 14 South
Aberdeen, SD 57401-9311
Phone: (605) 225-5547, Ext. 726
E-mail: david.hintz@noaa.gov
Web page: www.weather.gov/aberdeen

Todd Heitkamp
National Weather Service Office
26 Weather Lane
Sioux Falls, SD 57104-0198
Phone: (605) 330-4247, Ext. 726
E-mail: todd.heitkamp@noaa.gov
Web page: www.weather.gov/siouxfalls

Todd Shea
National Weather Service Office
N2788 County Road FA
LaCrosse, WI 54601
Phone: (608) 784-8275, Ext. 726
E-mail: todd.shea@noaa.gov
Web page: www.weather.gov/lacrosse

17. The (U.S.) Emergency Planning and Community Right-to-Know Act: Implementation in Minnesota

On October 17, 1986, the federal "Superfund Amendments and Reauthorization Act (SARA)," was enacted into law. This statute, commonly referred to as Title III, or the "Emergency Planning and Community Right-to-Know Act" (EPCRA), is intended to help communities deal safely and effectively with the numerous hazardous chemicals used in our society. EPCRA was incorporated into Minnesota law via passage of the "Minnesota Emergency Planning and Community Right-to-Know Act (Minnesota Statutes [M.S.], Chapter 299K.

In Minnesota, the responsibility for monitoring compliance with EPCRA, as well as carrying out several of its requirements, has been assigned to the Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM).

EPCRA requires that every state carry out the following responsibilities:

- Facilitate the Title III emergency planning process at the local government level;
- Provide information about particular chemicals (or facilities) necessary for the planning activities of political subdivisions; and
- Establish procedures for receiving and processing public requests for information collected under Title III.

Under Section 301 of Title III, states are required to designate emergency planning districts, and to appoint members to a "Local Emergency Planning Committee" (LEPC) for each planning district. Initially, seven emergency planning districts were designated for the entire State of Minnesota, and appointed members to an LEPC for each district. However, when M.S., Chapter 299K was enacted

in July 1989, the LEPCs were re-designated as Regional Review Committees (RRCs). Each Regional Review Committee has nine members representing emergency response organizations, facilities regulated under the law, and the public. Individuals wanting to serve on an RRC normally submit their application to that RRC. In turn, RRCs review membership applications and make recommendations to HSEM. Members serve staggered three-year terms that begin on July 1.

The primary duty of an RRC is to review the emergency operations plans (EOPs) of the political jurisdictions in its district, in accord with the State's four-year planning/exercising cycle. At a minimum, RRCs review EOPs to determine if they adequately address the required SARA Title III planning elements, as identified in Minnesota's Local Emergency Operations Plan Crosswalk (the MNWALK). When reviewing EOPs, RRCs note deficiencies and offer suggestions regarding plan improvements. Since their inception, RRCs have reviewed the EOPs of all 87 counties, 46 cities, and the University of Minnesota. Most of these plans have been reviewed multiple times. To facilitate the review process, members often meet with the applicable emergency management directors in their counties.

On a number of occasions over the years, Committee members have agreed to take on special projects that have gone beyond their mandated duties. They have made suggestions to help emergency managers prepare plans that are more realistic for their jurisdictions. They have also helped local units of government establish planning advisory committees.

C. Policies and Programs

Regional review committees have gone through various changes over the past several years. Many of these have been initiated at the suggestion of the RRCs themselves, and all have had the approval of the Division of Homeland Security and Emergency Management. RRCs are committed to supporting and improving local emergency planning in Minnesota, and they are

prepared to adapt to whatever changes such planning may require in the future.

Following is the membership of RRCs as of the revision date of this document (for current membership information, visit the EPCRA Web site, www.epcra.state.mn.us/epcra_info/rrc.asp):

District I Regional Review Committee (Southeast)

	Name	City	Appt. Length	Term Expiration
Public	Charles Karl	Albert Lea	2 years	12/31/2012
	Paul Anderson	Waseca	2 years	12/31/2013
	Trudy Kunkel	Mankato	3 years	12/31/2014
Responder	Ryan Ostreng	Bryon	2 years	12/31/2012
	Ken Jones	Rochester	3 years	12/31/2013
	Steven Jurrens	Kasson	3 years	12/31/2014
Facility	**Richard Anderson	Rochester	2 years	12/31/2012
	Tim Cody	Stewartville	3 years	12/31/2013
	*Michael Santo	Janesville	3 years	12/31/2014

District II Regional Review Committee (Northeast)

	Name	City	Appt. Length	Term Expiration
Public	**Steven Flaherty	Grand Rapids	2 years	12/31/2012
	Mahjoub Labyad	Duluth	3 years	12/31/2013
	Leonard Anderson	Mahtowa	3 years	12/31/2014
Responder	*Marlyn Halvorson	Grand Rapids	2 years	12/31/2012
	Patrick Lee	Duluth	3 years	12/31/2013
	Mark Stansberry	Merrifield	3 years	12/31/2014
Facility	Eldon Voigt	International Falls	1 year	12/31/2012
	Shawn Graeber	Grand Rapids	2 years	12/31/2013
	Mike Marturano	Duluth	3 years	12/31/2013

District III Regional Review Committee (Northwest)

	Name	City	Appt. Length	Term Expiration
Public	Donald Jorstad	Red Lake Falls	2 years	12/31/2012
	*Dan Holm	Detroit Lakes	3 years	12/31/2013
	Glenn Wedul	Thief River Falls	3 years	12/31/2014
Responder	Randy Forseth	Solway	2 years	12/31/2012
	**Tom Vanderwal	Park Rapids	3 years	12/31/2013
	Dennis Mackedanz	Park Rapids	3 years	12/31/2014
Facility	Vacant			12/31/2012
	Mark Jones	Warren	2 years	12/31/2013
	Carol Sele	Bemidji	3 years	12/31/2014

C. Policies and Programs

District IV Regional Review Committee (West-Central)

	Name	City	Appt. Length	Term Expiration
Public	Vacant			12/31/2012
	Linda Peck	St. Cloud	3 years	12/31/2013
	David Wosmek	Alexandria	3 years	12/31/2014
Responder	Marv Klug	Sartell	2 years	12/31/2012
	Dona Greiner	Morris	3 years	12/31/2013
	Douglas Stahman	Morris	3 years	12/31/2014
Facility	*James J Holthaus	St. Cloud	2 years	12/31/2012
	**Gary Nierengarten	St. Cloud	3 years	12/31/2013
	Christopher Strand	Annandale	3 years	12/31/2014

District V Regional Review Committee (Southwest)

	Name	City	Appt. Length	Term Expiration
Public	John Baerg	Butterfield	2 years	12/31/2012
	Janet Hagen	Wood Lake	3 years	12/31/2013
	*Harlan Nepp	Pipestone	3 years	12/31/2014
Responder	Steve Ewing	Pipestone	2 years	12/31/2012
	James Carver	Marshall	3 years	12/31/2013
	**Kimberly Hall	Butterfield	3 years	12/31/2014
	Craig Shafer	Marshall	3 years	12/31/2014
Facility	Vacant			12/31/2012
	Vacant			12/31/2013
	Carol Gabbert	Granite Falls	3 years	12/31/2014

District VI Regional Review Committee (Metro)

	Name	City	Appt. Length	Term Expiration
Public	Marcia Engvall	Elk River	2 years	12/31/2012
	Jonathan Pritchard	Minnetonka	2 years	12/31/2013
	Paul Johnson	Coon Rapids	3 years	12/31/2014
Responder	John Gannaway	Stillwater	2 years	12/31/2012
	Rolf Peterson	Hastings	3 years	12/31/2013
	Christopher Kummer	Minneapolis	3 years	12/31/2014
Facility	Jim Blow	Coon Rapids	1 year	12/31/2012
	Shane Menefee	Minnetonka	3 years	12/31/2013
	William Lape	Woodbury	3 years	12/31/2014

*Chair **Vice Chair

18. Volunteer and Donations Resource Coordination Program

The volunteer and donations resource coordination program is an effort to better mesh disaster relief efforts of government emergency responders and their counterparts in voluntary agencies, faith groups, businesses and local communities. The program described in Minnesota Statutes, section 12.09, subdivision 9, encompasses several major duties, including:

- Developing a state Volunteer and Donations Management Plan and a prototype local Volunteer and Donations Management Plan.
- Establishing a state Volunteer and Donations Coordination Branch (VDCB) and Volunteer and Donations Coordination Center (VDCC) to match *unsolicited* offers of goods, *undesigned* offers of funds and the services of *unaffiliated* volunteers, with disaster-caused community needs.
- Establishing and maintaining links between the Minnesota Division of Homeland Security and Emergency Management (HSEM) and voluntary agencies, faith groups, the business community and local government officials involved in disaster response efforts.
- Providing donations management and volunteer resource coordination training to public and private sector responders.
- Managing and coordinating the Minnesota Citizen Corps Program.

Volunteer and Donations Management Planning

A state Volunteer and Donations Management Plan has been developed to outline policies and procedures intended to assist local volunteer and donation managers match *unsolicited* offers of goods, facilities, unaffiliated volunteer labor and undesigned funds donated by the public, with verified needs of survivors in areas affected by natural and technological disasters. A local

version of the state Volunteer and Donations Management Plan is also under development and will be offered to county and local emergency management officials for their use upon completion. Both plans are being developed and refined in accordance with the Volunteer and Donations Management Support Annex of the National Response Framework, developed by representatives of federal and state governments, the National Voluntary Organizations Active in Disaster (NVOAD), and other agencies and faith groups with active roles in disaster response and relief operations.

Volunteer and Donations Coordination Team

To accomplish Volunteer and Donations Management Plan goals, the volunteer resource coordinator is establishing a team of emergency management, voluntary agency, faith group and business community personnel to implement the state plan whenever necessary. This team will consist of personnel with the knowledge and expertise necessary to match incoming unsolicited offers of goods, services and funds with the needs of those in affected areas.

Citizen Corps Program, State Point of Contact

The volunteer resource coordinator also serves as a liaison between the national Citizen Corps program and local community leaders. The Citizen Corps, established in 2002, provides opportunities for local volunteers to serve their own communities by assisting local law enforcement, fire, paramedic, emergency management and public health leaders through the following programs:

- Community Emergency Response Teams (CERT)
- Volunteers In Police Service (VIPS)
- Neighborhood Watch

C. Policies and Programs

- Medical Reserve Corps (MRC)
- Fire Corps

For more detailed information on each of the five Citizen Corps programs, visit the Citizen Corps Website at www.citizencorps.gov.

Liaison Between Emergency Management and Voluntary Agency/Faith Group Responders

Another of the major duties of the volunteer resource coordinator is to collaborate on an ongoing basis with other state government agencies, local government emergency responders, voluntary agencies, faith groups, and business and industry partners, to ensure that the public and private sectors work together on disaster response issues in a coordinated manner. To accomplish this goal, the volunteer resource coordinator serves as a liaison between HSEM, voluntary agencies and faith disaster responder groups, through organizations such as the Minnesota Voluntary Organizations Active in Disaster (MNVOAD).

In larger (presidentially-declared or National Response Framework) scale disaster situations, the volunteer resource coordinator serves as a liaison between HSEM and the Federal Emergency Management Agency (FEMA) Voluntary Agency Liaison (VAL) or Voluntary Agency (VOLAG) officers assigned to the operation.

The volunteer resource coordinator also works with emergency managers and Minnesota volunteer management agencies to promote coordination and collaboration between these partners in disaster response. These agencies include the MN Volunteer Center Network and managers from voluntary agency response organizations. Our mutual goal is to better utilize, coordinate, and manage the efforts of individuals who offer to assist those affected by disasters.

Training

To provide volunteer and donations coordination branch members, volunteer and donation management planners, and emergency managers at all levels with the latest information about resource coordination issues, the volunteer resource coordinator, in collaboration with the HSEM training officer, will sponsor the *Donations Management Workshop (G-288)* and the *Developing and Managing Volunteers Capstone Seminar (G-244)* at regular intervals for those seeking Minnesota Professional Emergency Management Certification, and on an as-needed basis for new state and local VDCB members and planners. Training on additional resource coordination topics, such as risk management, recruiting, and other subjects, may also be arranged when situations warrant.

Please feel free to contact Dennis Walter, HSEM volunteer resource coordinator, at (651) 201-7442 or at dennis.walter@state.mn.us, if you have any questions about the volunteer and donation resource coordination program, would like to start a volunteer and donations management or Citizen Corps program in your own community, or would like to assist us in the development of the state Volunteer and Donations Management Plan or its local prototype.

1. Emergency Management Performance Grant (EMPG)

Funding Background and Methodology

The Emergency Management Performance Grant (EMPG) Program is a program offered by the (U.S.) Department of Homeland Security, FEMA – Grant Programs Directorate, Grant Development, and Administration Division and administered in Minnesota by the Department of Public Safety (DPS), Division of Homeland Security, and Emergency Management (HSEM). EMPG monies are provided for the purpose of developing and maintaining state and local emergency management programs. EMPG funding requires a 50 percent funding match.

HSEM uses an objective-based formula for distribution of EMPG funding to county units of government. Counties have discretion as to how much funding, if any, they choose to pass through to cities/other eligible entities.

The distribution formula used by HSEM to allocate EMPG funding to each county is as follows:

1. One third of the total allocation consists of a base amount;
2. One third of the total allocation is based on the current population of the county; and
3. One third of the total allocation is based on the improved property value (net tax capacity) (net tax capacity is used as the indicator of improved property value within the jurisdiction).

Lastly, the county emergency management agency must provide a 50 percent hard match and abide by a non-supplanting stipulation (for jurisdictions receiving allocations above \$4,000).

These criteria are uniform, consistent, and quantifiable all across the state, allowing for an objective distribution of the EMPG monies that are available. This policy ensures that at least a

minimum amount of funding can be made available for distribution to every county.

Program Standards

Federal EMPG program requirements stipulate that the state must establish performance benchmarks that are both specific and measurable in order to receive federal funding. The performance requirements must be met by the counties, and by any cities receiving EMPG funding.

The EMPG program allows local units of government flexibility as to how the funding will be used. Counties propose how they intend to use the funding, beyond meeting the minimum requirements.

To be eligible to receive EMPG funding, applicants must meet NIMS compliance requirements. Applicants are considered to be in full NIMS compliance if they have adopted and/or implemented the compliance activities, as determined by the National Incident Management System Capability Assessment Support Tool (NIMSCAST) or other accepted means.

The basic EMPG Program Standards:

1. The county emergency management agency must provide a 50 percent hard match, and jurisdictions receiving allocations above \$4,000 must abide by a non-supplanting stipulation (jurisdictions must agree that increased funding will not replace existing local funding). For costs to be eligible to meet matching requirements, the costs must first be allowable under the grant program.
2. The county emergency operations plan is updated/upgraded annually, including completing the MNWALK (HSEM's planning crosswalk), and reviewed by the appropriate reviewing body, in accordance with the HSEM Local Emergency Operations Planning Policy.

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3. The county emergency program manager is working toward his/her emergency management training certification, in accordance with the HSEM Training Policy. If certified, a minimum of eight hours of continuing education, related to the field of emergency management, is completed each year.
4. The county must demonstrate that it has participated in at least one table-top, functional, or full-scale exercise during the year, in accordance with the HSEM Exercise Policy.
5. The county has a comprehensive ordinance, or a Board of Commissioners-approved emergency management policy, that delineates the responsibilities and authorities of the emergency management organization.
6. The county emergency program manager or designee is expected to attend HSEM regional meetings and the annual Governor's Homeland Security and Emergency Management Conference. Attendance at the AMEM Fall Conference is strongly recommended.
7. The county emergency program manager is expected to participate in the scheduled Winter Hazard Awareness Week and Severe Weather Awareness Week campaigns. Participation in other public education efforts on emergency management is strongly recommended.
8. The county emergency program manager is expected to coordinate disaster response and recovery efforts within the county, including notifying the Minnesota Duty Officer of an event, submitting written situation reports, damage assessments, and resolutions in a timely fashion.
9. The county emergency program manager is expected to complete all administrative tasks including submitting the EMPG application, grant agreements, billings, and Civil Rights Compliance in a timely manner.

Jurisdictions receiving funding are expected to complete other activities and special projects over and above the minimum as approved in their annual work plan.

Examples of other work activities and special projects:

- County emergency program manager will develop a county-wide hazard mitigation plan
- County emergency program manager will develop a donations management strategy on how donations will be handled during a major disaster
- County emergency program manager will develop a debris management strategy for implementation after a major disaster
- Other appropriate activities as identified by the county either through program review or through the EMAP assessment process

The EMPG grant awarded to counties is 100 percent federal pass-through funding.

Standards Compliance

The appropriate HSEM regional program coordinator will review quarterly the accomplishments of each local emergency management program at the time the program requests/quarterly bill for EMPG funding. The EMPG Applicant Review and Quarterly Review Form is used by the regional program coordinator to determine if the local jurisdiction is in compliance with all Program Standards. If a jurisdiction is not in compliance, its EMPG allocation and grant agreement will be cancelled. If the jurisdiction satisfactorily addresses the deficiency within one year, it will be allowed to bill against its current year EMPG allocation. If the deficiency is not addressed, the EMPG allocation will be reallocated to other qualifying jurisdictions, and the jurisdiction will not be allowed to reapply for EMPG funding until the Standards are met. At any time during the year, if the regional program coordinator suspects that a jurisdiction is not meeting the Standards, that jurisdiction will not be allowed to bill for remaining EMPG funding until the Standard is met. (For example, if the emergency management director resigns and the jurisdiction does not fill the position within a reasonable period of time, EMPG billing should cease.) Counties cannot request EMPG funding unless they are in compliance with the Standards,

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or will be in compliance within the first year of funding, Compliance will be determined by the HSEM grants staff in collaboration with the regional program coordinators after the final FSR and quarterly progress report are complete.

Application Procedures¹

To apply for a grant, the county emergency program manager must complete the appropriate application on the Web-Enabled Grant Operations (WEGO) Web site at www.wego.dps.state.mn.us. The county emergency program manager must electronically sign and submit the EMPG Certification Form as certification that these program standards have been met. The regional program coordinator will review these program standards for each applicant and, if the applicant has met all the requirements, approve the grant application.

In addition to the certification form, the following five elements need to be submitted in WEGO:

1. An annual work plan for this performance year that shows what the county expects to accomplish in its emergency management program and when. This can be either directly from the county's strategic plan, or similar type document, or it may be created specifically for this application.
2. A complete budget for the county's emergency management program depicting all revenue sources divided into object classes (i.e., salaries, travel, supplies, etc.) This should come directly from the county budget or similar document. (This amount must be equal to or greater than the county's EMPG allocation to meet the requirement of a 50 percent hard match.)
3. A completed Staffing Patterns that depicts paid staff and their FTE (full-time equivalency) in emergency management. Use the title "Emergency Program Manager" as the individual who is responsible for the day-to-day management and coordination of the emergency management program.
4. If the county is passing any of these funds through to a city or other entity in the county, the county must certify that the Emergency Management Program Standards listed above have been met by that (each) city/other entity. The county must also provide the information as referenced in #1 through #3 with the county application for each city/other entity.
5. If a city also contributes funding with the county, resulting in a joint city/county emergency management program with one person being a city/county emergency program manager, that should be depicted in the budget document described in #2.

When the allocations are announced, HSEM will open WEGO for grantees to enter their applications. Once the grants are reviewed and approved HSEM will send applicants the following documents:

- EMPG Grant Agreement -- This grant agreement spells out the conditions of the grant. Three copies of the grant agreement are provided. Each applicant is requested to review the terms of the grant agreement, and if it concurs, arrange for an authorized individual to sign all three copies.
- County Resolution -- A resolution is no longer required, however, an authorized individual for your county **MUST sign, complete title, and date all copies** for the county to accept the federal monies and agree to comply with the terms of the grant agreement.

Once the documents have been submitted and processed through the system, the EMPG monies are made available for reimbursement. It is, therefore, very important for the applicants to return the EMPG Grant Agreement as soon as possible.

¹ HSEM is in the process of converting to a new on-line grant management system called E-Grants. You will be notified when the conversion is complete.
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A letter is sent to all eligible applicants providing a copy of the executed grant agreement and instructions on how to bill the state for reimbursement.

The county must manage its grant through the Web-Enabled Grant Operations (WEGO) system, at www.wego.dps.state.mn.us showing gross EMPG eligible expenditures and the standards and annual work plan accomplishments in which EMPG monies are being provided.

All Financial Status Reports (FSRs) will be reviewed and, if necessary, adjusted by HSEM. The FSRs will be submitted through WEGO and will be reviewed and if found acceptable, will be approved for reimbursement. NOTE: During the grant period, FSRs are to be submitted quarterly (no more than monthly) and progress reports must be submitted quarterly.

No FSRs will be accepted after February 15, and all unused funds will be reallocated to eligible programs.

FSRs will be reviewed and processed to the Department of Public Safety (DPS), Fiscal and Administrative Services Division for payment. Once payment has been executed, a notification will be provided to the applicant through WEGO indicating the amount that is being paid. All submittals and supporting documents are subject to state review and audit.

Allowable Costs Guidance

EMPG allowable costs are divided into planning, organization, equipment, training, and exercise categories. In addition, management and administration (M&A) costs are allowable. The following provides general EMPG allowable costs guidance:

Planning Costs Guidance

EMPG funds may be used for a range of emergency management planning activities, including activities and cost related to the EMAP accreditation process (state and /or local):

- Disaster housing planning
- Planning for NIMS implementation

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- Modifying existing incident management and emergency operations plans to ensure proper alignment with the NIMS and NRP coordinating structures, processes, and protocols
- Developing/enhancing comprehensive emergency management plans
- Conducting a hazard analysis and risk assessment prior to mitigation plan development
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing large scale and catastrophic event incident plans
- Developing/enhancing COOP/COG plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public education and awareness
- Developing/enhancing a crisis communications plan
- Updating the State Homeland Security Strategy to address all-hazards
- Developing/enhancing other response and recovery plans
- Developing/enhancing emergency management and operations plans to integrate citizen/volunteer resources and participation
- Other EMPG-related planning activities
- Program evaluations that track progress and demonstrate performance
- Mass evacuation planning and pre-positioning of equipment for areas potentially impacted by mass evacuations
- Supply preparation

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- Pre-event recovery, response, and mitigation plans in coordination with state and local governments (including tribal governments, rural water associations, and chief information officers)

Organizational Costs Guidance

As provided in law, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should still be linked to achieving goals outlined in the EMPG work plan. Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs. These costs should be linked to achieving objectives outlined in the EMPG Work Plan.

Equipment Costs Guidance

Allowable equipment categories for EMPG are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at www.rkb.us.

The select allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- CBRNE Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition, general purpose vehicles (such as sports utility vehicles) are allowed to be procured in order to carry out the responsibility of the EMPG.

If local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Regional Program Coordinator or an HSEM Grant Specialist for clarification.

Training Costs Guidance

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local personnel, including:

- Developing/enhancing systems to monitor training programs
- Conducting all-hazards emergency management training, including NIMS training requirements
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses, not limited to terrorism-related courses
- Mass evacuation training at the local, state, and tribal government levels

Allowable training-related costs include:

- Hiring full or part-time staff or contractors/consultants to support training-related activities
- Overtime and backfill costs which are the direct result of attendance at training courses
- Costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment
- Travel costs for employees who are on travel status related to approved training
- Costs related to the certification/ recertification of instructors

Exercise Cost Guidance

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), as well as applicable existing emergency management standards. Activities include:

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- Developing/enhancing systems to monitor exercise programs
- Conducting all-hazards exercises, based on the likely hazards/scenarios a jurisdiction may encounter
- Conducting emergency management exercises while incorporating NIMS exercise requirements
- Hiring full or part-time staff or contractors/consultants to support exercise-related activities
- Other EMPG-related exercise activities
- Costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and documentation
- Overtime and backfill costs which are the direct result of time spent on the design, development and conduct of exercises
- Travel costs related to the planning and conduct of the exercise
- Supplies that are expended or consumed during the course of the exercise
- Costs related to the implementation of HSEEP
- Other items consumed in direct support of the exercise

Exercises conducted with HSEM support (including grant funds) must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contains guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP Web site (<http://hseep.dhs.gov>). Exercises conducted using EMPG funding must be NIMS compliant.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.

- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

Management and Administrative Costs Guidance

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of EMPG funds
 - To assist with design, requirements, and implementation of EMPG
- Hiring of full-time or part-time staff or contractors/consultants and expenses related to:
 - EMPG pre-application submission management activities and application requirements
 - Meeting compliance with reporting/data collection requirements, including data calls
- Development of operating plans for information collection and processing necessary to respond to DHS/ODP data calls
- Travel expenses
- Meeting-related expenses
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy
- The following are allowable under active and future grant awards:
 - Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.

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- Leasing and/or renting of space for newly hired personnel to administer programs within EMPG

Local EMAs may retain and use up to **three percent of their subaward** from the state for local M&A purposes.

Personnel Costs Guidance

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable under EMPG. These costs must comply with OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. Proposed personnel costs should still be linked to achieving objectives outlined in the EMPG work plan.

Unallowable Costs Guidance

Several costs are strictly prohibited under EMPG:

- EMPG funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Expenditures for weapons systems and ammunition
- Activities unrelated to the completion and implementation of the EMPG
- Other items not in accordance with the AEL

General Guidance

Freedom of Information Act (FOIA)

HSEM recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to request made pursuant

to the Freedom of Information Act, 5. U.S.C §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA Office, and may likely fall within one or more of the available exceptions under the Act. Applicants are encouraged to consult their own state and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment, and strategic planning process. Applicants may also consult their HSEM preparedness officer regarding concerns or questions about the release of information under state and local laws. Grantees should be familiar with the regulations governing protected critical infrastructure information (6 C.F.R. Part 29) and sensitive security information (49 C.F.R. Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

Services to Limited English Proficient (LEP) Persons

Recipients of HSEM financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see www.lep.gov.

Integrating Individuals with Disabilities into Emergency Planning

Executive Order #13347, entitled “Individuals with Disabilities in Emergency Preparedness” and signed in July 2004, requires the federal government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.

Consequently, federal agencies are required to:

- 1) encourage consideration of the unique needs of employees and individuals with disabilities served by state, local, and tribal governments and private organizations and individuals in emergency preparedness planning; and
- 2) facilitate cooperation among federal, state, local, and tribal governments and private organizations and individuals in the implementation of emergency preparedness plans as they relate to individuals with disabilities. A January 2005 letter to Governors from Secretary Ridge asked states to consider several steps in protecting individuals with disabilities:
 - Ensure that your state’s existing emergency preparedness plans are as comprehensive as possible with regard to the issues facing individuals with disabilities
 - Ensure that emergency information and resources are available by accessible means and in accessible formats
 - Consider expending federal homeland security dollars on initiatives that address and/or respond to the needs of individuals with disabilities for emergency preparedness, response, and recovery.

Grantees are encouraged to use funding for activities that integrate people with disabilities into their planning and response processes. Grantees can consult Census data for their geographic location to discover the percentage of the population that is categorized as individuals with disabilities.

Further information can be found at the Disability and Emergency Preparedness Resource Center at www.dhs.gov/disabilitypreparedness. This Resource Center provides information to assist emergency managers and in planning and response efforts related to people with disabilities.

Buy American Act Compliance

In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a). However, grants authorized under the Stafford Act, including the EMPG program, must follow these standards. The Buy American Act requires that all materials purchased by produced in the United States, unless such materials are not available, or such a purchase would not be in the public interest.

Environmental Planning and Historic Preservation (EHP) Compliance.

Each grantee must adhere to the Environmental Planning and Historic Preservation Act. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA grant funding.

For more information, refer to FEMA’s Information Bulletin #329 available at www.fema.gov/pdf/government/grant/bulletins/info329.pdf.

2. Hazardous Materials Emergency Preparedness (HMEP) Grant Program

The Hazardous Materials Emergency Preparedness (HMEP) Grant Program is funded under the U.S. Hazardous Materials Transportation Act to help local responders prepare for responding to hazardous materials incidents, especially transportation accidents. It is administered by the U.S. Department of Transportation and funded with fees assessed to transporters of hazardous materials.

HSEM distributes U.S. Department of Transportation HMEP Grant Program monies to political subdivisions and other entities to help local responders prepare for hazardous materials incidents. General information and guidance concerning the HMEP program are provided below. Additional information, including the current maximum dollar amount available for each type of grant, may be obtained by reviewing the grant guidance on the DPS E-Grants Website at <https://app.dps.mn.gov/egrants>.

I. Eligible Applicants

Eligible HMEP grant recipients include counties, municipalities and public, non-profit organizations that have a federal tax exempt identification number. *Grant monies may be used only for activities involving hazardous materials incident preparedness for public sector responders.*

II. Eligible Grant Activities and Grant Monies Available

- **PAC Formation and Implementation** – Grants may be used to help develop (i.e., start-up) local planning advisory committees, the purpose of such committees being to prepare an emergency plan, as authorized in Minn. Stat., sec. 299K.05. Subsequent grants may be made available to facilitate the *upgrade* of local emergency plans, in accord with the

HSEM Local Emergency Operations Planning Policy. Reimbursable costs include office supplies, mailings, printing and copying, meeting expenses, travel, and facility rental. Personnel costs are not reimbursable, but they may be credited as local match (see III.A. below.)

- **Exercises** – Grants may be used to offset costs associated with hazardous materials incident-based drills and exercises. Such exercises must involve public sector emergency responders from a number of different agencies at the local level, and should include interface with state agencies. Developing mutual aid capabilities should also be a goal of HMEP-funded exercises and the local emergency management director should be involved in development of the exercise. All costs associated with an exercise are reimbursable, *except* overtime, food, refreshments and the purchase of permanent (i.e., non-consumable) equipment.
- **Training** – Grants may be used to offset costs associated with hazardous materials incident-based planning and response training. Funds may be provided for single or multi-jurisdictional training. Reimbursable costs include speaker fees, office supplies, mailings, printing and copying, instructor travel, instructor and student manuals, and facility rental. Personnel costs are not reimbursable, but may be credited as local match (see III.A. below).
- **Conferences** – Grants may be used to sponsor conferences related to hazardous materials planning and response. Multiple disciplines must be represented at the conference. Reimbursable costs include speaker fees,

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office supplies, mailings, printing and copying, instructor travel, and facility rental.

- **Hazardous Materials Training Conferences and Events** – Special planning activities devoted to improving the response to hazardous materials incidents may be eligible for funding. The eligibility of such events and the grant monies that may be made available for them will be evaluated on a case-by-case basis. Reimbursable costs include student tuition, travel and per diem.

III. Grant Policies

- A. All HMEP grants will require a minimum 20 percent soft match as the applicant's commitment.
- B. As a general rule, during the course of a year no more than one grant for each of the eligible activities listed in section II above may be awarded to the same applicant.
- C. As a general rule, during the course of a year, only one grant application received from one applicant will be approved for the same event (PAC, training session, etc.).

IV. The Grant Application, Review and Approval Process

- A. Local governments and others must complete the appropriate application on the DPS E-Grants Website, at <https://app.dps.mn.gov/egrants> for the planned activity. If you need assistance with E-Grants or have any other questions, you may contact Ann Kuzj at (651) 201-7422.
- B. To be eligible for consideration, an application must be submitted through DPS E-Grants at least 45 days *before* the conference, training session, exercise, etc. is held.
- C. Applications will be reviewed in the order they were submitted until April 30 or until all funds have been obligated, whichever occurs first. A second round of grants may

be available from July 1 through September 30.

- D. Once a grant application has been received, HSEM staff will review it to determine if it is complete and meets the minimum eligibility requirements for approval.
- E. Once a grant request has been approved by HSEM, a grant contract between the applicant and HSEM will be executed.
- F. Once a grant contract has been executed, before grant monies can be disbursed, applicants must submit all necessary Financial Status Reports (FSRs) and appropriate progress reports through DPS E-Grants.
- G. Grant monies must be expended during the same federal fiscal year that they were awarded.
- H. Reimbursements requests and FSRs are due 30 days after the expiration of the grant contract. Payments will be made when an FSR is submitted through DPS E-Grants and copies of invoices for eligible expenses are received and approved.
- I. The final grant report is due 30 days after the expiration date of the grant agreement. Reporting forms are provided through the grant menu on DPS E-Grants. To receive final payment, the report must be submitted, along with all other required documents and attachments, prior to the final payment request and FSR.

3. Disaster Recovery

The information presented here is an overview of the disaster recovery programs available in Minnesota. Please refer to the *Minnesota Disaster Management Handbook* and the *Minnesota Disaster Recovery Framework* for sample forms and for more comprehensive information on these programs.

State Assistance Available in a Disaster

When a disaster occurs, local government initiates a recovery program using its own resources. In most cases, this response is adequate, particularly when it is combined with insurance coverage and private relief efforts. If the disaster is of a large magnitude and the above-referenced types of resources are not adequate to meet the recovery needs, state resources may be called upon. Although state government is not a major provider of disaster recovery assistance, it does offer a few specialized programs for local governments and individuals. This section describes the services and programs offered by state government.

Tax Relief for Destroyed Properties

Cities and counties may grant property tax relief to owners whose property was damaged as a result of a disaster or emergency (Minn. Stat. §§ [273.1231-273.1235](#)). Local governments are eligible for state reimbursement of lost property tax revenues when certain requirements are met. If the damage is not the result of a disaster or emergency, the property owner may be eligible for property tax relief; however, the local government will not receive state reimbursement.

“Disaster or emergency” is defined as:

1. A major disaster as determined by the president of the United States;
2. A natural disaster as determined by the secretary of agriculture;
3. A disaster as determined by the administrator of the Small Business Administration; or

4. A tornado, storm, flood, earthquake, landslide, explosion, fire, or similar catastrophe, as a result of which a local emergency is declared pursuant to Minn. Stat. § 12.29.

Forms of Property Tax Relief for Destroyed Property

1. Local option disaster abatements (Minn. Stat. § [273.1233](#)) for taxes on homestead and nonhomestead property payable in the year of the disaster or emergency;
2. Homestead disaster credits (Minn. Stat. § [273.1234](#)) for taxes on homestead property payable in the year following the disaster (relating to the assessment year in which the disaster occurred); and
3. Local option disaster credits (Minn. Stat. § [273.1235](#)) for taxes payable on homestead property that does not qualify for a homestead disaster credit and on nonhomestead property in the year following the disaster or destruction (relating to the assessment year in which the disaster or emergency occurred).

State Reimbursement Eligibility Requirements

To qualify for state reimbursement, the local government must demonstrate that the following minimum property damages resulting from a disaster or emergency have occurred within its jurisdiction:

1. The average damage for the buildings that are damaged must be at least \$5,000; and
2. At least 25 taxable buildings must have been damaged or the total amount of damage to all taxable buildings must be equal to at least one percent of the total taxable market value of all the buildings in the jurisdiction, as reported to the Minnesota Department of Revenue on the Assessment Abstract in the year prior to the year of the damage.

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Application for Property Tax Relief

When the state reimbursement eligibility requirements have been met, the local government may submit an application requesting property tax relief. The application must be submitted through HSEM to the governor for approval by the state Executive Council.

The application consists of:

1. A resolution specifically requesting approval as an authorized disaster or emergency area for the purpose of allowing state reimbursement of disaster abatements and credits under Minn. Stat. §§ [273.1231-273.1235](#).
2. A copy of the appropriate disaster or emergency declaration/designation or resolution.
3. A damage survey that lists the addresses or property identification numbers of the damaged properties, pre-disaster value, type of damage, and estimated dollar value of the damage. A damage assessment report form that may be used as a damage survey is provided in Appendix B.
4. A damage assessment recap form. A copy of this form is included in Appendix B.
5. Although not required, a short narrative describing the nature of the disaster and its impact on the community and property owners is helpful. Maps or other descriptive items that show the extent of the damages are also useful.

Send the application materials to:

Homeland Security and Emergency Management
444 Cedar Street, Suite 223
Saint Paul, MN 55101-6223

After review to ensure that the minimum statutory requirements are met, HSEM will provide copies of the application materials to the Recording Secretary for the state Executive Council. This action will result in the request being placed on the agenda of the next scheduled meeting of the Executive Council, which meets quarterly. An

HSEM representative will appear before the council to present the request.

Additional Information

If considering forwarding a request for disaster or emergency area designation, please contact your HSEM regional program coordinator for direction on the application process.

If you have questions regarding property tax relief or state reimbursement, please contact the Minnesota Revenue Property Tax Division or consult their bulletin entitled “[Tax Relief for Disaster and Destroyed Property](#).”

Minnesota Housing Finance Agency Low-Interest Loans

The Minnesota Housing Finance Agency (MHFA) is a state agency that was established to provide affordable financing for the purchase, construction, and improvement of housing for Minnesota residents with modest incomes. MHFA has several loan programs all with different eligibility requirements and terms.

- Loan Programs
- Deferred Loan Program
- Revolving Loan Program
- The Great Minnesota Fix Up Fund
- Accessibility Loan
- Home Energy Loans
- MHFA Loan Administration Centers

Small Business Administration Disaster Assistance

The Small Business Administration (SBA) offers low-interest loans to both homeowners and businesses affected by a disaster. Eligibility is based on financial criteria and private insurance. While it can be damages suffered by a single community that triggers an SBA declaration, the designation is made for an entire county.

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There are four ways in which a community/county can receive SBA assistance. They are:

1. A Presidential Declaration of a Major Disaster is received, which includes the FEMA Individual Assistance (IA) Program. The SBA loan program, including all three loan types that are explained below, is automatically implemented in the IA declared counties.
2. A Secretary of Agriculture Designation is made. The SBA in response may make an *economic injury* disaster declaration in support of the natural disaster determination by the Secretary of Agriculture. (See Economic Injury Disaster Loans)
3. A county seeks an independent SBA declaration. In this instance, a community or communities in a county has suffered significant damages yet does not meet the threshold to seek a Presidential declaration. For a county to seek an independent SBA declaration it must meet one of the following SBA eligibility requirements:
 - a. A minimum of 25 businesses, homes, apartments, or a combination of all three, in one county, sustaining uninsured losses equal to 40 percent or more of the fair-market replacement value. All owned residential property must be the primary residence. In the case of an apartment building, each apartment/renter is considered a separate residence. However, renters are only eligible for personal property loans.
 - b. A minimum of three businesses sustaining uninsured losses equal to 40 percent or more of their estimated fair-market value; and as a direct result of such damage, 25 percent of the work force in that community would be unemployed for at least 90 days.
4. The SBA makes an economic injury declaration. The Governor must certify in writing that at least five small business

concerns in a disaster area have suffered substantial economic injury as a result of a disaster and are in need of financial assistance not otherwise available on reasonable terms.

All counties contiguous to the county that receives an SBA disaster designation will also become eligible for SBA loan programs **except in the instance of a presidential declaration that includes Individual Assistance (IA)**. In this case, only the counties designated for IA are eligible for SBA disaster home loans. Economic Injury Disaster Loans are available for businesses in all primary and contiguous counties due to the inclusion of agricultural assistance in a Presidential declaration.

Types of SBA Disaster Loans

Disaster Home Loans - Loans to homeowners or renters to repair or replace disaster damages to real estate and/or personal property owned by the victim. Renters are only eligible for personal property losses.

Business Physical Disaster Loans - Loans to businesses to repair or replace disaster damages to property owned by the business, including real estate, machinery and equipment, inventory and supplies. Businesses of any size are eligible. Non-profit organizations such as charities, churches, private universities, are also eligible.

Economic Injury Disaster Loans (EIDL) - Loans for working capital to small businesses and small agricultural cooperatives to assist them through the disaster recovery period. EIDL assistance is available only to applicants with no credit available elsewhere. (i.e., if the business and its owners cannot provide for their own recovery from non-government sources)

SBA disaster assistance is in the form of loans. All applicants must demonstrate the ability to repay loans. Interest rates will depend on each applicant's credit status and ability to repay. Actual loan amounts, collateral, and terms vary by loan type. Questions regarding these details

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should be addressed to the Small Business Administration.

Sequence in Seeking an SBA Designation

Conducting a damage assessment is always the first step in seeking either state or federal assistance. If the damage assessment demonstrates sufficient damages to warrant seeking an SBA declaration, there are several steps the petitioning community/county must take to initiate this process. The governing body must pass a resolution requesting an SBA declaration. The original resolution, a cover letter (signed by the appropriate chairperson) to the Governor, and a copy of the completed damage assessment should be sent to HSEM. All documents will be reviewed and a cover letter prepared for the Governor's signature. HSEM will then forward the entire package to the SBA.

Upon receipt of the Governor's request, the SBA will send an inspector to verify damages indicated in the original damage assessment. The SBA will then either approve or deny the request. If approved, the SBA will establish a toll-free hotline number for registering for assistance. The SBA will also establish an office in the affected community(ies) within days of the approval and will issue press releases on their programs. This temporary SBA office will remain open as long as needed, and individuals needing assistance can meet face-to-face with an SBA representative.

Federal-Aid Highway Emergency Relief Program

The Federal-Aid Highway Emergency Relief program is designed to assist states whose federal highways have been seriously damaged by a natural disaster or by catastrophic failures from external causes. Federal-aid highways are all the public roads not functionally classified as either local or rural minor collectors. This program is based on federal-state/local cost sharing and is administered through the Minnesota Department of Transportation (Mn/DOT) by the Federal Highway Administration Office in St. Paul, MN.

Upon the declaration of an emergency, the Office of Investment Management, (OIM) in the Mn/DOT Central Office should be notified immediately. The OIM has the responsibility for the overall coordination of the Emergency Relief Program in Mn/DOT. Promptly upon notification of an emergency situation the OIM will contact both the Federal Highway Administration (FHWA) to arrange for a windshield survey of the damage, and the Mn/DOT District Offices involved to arrange for a time to visit the emergency sites. Also contacted at this time is the Mn/DOT State Aid For Local Transportation Division (SALT). It is the responsibility of SALT to coordinate the recovery process of the Trunk Highways with the local road authorities. All request to the FHWA must be handled by OIM.

This program requires a minimum of \$500,000 in damages on the federal aid system prior to the approval of Emergency Relief Funding. The maximum per event is \$100,000,000, however there is also a cap on the program nationally and this can impact the available funding.

Emergency repairs may begin immediately with good record keeping a must. No reimbursement may be made until the following steps and approvals are complete:

1. The Governor must proclaim an emergency or a Presidential declaration of a major disaster must be made.
2. Mn/DOT officials prepare a "letter of intent" that the state intends to seek Emergency Repair Program funding for federal highway authorities.
3. Federal and state highway officials will conduct a damage assessment, usually, with local highway depts. **Please note, this damage assessment is not part of any damage assessments conducted for a Presidential, SBA or other programs.**
4. Based upon the damage assessments, Mn/DOT Office of Investment Management will make a formal request for the Emergency

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Repair Program. The Minnesota Division Office of the FHWA will recommend either approval or denial of the program based upon the damage assessment.

The two classifications for repair work supported by this program are emergency repairs and permanent repairs.

Emergency Repairs are repairs during and immediately following a disaster necessary to restore essential traffic, minimize damage, or to protect remaining facilities. These repairs can be made immediately, and properly documented costs can be reimbursed later if the Emergency Repair Program is approved. Some examples of emergency repairs are:

- establishing emergency detours
- removing slides and debris
- providing temporary bridges or ferry service
- regrading
- placing rip-rap to prevent further scour

Permanent Repairs are those necessary to restore a roadway to its predisaster condition. These repairs must follow "normal" federal aid procedures and require the approval of the FHWA administrator. These procedures would include: Inclusion in a State Transportation Improvement Program; environmental documentation; project plan; federal authorization; and contract letting.

Failure to follow these procedures would result in a loss of federal reimbursement. Some examples of permanent repairs are:

- restoring pavement surfaces
- reconstructing damaged bridges and culverts
- replacing signs, guardrails, and other highway appurtenances

The Emergency Relief program is a cost sharing program between federal and state/local authorities. The actual amount of cost sharing varies depending on the timing and nature of the repairs. General guidelines are as follows:

"For the costs associated with restoring essential highway traffic, minimizing the extent of damage, or protecting the remaining facility, which are incurred in the first 180 days after the occurrence of the disaster, the federal share is 100 percent."

"For the costs of permanent restoration work, and the cost of all repairs incurred after the first 180 days, the federal share is based on the pro-rata share of the highway that is being repaired."

HSEM has a very limited role in this program. Most coordination and damage assessments are done by the FHWA, Mn/DOT, and local highway departments. A presidential declaration of a major disaster is needed in order for any other type of roads to receive federal financial assistance. County engineers and district DOT offices have maps that identify on-system roads.

Fire Management Assistance Grant Program

FEMA can provide fire management assistance to state agencies, local governments, and Indian tribal governments if the determination is made that a fire or fire complex, currently burning out of control threatens such destruction as would constitute a major disaster. The following criteria is used in making the decision to make a fire management assistance declaration:

1. Threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas;
2. Availability of state and local firefighting resources;
3. High fire danger conditions, as indicated by nationally accepted indices such as the National fire Danger Rating System;
4. Potential major economic impact.

In general for costs to be eligible they must have occurred within the incident period. Eligible costs include equipment and supplies, labor, travel and

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per diem, pre-positioning (subject to approval of the Regional Director), emergency work (police barricading, traffic control, extraordinary EOC expenses, arson investigation etc.), temporary repair of damage caused by firefighting activities, mobilization and demobilization, and fires on commingled federal/state lands.

Once the state's request for a fire management assistance declaration has been approved, an FEMA-State Agreement will be entered into. This agreement will remain in effect for the declared fire and any future declared fires until the end of the calendar year.

Presidential Declaration of an Emergency

When a state has exhausted all of its resources, both local and state, in response to an emergency, it may submit a request for a Presidential Declaration of an Emergency if the urgency of the situation warrants and the needed resources can only be provided (or can be provided more readily) by the federal government. This declaration will invoke the National Response Plan. FEMA may activate some or all of the Emergency Support Functions in that plan in order to address unmet needs. The purpose of a Presidential Declaration of an Emergency is essentially to keep the emergency situation from deteriorating into a major disaster or catastrophe.

The Presidential Disaster Declaration Process

The federal government has traditionally been the level of government that provides the greatest amount of disaster assistance for catastrophic disasters.

In a disaster situation in which all local and state resources have been committed and there remains unmet needs, a state may petition the President to issue a declaration of a major disaster. The first step in seeking a Presidential declaration is to conduct a thorough Preliminary Damage Assessment (PDA) at the local level. In conducting the PDA, it will be necessary to use the expertise of various public functions such as public works, auditors, and human services. This damage assessment, conducted by local officials, provides the basis for HSEM to seek additional state resources and to determine if the extent of damages warrants a request from the Governor to the President for additional assistance. The justification to seek a presidential disaster declaration is made on the basis of unmet needs and the impact on the affected community(ies), not solely on the dollar amount of damages.

For more information on specific programs that are related to a presidential disaster declaration, including Individual Assistance Programs, Public Assistance Programs, and the Hazard Mitigation Grant Program, please see the Disaster Management Handbook.

1. State and Local Organizations



The **Association of Minnesota Emergency Managers (AMEM)** is an organization composed of emergency managers from local governments in the State of Minnesota. The Association was formed in the early 1960s to provide local government with an opportunity to present organized concerns to the State of Minnesota, Division of Homeland Security and Emergency Management (HSEM), regarding emergency management issues.

Membership since the 1960s has grown to include organizations involved with emergency management response, recovery and mitigation. Annual dues for membership in the association are \$100.

AMEM has a set of by-laws which stipulate that the executive board of the association will consist of a president, first vice-president, second vice-president, secretary and treasurer. The governing body of AMEM, commonly referred to as the board, includes the executive board along with one regional representative from each of the six state regions and the immediate past-president.

AMEM, through the directions of the board and formation of subcommittees, assists HSEM with issues ranging from training to recalculating the formula for the distribution of EMA grant funds.

Members of AMEM receive the Quarterly, the official newsletter of the association. During the month of September, AMEM conducts an annual fall conference. The fall conference program provides current information on emergency management issues, reviews any disaster operations that may have occurred in the state, and affords an opportunity for select training.

AMEM has its own official web site, which can be found at www.amemminnesota.org. In addition to general information about the association, the web site includes information and application forms on membership, Board of Directors contact information, minutes of board meetings, fall conference information, regional maps, and a directory of association members.

Membership in AMEM, while optional, is highly recommended.

Arrowhead Region Emergency Management Association

The **Arrowhead Region Emergency Management Association (AREMA)** is composed of representatives from Aitkin, Carlton, Cass, Cook, Itasca, Kanabec, Koochiching, Lake, Pine, and St. Louis counties. The goals and objectives of the association are stated in the Constitution and By-Laws: "The purpose of the association shall be to promote emergency preparedness throughout the Arrowhead Region and its political subdivisions by:

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1. Fostering mutual understanding among town, municipal, county, state and federal civil defense officials by personal acquaintanceship and discussion of common problems and interests.
2. Recommending to the Minnesota Division of Homeland Security and Emergency Management, Department of Public Safety and to political subdivisions of Arrowhead Region, plans, procedures, changes or other matters for increasing the effectiveness of the overall emergency preparedness effort and program.
3. Recommending, endorsing, and supporting legislation for improving and increasing the effectiveness of emergency preparedness.

The Arrowhead Association began in the early 1980s. There previously was a St. Louis County Association that grew to become the Arrowhead Association. The association incorporated more of the Arrowhead Region along the lines of the then Region II as defined by the Minnesota Division of Homeland Security and Emergency Management.

Central Minnesota Emergency Management Association

The Central Minnesota Emergency Management Association (CMEMA) was formed to help new directors network with those with more experience. Meetings are held quarterly, and allow the opportunity for members to discuss common problems and find common solutions. Counties served by CMEMA include Benton, Big Stone, Douglas, Grant, Kandiyohi, Meeker, Mille Lacs, Morrison, Otter Tail, Pope, Sherburne, Stearns, Stevens, Swift, Todd, Traverse, Wadena, Wilkin and Wright.



The **Metropolitan Emergency Managers' Association**, known as MEMA, is an organization whose members are involved in emergency preparedness and disaster response. MEMA members come from a variety of public, private, and volunteer organizations. The common thread linking members is the responsibility each one has for planning, warning, and responding to disaster. The individual members come from businesses or organizations that operate in or are located in the nine-county Twin Cities metropolitan area. The counties served by MEMA include Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, and Washington. MEMA members cooperate and share ideas to help the community prepare for and respond to disasters.

MEMA meetings are held monthly. Opportunities for training and education are provided at the monthly meetings. In addition, networking with other professionals adds an overview of well-rounded information and experience. Individual expertise as well as educational material, media tapes, and other information are shared. Cooperative purchasing and distribution of material is also a benefit to the members.

MEMA conducts public awareness campaigns with coordinated activities designed to disseminate

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consistent information related to emergency management. MEMA has sponsored a variety of multi-jurisdictional activities including large-scale exercises and training efforts.

MEMA provides an opportunity to collectively affect issues of concern to emergency management by monitoring and supporting legislation, and it provides an open environment in which the public and private sectors can discuss common issues.

If you would like more information about the Metropolitan Emergency Managers' Association, please see the MEMA web site at <http://www.metroemergencymanagers.org/>

Statewide Radio Board, Regional Radio Boards

The Statewide Radio Board was created by the Minnesota legislature in 2004 to implement the Statewide Interoperable Public Safety Radio and Communication System Plan. That plan evolved out of the implementation of a regionwide interoperable radio system in the Minneapolis/St. Paul metropolitan area in 2001.

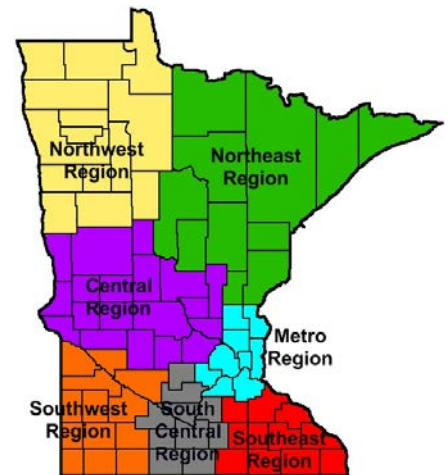
The SRB is a multi-disciplined body composed of 21 members with seven state members and 14 non-state members evenly divided between representatives from the Twin Cities' metropolitan area and Greater Minnesota. At the time the Statewide Radio Board was created the Statewide Interoperable Public Safety Radio and Communication System was given the name of Allied Radio Matrix for Emergency Response (ARMER). The ARMER system is a major element of Minnesota's long term interoperable communication planning, but not the only element. There is an immediate and pressing need for interoperable public safety communication planning among all emergency responders and the SRB is a broad forum representing all public safety disciplines from across the state. The SRB establishes technical Minnesota Emergency Management Director's Handbook March 3, 2009

and operational standards of the ARMER backbone and monitors its implementation throughout the state.

The SRB has also been designated Minnesota's State Interoperability Executive Committee (SIEC) which administers and oversees Minnesota's Statewide Communication Interoperability Plan, including technical and operational issues of public safety communication interoperability among all public safety entities.

The 2004 Legislature also provided for the creation of Regional Advisory Committees (RAC) and Regional Radio Boards (RRB) to determine and administer regional enhancements

, and to facilitate local and regional planning for integration with the ARMER system. The RRBs play a key role in the broader discussion of public safety interoperability among all public safety agencies (local, state, tribal and federal) and with neighboring states and Canada.



As governance is one of the five essential elements for solving interoperability, as noted by SAFECOM's interoperability continuum, Minnesota's bottom-up governance structure has been widely regarded across the country as nation-leading. At the end of 2008, every county and most major cities in Minnesota have become part of this governance structure by participating in an RRB. If you would like more information, please see the SRB web site at: www.srb.state.mn.us

2. National Organizations



International Association of Emergency Managers (IAEM)

IAEM (formerly the National Coordinating Council on Emergency Management [NCCEM]) is a non-profit educational organization dedicated to promoting the goals of saving lives and protecting property during emergencies and disasters. IAEM sponsors the Certified Emergency Manager® (CEM®) and Associate Emergency Manager (AEM) Program to maintain professionalism through the certification process.

More information on IAEM can be obtained by writing 111 Park Place, Falls Church, Virginia 22046, phone (703) 538-1795, fax (703) 241-5603, e-mail: info@iaem.com, website: www.iaem.com.

National Emergency Management Association (NEMA)

NEMA represents a unique partnership among state directors of emergency management who are responsible to their governors and others for the establishment and maintenance of an integrated and responsive emergency management structure as well as protecting the citizens of the state from natural and man-made disasters and incidents.

NEMA began in 1974 when the state directors of emergency services first united as a single group in order to exchange information on common emergency management issues that

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threatened their constituencies. The primary purpose of the association is to provide an information and support network among state directors and a unified credible voice on critical emergency management issues to the federal government, private industry and the public.

The state directors of emergency management are the core membership of NEMA. Membership categories also exist for key state staff, homeland security advisors, federal agencies, non-profit organizations, private sector companies, and concerned individuals.

More information may be obtained by writing NEMA, The Council of State Governments, 3650 Iron Works Pike, P.O. Box 11910, Lexington, Kentucky 40578-1910, phone (606) 244-8000, fax (606) 244-8239, or on the NEMA web site at www.nemaweb.org.

3. Other Organizations



The **Business Continuity Planners' Association (BCPA)** is a non-profit, mutual benefit association of business professionals responsible for, or participating in, business recovery, crisis management, emergency management, contingency planning, disaster preparedness planning, or related professional vocation.

The BCPA's mission is to provide a professional and educational environment for the exchange of experience, dissemination of information, professional growth, and for added value of mutual interest to the membership. Membership is open to professionals interested in vocations related to those identified above.

General membership meetings are held monthly and feature local and national experts who can present topics dealing with various aspects of business continuity planning. The Board of Directors also meets monthly.

More information on the BCPA may be obtained by writing to BCPA, P.O. Box 75930, St. Paul, MN 55175-0930, or at www.bcpa.org.

The purpose of **Minnesota Voluntary**



Organizations Active in Disaster (MNVOAD) is to promote cooperation between Minnesota voluntary organizations and government agencies much like the National Voluntary Organizations Active in Disaster does with federal agencies. The objective of MNVOAD is to foster more effective service to the people who have been, or may in the future, be affected by disaster. The organization does this by promoting communication, coordination, cooperation, collaboration, convening mechanisms, and outreach among voluntary agency partners.

During disasters, MNVOAD facilitates routine conference calls, which assist in interagency communication and efficient resource allocation. Additionally, it helps to identify unmet needs and locate available unutilized resources. These services help to ensure best practices, thereby saving organizations money by reducing duplicative services.

In addition to services provided during times of disaster, MNVOAD holds bi-monthly members' meetings and an annual training seminar which provide a forum for disaster responders to share experiences of their respective activities, express

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any concerns they may have, receive current information and provide suggestions for any improvements to the essential 4 Cs to manage their activities with maximum efficiency. VOAD members can mobilize their volunteers very quickly and begin to meet basic human needs almost immediately.

Minnesota VOAD member organizations include:

- Adventist Disaster Response
- American Baptist Men
- American Humane Association
- American Radio Relay League
- American Red Cross
- Catholic Charities
- Christian Reform World Relief Committee
- Church of Jesus Christ of Latter Day Saints
- Church World Service
- Freeborn County Crisis Response Team
- Hope for the City
- Humane Society of the United States
- Hunger Solutions of Minnesota
- Lutheran Disaster Response
- Mennonite Disaster Services
- Minnesota Conference of Seventh-Day Adventist
- Minnesota Conservation Corps
- Minnesota Council of Churches
- Minnesota Horse Council
- Minnesota Search and Rescue Dog Association
- Minnesota-Wisconsin Baptist Convention
- NECHAMA – Jewish Disaster Relief
- NEMNVOAD
- R.E.A.C.T.
- Sabathani Community Center
- Second Harvest Heartland
- Steele County CAER
- The Salvation Army
- United Methodist Church Committee on Relief

The Association of Emergency Radio Organizations is a coalition of amateur radio groups united to provide common training and protocols in support of emergency management. AERO groups currently cover Hennepin, Ramsey,



Washington, Dakota, Scott and Carver counties, with the expectation of expansion in mutual aid situations. AERO groups work under the direction of the county emergency management director to provide communication during exercises and actual events.



The Minnesota TransCAER (Transportation Community Awareness Emergency Response) is a community partnership between manufacturers, distributors, transporters and emergency responders. It is a part of the *TRANSCAER*® program sponsored by the American Chemistry Council, Association of American Railroads, The Chlorine Institute, and National Tank Truck Carriers, Inc.

The goal of Minnesota *TRANSCAER*® is to develop community partnerships, promote communication and share information as it relates to hazardous materials and other substances of concern to our members. The members are composed of truck transporters, railroad companies, pipeline companies, facilities, emergency response contractors, and government planners and emergency responders. The State Coordinator is Michael W. Woolridge, BNSF Railway Company, 80-44th Ave. N.E., Minneapolis, MN 55421; phone: (763) 782-3483; e-mail: Michael.woolridge@bnsf.com

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More information is available on the web
site: <http://www.transcaer.org>

4. Local Public Safety Groups and Emergency Management Planning Groups

Recently, in the State of Minnesota, a number of emergency management planning groups have formed. They have a variety of names. Some cover a large geographical area, while some cover only a single community. Some groups are very formal in their organization and have articles of incorporation, by-laws and membership dues. Others take a very informal organizational approach.

All of these groups have organized for the general purpose of bringing people together to improve or facilitate their emergency management programs. Some of these groups have formed using the Community Awareness and Emergency Response (CAER) model. This is based on a concept of partnership within the community between the businesses who use hazardous materials, the people who live and work in the community, and the public safety response organization that serves the community. This is a formal approach designed and supported by the Chemical Manufacturers' Association (CMA). The CMA has materials available to help CAER organizations get started. Examples of these groups are Wakota CAER, North Metro CAER, and Steele County CAER.

Other emergency management planning groups have formed using a less formal structure. These groups may be comprised of any number of representatives from public safety organizations, business and industry, and the public. Their memberships vary and are influenced by the planning group's goals and objectives. Some of these groups are formed only around response organizations; others are broad in scope. Some emergency management planning groups focus on issues centered around service delivery areas, and

mutual aid arrangements. Others have formed to deal with problems associated with a unique geographical feature or sharing of resources.

Many of the less formal emergency management planning groups have a special emphasis on developing and conducting drills and exercises. These efforts require a great deal of coordination and cooperation, and planning groups serve as an idea forum for this type of activity.

Whatever the goal or objectives of the planning group, they help to provide an opportunity to improve emergency management and public safety capability. If you are interested in forming a local emergency planning group, contact your HSEM regional program coordinator.

Attorney General, State of Minnesota Charities Unit

Forming a Nonprofit Corporation

This document has been prepared to provide information to people who request information on how to form a nonprofit corporation. Upon request, forms can be made available in alternate formats. Creating a nonprofit corporation is not a lengthy process, yet, certain legal requirements may make it complicated. Therefore, it is important to consult an attorney prior to formation. While the Attorney General's Office is not authorized to provide legal advice to private individuals or organizations, the following information may be helpful.

Prior to formation of a nonprofit corporation, it is extremely important to determine the purpose and goals of the organization. This will allow a person to evaluate the advantages and disadvantages of operating as a nonprofit rather than a for-profit organization. One of the primary advantages in forming a nonprofit corporation is the ability to receive tax-deductible contributions in the form of public and private grants and private individual donations.

The obligations of nonprofit corporations and the restrictions placed upon them, however, are critical. Federal and state laws require certain filings and may, in some cases, require payments for nonprofit corporations at the inception of the corporation and on an annual basis. Also, nonprofit corporations do not allow any pecuniary gain (profit) to any person. This means that while a nonprofit corporation can pay a reasonable salary for services performed, it cannot pay dividends or profits to members or other individuals. Furthermore, if and when the members or directors choose to dissolve the corporation, the remaining assets must be transferred to another charity that has a similar purpose.

Once the final decision to form a nonprofit corporation is made, there are several basic steps which should be followed to create the corporation and begin operating. Some of these steps are summarized below:

1. Choose a corporate name. Check the proposed name with the Office of the Secretary of State to assure that the name is not already being used.
2. Write and file the Articles of Incorporation with the Secretary of State. The Articles must contain certain provisions which are required by law, including the name of the corporation, the street address of the registered office of the corporation and the name of its registered agent, if any, at that address, the name and address of each incorporator and a statement that the corporation is organized under the Minnesota Nonprofit Corporations Act. The statutory provisions of Chapter 317A will govern the nonprofit corporation unless the organization is authorized to, and does, modify the provision in its Articles.
3. Recruit a board of directors. The board must consist of at least three individuals unless the corporation has only one or two members with voting rights.
4. Write bylaws which set out the basic rules for operating the organization. Bylaws must be consistent

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with law and the articles of the corporation and may address topics such as membership, board of directors, meetings, fiscal management and amendments.

5. Apply for tax-exempt status with the Internal Revenue Service. The IRS makes available different types of tax-exempt status. Some categories allow exemption from income tax but do not authorize receipt of tax deductible contributions. For full tax-exempt status, complete and file a Form 1023 (Application for Recognition of Exemption under 501.c.3 of the Internal Revenue Code) with the IRS.
6. Apply for an employer identification number (EIN) (Form SS-4) and file it with the IRS (even if the corporation does not intend to employ anyone).
7. Once tax-exempt status is received:
 - a. apply to the Minnesota Department of Revenue for sales and use tax exemption;
 - b. apply to the Postal Service for nonprofit bulk mail rate permit; and
 - c. contact the Minnesota Attorney General's Office to receive information on the registration of nonprofit corporations under the Charitable Solicitations Act or the Charitable Trust Act.
8. Become operational. Hold the first meeting of the board of directors. Agenda items might include adopting the bylaws, electing officers, establishing a bank account, setting the accounting year and basic accounting procedures, planning a budget for the first and, perhaps, second year of operation, agreeing on fund-raising plans, accepting corporate assets and staffing.
9. Review the corporation's government reporting requirements to comply with all filing requirements by the appropriate deadlines. Failure to comply may result in the loss of tax-exempt status and is a breach of fiduciary duty. Some examples of filing requirements are:
 - a. annual corporate returns (Form 990) with the IRS;
 - b. those associated with employment of personnel, such as payment of FICA withholdings from employees' paychecks, unemployment and workers' compensation obligations and preparation of year-end wage statements; and
 - c. annual reports with the Minnesota Attorney General's Office, unless exempt.

The above information is intended to provide a brief overview of how to form a nonprofit corporation and begin operation. There are several publications available that address these subjects in greater detail. In addition, there are a number of nonprofit organization resources that provide information and assistance to nonprofit entities.

Please remember that this information and the resources provided are not a substitute for professional legal assistance. An attorney and/or tax expert should be consulted when forming a nonprofit corporation.

F. References

1. Current Primary State and Federal Guidance Documents

The following is a listing of current state and federal guidance documents. There may be a copy of these documents in the local emergency management office. If so, please check to see if they carry current dates. All older or out-dated information may be discarded. If you need additional guidance on what documents or information should be kept or discarded, contact the appropriate HSEM regional program office.

State

Minnesota Disaster Management Handbook, 2009

Facility Emergency Planning Outline

Emergency Management Guide for Business and Industry. Available at:
<http://www.fema.gov/pdf/library/bizindst.pdf>

Municipal Emergency Operations Plan Guidance

Comprehensive School Safety Guide, Version 1

Emergency Planning Guide for Nursing Home Administrators

Federal

Office of Management and Budget Circular A-102, "Grants and Cooperative Agreements with State and Local Governments." Revision published at 59 FR 52224 (dated October 7, 1994, published October 14, 1994), as further amended at 62 FR 45934 (August 29, 1997). Available at <http://www.whitehouse.gov/omb/circulars/>

OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (revised 5/10/2004). Office of Management and Budget

Available at

<http://www.whitehouse.gov/omb/circulars/>

44 C.F.R. 13.24 Available at:

http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html

Principles of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Service, CPG 1-14, June 2000

Guidance for Radio Amateur Civil Emergency Services, CPG 1-15, June 2004

National Warning System (NAWAS) Operations Manual, CPG 1-16, April 1992

Guidance for the Development of Telecommunications Service Priority System, December 2003 (<http://tsp.ncs.gov>)

3. Glossary of Terms and Acronyms

A

AAR/BOE - Association of American Railroads/Bureau of Explosives

ABC FIRE Extinguisher - Chemically based devices used to eliminate ordinary combustible, flammable liquid, and electrical fires.

ADA - Americans with Disabilities Act

AERO - Association of Emergency Radio Organizations.

Aid Agreements, Mutual (Pacts) - Written or unwritten understandings among jurisdictions which cover methods and types of assistance available during all phases of an emergency.

Allocation, Reception Area - The process of designating rural, non-hazard counties as reception areas for a specific hazard area.

Alphanumeric - Input which can contain any letter of the alphabet, numbers, or special characters. Alphanumeric data is entered left-justified.

AMEM - Association of Minnesota Emergency Managers

Annex - A portion of an emergency operations plan which describes in some detail the assignment of responsibility, to one or more agencies, for carrying out a specific emergency function.

ARC - American Red Cross

ARCDDA - Arrowhead Region Civil Defense Directors' Association

ARCHIE - Automated Resource for Chemical Hazard Incident Evaluation

ASCII - An acronym for American Standard for Computer Information Interchange. It is used for communications among most computers and is usually sent in a seven-bit word length.

ASCS - Agricultural Stabilization and Conservation Service, now known as Consolidated Farm Services Agency.

ASFPM - Association of State Floodplain Managers

ASME - American Society of Mechanical Engineers

ASSE - American Society of Safety Engineers

ATSDR - Agency for Toxic Substances and Disease Registry (HHS)

B

Backup Agreements - A contract to provide a service or which includes the methods of performance, the charges, the duration, the services provided, and the extent of security and confidentiality maintained.

Backup Position Listing - A list of personnel who can fill a given position as well as alternate personnel who can fill the same position.

F. References

Backup Strategies (Recovery Strategies) -

Alternatives for facilities and system operations in the event of a disaster.

Bandwidth - The capacity of a communications medium.

BCPA - Business Continuity Planners' Association

Blanket Bond - Insurance covering loss from employee theft or fraud. Typically covers all employees and is not based upon each employee individually.

Business Interruption Costs - Expenses incurred to recover from a disaster and provide customers service with minimal disruption.

Business Recovery Team - A group of individuals responsible for coordinating the recovery process; assessing damage levels, reconstruction of the new facilities, and other operational activities.

Business Unit - A group of functional units within your organization which provide products or services to customers or other Business Units.

C

CAER - Community Awareness and Emergency Response

CAMEO - Computer Aided Management of Emergency Operations

CAP - Civil Air Patrol

CAP-SSSE - Community Assistance Program - State Support Services Element

CAT - Chemical Assessment Team

CDC - Centers for Disease Control (HHS)

CEM - Comprehensive Emergency Management or Certified Emergency Manager

CERCLA - Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

CFDA - Catalog of Federal Domestic Assistance

CFR - Code of Federal Regulations

CFSA - Consolidated Farm Services Agency, previously known as ASCS. The agency through which emergency loans for farmers are obtained.

Checklist Test - A method used to test a completed disaster recovery plan. This test is used to determine if the information such as phone numbers, manuals, equipment, etc. in the plant is accurate and current.

Chemical Stockpile Emergency Preparedness Program (CSEPP) - A program developed by EPA to address accidental releases of acutely toxic chemicals.

Chemical Transportation Emergency Center (CHEMTREC) - A center provided by the Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible. Can be reached 24 hours a day by calling 800-424-9300. (Also see "HIT.")

CHEMNET - A mutual aid network of chemical shippers and contractors. CHEMNET has more than fifty participating companies with emergency teams, twenty-three subscribers (who receive services in an incident from a participant and then reimburse response and cleanup costs), and several emergency response contractors. CHEMNET is activated when a member shipper cannot respond promptly to an incident involving that company's product(s) and requiring the presence of a chemical expert. If a member company cannot go to the scene of the incident,

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the shipper will authorize a CHEMNET-contracted emergency response company to go. Communications for the network are provided by CHEMTREC, with the shipper receiving notification and details about the incident from the CHEMTREC communicator.

Chlorine Emergency Plan (CHLOREP) A plan operated by the Chlorine Institute. A 24-hour mutual aid program. Response is activated by a CHEMTREC call to the designated CHLOREP contact, who notifies the appropriate team leader, based upon CHLOREP's geographical sector assignments for teams. The team leader in turn calls the emergency caller at the incident scene and determines what advice and assistance are needed. The team leader then decides whether or not to dispatch his team to the scene.

CHRIS/HACS The Chemical Hazards Response Information System/Hazard Assessment Computer System developed by the U.S. Coast Guard. HACS is a computerized model of the four CHRIS manuals that contain chemical-specific data. Federal OSCs use HACS to find answers to specific questions during a chemical spill/response. State and local officials and industry representatives may ask an OSC to request a HACS run for contingency planning purposes.

Civil Preparedness Guide (CPG) - A document through which current policy, criteria, standards and procedures are issued to state and local governments by FEMA.

CMA - Chemical Manufacturers Association.

CMEMA - Central Minnesota Emergency Managers' Association

Cold-site - An alternate facility that is void of any resources or equipment except air-conditioning and raised flooring. Equipment and resources must be installed in such a facility to duplicate the critical business functions of an organization.

Cold-sites have many variations depending on their communications facilities, UPS systems, or mobility (Relocatable-Shell). Associated terms: Shell site; Backup site; Recovery site; Alternative site.

Command Center - A temporary location with communication equipment from which initial recovery efforts are manned and media-business communications is maintained.

Community Awareness and Emergency Response (CAER) - A program developed by the Chemical Manufacturers Association. Guidance for chemical plant managers to assist them in taking the initiative in cooperating with local communities to develop integrated (community/industry) hazardous materials response plans.

Community Resources - Assets, including people, organizations, programs, equipment, and funds that can be applied to all aspects of emergency management.

Congregate Care Facilities - Public or private buildings that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as a "fallout shelter."

Consolidated Farm Services Agency - The agency, formerly known as ASCS and Farmers Home Administration, which administers the Agricultural Disaster Program.

Consortium Agreement - An agreement made by a group of organizations to share data processing equipment if one of the members suffers from a disaster.

Contamination - The deposit of radioactive or other hazardous material on the surfaces of structures, areas, objects, or personnel, following a nuclear explosion or hazardous materials incident/accident. (Radioactive material generally

F. References

consists of fallout, in which fission products and other weapon debris have become incorporated with particles of dirt, etc. Radioactive contamination can also occur from the radioactivity induced in certain substances by the action of neutrons from a nuclear explosion.)

Contingency Organization - The organization structure used by an organization to recover from a disaster. The structure does not necessarily follow the typical organization chart.

Contingency Plan (Disaster Recovery Plan) - A set of procedures if a disaster strikes allowing organizational stability, minimal disruptions and providing for an orderly recovery.

Contingency Plan Manager - The first person contacted from the Management Succession List. The role of the Contingency Plan Manager is to: 1. Assess loss duration and declare an emergency when appropriate. 2. Coordinate Recover Teams and their activities. 3. Assist Recovery teams as needed.

Controls - Mechanisms implemented by a company to limit exposure. Examples of controls are card key systems and security (software) packages. Associated term: Standards.

Cooperative Hot Sites - A hot site owned by a group of organizations available to a group member should a disaster strike.

Critical Needs - The minimal procedures and equipment required to continue operations should a department, computer center, main facility, or a combination of these be destroyed or become inaccessible.

CRT - Abbreviation for cathode ray tube. This is the monitor or screen attached to a computer.

CWA - Clean Water Act

D

Data Communications - A means of linking the data/input into the main processing system, back up system, or remote site. The movement of data between geographically separate locations via public and/or private electrical transmission system.

Database - The collection of all data sets.

Database Application - A software application that manipulates a set of interrelated files.

DCC - Donations Coordination Center

DCT - Donations Coordination Team

Decontamination - The reduction or removal of contaminating radioactive or other hazardous material from a structure, area, object, or person. Decontamination may be accomplished by 1) treating the surface so as to remove or decrease the contamination; 2) letting the material stand so that the radioactivity is decreased as a result of natural decay; and 3) covering the contamination.

DFO - Disaster Field Office

Direction and Control (D&C) - Managing and coordinating the response of government forces to a major emergency/disaster.

Disaster - A sudden, unplanned calamitous event that brings about great damage or loss. Any event that creates an inability on the company's part to provide critical business functions for some predetermined period of time. Associated terms: Business Interruption; Outage; Catastrophe.

Disaster Recovery Center (DRC) - "One stop" centers that are established in areas affected by a disaster, where representatives of federal agencies, state and local governments, and voluntary relief agencies can offer aid to disaster victims.

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Disaster Recovery Period - The time period between a disaster and a return to normal functions, during which the disaster recovery plan is employed.

Disaster Recovery Planning - The advance planning and preparations which are necessary to minimize loss and ensure continuity of the critical business functions of an organization in the event of disaster. Associated terms: Contingency planning; business resumption planning; corporate contingency planning; business interruption planning; disaster preparedness planning.

Disaster Prevention Checklist - A questionnaire used to assess preventive measures in areas of operations such as overall security, software, data files, data entry/reports, microcomputers, and personnel.

Disaster Recovery Administrator - The leader of the management team. This individual has overall responsibility to coordinate the disaster recovery planning and recovery process. This individual receives the initial notification of the disaster and activates the recovery process.

Disaster Recovery Coordinator - The Disaster Recovery Coordinator is responsible for supervising and documenting recovery activities. Also, the alternate leader of the management team.

DHS – Department of Homeland Security

DMP – Donations Management Plan

DOC - U.S. Department of Commerce

DOD - U.S. Department of Defense

DOE - U.S. Department of Energy

DOI - U.S. Department of the Interior

DOJ - U.S. Department of Justice

DOL - U.S. Department of Labor

DOS - U.S. Department of State

DOT - U.S. Department of Transportation

Downloading - Connecting to another computer and copying a program or files from that system.

DSR - Damage survey report

DR&R - Disaster Response and Recovery

DT – Domestic Terrorism

E

EAS - Emergency Alert System

Economic Stabilization - The result of using "indirect" controls (such as monetary, credit and tax measures) necessary to maintain and stabilize the nation's economy under emergency conditions. "Direct" controls may be used in an emergency by local governments to stabilize prices, wages, salaries, and rents - and to ration essential consumer items.

EENET - Emergency Education Network (FEMA)

Electromagnetic Pulse (EMP) - Energy radiated by a nuclear detonation in the medium-to-low frequency range that may affect or damage electrical or electronic components and equipment.

EMAC – Emergency Management Assistance Compact

Emergency Broadcast System (EBS) - A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency - as provided by the Emergency

F. References

Broadcast System Plan. Replaced by the Emergency Alert System.

EMPG - Emergency Management Performance Grant

Emergency Operations Center (EOC) - The protected site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency.

Emergency Operations Plan (EOP) - A document which describes the way in which a government intends to respond to a major emergency/disaster.

Emergency or Disaster - An event that demands a response beyond the scope of any single line agency or service, and that presents a threat to a community or larger area.

Emergency Procedures - A plan of action to commence immediately to prevent the loss of life and minimize injury and property damage.

Emergency Public Information (EPI) - Information which is directed at the general public, and which is normally disseminated during time of emergency. It frequently includes protective action recommendations, and/or specific instructions.

EMI - The Emergency Management Institute is a component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It conducts resident and nonresident training activities for Federal, State, and local government officials, managers in the private economic sector, and members of professional and volunteer organizations.

Environmental Response Team (ERT) A group of highly specialized experts available through EPA 24 hours a day.

EO - Executive Order

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

EPA - U.S. Environmental Protection Agency

EPCRA - Emergency Planning and Community Right-to-Know Act

ERC - Emergency Response Commission

ERT – Emergency Response Team

ERP - Emergency Response Plan

ETO - Exercise Training Officer

Evacuee - An individual who is moved to a less hazardous area. She/he may also be referred to as relocatee.

Exposure Control - Procedures taken to keep radiation exposures of individuals or groups from exceeding a recommended level, such as keeping outside missions as short as possible.

F

Fallout, Radioactive - The process or phenomenon of the fall back to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles which reach the earth within 24 hours after a nuclear explosion.

Fallout Shelter - A habitable structure, facility, or space used to protect its occupants from radioactive fallout. Criteria include a protection factor of 40 or greater, and a minimum of 10 square feet of floor space per person.

FasT - Field Assessment Teams

F. References

Fault-Tree Analysis - A means of analyzing hazards. Hazardous events are first identified by other techniques such as HAZOP. Then all combinations of individual failures that can lead to that hazardous event are shown in the logical format of the fault tree. By estimating the individual failure probabilities, and then using the appropriate arithmetical expressions, the top-event frequency can be calculated.

FBFM - Flood Boundary and Floodway Maps

FCO - Federal Coordinating Officer

Federal Response Plan - A plan which calls for an ability to respond with federal assets and follow through until recovery is complete.

FEMA - Federal Emergency Management Agency

FEMA-REP-5 - Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents, prepared by FEMA. Provides a basis for State and local governments to develop emergency plans and improve emergency preparedness for transportation accidents involving radioactive materials.

FIRM - Flood Insurance Rate Maps

Flood Fringe - The part of the floodplain outside of the floodway which serves primarily as a floodwater storage area. Fill and elevated structures can be placed in this area.

Floodplain - Lowland areas adjacent to lakes, wetlands and rivers that are covered by water during a flood.

Floodway - The river channel and the areas immediate adjacent to the channel which are needed to pass the flow of the one-percent chance

flood. Usually experiences the deepest water and the highest flow velocities.

FMA - Flood Mitigation Assistance

FPP - Family Protection Program

FRP - Federal Response Plan

FWPCA - Federal Water Pollution Control Act

G

GAR - Governor's Authorized Representative.

General Controls - Controls over the EDP system operations as a whole, including the design, security and use of computer programs; the security of data files; and controls over access. Consists of system software and related manual procedures.

H

Halon - A gas used to extinguish fires effective only in closed areas.

Hazard - A dangerous event or circumstance that may or may not lead to an emergency or disaster.

Hazard and Operability Study (HAZOP) - A systematic technique for identifying hazards or operability problems throughout an entire facility.

Hazardous Materials (HAZMAT) - Refers generally to hazardous substances; such as petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals.

HAZMIT - Hazard Mitigation

HHS - U.S. Department of Health and Human Services

HIT - The Hazard Information Transmission program provides a digital transmission of the

F. References

CHEMTREC emergency chemical report to first responders at the scene of a hazardous materials incident. The report advises the responder on the hazards of the materials, the level of protective clothing required, mitigating action to take in the event of a spill, leak or fire, and first aid for victims.

HMEP - Hazardous Materials Emergency Preparedness Grant Program (formerly HMTA and HMTUSA).

HMGP - Hazard Mitigation Grant Program

HMIX - The Hazardous Materials Information Exchange. It provides information on hazmat training courses, planning techniques, events and conferences, and emergency response experiences and lessons learned. Call toll-free 1-800-752-6367 (in Illinois, 1-800-367-9592). Planners with personal computer capabilities can access HMIX by dialing FTS (708) 972-3275 or (708) 972-3275.

HMST - Hazard Mitigation Survey Team

Hot-Site - An alternate facility that has the equipment and resources to recover the business functions affected by the occurrence of a disaster. Hot-sites may vary in type of facilities offered (such as data processing, communication, or any other critical business functions needing duplication). Location and size of the hot-site will be proportional to the equipment and resources needed. Associated terms: Back-up site, recovery site; alternate processing site.

HSEEP – Homeland Security Exercise and Evaluation Program

HSEM – Division of Homeland Security and Emergency Management

Human Threats - Possible disruptions in operations resulting from human actions.

I

ICS - Incident command system

IDA – Initial damage assessment

IEMS - Integrated Emergency Management System - A program that incorporates all available resources for the full range of emergencies - from natural disasters to nuclear attack.

IFGP - Individual and Family Grant Program

IHMT - Interagency Hazard Mitigation Team
Incident Command System (ICS) - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident.

Industries, Vital - Those local plants which are necessary for the production of goods to maintain the health and sustenance of the local population.

Ingestion Pathway Planning Zone (IPZ) - The area within a 50-mile radius of a commercial nuclear power plant that includes all food production, processing and marketing facilities.

IRIS - Increased Readiness Information System - A procedure by which state governments and selected local governments provide FEMA with periodic reports of actions taken during a crisis period.

J

JFO – Joint Field Office

JIC – Joint Information Center

JPIC - Joint Public Information Center

F. References

L

LEPC - Local Emergency Planning Committee

Localized Interruption - An outage caused by fire, sabotage, or any other isolated events affecting a single building or data center. (See outage) Associated term: Localized catastrophe.

Loss - The unrecoverable business resources that are redirected or removed as a result of a disaster. Such losses may be loss of life, revenue, market share, competitive stature, public image, facilities or operational capability.

Loss Duration - The length of time products/services will be impaired due to an emergency situation.

Loss Reduction - The technique is instituting mechanisms to lessen the exposure to a particular risk. Loss reduction is intended to react to an event and limit its effect. Examples of Loss Reduction include sprinkler systems, insurance policies, and evacuation procedures.

M

Management Team - A group of individuals responsible for writing, maintaining, and if necessary activating the disaster recovery plan.

MEMA - Metropolitan Emergency Managers' Association

MERC - Minnesota Emergency Response Commission

MHFA - Minnesota Housing Finance Agency

MIDR – Minnesota Interfaith Disaster Response

MIFC – Minnesota Interagency Fire Center

MIMS - Minnesota Incident Management System

MNDOT - Minnesota Department of Transportation

MNVOAD - Minnesota Voluntary Organizations Active in Disasters

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MSDS - Material Safety Data Sheet

MnSSC – Minnesota School Safety Center

N

NACA - National Agricultural Chemical Association

National Fallout Shelter Survey (NFSS) - The analysis of existing large buildings and subsurface enclosures by architects and engineers qualified in fallout shelter analysis to identify protected space suitable for use as public fallout shelter.

National Fire Academy (NFA) - A component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It provides fire prevention and control training for the fire service and allied services. Courses on campus are offered in technical, management, and prevention subject areas. A growing off-campus course delivery system is operated in conjunction with State fire training program offices.

National Response Center (NRC) - A communications center for activities related to response actions located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-

F. References

8802 can be reached 24 hours a day for reporting actual or potential pollution incidents.

National Response Framework (NRF) - A guide that details how the Nation conducts all-hazards response— from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework identifies the key response principles, as well as the roles and structures that organize national response. It describes how communities, States, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It lays the groundwork for first responders, decision-makers and supporting entities to provide a unified national response

National Response Team (NRT) - A group consisting of representatives of 14 government agencies (DOD, DOI, DOT/RSPA, DOT/USCG, EPA, DOC, FEMA, DOS, USDA, DOJ, HHS, DOL, Nuclear Regulatory Commission, and DOE). It is the principal organization for implementing the NCP. When the NRT is not activated for a response action, it serves as a standing committee to develop and maintain preparedness, to evaluate methods of responding to discharges or releases, to recommend needed changes in the response organization, and to recommend revisions to the NCP.

NCP - The National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR Part 300), prepared by EPA to put into effect the response powers and responsibilities created by CERCLA and the authorities established by Section 311 of the Clean Water Act.

NCRIC - National Chemical Response and Information Center

NEMA - National Emergency Management Association

NEMIS - National Emergency Management Information System

NEPA - National Environmental Policy Act

NETC - National Emergency Training Center

NFIP - National Flood Insurance Program

NFPA - National Fire Protection Association

NIOSH - National Institute of Occupational Safety and Health

NIMS – National Incident Management System

NOAA - National Oceanic and Atmospheric Administration

NOI - Notice of Interest form

NPSC - National Processing Service Center

NRF – National Response Framework

NSF - The National Strike Forces made up of three Strike Teams. It is the USCG counterpart to the EPA ERTs.

Nuclear Weapons - A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

NUREG 0654/FEMA-REP-1 - Criteria for Preparation and Evaluation of Radiological Emergency Response Plans for Preparedness in Support of Nuclear Power Plants, prepared by NRC and FEMA. Provides a basis for State and local government and nuclear facility operators to

F. References

develop radiological emergency plans and to improve emergency preparedness.

NWS - National Weather Service

Q

OHMTADS - Oil and Hazardous Materials Technical Assistance Data System, a computerized data base containing chemical, biological, and toxicological information about hazardous substances.

OMB - Office of Management and Budget

One-Percent-Chance Flood - Area covered by a flood that has a one-percent chance of occurring in any given year. Often referred to as a 100-year flood.

On-Scene Coordinator (OSC) - The federal official predesignated by EPA or USCG to coordinate and direct federal responses and removals under the NCP; or the DOD official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities.

Operations Plan - A description of actions to be taken in facing an anticipated disaster, and the method for coordinating to meet the needs of that situation. It describes the action to be taken (who, what, where, when and how) on the basis of assumptions, objectives, and capabilities.

Operations Planning - The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to fill the operational needs.

OSHA - Occupational Safety and Health Administration (Department of Labor)

P

PAC - Planning Advisory Committee

PAR - Protective Action Recommendation

PDA - Preliminary Damage Assessment

PDM - Pre-Disaster Mitigation

Physical Prevention - Special requirements for building construction as well as fire protection for equipments components.

Planning Committee - A group of individuals appointed to oversee the development and implementation of a disaster recovery plan. Members of this committee usually represent the critical areas of the organization.

Portable Empty Shell - An environmentally protected and readied structure that can be transported to a disaster site so equipment can be obtained and installed near the original location.

POST Board - Police Officer Standard and Training Board

PPA - Performance Partnership Agreement

Pre-Disaster Mitigation - Program that provides technical and financial assistance to States and local governments for cost-effective pre-disaster hazard mitigation activities that complement a comprehensive mitigation program, and reduce injuries, loss of life, and damage and destruction of property.

Procedural Prevention - Activities performed on a recurring basis related to disaster and recovery (i.e., records, retention, security awareness, etc.)

Project Worksheet (PW) - A form used in the Public Assistance Program to describe the scope of work.

Protected Space - An area of a building or other enclosure which provides protection from fallout.

F. References

Areas having a PF of less than 40, as well as those meeting FEMA fallout shelter criteria, are included.

Protection Factor (PF) - A number used to express the relationship between the amount of fallout gamma radiation that would be received by a person in a completely unprotected location and the amount that would be received in a protected location.

PSTN - Pesticide Safety Team Network operated by the National Agricultural Chemicals Association to minimize environmental damage and injury arising from accidental pesticide spills or leaks.

R

RACES - Radio Amateur Civil Emergency Service - Provides for amateur radio operation for emergency communications purposes during periods of local, regional, or national emergencies.

Radiological Monitor - An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which she/he is assigned; and perform operator's maintenance of radiological instruments.

RCRA - The Resource Conservation and Recovery Act (of 1976), which established a framework for the proper management and disposal of all wastes. RCRA directs EPA to identify hazardous wastes, both generically and by listing specific wastes and industrial process waste streams. Generators and transporters are required to use good management practices and to track the movement of wastes with a manifest system. Owners and operators of treatment, storage, and disposal facilities also must comply with standards, which are generally implemented through permits issued by EPA or authorized states.

Reception Area - A specified area relatively unlikely to experience direct effects of an incident and designated for reception and care of hazard area evacuees.

Reception Area Survey - Survey conducted in designated "reception area" which will receive and care for evacuees. Surveys include identification of congregate care facilities, shelter data, and capability to upgrade existing shelter.

Recovery Alternative - The method(s) selected to recover the critical business functions following a disaster. In data processing, some possible alternatives would be manual processing, use of service bureaus, or backup site (hot or cold site). A recovery alternative is usually selected following either a Risk Analysis, Business Impact Analysis, or both. Associated terms: Backup site; back alternative.

Recovery Team - A group of staff predetermined to recover resources.

Recovery Team Leader - The staff person in charge of a recovery team. The first member listed on the Recovery Team list.

RFC - Repetitive Flood Claims Program

REP - Radiological Emergency Preparedness

Resource Category - A group of similar resource items are grouped into Resource Categories.

Resource Inventory - An analysis of the resources upon which a community can call in the event of a disaster.

Resource Item - An item required by a Business Unit to provide products/services.

Risk - The degree to which people, property, environment, and social and economic activity are susceptible to injury, damage, disruption, or death.

F. References

Risk Analysis - The process of identifying the exposures to certain events which a company may experience. The risk analysis often involves an evaluation of the probabilities of a particular event. This process is similar to the process actuaries use to help determine insurance rates. Associated terms: Risk assessment; impact assessment, corporate loss analysis; risk identification; exposure analysis; exposure assessment. Objectives: to identify the risks to an organization, assess the critical functions necessary for an organization to continue business operations, define controls that are in place to reduce organizational exposure, and evaluate the cost for such controls.

RNA – Rapid Needs Assessment

RO - Radiological Officer

RPO - Radiological Protection Organization

R&R - Response and Recovery

RRC - Regional Review Committee

RRT - The Regional Response Team is composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation of a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the NCP, RRTs may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs may review plans developed in compliance with Title III, if the local emergency planning committee so requests.

RSPA - Research and Special Programs Administration (Department of Transportation)

S

Salvage Procedures - Specified procedures to be activated if data, equipment, or a facility should suffer any destruction.

Sample Plan - A generic disaster recovery plan that can be tailored to fit a particular organization.

SARA - The "Superfund Amendments and Reauthorization Act of 1986." Title III of SARA includes detailed provisions for community planning.

SBA - Small Business Administration

SCBA - Self-Contained Breathing Apparatus

SCO - State Coordinating Officer

Sensitive Areas - Areas in an organization which if unauthorized individuals could trigger a disaster.

SERC - State Emergency Response Commission

Service Level - An agreement to your Business Unit that a product/service will be provided in the event of an emergency.

SF - Standard Form

Shelter - A facility which provides protection from one or more of the effects of a natural disaster, hazardous materials incident/accident, nuclear attack, or other type of disaster.

SHMO - State Hazard Mitigation Officer

SHMP - State Hazard Mitigation Program

SLA - State and Local Assistance, now known as EMPG.

F. References

Software - Computer programs that direct computer processing and stored and manipulated by a computer system.

SPCC - Spill Prevention Control and Countermeasures

Standard Operating Procedures (SOPs) - A set of specific instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. SOPs generally describe how a task is to be carried out.

STO - State Training Officer

Superfund - The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

T

TCMP – Terrorism Consequence Management Program

Team Approach - An approach to writing, maintaining and activating the disaster recovery plan. The approach uses teams working together to recover from a disaster.

Team Manager - Individuals assigned administrative responsibility for a section of the disaster recovery plan.

Technical Threats - A disaster- causing event that may occur regardless of any human elements.

Telecommunications - With respect to data communications, a general term applied to data that is transmitted by electrical, optical or acoustical means between separate computing facilities.

Terrorism Consequence Management Program

– A program sponsored by the Federal Emergency Management Agency to coordinate activities of local, state, and federal government agencies to prepare for, respond to, mitigate the effects of, and recover from terrorism incidents..

Threats - The event that causes the risk to become a loss. Threats consist of such natural phenomenon as tornadoes and earthquakes, and such man-made incidents as bomb threats, disgruntled employees and power failure.

Title III - The "Emergency Planning and Community Right-to-know Act of 1986." It specifies: requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

TMS - Training Management System

Traffic Control Points - Places along evacuation routes that are staffed by police to direct and control movement to and from the area being evacuated.

TransCAER – Transportation Community Awareness Emergency Response

TRI - Toxic Release Inventory

U

USCG - U.S. Coast Guard (DOT)

USDA - U.S. Department of Agriculture

USDOT - U.S. Department of Transportation

USGS - U.S. Geological Survey

F. References

USNRC - U.S. Nuclear Regulatory Commission

US&R - Urban Search and Rescue Response
System

W

WMD – Weapons of Mass Destruction

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