City of East Bethel
City Council Agenda
Work Meeting - 6:00 PM
Date: April 3, 2013

	Item	
6:00 PM	**1.0**	**Call to Order**
6:01 PM	**2.0**	**Adopt Agenda**
6:02 PM	**3.0**	**Emergency Management Plan Presentation**
7:15 PM	**4.0**	**Adjourn**

City of East Bethel
City Council
Agenda Information

* *

Date:
April 3, 2013

* *

Agenda Item Number:
Item 3.0

* *

Agenda Item:
Emergency Management Plan

* *

Requested Action
Review the City Emergency Management Plan

* *

Background Information:
Fire Chief Mark DuCharme will present the City's Emergency Management Plan to Council for review and comment. Additional meetings may be required for completion of the review prior to submission to Council for adoption.

* *

Fiscal Impact:

* *

Recommendation(s):
None at this time.

* *

City Council Action

Motion by: _____ Second by: _____

_____

_____

_____

Vote Yes: _____ Vote No: _____

No Action Required: _____

CITY OF EAST BETHEL

EMERGENCY OPERATIONS PLAN

East Bethel, Minnesota

April 2013

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DISTRIBUTION

Each city department is responsible for maintaining availability of the Basic Emergency Operations Plan (BEOP) and the Annexes and Appendices relevant to the department's responsibilities for executing this plan. Copies may be maintained in hardcopy or softcopy as appropriate to the department's functional responsibilities.

Emergency Operations Plan
Distribution List

Title	Person	Date Obtained	Plan #	Printed or CD	
				Printed	CD
Mayor	Richard Lawrence		**1**	☐	☐
City Administrator	Jack Davis		**2**	☐	☐
Deputy City Clerk	Wendy Warren		**3**	☐	☐
Emergency Management Director	Mark DuCharme		**4**	☐	☐
Building Official	Nick Schmitz		**5**	☐	☐
Finance Director	Rita Pierce		**6**	☐	☐
Community Development Director	Colleen Winter		**7**	☐	☐
Anoka County Sheriff's Dept.	Lt. Michelle Orlando		**8**	☐	☐
Deputy Fire Chief	Arden Anderson		**9**	☐	☐
Public Works Superintendent	Jack Davis		**10**	☐	☐
Councilmember	Heidi Moegerle		**11**	☐	☐
Councilmember	Robert DeRoche, Jr.		**12**	☐	☐
Councilmember	Ron Koller		**13**	☐	☐
Councilmember	Tom Ronning		**14**	☐	☐
			15	☐	☐
			16	☐	☐
			17	☐	☐
Anoka County Emergency Mgr.	Terry Stoltzman		**18**	☐	☐
MN HSEM Regional Coordinator	Kim Ketterhagen		**19**	☐	☐
			20	☐	☐
			21	☐	☐
			22	☐	☐

RECORD OF CHANGES

PAGE/REVISION		PAGE/REVISION		PAGE/REVISION	
ALL	XX/XX/2005				

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DATA PRACTICES WARNING

Information contained in the City of East Bethel, Emergency Operations Plan, is classified as both "Public" and "Private" data on individuals pursuant to the Minnesota Government Data Practices Act. Data classified as "Public" is accessible to anyone upon request to the City's Responsible Authority. Data classified as "Private" is accessible to those City staff members that have a job need for the information, to the subject of the data, and to those whom the data subject has given their informed consent. City staff and other persons who are in possession of the Emergency Operations Action Plan are to maintain it in a secure location to insure that the information is not accessed by unauthorized persons, or outside the procedures established by City policy and State law.

CERTIFICATION OF PLAN APPROVAL

This page documents approval of the General Plan and Annexes, the Standard Operating Procedures, and the Resource Manual.

Plan developed by: **Mark DuCharme**
City of East Bethel
Fire Chief/Emergency Management Director

Date: __/__/11

Plan approved by: **Richard Lawrence**
City of East Bethel
Mayor

Signature: _____

Date: _____

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GLOSSARY OF TERMS AND ACRONYMS

ARC: American Red Cross

Biological Agents: Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials.

CERT: Community Emergency Response Team(s)

Chemical Agent: A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects.

Contingency: For more effective planning, a construct that groups similar hazards and activities related to possible incidents.

Cyber Terrorism: Malicious use of electronic devices to commit or threaten to commit acts of terrorism. (See definition of Terrorism)

DAC: Disaster Application Center

DOE: Department of Energy

DOT: Department of Transportation

EAS: Emergency Alert System (formerly EBS)

EM: Emergency Management

EMS: Emergency Medical Services

EMA: Emergency Management Agency

EOC: Emergency Operating Center

EOP: Emergency Operations Plan

EMI: Emergency Management Institute

EPI: Emergency Public Information

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: Tabletop, Functional, and Full Scale.

FCO: Federal Coordinating Officer

FEMA: Federal Emergency Management Agency

FIA: Federal Insurance Administration

Functional Area: A major grouping of functions and tasks that agencies perform to carry out awareness, prevention, preparedness, response, and recovery activities.

Hazardous Substance: Any substance or mixture of substances that presents a danger to public health,
public safety, or the environment.

HAZMAT: HAZardous MATerial

HSEM: (Minnesota) Homeland Security and Emergency Management

IC: Incident Command(er)

ICS: Incident Command System

Incident: An occurrence in which hazards or threats result in a harmful, dangerous, or otherwise unwanted outcome.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local jurisdiction. This term also applies to an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation. It also applies to a rural community, unincorporated town or village, or other public entity. (As defined in Section 2(10) of the Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135, et seq. (2002).)

MARS: Military Affiliate Radio System

MDOT: Minnesota Department of Transportation

MDNR: Minnesota Department of Natural Resources

NCIC: National Crime Information Center (FBI Data Base)

NETC: National Emergency Training Center

NFPA: National Fire Protection Association

NIMS: National Incident Management System

NOAA: National Oceanographic and Atmospheric Administration

NRC: Nuclear Regulatory Commission

NWS: National Weather Service
OEM: (Kirkwood) Office of Emergency Management

PIO: Public Information Officer

RACES: Radio Amateur Civil Emergency Service

RADEF: RAdiological DEFense

Radiation (Nuclear): High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons.

Safeguarding Vital Records: Measures by government that protect vital records the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens during and after the emergency.

SAR: Search And Rescue

SARA: Superfund Amendment Reauthorization Act (Title III)

SAVE: Structural Assessment and Visual Evaluation Coalition

SBA: Small Business Administration

SFM: State Fire Marshal

SOP: Standard Operating Procedure

SOG: Standard Operating Guidelines

SLA: State and Local Assistance (FEMA funding)

Succession: The process established to list the order, line, or interim personnel entitled to succeed one another under emergency conditions.

Terrorism: The unlawful use of force or violence against persons or property to intimidate or coerce a government, civilian population, or any segment thereof, in furtherance of political or social objectives.

Threat: An indication of possible violence, harm, or danger.

TTY: Teletype (hardcopy communications terminal)

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REFERENCES

The East Bethel Office of Emergency Management will maintain copies of all documents referenced at the end of each section of this plan. Reference documents will not be reproduced and distributed with the East Bethel Emergency Operations Plan since they exist as stand alone documents on file with the responsible and appropriate agencies.

CITY OF EAST BETHEL
EMERGENCY OPERATIONS PLAN
BASIC PLAN

I. PURPOSE, STRUCTURE, OBJECTIVES

A. Purpose

The four phases of comprehensive emergency management are:

1. Mitigation - advance activities to eliminate or reduce the probability of disasters, and to lessen the negative effects of unavoidable hazards.

2. Preparedness - planning and testing of response capabilities for emergency/disasters.

3. Response - Activities during an emergency/disaster that help reduce casualties and damage, and speed recovery.

4. Recovery - Restoring critical services and providing for basic needs of the public, followed by long-term restoration of the community to a normal state.

The purpose of this emergency operations plan is to predetermine, as far as possible, actions to be taken by the city departments and other cooperating organizations, public and private, to prevent disasters if possible, to reduce the vulnerability of East Bethel residents to any disasters that may strike, to respond effectively to the actual occurrence of a disaster, and to provide for the recovery from any emergency involving extensive damage or significant negative influence on normal life within East Bethel.

B. Structure

This plan contains three sections:

1. Basic Emergency Operations Plan – an overview of East Bethel, the hazards it is subject to and the approach to planning for such hazards

2. Annexes - emergency plans for each major function

3. Appendices – Reference information

These three sections together form the East Bethel Emergency Operations Plan.

This plan is intended to provide a general guideline and not to provide such detail as to limit or inhibit creative leadership in time of disaster.

C. Objectives

1. To save lives.

2. To sustain survivors.

3. To guard the health of the population.

4. To protect property.

5. To support the conduct of disaster operations.

6. To assure the continuity of East Bethel Government operations.

7. To provide preservation of important records for operation and reconstitution, if necessary, of East Bethel's government during and after a disaster.

8. To make the public aware of potential disaster situations and prepare them to take appropriate action.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of East Bethel is located in the north-central part of Anoka County, Minnesota, an area of 47 square miles bounded by five cities and one township, with a population of approximately 12,000 in 2011.

2. In addition to the East Bethel city departments, other authorities, agencies and institutions exist and/or function within the city's boundaries, including:

St. Francis School District
Forest Lake School District
Metro Transit
Xcel gas utility
Connexus Energy electric utility
CenterPointe Energy gas Utility
Minnesota Department of Transportation
Anoka County Sheriff’s Department
Minnesota State Patrol
Anoka County Highway Department

Anoka County government
State of Minnesota agencies
University of Minnesota

3. Within East Bethel there are approximately _____ miles of roads, divided as follows:

   State highways 7 miles
   County roads ____ miles
   East Bethel roads 105 miles
   Private streets 15 miles

4. East Bethel has the resources, capabilities and potential that would contribute significantly to the preservation of life, property and continuity of services to our citizens. This capability is based on well equipped, comprehensive fire, law enforcement and public works departments.

5. Through mutual aid agreements, East Bethel may obtain resources and assistance from other cities as well as Anoka County.

6. The city of East Bethel is exposed to many hazards, all of which have the potential to disrupt community life, create casualties and cause damage. Natural hazards come from severe weather, health epidemic or resource shortages. Technological hazards are related to sources such as fire, transportation accidents, hazardous materials and civil or economic crisis or terrorism.

B. Assumptions

1. That disasters and serious emergencies can and will occur in the City of East Bethel

2. That while this plan has been prepared for response to a disaster, the plan's provisions can be applied, as appropriate, to any emergency situation.

3. That, after conducting a hazard identification analysis, the incidents East Bethel should be prepared for include: tornado, winter storm, major utility failure, high winds, flooding, hazardous or radiological material accidents, mass casualty transportation accident, civil disorder and terrorism.

4. That some of these situations may occur with time for warning or other preparedness measures, but others (such as earthquake or terrorism) can occur with little or no warning.

5. That East Bethel's city officials are aware of the possibilities of an emergency or major disaster, and of their responsibilities in the execution of this plan, and will fulfill those responsibilities.

6. That proper implementation and execution of this plan will reduce or prevent loss of lives and damage to property in the City of East Bethel.

7. That depending on the severity and magnitude of the situation, East Bethel may find it necessary to summon assistance through volunteer organizations, private enterprise, mutual aid agreements, or county, state, and federal sources.

8. That large-scale population relocation is impractical; however, an in-place shelter plan is essential.

9. That although natural and technological hazards stem from a variety of sources, many of the response activities are similar or overlap.

10. That East Bethel's city government departments will remain operational throughout a disaster, performing both emergency and routine duties although routine functions may be limited as necessary.

Natural Hazards

Tornadoes/straight-line winds	Severe hail storm(s)
Severe thunderstorms	Severe ice storm(s)
Large rain fall(s) with flash flooding	Severe winter storm accumulations
Extreme & prolonged high temperatures	Extreme & prolonged fog
Extreme & prolonged drought	Large wildland/grass/forest fire(s)
Extreme & prolonged low temperatures	Earthquake
Pandemic(s)	

Technological Hazards

Fixed facility hazardous materials incident	Accidental hazardous materials release
Transportation hazardous materials incident	Large scale transportation accident
Large/multiple structure fire w/high occupancy	Large/multiple structure collapse
Utility Failure – natural gas, electricity, etc.	

National Security/Terrorism/Manmade

Terrorist bombing/mass homicide/assault	Terrorist hostage taking incident
Terrorist act against government/society	Large scale civil disorder/riot incident
Chemical/biological weapon attack	Enemy military invasion

HAZARD PROBABILITY ANALYSIS:

More Likely to Occur

Tornadoes/straight-line winds	Severe thunderstorms
Severe hail storms(s)	Severe winter storm accumulations
Extreme & prolonged low temperatures	Large rain falls with flash flooding
Extreme & prolonged high temperatures	Extreme & prolonged drought
Severe ice storm(s)	Fixed facility hazardous materials incident
Transportation hazardous materials incident	Large scale transportation accident
Utility Failure – natural gas, electricity, etc.	Large scale wildland/grass/forest fire(s)
Large/multiple structure fire w/high occupancy	Pandemic(s)

Less Likely to Occur

Intentional Hazardous Materials Release	Terrorist Act Against Government/Society
Terrorist Hostage Taking Incident	Terrorist Bombing/Mass Homicide/Assault
Extreme & Prolonged Fog	Large Scale Civil Disorder/Riot Incident
Chemical/Biological Weapon Attack	Enemy Military Invasion
Earthquake	Large/multiple structure collapse

III. CONCEPT OF OPERATIONS

A. Each level of government is responsible for providing an emergency management program that meets the needs of its citizens who might be affected by serious emergency or major disaster.

B. The City of East Bethel has the first line of responsibility for emergency management activity. In an emergency, state and federal government can be counted on for major support only when the damage has been unusually widespread and severe. The role of emergency management in East Bethel is to ensure development and maintenance of an on going emergency management program. The program should cover mitigation, preparedness, response, and recovery, utilizing the normal capabilities of East Bethel's government.

C. Anoka County Office of Emergency Management works with county departments and private sector organizations in development of plans and capabilities responsive to those hazards that threaten the county. Anoka

County Emergency Management can also assist in obtaining County resources when an emergency exceeds the capabilities of East Bethel. Anoka County Emergency Management needs to be called before going to the State of Minnesota and HSEM for additional resources.

D. Minnesota Homeland Security and Emergency Management (HSEM) develops and maintains the necessary plans, facilities, and equipment to administer an active emergency management program at both State and local levels. HSEM is in a position to ascertain the needs of local governments and facilitate the acquisition, application and coordination of state and federal resources for program development and emergency assistance. East Bethel's resource requests of the state need to be made through the Anoka County Office of Emergency Management.

E. Federal Emergency Management Agency (FEMA) is the principal point of contact for federal emergency management activities. Working with the state, FEMA can provide policy, technical and financial assistance to East Bethel. FEMA has 10 regional offices; Region V Headquarters in Chicago, IL. is responsible for Minnesota. FEMA also coordinates emergency response of other federal agencies that administer disaster relief programs. Federal disaster assistance to East Bethel may only be obtained through HSEM.

F. The Mayor of East Bethel is responsible for protecting lives and property in an emergency or disaster situation in East Bethel. The East Bethel City Council, City Administrator, city department heads and Emergency Management Director will provide advice and counsel to the Mayor in time of declared emergency.

G. This plan is based on the concept that initial emergency response will be handled by East Bethel's existing departmental resources. Extra assistance will be requested through: Mutual aid agreements between East Bethel and other municipalities or Anoka County. Assistance may also be obtained from the American Red Cross, Salvation Army, other volunteer groups, HSEM, and FEMA (coordinated through HSEM).

H. Certain people who may require special attention will be accommodated in this plan. This includes people with special needs, such as hospice patients or the elderly, and persons with disabilities.

I. Emergency management assignments in Appendix 1 of this plan are based upon the concept that they parallel normal day-to-day functions of East Bethel's departments. Routine resources will be applied before seeking outside aid.

J. In large-scale disasters, it may be necessary to draw on people's basic capabilities in areas of greatest need, suspending day-to-day functions that do not directly contribute to emergency operations.

K. The Mayor, City Administrator, department heads, and Emergency Management Director will periodically review and suggest updates to existing emergency management plans, policies and programs.

IV. ASSIGNMENTS

Specific responsibilities are assigned to City of East Bethel officials in the event of an emergency, in concert with their normal city government functions.

A. The Mayor of East Bethel shall exercise general direction and control over all emergency operations in accordance with Minnesota State Law (Chapter 12 Revised Statutes of Minnesota). IN accordance with the City of East Bethel Ordinance, Chapter 2, Article XI, Sections 603 – 603); In the absence of the Mayor, the Acting Mayor shall assume responsibility. In the absence of the Mayor and Acting Mayor, those persons present, by majority vote, regardless of number, shall elect a chair to preside at the meeting and a secretary to keep minutes. City resources shall be managed through the normal chain of command under the City Administrator. Reference Appendix 1.

B. East Bethel City Council shall exercise their legislative powers, including the power to adopt emergency legislation.

C. The East Bethel Emergency Management Director is responsible for general maintenance of this Emergency Operations Plan, and guidance in its use.

D. East Bethel city department heads shall each:

1. Prepare a plan to be included (or specifically referenced) in appropriate annexes of this plan to cover emergency functions assigned as shown in Appendix 1.

2. Develop systems for alerting their personnel of impending emergency situations (to include a line of succession should key personnel be unavailable), develop a notification/recall plan and designate a primary reporting area (normal place of duty) and alternate reporting area, should the primary area be unsuitable due to the emergency.

3. Be ready to alert and mobilize sections or individuals of their department as necessary to support emergency mission assignments as shown in Appendix 1.

4. Serve as, or designate a senior employee to serve as, their departmental disaster coordinator in the Emergency Operations Center during emergency operations.

5. Upon receipt of an emergency notification, report to the Emergency Operations Center (or ensure the department disaster coordinator reports to the EOC), to meet with the Mayor and assist in evaluation and coordination of actions for the specific emergency.

6. Prepare a plan for rotation of employees to ensure twenty-four hour seven day continuous functioning of their department if required by the nature of the emergency.

7. Identify records in their department necessary for continuation and maintenance of East Bethel Government, and provide for adequate backup and storage of such records in a secure location.

8. Collect and evaluate factual information relative to the emergency and make such information available to the Mayor in the Emergency Operations Center to support decisions and actions following an emergency.

9. Provide lateral liaison with appropriate local government agencies and/or private enterprise businesses related to the department's emergency function assignments.

10. Plan and implement inter-department exercises.

E. Emergency Function Responsibilities of each city of East Bethel department, with respect to this plan, are summarized in the chart included in Appendix 1 of this plan.

V. DIRECTION AND CONTROL

A. The emergency response provisions of this plan become operative by executive order of the Mayor of East Bethel, or the official Acting Mayor; acting for the mayor due to absence or inability. See Appendix 1 for executive line of succession.

B. Upon the executive declaration of emergency, the East Bethel Emergency Director shall coordinate the notification, commitment and utilization of all East Bethel resources, both public and private, until relieved by higher authority. See Appendix 2 for Emergency Notification List, and Annex A Direction and Control.

C. City departments with essential records include Administration, Finance, Fire, Public Works, Engineering, Building Inspections and Planning and Zoning, The majority of essential records are automated and the MIS Department manages an electronic backup of databases for off-site storage by a commercial data storage company. Any critical manual records are either retired to a vault in City Hall each day.

VI. PLAN MAINTENANCE

A. This plan is the principal source of documentation on East Bethel's emergency management program. Each city department has responsibility for developing and maintaining the part(s) of the plan that pertain to their area(s) of responsibility under the plan. The East Bethel Emergency Management Director is responsible for development and maintenance of the Basic EOP and coordinating maintenance of the plan's Annexes and Appendices.

B. County, state and federal agencies may become involved in the planning process to the extent necessary to insure coordination of outside aid and conformance of the plan to Federal and State requirements for financial aid.

C. Nothing in the planning and support process should be interpreted as relieving East Bethel's appointed department heads of their responsibilities for emergency planning or their authority to direct their assigned resources.

VII. LEGAL BASIS AND REFERENCES

The legal basis for planning for and conducting all-hazard emergency operations at the Federal and State levels are listed in the Emergency Management Director's Handbook, Section B. An electronic copy is located at the Emergency Management Department/Fire Department.

The legal basis also includes the following:

- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Minnesota State Statute, Chapter 12, as amended.

- East Bethel Resolution No. XX-XXX
- Anoka County Emergency Operations Plan
- Mutual Aid agreements
- Public Law 93-288, Disaster Relief Act

B. Authentication

1. Nothing contained herein shall be in conflict with any provision of the City of East Bethel ordinances or the Constitution of the State of Minnesota.

2. Original City of East Bethel Emergency Operations Plan approved:

(Signed) _____, _____

Richard Lawrence, Mayor, Date
East Bethel, MN

(Signed) _____, _____

Jack Davis, City Administrator Date
East Bethel, MN

(Signed)_____, _____

Mark DuCharme, Emergency Management Director Date
East Bethel, MN .

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ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

A. In a disaster situation, a centralized management center used to facilitate coordination and control of responding agencies is the Emergency Operating Center (EOC), where information for decision making is collected and analyzed. B. This annex covers the EOC activation and use. It covers the facility, personnel, procedures and support for use of the EOC as a command post for city management in emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The primary EOC is located on the lower level of the East Bethel Fire Station # 1, 2751 Viking Blvd.

2. The EOC is equipped with one analog telephone line and connected with the City Hall phone system and internet network, cable television, a small copier, dispatch radio room, public safety radios programmed for all East Bethel area channels. The building also provides a natural gas generator that will operate 80% of the electrical needs in the building.

3. The alternate EOC location is at City Hall at 2241 221st Avenue NE; the Senior Center; East Bethel Ice Arena. These alternate locations all have limitations regarding telephone and two-way radio communications availability.

B. Assumptions

1. East Bethel Fire Department, Public Works and the Anoka County Sheriff's Office will handle routine emergency situations in the city.

2. Most major single point of occurrence emergencies can be managed using the established incident command procedure with support of the city's departments plus applicable mutual aid resources.

3. In a multi-location large-scale emergency or disaster situation, centralized direction and control from the EOC will provide the most effective coordination of resources, and free the field forces to concentrate on essential tasks at the scene.

III. CONCEPT OF OPERATIONS

A. Definitions

1. EMERGENCY: a situation requiring multiple East Bethel departments (or mutual aid) to respond with resources beyond routine day to day activity.

2. DISASTER: an emergency requiring non-East Bethel's resource far beyond the city's normal capability.

B. General

All of East Bethel's primary emergency services dispatching is carried out from the dispatch center of Anoka County Radio. Computer and radio channels for receiving warnings from State and local governments are installed. The East Bethel Emergency Management Director will be aware of any major emergency situation that could affect East Bethel. Since emergencies vary in nature, speed of onset and potential for escalation to disaster proportions, the Emergency Management Director can initially determine the need for activation of East Bethel resources beyond those normally employed in handling day-to-day emergency situations.

C. Notifications

Any situation requiring resources beyond routine day-to-day levels will be deemed a potential emergency. The Emergency Management Director will ensure notification of the appropriate department heads. The Emergency Management Director will initiate the request for notification of the City Administrator, who will in turn determine notification of the Mayor and Council.

NOTE: routine fire department mutual aid responses are not considered a potential emergency situation until a second alarm is called.

D. EOC Activation

1. The official declaration of a City of East Bethel emergency will be made by the Mayor (or next in succession) responding to notification of a potential emergency situation. The EOC may or may not be activated, depending on the nature of the situation and the Mayor's assessment for needing EOC functions. The Emergency Management Director may make activation of the EOC as a precautionary measure.

2. Functions to be carried on in the EOC include policy (city leaders and department heads), disaster analysis, operations, and resource management.

3. Initial activation of the EOC would typically be for the analysis and coordination function, to monitor the situation and determine the need for additional action and full alerting of key officials.

E. Alternate EOC

1. If it is determined that a given disaster will render the primary EOC untenable, operations will be shifted to an alternate EOC location within East Bethel as listed in paragraph A.II.A.3 above.

2. If a disaster is immediate and totally destroys the ability of East Bethel to maintain an EOC on city property, possible alternate locations include:

Coon Lake Beach Community Center
Fire Station # 3 (Coon Lake Beach)
Our Savior's Church and School
East Bethel Community School
Cedar Creek Elementary School

3. The Incident Management System employed for field operations will be consistent with the IMS used by all fire departments in Anoka County and the State of Minnesota.

4. If a disaster disables all local EOC capabilities, including Anoka County's EOC, the State of Minnesota Homeland Security and Emergency Management will establish direction and control capabilities for the surviving field forces.

IV. ASSIGNMENTS

A. Direction and Control

1. The ultimate authority for emergency management in East Bethel is the Mayor, who heads the **POLICY** group in the EOC. The policy group exercises broad control over emergency operations, gives guidance on matters of policy, and provides official information and instructions to the public.

2. The **DISASTER ANALYSIS** group, consisting of department heads or their duty officers, analyzes all available information on the situation, develops a response and recovery strategy, and plans

the deployment of resources, making certain to apply the most effective combination of all city departments and outside agency resources.

3. The **OPERATIONS** group, consisting of supervisory personnel, implements the analysis group's strategy, communicates with the field forces, and keeps track of their status and progress in carrying out the instructions.

4. The **RESOURCE MANAGEMENT** group is responsible for working with agencies, both public and private, in the East Bethel area, to ensure maximum availability of resources for emergency needs.

NOTE: Depending on a given situation, the FUNCTIONS of Analysis, Operations and Resource Management may be carried out by any appropriate staff grouping.

B. Responsibilities

1. Emergency Management Director will develop and maintain a Standard Operating Procedure (SOP) for the EOC and work with city departments to both establish and maintain the EOC site and develop the EOC Organization & Assignments, Appendix 3 to this plan.

2. Other city departments will provide assistance in manning and support of the EOC as detailed in Appendix 3, EOC Organization and Assignments.

3. Finance Director will track the emergency/disaster incident unique expenses.

V. CONTINUITY OF GOVERNMENT

A. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an alternate EOC will be activated. It is the responsibility of the Emergency Management Director to manage the alternate EOC, provide for the relocation of staff members to this facility, and transfer direction and control authority from the primary EOC.

B. Should it become necessary to evacuate the entire city, the EOC will be moved to the nearest safe location.

C. The line of succession for the Emergency Management Director is as follows:

1. Emergency Management Director
2. Fire Marshal
3. Deputy Fire Chief

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director will maintain Annex A of this plan, in cooperation with all the East Bethel city Department Heads and their designated representatives.

VII. AUTHORITIES AND REFERENCES

A. Authority: see basic plan section VII.
B. Reference: FEMA CPG 1-20, EOC Handbook.

ANNEX B

COMMUNICATIONS & WARNING

I. PURPOSE

This annex outlines the responsibilities, organization, facilities and procedures for conducting essential communications and warning the general public in time of emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Warning of the general public is desirable for any serious threat to their welfare.

2. Since hazards vary in predictability and speed of onset, the lead time for warning the public can vary from adequate to none at all.

3. The communications center during EOP operations is at Fire Station # 1; 2751 Viking Bld.

4. Anoka County Radio activates the fifteen (15) outdoor warning sirens. Activation by City personnel is not possible.

5. The City Hall main number; 763-367-7840 will be transferred to the EOP during an emergency or disaster.

6. Public safety radio communication and dispatching is provided by Anoka County Radio. Anoka County Radio will dispatch and in times of emergencies and disasters assign "talk groups" or channels for radio communications. These talk groups allow communication with a wide range of resources, agencies and disciplines. During widespread disasters, Anoka County Radio may impose a "self dispatch" procedure for Fire Departments. Self dispatching will only occur when directed by Anoka County Radio. When in the self dispatch mode, Fire Station # 1 will monitor Fire main radio channel and web cad to determine emergency calls in our City. Station # 1 personnel will dispatch only East Bethel units and/or resources committed to East Bethel through Mutual Aid agreements. The telephone number of Station # 1 763-367-7885.

7. Computer terminal access to city computer networks and internet connections exists, as well as an analog fax line. However,

because of the lack of an emergency generator at City Hall, the computer network and phones may not function in a power outage.

8. Additional communications capability may be provided through volunteer agencies, mutual aid resources or the Anoka County mobile command vehicle.

9. The Fire Department has a remote base at Fire Station #2, 2375 221st Avenue NE. capable of operation on the fire channel and fire mutual aid channel.

B. Assumptions

1. A good system for warning the public has potential for saving lives, preventing or minimizing injuries, and limiting property damage.

2. The population of East Bethel is generally within hearing range of the existing warning sirens, and most of the population has access to radio or television receivers.

3. Administrators of large concentrations of people (schools, institutions, etc.) have established procedures to follow when warnings are issued, and monitor NWS Weather Alert radios.

5. Communication via messenger, cell phone, land phone line or walkie-talkie may be necessary between the communications center and the EOC.

III. CONCEPT OF OPERATIONS

A. General

Fire Station # 1; 2751 Viking Blvd., communications center will remain the center for communications and warning in a disaster situation. See paragraph II.A.12. for alternate routing of routine incoming calls.

B. Direction and Control

1. The Emergency Management Director will take action to ensure the staffing of the communications center is augmented commensurate with the level of emergency at hand.

2. Fire Department Standard Operating Procedures or Guidelines for the Communications Center will remain in effect.

3. In slowly developing situations, the decision to issue a warning will be made by Anoka County.

4. Fire and Police officials may initiate evacuation and shelter operations on their own in accordance with their departmental standard operating procedures.

C. Sources of Information

Reports of situations that may endanger East Bethel's population may come from private citizens, certified weather spotters, responding emergency services personnel, National Weather Service radio, adjoining cities or Anoka County, industry or utilities. The magnitude of the threat and the credibility of the source of the information must be considered in proceeding with dissemination of a warning to the general public.

D. Warning Dissemination

One or more of the listed warning facilities will be used, depending on the nature of the emergency:

1. Outdoor warning sirens (Anoka County activated)

2. Neighborhood sweeps using emergency vehicles with siren and public address equipment, and door-to-door canvass, as necessary, utilizing law enforcement, fire and other city employees as available, plus Sherriff reserves, Fire Explorers, CERT members.

IV. ASSIGNMENTS

A. Communications Center

Emergency assignments will be made by the Fire Department officer in charge at the time of the emergency. The designated **warning point** for East Bethel is the communications center. This will be the focal point for receipt and dissemination of warning information.

B. Emergency Operations Center

Each city department or organization will maintain a record of its communications with respect to the emergency/disaster situation, in accordance with its standard operating procedures.

V. ADMINISTRATION AND LOGISTICS

A. Outdoor sirens are maintained by the city of East Bethel and activated by Anoka County Radio

B. Communications Center is maintained by the East Bethel Fire Department, and can **NOT** activate East Bethel's outdoor warning sirens.

C. Mobile Siren & Public Address equipment is maintained by each department having such equipment in its inventory.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for the Communications and Warning Coordinator is as follows:

1. Deputy Fire Chief
2. Fire Duty Officer or Station One Highest Ranking Officer responding
3. Highest Ranking Officer or most Senior Fire Fighter responding

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Fire Department will be responsible for the development and maintenance of this annex to the plan.

VIII. REFERENCES

A. FEMA Emergency Communications CPG 1-8; Job Aid Manual SM - 61.1; CPG 1-14

B. Principles of Warning and Criteria Governing Eligibility of NAWAS Terminals; CPG 1-16

Locations of Outdoor Warning Sirens

MAP TO BE INSERTED

ANNEX C

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

A. To assure that correct, factual, official, and timely information is made available for the general public. This will involve the collection, evaluation and dissemination of essential information.

B. This annex establishes policies and procedures and assigns responsibilities to ensure a capability is maintained to disseminate accurate and timely information to the population of East Bethel on potential and actual emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Rumor and false information can prevent maximum cooperation of East Bethel citizens and thereby impede the response and recovery efforts in an emergency. In an information void, rumors and false information can be expected.

2. The population of the City of East Bethel is an English speaking population. Persons with disabilities may have their locations registered with the Anoka County Radio.

B. Assumptions

The public and media will demand information in emergency and disaster situations. Local media has an essential role in getting accurate information to our population. The city will have people available who know how to interface effectively with the media.

III. CONCEPT OF OPERATIONS

A. General

1. The city's Public Information Officer (PIO) will coordinate release of information to the media, in accord with wishes of the Mayor/CAO.

2. The PIO will coordinate information with appropriate law enforcement and fire PIO personnel.

3. The PIO will designate a specific area that will serve as a central clearing point for briefing media personnel.

4. City employees involved in the emergency situation will be advised by the PIO where the media briefing is to be located so that they may direct inquiries and/or newspersons to the proper location.

5. If the emergency is such that no briefing area need be established, a specific phone number and/or office at City Hall will be designated to handle media inquiries.

B. Public Information Officer's role in Phases of Emergency Management

1. Mitigation

a. Develop public information on hazard awareness

b. Develop and maintain relationships with local media (ref Appendix 15 Media Contacts)

c. Designate a media briefing point for general emergencies

2. Preparedness

a. Arrange public education programs.

b. Prepare emergency information packets on each major hazard for release during emergency.

3. Response

a. Schedule news conferences.

b. Control rumors.

c. Distribute press releases and emergency information packets.

d. Provide recorded message or answer EOC hotline, number to be determined, as appropriate.

4. Recovery

a. Continue emergency public information programs.

b. Assess effectiveness of information program for this emergency.

c. Compile chronological record of events.

IV. RESPONSIBILITIES

A. The city's PIO will:

1. Prepare news releases.

2. Provide information for hearing impaired persons via local television and, if registered with the police, via hardcopy messages.

3. Conduct or arrange briefings for news media.

4. Conduct or arrange tours of the incident scene by media.

5. Arrange deployment of on scene EPI spokespersons.

6. Arrange for media interviews of key personnel.

B. The PIO will not speculate as to the cause of accidents, amount of damage, responsibility, possible outage time (i.e. of a city facility, etc.), injuries, etc.

C. Names of victims will not be released until it is confirmed that the family (next of kin) have been notified.

D. All facts released to the media will be logged by the PIO.

E. Persons at the scene should forward all confirmed facts to the field Command Post or EOC for use by the PIO and EOC teams. The Field

Command Post or EOC will notify the PIO of this information in a timely manner.

F. All media should be directed to contact the PIO first. The PIO will either provide information or (having none) will direct the media to the appropriate source.

G. No information should be given to the media that has not been cleared by the PIO.

H. The format and procedure for news releases is:

1. FORMAT

a. Name, address, and phone number of the news release initiator.

b. Text of the release.

c. Any backup or substantiating data for the release, as appropriate.

d. Date and time information was received.

e. Date and time information was released.

f. How and to whom the release was issued.

2. RELEASE PROCEDURE

a. Verify authenticity of information in the release.

b. Verify that a duplicate release has not already been made.

c. Prepare the release in the format given above.

d. Determine that the information in the release:

1) Is in the public interest;

2) Will NOT create unwarranted or unnecessary fear;

3) Will NOT create any adverse reaction among the public;

e. News releases will be distributed equitably to all media.

f. Copies of all news releases will be logged and filed.

V. ADMINISTRATION AND LOGISTICS

A. The EOC hotline, To Be Determined, has incoming telephones and will be answered by assigned CERT members and Fire Explorer personnel.

B. Space for special conferences, interviews, etc. will be arranged convenient to the EOC.

C. List of media contacts: Appendix 15.

VI. CONTINUITY OF GOVERNMENT

The line of succession for East Bethel Chief PIO will be as follows:

1. City Public Information Officer – Community Development Director

2. City Administrator

3. Fire District Chief or Fire Commander Designee

VII. PLAN DEVELOPMENT AND MAINTENANCE

This annex and Appendix 15 are maintained by the East Bethel Public Information Officer.

VIII. REFERENCES

A. FEMA, CPG 1-6, Disaster Operations - A Handbook for Local Government.

B. FEMA Job Aid Manual SM 61.1

ANNEX D

DAMAGE ASSESSMENT

I. PURPOSE

The purpose of this annex is to ensure that procedures and expertise are available for preliminary estimates and descriptions of the nature and extent of damage to the community following a disaster. Based on observations by trained personnel, an assessment can be prepared as the basis for determining the types of assistance needed and assignment of priorities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The hazards which pose the most likely need for wide spread damage assessment severe weather, especially tornado. Localized damage requiring assessment may also be consequential to other types of hazards

2. The damage assessment will determine what happened, who is affected, what essential services and facilities are affected, what needs immediate attention, and when critical public services and facilities can be restored.

B. Assumptions

1. Land use regulations and building codes can mitigate the damage effects of many disasters.

2. Quick, accurate damage assessments are key to effective disaster response.

3. Damage assessment reporting information required by state and federal authorities will dictate the information collected at the local level.

4. Outside resources such as real estate assessors, insurance adjusters, trained Red Cross damage assessment volunteers and county building commission personnel may be drafted to assist depending on the nature of the disaster.

III. CONCEPT OF OPERATIONS

A. General

Extensive damage assessment will be required to obtain financial recovery assistance from state/federal assistance programs. Personnel beyond normal city staff, with appropriate backgrounds and experience, will have to be recruited and trained in damage assessment for a disaster situation.

B. Phases of Emergency Management

1. Mitigation

a. Establish a damage assessment program.

b. Identify persons in other city departments who may be logical candidates to assist with damage assessment following a disaster. (Ex: fire, street).

c. Identify non-city personnel who may be appropriate team members.

d. Develop damage assessment training program.

e. Enforce land use and building codes.

2. Preparedness

a. Train personnel in damage assessment techniques to be used by the city in a disaster.

b. Maintain pre disaster photos, documents, maps, etc., as appropriate.

c. Identify critical facilities for damage assessment and restoration.

d. Identify additional damage assessment team resources that may be recruited in a catastrophic disaster.

e. Develop procedures for emergency restoration work permits, inspections, etc.

3. Response

a. Activate the damage assessment teams.

b. Deploy teams and collect information at the EOC.

c. Compile damage assessment reports.

d. Ensure restriction of access to unsafe facilities, through law enforcement.

e. Provide information to PIO regarding unsafe public structures, roads or bridges.

f. Coordinate relocation of displaced occupants from unsafe buildings with Reception and Care function and the American Red Cross.

g. Document emergency work performed.

h. Provide PIO with information regarding procedures for the public to follow in building restoration.

4. Recovery

a. Maintain postings on unsafe structures, roads or bridges.

b. Advise on priorities for repair.

c. Monitor all restoration activities.

d. Investigate and select funding options for city facilities damaged.

e. Ensure preparation of documents required for federal recovery assistance.

f. Attend state/federal briefings; prepare maps etc. required by state/federal agencies; follow FEMA guidelines for recovery program participation.

g. Issue Building Permits and collect fees

IV. ORGANIZATION AND RESPONSIBILITIES

A. The East Bethel Building Official has primary responsibility for the damage assessment function in East Bethel. The Building Official will be the coordinating official for damage assessment activity following a disaster. The Building Official will maintain damage assessment techniques and methods as well as maps and reporting forms to provide the information required at higher government levels.

B. Damaged or potentially damaged buildings will be tagged green, yellow or red as follows:

1. Green – Inspected and clear for occupancy

2. Yellow – Limited entry for cleanup and repair estimating

3. Red – Unsafe for Occupancy *or* Supervised Entry for Property Retrieval Only

V. DIRECTION AND CONTROL

The Building Official or a representative of the Building Official will coordinate the damage assessment activity and reporting from the EOC following a disaster. Critical facilities, roads and bridges will be assessed first. Non-city personnel assisting with damage assessment will be supervised and coordinated by the East Bethel Building Official.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Damage Assessment Coordinator will be as follows:

1. Building Official
2. Building Inspector
3. City Engineer

VII. PLAN DEVELOPMENT AND MAINTENANCE

The East Bethel Building Official is responsible for development and maintenance of this damage assessment Annex.

VIII. REFERENCES

A. American Red Cross St. Louis Bi-State Chapter Disaster Plan
B. American Red Cross Damage Assessment Handbook
C. FEMA Disaster Operations Handbook CPG 1-6
D. FEMA Disaster Response and Assistance Handbook

PRIVATE DAMAGE ASSESSMENT FORM

THE FORM NEEDS TO BE DEVELOPED

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ANNEX E

LAW ENFORCEMENT

I. PURPOSE

The purpose of this annex is to identify unique tasks and law enforcement requirements during a serious emergency or disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During emergencies or disasters, law enforcement agencies may be required to expand their scope of services and operations to provide the increased population protection required by a given disaster.

2. Anoka County Sheriff's Department provides law enforcement services to the City of East Bethel. The services contract is on file at City Hall.

B. Assumptions

1. Law enforcement activities will increase significantly during emergency operations.

2. In a localized disaster, law enforcement assistance from neighboring municipalities may be requested by Anoka County Sheriff's Department

3. The Anoka County Sherriff's Department has prepared their emergency response plan and has trained on such plan.

4. Anoka County Sherriff's Department will participate in the Incident Command structure as the basis for organization, operations, responsibilities, and direction and control.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of law enforcement personnel in disaster situations are basically an extension of routine operations. Primary responsibility is security of citizens' life and property, crowd control, traffic control, emergency communications, and response

to a variety of citizen complaints. Additional disaster responsibilities may include population warning, managing the evacuation of a segment of the population, identification and processing of fatalities, and coordinating investigation of a disaster with suspicious origins.

B. Phases of Emergency Management

1. Mitigation

   a. Analyze hazards posing unique threats to law enforcement in East Bethel.

   b. Identify critical facilities requiring special security during an emergency.

   c. Conduct public information programs (ex: Neighborhood Watch).

2. Preparedness

   a. Develop SOPs for unique emergency situations anticipated.

   b. Develop contingency plans for anticipated emergency conditions.

   c. Train on special emergency procedures.

3. Response

   a. Maintain law and order.

   b. Assess situation for resources needed.

   c. Provide traffic and crowd control as necessary.

   d. Maintain controlled access to disaster scene as coordinated with Incident Commander and applicable authorities.

   e. Provide security for property protection and/or evidence protection.

   d. Collect evidence as appropriate.

   e. Coordinate necessary support with “Health and Medical” function.

f. Assist with evacuation.

g. Provide shelter security as required.

h. Provide security as required when the EOC is activated.

4. Recovery

a. Investigate source of disaster, if warranted.

b. Debrief personnel involved as appropriate.

c. Report mitigation, preparedness, and response recommendations.

IV. ORGANIZATION AND RESPONSIBILITIES

Anoka County Sherriff's Department has primary responsibility for all law enforcement operations within the city. They have primary responsibility to coordinate response to incidents that endanger life or property of citizens due to violation of law. They will provide on scene security for fire, EMS, and public works personnel responding to a disaster or serious emergency, utilizing mutual aid with other departments as needed.

V. DIRECTION AND CONTROL

The Highest Ranking Officer will be in command of all Anoka County Sherriff's Department operations until relieved by a higher authority. If the EOC is activated, the Sherriff will coordinate Anoka County Sherriff's Department and mutual aid support in accord with established standard operating procedures.

VI. CONTINUITY OF GOVERNMENT

The line of succession for Law Enforcement is as follows:

1. County Sheriff

2. Commander to be assigned

3. Commander to be assigned

4. Commander to be assigned

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Anoka County Sherriff's Department is responsible for development and maintenance of this law enforcement annex.

VIII. REFERENCES

A. East Bethel City Ordinances
B. FEMA Disaster Operations Handbook CPG 1-6
C. FEMA Job Aid Manual SM61.1

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ANNEX F

FIRE & RESCUE

I. PURPOSE

The purpose of this annex is to provide East Bethel with a firefighting, rescue and EMS capability able to meet the demands of a disaster or serious emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During emergencies or disasters, there is great potential for spontaneous eruption of many small fires. The possibility of a serious conflagration may create a disaster situation in and of itself. Fire, building collapse (perhaps resulting from a tornado, explosion) or transportation accident all pose the potential need for rescue of persons trapped.

2. The City of East Bethel is provided fire protection by the East Bethel Fire Department.

3. The East Bethel Fire Department is alerted through the Anoka County Radio 911 Dispatch.

B. Assumptions

Existing fire department personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. If required, additional aid may be obtained from county, state and federal agencies.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of fire department personnel in disaster situations are basically the same as daily operations. Primary responsibility is fire control, rescue and emergency medical services, radiological monitoring and hazardous materials incident response along with response to medical emergencies; however the East Bethel Fire Department does NOT transport patients.

B. Phases of Emergency Management

1. Mitigation

   a. Fire code enforcement.

   b. Public safety information programs.

2. Preparedness

   a. Equipment maintenance.

   b. Training of personnel.

   c. Development of communications procedures.

   d. Maintain contact with mutual aid departments.

3. Response

   a. Fire control.

   b. Rescue operations.

   c. Radiological monitoring.

   d. Hazardous materials control.

4. Recovery

   a. Fire inspection.

   b. Decontamination.

   c. Destruction of unsafe buildings.

IV. ORGANIZATION AND RESPONSIBILITIES

East Bethel Fire Department has primary responsibility for all fire and rescue operations within the city. They have primary responsibility to coordinate response to hazardous materials or radiological incidents and monitor radiological exposures. They will provide first responder emergency medical services and coordinate all EMS, health and medical support in a disaster or serious emergency, utilizing mutual aid agreements with other departments and private agencies, such as the American Red Cross.

V. DIRECTION AND CONTROL

The Duty Officer will be the initial commander of all fire department operations, until relieved by a senior officer. If the EOC is activated, the Deputy Fire Chief will coordinate fire department and mutual aid support in accord with established standard operating procedures.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Fire and Rescue Coordinator is as follows:

1. Deputy Fire Chief
2. Fire Duty Officer or Highest Ranking Officer responding
3. Highest Ranking Officer or most Senior Fire Fighter responding

VII. ADMINISTRATION AND LOGISTICS

Communications channels and equipment available are listed in Appendices 8 and 9 to this plan.

Mutual Aid and Private Enterprise agreements are listed in Appendices 13 and 14 to this plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The East Bethel Fire Chief is responsible for development and maintenance of this fire and rescue annex.

IX. REFERENCES

A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
B. FEMA Disaster Operations Handbook CPG 1-6.
C. FEMA Job Aid Manual SM - 61.1.
D. Appendices 8, 9, 13, 14 and 16 to this plan.

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ANNEX G

EMERGENCY RESOURCE SUPPLY

I. PURPOSE

The purpose of this annex is to establish procedures by which special or extraordinary resources which may be required in a disaster or emergency situation can be identified, obtained and allocated in a timely and orderly manner.

II. SITUATION AND ASSUMPTIONS

A. Situation

In time of disaster or emergency, the resources of East Bethel may be overtaxed or exhausted. This includes both equipment and expendable supplies, such as food, water and first aid supplies. It is not economically feasible to maintain a large reserve of expendables or capital equipment just for disaster situations. The City of East Bethel will have to anticipate such needs and find alternate sources which could be made available in an emergency.

B. Assumptions

1. During a disaster or emergency, private sector resources may be available to East Bethel. Payment (where required) for the use of private sector resources will be made from City of East Bethel funds and federal disaster funds applied for as appropriate. In accord with state and county guidelines, resources from county or state will normally not be requested until local sources have been exhausted, including the use of resources available through mutual aid agreements between East Bethel and other municipalities and/or fire protection districts. An emergency response period exceeding 6 hours will probably require outside resources.

2. Requisition procedures may be suspended during a disaster or serious emergency, as specified in the East Bethel City Ordinance and Minnesota State Law.

III. CONCEPT OF OPERATIONS

A. General

The first resources committed will be those under control of the City of East Bethel. Available resources will be mobilized to protect life and property of East Bethel citizens. Local resources will be augmented with mutual aid resources (including Red Cross) prior to seeking private sector resources. Private sector resources may be utilized where more efficient, economical or practical under the specific emergency circumstances.

B. Phases of Emergency Management

1. Mitigation

Review hazards identified for East Bethel in the Basic Plan to determine resources required to deal with them.

2. Preparedness

a. Identify locations of required resources.

b. Establish and maintain agreements with private sector including emergency contacts.

c. Identify resources required for critical facilities and for special groups (disabled, infirmed, or aged).

d. Develop emergency procurement procedures consistent with applicable laws and East Bethel City Ordinance.

3. Response

a. Work with EOC staff to establish priorities and allocate emergency resources.

b. Coordinate with assisting agencies (Red Cross, etc.).

c. Develop lists of resources required.

d. Coordinate with sources the acquisition and use of emergency resources.

e. Maintain records of resources procured.

4. Recovery

a. Check damage assessment reports to determine additional resources needed for recovery.

b. Total resources requests by internal and external organizations.

c. Set up staging areas to receive and distribute recovery resources.

d. Prepare report of emergency resources acquired and used.

IV. ORGANIZATION AND RESPONSIBILITIES

A. The East Bethel Finance Director, assisted by the Accounting Technician, the Planning Department Administrative Assistant, and discipline specific mutual aid personnel have primary responsibility for coordinating emergency resources in time of disaster.

B. Resources include, but are not limited to:

Food and sustenance supplies (coordinated with Red Cross and/or liaison in EOC)

Fuel

Electric energy

Water

Transportation

Construction equipment and supplies

Manpower (not otherwise covered in specific annexes).

Sheltering (* coordinated with Red Cross and/or responsible liaison in EOC)

V. DIRECTION AND CONTROL

Emergency resources management will be controlled from the EOC. The Finance Director will designate persons responsible for the functions covered by this annex. Conditions permitting, normal work areas may be utilized, but decisions will come from the EOC.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for the Resource and Supply Coordinator is as follows:

1. Finance Director

2. Planning Director

3. Accounting Technician

VII. ADMINISTRATION AND LOGISTICS

A. Bypassing normal purchasing procedures requires approval from the Mayor or City Administrator.

B. Records will be kept of all purchases and distributions.

C. Transportation of supplies will be coordinated through city resources, outside transportation sources (Appendix 11), or volunteers.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The East Bethel Finance Director is responsible for development and maintenance of this Emergency Resource Supply Annex.

IX. REFERENCES

A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
B. FEMA Disaster Operations Handbook CPG 1-6; FEMA Job Aid Manual SM 61.1
C. SEMA Disaster Response and Assistance Handbook.
D. Appropriate Annexes and Appendices in this Plan.

ANNEX H

HAZARDOUS MATERIALS

I. PURPOSE

This annex outlines the City of East Bethel planning for a hazardous materials emergency.

Hazardous material includes hazardous radioactive material.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Large numbers of hazardous material parcels, including radioactive material, are transported daily in the metropolitan Minneapolis/St. Paul area. With one major State highway, one several County State Aid Highways and various county roads through East Bethel, conditions exist which could lead to a hazardous materials incident in the City of East Bethel.

2. Fire Fighters of the East Bethel Fire Department are trained to the NFPA "Operational" level hazard materials (Haz Mat) response. Through communication with the Minnesota Duty Officer, the regional CAT (Chemical Assessment Team) can be requested for assessment of a Haz Mat emergency and the Minnesota State Duty Officer can also be used for a request of an Emergency Haz Mat response team.

3. The Hazmat Plan will be followed by the East Bethel Fire Department when responding to a hazardous materials incident. In addition to the Hazmat Plan, the Fire Department also has Standard Operating Guides (SOG) which provides response protocol for hazardous material incidents within the city.

B. Assumptions

1. East Bethel has the resources to respond to a hazardous materials incident (including radiological incident) for purpose of sizing the hazard, identifying the hazard and exposure level and advising emergency responders of safe procedure to follow, pending the arrival of hazardous material specialists.

2. The most likely hazardous material threat to East Bethel will be a transportation incident on the State highway or major County highways passing through the city.

III. CONCEPT OF OPERATIONS

A. General

1. The first responders to a hazardous material incident in East Bethel will assess the situation, secure the area, and call for appropriate specialists to respond to the scene.

2. Through communication with the Minnesota Duty Officer, the regional CAT (Chemical Assessment Team) can be requested for assessment of a Haz Mat emergency and the Minnesota State Duty Officer can also be used for a request of an Emergency Haz Mat response team.

B. Phases of Emergency Management

1. Mitigation

   a. Assess the possible presence of hazardous material in the city and on major transportation routes.

   b. Assist in evacuation planning for static hazardous material sites.

2. Preparedness

   a. Conduct training on hazardous material incident response.

   b. Maintain supplies for initial containment of hazardous materials.

   c. Ensure the procedures for calling out the regional Hazardous Materials Team are understood by all involved emergency personnel.

   d. Identify medical services and facilities capable of handling hazmat incident victims.

3. Response

   a. Initiate an Incident Command System. If appropriate, initiate evacuation of prescribed area around incident.

   b. Notify law enforcement of hazardous area.

   c. Take steps necessary to protect human life. Emergency medical procedures should not be denied just because

hazardous material may be involved; however, responder safety will always be considered. Property will be safeguarded as far as possible.

d. Call the regional Hazmat Response Team through the **Minnesota Duty Officer** or request the State Duty Officer to be notified through Anoka County Radio.

e. Keep the public away from the scene; prevent handling of debris.

f. Follow East Bethel Fire Department Haz Mat response SOG .

h. Wait for qualified hazardous material safety experts.

4. Recovery

a. Ensure decontamination of area is complete prior to allowing citizens to return to home or business locations.

b. Provide appropriate special instructions (boil water, discard exposed food, etc.) to returning citizens.

c. Follow up on analysis and assessment of incident for future mitigation planning.

IV. ADMINISTRATION AND LOGISTICS

A. The Incident Commander in the East Bethel Fire Department is the responsible officer on the scene, in a hazardous materials incident.

B. The East Bethel Fire Chief will be responsible for hazmat response resources and training.

C. Communications, warnings, public information, EOC operations, etc., will all be conducted in accord with the appropriate Annexes of this plan.

V. PLAN DEVELOPMENT AND MAINTENANCE

A. The Fire Chief of the East Bethel Fire Department is responsible for the development and maintenance of this section of the plan.

VI. AUTHORITY AND REFERENCE

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ANNEX I

PUBLIC WORKS

I. PURPOSE

This annex covers responsibilities and references for tasks required during emergency/disaster situations that are related to the Public Works functions in East Bethel.

II. SITUATION AND ASSUMPTIONS

A. Situation

During emergencies or disasters, Public Works personnel, skills and equipment may be required to address a variety of circumstances, depending on the nature of the emergency.

B. Assumptions

The East Bethel Public Works Department has the personnel, skills and equipment necessary to deal with building, streets, engineering, sanitation and maintenance requirements. In a disaster or serious emergency situation, these resources may be augmented through agreements with private enterprise and volunteer organizations (including American Red Cross), to meet the city's needs.

III. CONCEPT OF OPERATIONS

A. General

The responsibility for providing public works services during emergencies rests with the Director of East Bethel Public Works.

B. Phases of Emergency Management

1. Mitigation:

   a. Train personnel in emergency procedures.

   b. Identify vulnerabilities in public works.

   c. Initiate mutual aid agreements with neighboring cities.

d. Identify local private contractors who can provide support during emergencies and acquaint them with East Bethel 's emergency plans and procedures.

e. Review and update public works plans.

f. Clarify public works role in overall emergency plan.

g. Participate in design and execution of exercises.

2. Preparedness:

a. Maintain equipment and supplies for debris removal.

b. Maintain emergency staffing plans.

3. Response:

a. Survey roads, parks and City facilities in disaster areas and evaluate in terms of engineering estimates. Report findings to EOC.

b. Inspect all bridges and report status to EOC.

c. Make recommendations to alleviate problems.

d. Provide EOC coordinator, if required.

e. Clear roads and effect emergency repairs.

f. Barricade damage areas, as directed.

g. Notify EOC of areas barricaded.

h. Call out private contractors and other assistance as necessary.

4. Recovery:

a. Repair public works equipment and buildings.

b. Coordinate private and volunteer repair efforts.

c. Compile after action reports and make recommendations to city administration and City Council, as appropriate.

IV. ORGANIZATION AND RESPONSIBILITIES

The East Bethel Director of Public Works is responsible for direction and coordination of all public works functions during a disaster situation. The Public Works Director will represent or provide a representative of public works in the EOC, if it is activated.

V. DIRECTION AND CONTROL

A. Public Works direction and control during an emergency or disaster will be in accord with standard operating procedures of the East Bethel Public Works Department.

VI. CONTINUITY OF GOVERNMENT

Line of Succession

1. Public Works Director

2. City Engineer

3. Lead Public Works Employee

VII. PLAN DEVELOPMENT AND MAINTENANCE

The East Bethel Public Works Director is responsible for development and maintenance of this public works annex.

VIII. REFERENCES

A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
B. FEMA Disaster Operations Handbook CPG 1-6.
C. FEMA Job Aid Manual SM - 61.1
D. East Bethel Public Works

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ANNEX J

EVACUATION

I. PURPOSE

A. This annex provides for the orderly and expeditious evacuation of any part of the population of East Bethel, if that action is determined the most effective available for protecting people from the effects of any disaster. Mass evacuation of the entire city for many threats is no longer considered practical and "in-place" sheltering is anticipated in lieu of such an evacuation.

B. For hazard unique considerations see Hazard Unique Considerations Appendix. For reception and care see Reception and Care Annex L.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several types of emergencies could occur in East Bethel which would require the evacuation of persons from their homes or places of business.

2. Evacuating hazardous areas is the most effective action for protecting people in many situations of disaster or threatened disaster.

3. Evacuation can be accomplished more rapidly and effectively if plans are developed and tested in advance of the need, regardless of the size of the population affected.

B. Assumptions

1. There will be people who refuse to follow evacuation instructions. They will be left until willing evacuees are provided for.

2. A significant portion of the population will willingly leave their home or place of business and seek shelter with friends, neighbors or family located outside the evacuation area.

3. Some portion of the population to be evacuated will require transportation to a safe area.

4. People with special needs, such a language barriers or disabilities, especially those disabilities which limit mobility, will need to be accommodated.

5. Additional personnel will be needed to notify and ensure the evacuation of the threatened area and city employees (not required for other emergency service), Sheriff's reserves, fire Explorers may be enlisted to assist as appropriate.

6. Control of any attempted looting of the evacuated area will be controlled by law enforcement as part of their emergency operations procedures.

III. CONCEPT OF OPERATIONS

A. General

1. The East Bethel Fire Department or designee will be responsible for coordinating evacuation activity.

2. Evacuation is the movement of people from a place of danger to a place of relative safety. It may be the only practical way to protect people from the effects of some disasters.

3. Several hazards identified in the East Bethel Hazards Analysis have the potential for making evacuation of people necessary.

4. Evacuation may be carried out within the East Bethel city limits, or require reception and care of evacuees outside East Bethel.

B. Direction and Control

1. The EOC may or may not be activated to accomplish an evacuation; other factors combined with the evacuation will determine the need for the EOC activation.

2. The decision to evacuate can be made as a policy decision by the Mayor (and/or EOC "Policy Group") or as an emergency decision by a field commander.

C. Phases of Emergency Management

1. Mitigation
   a. Identify population groups or facilities requiring special assistance (long term care facilities, preschools, schools…).

b. Identify special resources (transportation, barricades, emergency generators, …) which may be required to facilitate an evacuation.

2. Preparedness

a. Develop a procedure for logging evacuated addresses.

b. Develop a procedure for notifying persons who do not respond to a knock at the door or public address from the street.

3. Response

As detailed below.

4. Recovery

a. Have the EOC telephones covered to receive calls from evacuees for information regarding all clear to return home.

b. Track arrivals at shelters for advice when it is safe to return home.

c. Monitor activities until situation is normal.

IV. RESPONSIBILITIES

A. An "Analysis Team" will be assembled in the EOC, or in the field, if the EOC is not activated. The Analysis Team will obtain full particulars on the disaster, scope of potential evacuation required, and meteorological or other relevant information for recommending area to be evacuated and route(s) safe to use.

B. Warning of the affected population will be in accordance with the Communications and Warning Annex of this plan. Persons will be advised of available shelter and given the EOC emergency number of XXX-XXXX to call for further information and advice when it is safe to return home.

C. If persons refuse to leave their homes, names and addresses should be recorded, and "next of kin" information should be obtained from them. Depending on the nature of the disaster requiring evacuation, the "stay at home" people will either be persuaded to evacuate, left alone, or a court order for their removal obtained, if circumstances warrant.

D. Addresses evacuated will be logged in the EOC.

E. Addresses not responding to a knock at the door will be reported to the EOC.

F. If a large segment of the population is to be evacuated and public transportation is needed, staging areas will be designated for transportation pickup. The three primary staging areas will be the East Bethel City Hall (north), the Coon Lake Beach Community Center (Southeast), the East Bethe Ice Arena (South) and Cedar Creek Community School (West central)

G. Traffic, law and order, and security of the evacuated area will be affected in accord with the Law Enforcement Annex of this plan.

H. Reception and care of evacuees will be in accord with the Reception and Care Annex of this plan, as required.

I. Transportation for those persons without their own will be provided.

J.

K. Evacuation of institutions may require assistance from the Red Cross and/or other volunteer agencies.

V. CONTINUITY OF GOVERNMENT

A. Lines of succession.

The lines of succession for the Evacuation Coordinator will be as follows:

1. Deputy Fire Chief
2. District Fire Chief
3. Highest Ranking Officer

VI. ADMINISTRATION AND LOGISTICS

A. Several annexes to this plan contain information relevant to conducting a successful evacuation. Direction and Control, Communications and Warning, Emergency Resource Supply, In Place Shelter , Reception and Care, Health and Medical, Emergency Public Information, Law Enforcement and Damage Assessment all pertain. The Appendices to this plan on Transportation Sources, Institutions, Hospitals and Media Contacts may also be referenced.

B. Every effort should be made to accurately document the movement of people and any related transactions so that claims may be substantiated and properly disposed of.

C. To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, or significant property damage.

VII. PLAN DEVELOPMENT AND MAINTENANCE

Development and maintenance of this Annex is the responsibility of the East Bethel Emergency Management Director.

VIII. AUTHORITIES AND REFERENCES

A. FEMA Guide for Emergency Operations Plans CPG 1-8
B. East Bethel City Ordinance
C. Appendix 19 – Staging Areas and Evacuation Routes

ANNEX K

IN-PLACE SHELTER

I. PURPOSE

To provide for guidance to citizens of East Bethel on preparing themselves for extended confinement to their normal residence or place of business or a public shelter due to an emergency or disaster situation in East Bethel that will prohibit them from leaving the structure they are in or from moving about town to obtain food and shelter from external sources.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based on the hazards in East Bethel, there is a possibility that some of East Bethel's population may either be evacuated from their home or business or confined there for an extended period following a disaster which renders their exposure to the outside dangerous, roads unusable or public services unavailable, such as severe weather or hazardous material incident.

B. Assumptions

1. Population relocation plans for major crisis are no longer in effect.

2. Under local emergency conditions requiring shelter of people displaced by an East Bethel disaster, national statistics show that 50% or more will seek shelter with friends or relatives.

3. Persons with special needs or disabilities will be accommodated.

4. Institutions in East Bethel will provide for sheltering of their patients or residents in their own emergency planning.

III. CONCEPT OF OPERATIONS

A. General

1. The City of East Bethel will operate a temporary shelter only when required by circumstances.

2. The American Red Cross has been designated to operate shelter facilities during disasters.

3. In a locally wide spread disaster, such as an severe weather, where the Red Cross resources may be taxed to the limit, residents will be required to shelter “in place” at home, if possible, or in community churches, schools and service organizations.

B. Phases of Emergency Management

1. Mitigation

a. Prepare guidance to residents on planning to shelter in place if required.

b. Distribute guidance on resources to stock and preparations to make at home for in place sheltering.

2. Preparedness

a. Maintain the Reception and Care Annex of this plan.

b. Conduct public information briefings to ensure understanding of potential in place sheltering situations that could restrict citizens’ mobility and availability of public services using Town Hall meetings, email updates and newsletters. Use of the City PIO is required.

3. Response

a. Advise public of public shelters, if such are available and accessible by the public.

b. Advise public of domestic animal pet sheltering availability.

c. Keep public informed on status of disaster and conditions of roads, availability of restaurants and food stores, etc.

d. If it is not safe for the public to leave their home or business due to a hazardous condition in the air, advise them to close and seal all doors and windows, close curtains and stay away from windows, turn off exhaust fans and heating systems, bring in pets, and close fireplace dampers.

4. Recovery

a. Canvas neighborhoods to determine welfare of residents.

b. Check with churches, schools, etc., regarding welfare of their populations.

IV. CONTINUITY OF GOVERNMENT

The line of succession for the In-Place Shelter Coordinator is:

1. Fire Marshal/Inspector

2. Deputy City Clerk

3. Public Information Officer

V. RESPONSIBILITY AND MAINTENANCE

The East Bethel Fire Inspector is responsible for preparation and maintenance of this annex, and supervising the in place shelter program for East Bethel.

VI. REFERENCES

A. American Red Cross. Statement of Understanding Between the Federal Emergency
B. Management Agency and the American National Red Cross. ARC 2267.
C. FEMA Disaster Operations Handbook CPG 1-6.
D. FEMA How to Manage Shelters SM-11.

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ANNEX L

RECEPTION & CARE

I. PURPOSE

To provide temporary living accommodations for persons in East Bethel forced to leave their normal place of residence due to an emergency or disaster situation in East Bethel.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based on the possible hazards in East Bethel, there is a possibility that some of East Bethel's population may require relocation for some period of time ranging from hours to days. Hazards that could cause such a need include tornado, severe winter storm and some types of hazardous material incidents.

B. Assumptions

1. Under local emergency conditions requiring shelter of people displaced by an East Bethel disaster, 50% or more are likely to seek shelter with friends or relatives.

2. Persons with special needs will require accommodation.

3. Institutions such as hospitals or long term care facilities will have their own emergency plans for relocation of their patients/residents.

III. CONCEPT OF OPERATIONS

A. General

1. The American Red Cross has been charged with operation of shelter facilities.

2. When needed, an Anoka County Radio dispatcher or Emergency Management Director will contact the ARC advising of the situation and requesting shelter activation.

3. On a limited emergency, the ARC will generally respond to the scene and confer with the Incident Commander to determine the requirements for opening a shelter.

4. On a large-scale emergency, the ARC will advise the location of a shelter that they will open or which is already in operation to accommodate displaced persons.

5. The ARC will not generally provide a list of shelters in advance since their contracts are considered internal information. Shelter location is selected at the time of need based on the specific need, type of incident, number of people, etc.

B. Phases of Emergency Management

1. Mitigation

a. Understand the requirements of reception and care at a shelter.

2. Preparedness

a. Review and update Appendix 14 of this plan to ensure correct ARC emergency contacts.

b. Communicate with the ARC periodically to confirm phone numbers and procedures.

c. Prepare for use of a city facility, such as the Community Center, for very **short term** sheltering when weather conditions dictate the need to shelter persons prior to the ARC arrival and opening of a shelter facility.

d. Identify locations where domestic pets can be taken if unacceptable at shelter locations.

3. Response

a. Notify Red Cross of requirements based on disaster situation.

b. Open the Community Center, if required by the situation.

c. Coordinate with PIO and Evacuation Coordinator.

d. Provide information on shelter availability and location.

f. Advise the public which shelters will accept pets or where pets may be taken for temporary sheltering. Reference Appendix 14 for possible animal shelter facility locations.

g. Maintain records of persons arriving until the ARC takes over shelter management.

h. Coordinate with “Health and Medical” if required for evacuee's needs.

4. Recovery

a. Provide shelter as long as needed.

b. Arrange transportation home or to long-term shelter, if required.

c. Submit report of shelter activity.

IV. CONTINUITY OF GOVERNMENT

A. The line of succession for the Reception and Care Coordinator will be:

1. Deputy City Clerk

2. City Receptionist or Building Administrative Assistant

3. Fire Department Lieutenant

V. RESPONSIBILITY AND MAINTENANCE

The East Bethel Deputy City Clerk is responsible for preparation and maintenance of this annex, and supervising the Reception and Care program for East Bethel.

VI. REFERENCES

A. American Red Cross. Statement of Understanding Between the Federal Emergency
B. Management Agency and the American National Red Cross. ARC 2267.
C. ARC Minnesota Chapter Disaster Plan
D. ARC Shelter Management Handbook
E. FEMA Disaster Operations Handbook CPG 1-6.
F. FEMA How to Manage Shelters SM-11.

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ANNEX M

HEALTH & MEDICAL

I. PURPOSE

This annex covers responsibilities and references for health and medical services during emergency/disaster situations in the City of East Bethel.

II SITUATION AND ASSUMPTIONS

A. Situation

Health and medical services will be an integral part of any disaster or major emergency operation. Both emergency and preventive services may be required, including emotional support to disaster victims and workers.

B. Assumptions

1. Experience indicates that many, if not most, injured civilians are not transported to hospitals by medical personnel.

2. Emergency Medical Services (EMS) is most critical 15 to 30 minutes after a disaster. Later, EMS personnel will be dealing with less critically injured and/or deceased.

3. Mutual aid will arrive after the first 15 - 30 minutes; therefore, East Bethel will be "on its own" for the initial critical period.

4. In a wide spread disaster, many minor injuries in the community will be treated by civilian first aid because the normal EMS system will be overburdened and not able to respond outside the major disaster areas.

III. CONCEPT OF OPERATIONS

A. General

1. The East Bethel Fire Department along with the Anoka County Sherriff's Department and Allina Medical Transportation are responsible for emergency medical response in the City of East Bethel whether routine or in a disaster. Allina Medical Transportation has fully equipped Advanced Life Support Vehicles (ALS) to provide ambulance transport of injured. Backup for emergency medical response and transport is provided by mutual

aid agreements with other medical transportation companies within the surrounding communities.

2. Public health for Anoka County and all municipalities therein is the responsibility of the Anoka County Health Department. The Department serves the public health needs of all residents of the county.

B. Phases of Emergency Management

1. Mitigation

a. Identify likely mass casualty disasters based on hazard analysis of East Bethel.

b. Conduct public education on what to expect in various types of disasters with regard to EMS availability.

2. Preparedness

a. Keep ongoing communication with Allina and Sherriff's Department on EMS response protocols.

b. Plan for response and staging in a mass casualty disaster incident.

c. Maintain necessary equipment and supplies for field operations at a mass casualty incident.

3. Response

a. Triage: Assessing and classifying patients according to degree of injury so that effective treatment and transportation may be provided.

b. Medical supervision and control.

c. Advanced Life Support transportation using paramedics and EMTs.

d. Transportation using ambulances for seriously injured or other means for large numbers of minor injured.

e. Activate temporary morgue in liaison with the county medical examiner, as necessary.

4. Recovery

a. Continue response and treatment activities as necessary.

b. Compile reports required by local and state authorities.

c. Re-supply expendables.

IV. ORGANIZATION AND RESPONSIBILITIES

A. East Bethel Fire Department will provide first response emergency medical service (EMS) with Allina Medical Transportation and Anoka County Sherriff's Department and mutual aid from neighboring fire departments under established mutual aid agreements.

B. East Bethel Fire Department, Allina Medical Transportation and Anoka County Sherriff's Department other responders will utilize their SOP for triage coding and functions.

C. The Anoka County Health Department will provide public health services during a disaster situation.

D. The local chapter of the American Red Cross will provide medical and nursing care in shelters and emergency aid stations; provide blood and blood products; make hospital visits to determine dead, missing, ill, and injured; provide information to families on health resources in the community; assist in establishing and operating a morgue and with victim identification; establish and staff temporary infirmaries if needed; assist in transportation arrangements for ill and injured; assist with evacuation of nursing homes or hospitals when required and requested.

V. DIRECTION AND CONTROL

Field operations for EMS will be under the direction of the East Bethel Fire Department. If required, field medical supervision will be performed by designated Allina Medical Transportation personnel.

Shelter health and medical will be under the direction of the American Red Cross shelter manager.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession for the Anoka County Health Department

1. Director

2. TBD

3. TBD

B. Lines of succession for local EMS

1. Fire Chief

2. Deputy Fire Chief

3. Fire Captain

VII. PLAN DEVELOPMENT AND MAINTENANCE

The East Bethel Fire Chief and Allina Medical Transportation are responsible for development and maintenance of this Health and Medical annex.

VIII. REFERENCES

A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
B. FEMA Disaster Operations Handbook CPG 1-6.
C. FEMA Job Aid Manual SM - 61.1

ANNEX N

TERRORISM RESPONSE

I. PURPOSE

The purpose of this annex is to establish a unified approach for emergency response agencies of East Bethel to respond to and recover from a threat or act of terrorism. Also, to establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. East Bethel has some potential targets for terrorist activities. These include, but are not limited to:

   a. Municipal government facilities and structures.

   b. Religious facilities.

   c. Businesses and manufacturing centers.

   f. Highways

   d. Future public utilities;

   e. Large public gatherings.

2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, and transportation attacks (hijacking, bombing, sabotage).

   a. Weapons of Mass Destruction (WMD): Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).

   b. Chemical Agent: A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects.

c. Biological Agents: Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials.

d. Radiological/Nuclear: High-energy particles or gamma rays emitted by an atom undergoing radioactive decay.

e. Explosives: Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents.

f. Cyber Terrorism: "Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures.

III. CONCEPT OF OPERATIONS

A. General:

1. The Federal government has primary responsibility to prevent, preempt, and terminate threats or acts of terrorism, and to apprehend and prosecute the perpetrators.

B. Primary Objectives in Response to a Terrorist Act:

1. Protect the lives and safety of the citizens and first responders.

2. Isolate, contain, and/or limit the spread of any cyber, nuclear, biological, chemical, incendiary, or explosive device.

3. Ensure that responders have appropriate equipment and personal protective equipment (PPE).

4. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.

5. Notify appropriate state and Federal agencies.

6. Provide accurate and timely public information.

C. Phases of Emergency Management:

1. Mitigation:

a. Develop a method for processing information.

b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.

c. Integrate Response on all terrorism training exercises.

2. Preparedness

a. Develop and review Plans and SOG's for response to a terrorist incident.

b. Advise key personnel of the potential risk.

3. Response:

a. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.

b. Each Emergency Response agency shall report to the EOC upon arrival and may be required to provide a representative to the on-scene Unified Command.

c. Local government departments will provide assistance to the EOC as dictated by the current situation.

4. Recovery:

a. Determine the extent of damages, prepare a damage assessment report and request assistance.

b. Test, check, and exercise equipment to identify its serviceability.

c. Restore all public service to the general population.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization:

The response will be conducted from the EOC or Incident Command Post.

B. Assignment of Responsibilities:

1. EOC Function: (See Basic Plan and appropriate Annex's for additional Information).

2. Emergency Management:

   a. Direction and Control will originate from the EOC.

   b. Ensure the alternate EOCs are operationally ready in the event that the primary EOC is not available.

   c. The EOC will be staffed in accordance with the Basic Plan.

   d. Coordinate with Anoka County EM and other Federal, State or Local Agencies EOCs as necessary.

   e. Coordinate response and recovery operations.

   f. Identify and coordinate resource requirements.

3. Local Law Enforcement:

   a. Manage the incident scene. Set-up IMS to manage/coordinate with other departments and agencies using the Unified Command System.

   b. Security, investigation and support to other agencies.

   c. Keep the EOC informed.

4. Public Works:

   a. Respond to emergency requests from the EOC.

   b. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not been cleared and declared safe for reentry.

V. DIRECTION AND CONTROL

A. Initial response operations are the responsibility of the City of East Bethel and Anoka County Sherriff's Department. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control.

B. Local Public Information Operations will be coordinated from the EOC. Note: FEMA/FBI may establish a JIC (Joint Information Center).

C. Response and Recovery operations are the responsibility of the local jurisdiction.

VI. CONTINUITY OF GOVERNMENT

Line of Succession for Terrorism:

The Line of Succession for terrorism incidents in the City of Kirkwood will be dependent on the responding agency.

VII. ADMINISTRATION AND LOGISTICS

A. Administration:

1. To implement Annex N, an incident must be designated a terrorist threat or action by the Mayor or successor if the Mayor is not accessible.

Functional Annex V
Damage Assessment

PURPOSE

The purpose of this functional annex is to describe the Damage Assessment functions performed by the City of East Bethel during times of disaster. This annex will build upon elements and responsibilities previously set forth in the Basic Plan. The purpose of this annex is to assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance. This annex describes the processes and responsibilities for damage assessment functions to be performed by East Bethel in order to determine immediate needs post-disaster, and to enable timely disaster assistance if available.

ORGANIZATION

The Emergency Management Director, with assistance from the City Building Official, the City Engineer, and other county officials trained in damage assessment, is responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise. All reports are to be submitted to the City EOC to be compiled, consolidated, and then submitted to the County and State EOC.

CONCEPT OF OPERATIONS

Damage Assessment reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property of a magnitude which requires expenditure of local government funds or which might be eligible for or require a request for state or federal assistance. The Damage Assessment process includes three assessment types. These are 1) Rapid Needs Assessment, 2) Initial Damage Assessment, and 3) Preliminary Damage Assessment. Designated teams will assess damage within the limits of capability. Damage to state-owned roads and bridges will be assessed by the Department of Transportation and damage to county-owned bridges and highways will be conducted by Anoka County. If the nature of the emergency is such that local resources are incapable of assessing the damage, then additional assistance will be requested by the Director of Emergency Management.

When conducting Damage Assessments, the city will be divided into grids, with each grid assigned to a Damage Assessment Team. Depending upon the disaster event and the circumstances, all grids of the city may not need Damage Assessments. Only those divisions needing assessment will be assessed.

A Rapid Needs Assessment (RNA) should be completed within 24 hours of an event (during the emergency response phase of the event), and submitted with the Local Situation Report to the State EOC. The RNA focuses on immediate lifesaving and

imminent hazards to minimize further suffering and loss. Information for this assessment will be collected by emergency responders, as well as other county staff. It should be reported back to the East Bethel EOC for compilation and inclusion in the Local Situation Report. Potential impacts to assess during the RNA include:

- Food supply
- Water supply
- Evacuation needs
- Sheltering needs
- Health and medical needs
- Hazardous materials
- Transportation routes

An Initial Damage Assessment (IDA) should be completed with 72 hours of an event (during the recovery phase of the event) and submitted to the City EOC. The IDA focuses on damage to residences, businesses, and public infrastructure, as well as emergency activities. The IDA determines whether a Joint Preliminary Damage Assessment will be requested to FEMA. The IDA is a structured process conducted by damage assessment teams in the field. All IDA reports should be consolidated to the a Cumulative Initial Damage Assessment Report for reporting to the City and County EOC within 72 hours of the event.

Individual Assistance (IA) Damage Assessments focus on privately-owned residences and businesses. This should include:

- number of residential structures, by category of damage
- number of business structures, by category of damage
- insurance coverage estimates
- estimates of repair or replacement of damaged structures
- any pertinent background information

Categories of damage include: destroyed, major, minor (these three categories are all uninhabitable), and affected habitable.

Public Assistance (PA) Damage Assessments focus typically on infrastructure, which is state or local government owned (and certain non-profit organizations). These assessments are broken into these seven categories:

- Debris removal
- Emergency protective measures
- Roads and bridges
- Water control facilities
- Buildings and equipment
- Utilities
- Parks and recreational facilities

See Tab 3 for more information.

A. Normal Operations

1. Develop plans and procedures.

2. Review forms.

B. Increased Readiness

A natural or man-made disaster is threatening the local area.

1. Make task assigments.

C. Emergency Actions

1. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

a. Prepare to make an initial damage assessment. Alert teams to stand-by status.

2. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

a. Complete a Rapid Needs Assessment, to be included in Local Situation Report, and submit the State EOC within 24 hours.

b. Complete and submit an official Initial Damage Assessment Report to the State EOC within 72 hours.

c. Continue to provide damage assessment and assist with record keeping, as required.

D. Recovery

Continue to assist with damage assessment and requests for post-disaster assistance as required.

1. Conduct joint Federal/State/Local Preliminary Damage Assessment if requested.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The East Bethel Building Official is responsible for development and maintenance of this Emergency Resource Supply Annex.

IX. REFERENCES

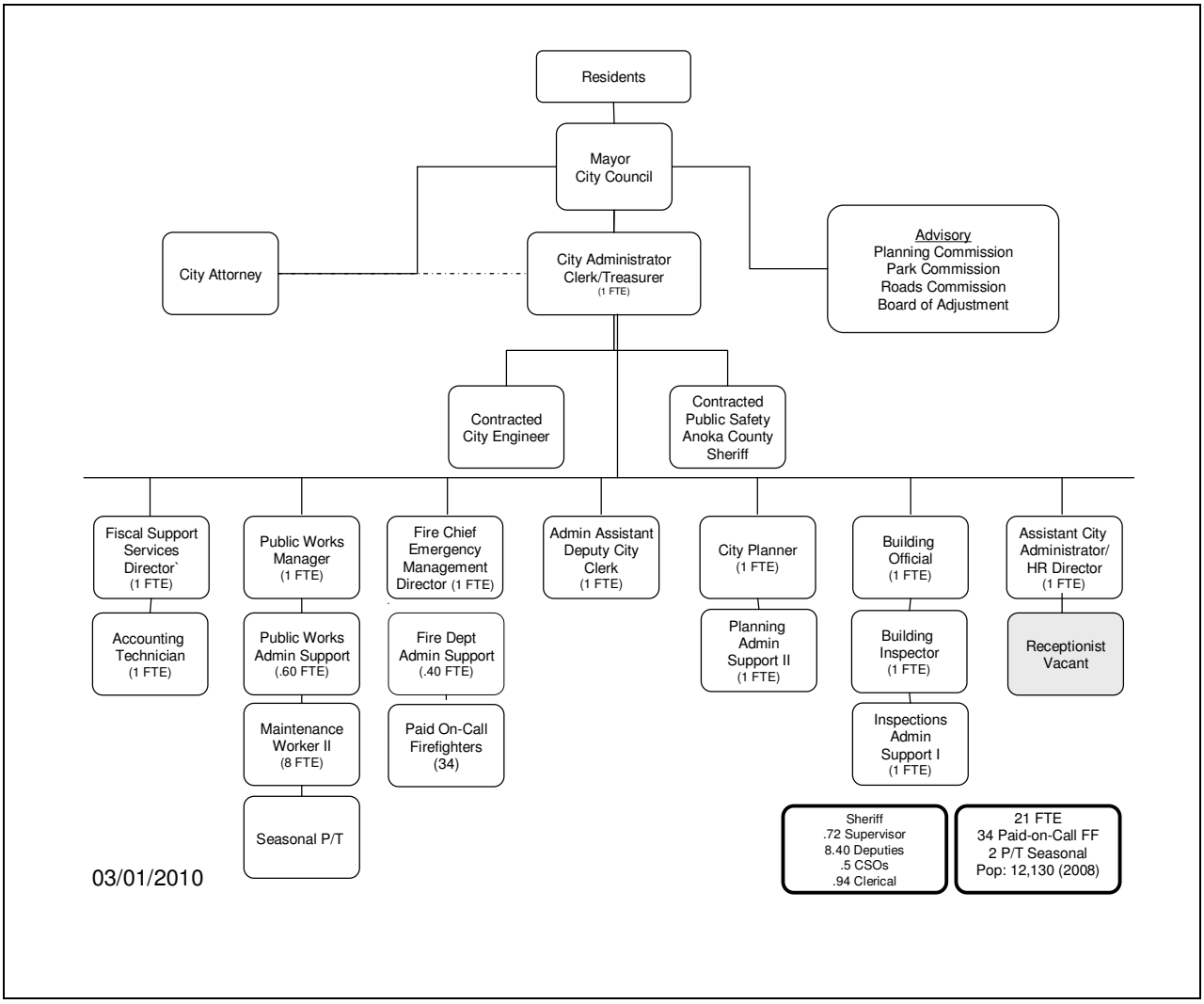
A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
B. FEMA Disaster Operations Handbook CPG 1-6; FEMA Job Aid Manual SM 61.1
C. SEMA Disaster Response and Assistance Handbook.
D. Appropriate Annexes and Appendices in this Plan.

APPENDICES

APPENDIX 1

CITY OF EAST BETHEL, MINNESOTA

FUNCTIONAL ORGANIZATION



EXECUTIVE LINE OF SUCCESSION

A. IN accordance with the City of East Bethel Ordinance, Chapter 2, Article XI, Sections 603 – 603); In the absence of the Mayor, the Acting Mayor shall assume responsibility. In the absence of the Mayor and Acting Mayor, those persons present, by majority vote, regardless of number, shall elect a chair to preside at the meeting and a secretary to keep minutes.

EMERGENCY RESPONSIBILITY BY ORGANIZATION

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

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

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

2. "S" indicates support responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.

3. "C" indicates coordination responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-governmental agencies are involved.

4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and municipal officials will have the corresponding responsibility within city limits.

5. Only one "P" or "C" can be assigned per function, and at least one "S" should be assigned for each function.

CHART A
EMERGENCY RESPONSIBILITY ASSIGNMENTS

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Warning and Notification	Anoka County Central Communication - P Anoka County Sheriff's Department. – S	See Annex A
2. Direction and Control	Mayor and/or City Council – P City Administrator - S Emergency Management Director - S	See Annex B
3. Emergency Public Information	Mayor - P City Administrator - S Emergency Management Director - S	See Annex C
4. Search and Rescue	Fire Department - P Anoka County Sheriff's Department - S Mutual Aid Fire Depts. - S	See Annex D
5. Public Health Protection	Emergency Management Director - P Local Hospitals, Clinics, Allina Transportation, etc. - S Anoka County Community Health & Emergency Services - S	See Annex E
6. Evacuation, Traffic Control, and Security	Anoka County Sheriff's Department - P State Patrol - S Fire Department - S	See Annex F
7. Fire Protection	Fire Department - P Mutual Aid Fire Depts. – S	See Annex G
8. Damage Assessment	Building Official – P Building Inspectors - S City Engineer - S	See Annex H
9. Mass Care	Red Cross - P Anoka County Emergency Management Director - S Salvation Army - S	See Annex I
10. Debris Management	Public Works Department - P Anoka County Department of Public Works – S	See Annex J
11. Public Works/Utilities Restoration	Public Works - P City Engineer - S	See Annex K
12. Environmental Hazard Response	Fire Department – P Anoka County Community Health & Emergency Services - S Emergency Management - S	See Annex L
13. Resource Management	Emergency Management – P City Staff - S	See Annex M
14. Terrorism	Emergency Management Department – P Anoka County Sheriff's Department – S Fire Department - S FBI, CIA – S, C	Emergency Management is Primary for initial response. Federal agencies become primary for investigation and on-going response. See Annex N
15. Emergency Notification Contact List	Emergency Management Department - P	See Annex O
16. Continuity of Government	Emergency Management Department – P City Administrator - S	See Annex P

Code: P = Primary; S = Secondary; C = Coordination

APPENDIX 2

EMERGENCY NOTIFICATION LIST

To be notified as required, based on the situation:

City Administrator
Emergency Management Director/Fire Chief
Mayor and City Council, through City Administrator
Sherriff's Department
Deputy Fire Chief
Public Works Director
Finance Director
Planning Director
Building Official
IT Vendor

NOTE: Names and telephone contact numbers of each position above for regular and off duty hours are maintained in City Hall.

APPENDIX 3

EMERGENCY OPERATING CENTER (EOC)

EOC ORGANIZATION, ASSIGNMENTS AND S.O.P.

EOC ORGANIZATION

POLICY GROUP
Provides executive direction and guidance in matters of East Bethel policy; provides official information and instructions to the public.

DISASTER ANALYSIS GROUP
Collects and analyzes data; interprets and predicts disaster damage or other effects; interprets for the EOC staff the actual or potential impact of the disaster on emergency operations.

OPERATIONS GROUP
Directs the conduct of emergency operations through the field forces deployed; is organized along the functional lines of the East Bethel government. The Incident Command System used by all Anoka County area fire services will be the basis for organization of field operations.

NOTE: Department heads, especially Police, Fire and Public Works, will locate in the EOC or Incident Command Post, based on nature of the emergency.

RESOURCE MANAGEMENT GROUP
Ensures adequate supplies to support emergency operations, including food, fuel, transportation, communications, etc. Executes pre-emergency agreements with outside agencies, businesses, volunteers, etc., to maintain supply of resources needed. Tracks expenses unique to the emergency/disaster incident.

MESSENGERS
Carry messages between EOC and communications center and other city offices as required.

EOC STAFFING

POLICY GROUP 14
Mayor, City Council, City Administrator, City Attorney, 7
Department Heads, EM Director, 5
Outside agency liaison executives. (2)
(Sherriff Liaison and City Engineer)

DISASTER ANALYSIS GROUP
Building Official, City Engineer 2

OPERATIONS GROUP 7
Department heads or designated representatives. 7

RESOURCE MANAGEMENT GROUP 2
Finance Director, City Administrator, 2

MESSENGERS 2

Total staffing 16

* The five department heads in the Policy Group, Resource Management Group and Disaster Analysis Group will also serve on the Operations Group.

EOC PHYSICAL LAYOUT

The primary EOC is located on the lower level of the East Bethel Fire Station # 1, 2751 Viking Blvd. The EOC is routinely used as the Fire Department Training Room. It is 20 x 40 feet (800 sq. ft.) set up classroom style with one computer desks. There is one phones and a cable connected television. The City's computer network is accessible. The building contains restrooms and a kitchen with break room. An automatic backup electric generator supports the building. Access to the building is controlled.

PERMANENT WALL DISPLAYS could include a large East Bethel city map with clear overlay for displaying roads closed, major damage areas, location of temporary medical and shelter facilities, expected problem areas and evacuation status.

Additional displays may be hung as needed, to include:

Damage assessment chart
Medical facilities status
Shelter and mass care status board
Bulletin board
County and state maps
Resource status board: personnel, equipment, …

Cable TV can display The Weather Channel, and major news sources including CNN and Headline News.

E O C STANDARD OPERATING PROCEDURE
EOC ACTIVATION CHECKLIST

Alerted: Persons listed on EOP Attachment 2
Hospitals (EOP Attachment 5)
Ambulance services
Red Cross
Salvation Army
Outside utilities (EOP Attachment 7)
AT&T
Kirkwood, Missouri EOP Appendix - Page 8 June 2010

EOC SETUP CHECKLIST
If "Policy" or "Operations" groups will assemble, direct them to the Fire Chief's office
Set up wall charts.
Power on and check radios and PCs.
Place stationary supplies on service counter.
Prepare to set up public information or media center if required.

EOC DEACTIVATION CHECKLIST
Clear walls of temporary displays; Inventory and replenish expendables, and store supplies.
Power off public safety radios, computers and video displays.

APPENDIX 4

SCHOOLS AND INSTITUTIONS

NAME/LOCATION	PHONE	WARNING DEVICE
Schools		
Churches		
Ice Arena		

APPENDIX 5

HOSPITALS

NAME / LOCATION	PHONE WARNING	DEVICE
Mercy Hospital		
Address		
ER		
Security		
Main		
Unity Hospital		
Address		
ER		
Security		
Main		
Cambridge		
Address		
ER		
Security		
Main		
Wyoming		
Address		
ER		
Security		
Main		

APPENDIX 6

EMERGENCY TELEPHONE NUMBERS

Anoka County Radio	763-427-1212
Anoka County Sherriff's Department	
Minnesota Highway Patrol	
Minnesota State Duty Officer	
Anoka County Medical Examiner	763-323-6411
National Weather Service	
Anoka County Emergency Management	
American Red Cross 24 hr Emergency	
F.B.I	
U.S. Marshal	
U.S. Secret Service	
Poison Control Center	

APPENDIX 7

UTILITIES

Name	Telephone
Xcel	
Connexus	
Center Point	
Metropolitan Council Sewer	

APPENDIX 8

COMMUNICATIONS CHANNELS

Radio talk groups active in the Fire Station Communications Center:

Name	Telephone

APPENDIX 9

EQUIPMENT INVENTORIES

I. VEHICLE SUMMARY

A. Fire Department Vehicles:

- 3 Pumper/Rescue (first line)
- 2 Water Tenders
- 2 Brush truck
- 2 Rescue Trucks
- 1 Pickup truck
- 1 Boat/Trailer

All fire vehicles above equipped with radio on frequencies used by Anoka County emergency (fire) dispatch agencies and municipal dispatches, state wide mutual aid channel and Anoka Public Works.

C. Public Works Vehicles:

- Heavy duty trucks
- Light duty trucks
- Heavy duty dump trucks
- Road grader, backhoe, forklifts, etc.

II. MISCELLANEOUS EQUIPMENT SUMMARY:

A. Emergency generators:

1. Permanent at Fire Stations 1

B. Multiple portable generators and chain saws among Fire and Public Works

1. Compressors at Fire Stations and Public Works
2. Jack hammers
3. Chain saws at Fire Stations and Public Works
4. Snow plows at Public Works
5. Barricades at Public Works and Anoka County
6. Warning lights at Public Works and Anoka County
7. Pylon markers at Public Works and Anoka County **III.**

APPENDIX 10

WARNING SIREN INDEX

1341 187th LN NE	Siren #1 187th Ln
3124 185th LN NE	Siren #2 185th Lane
4126 Viking Blvd NE	Siren #3 Viking Blvd
4325 Wild Rice Dr NE	Siren #4 Wild Rice Dr
21519 Kissel St NE	Siren #5 Kissel St
19734 E Bethel Blvd	Siren #6 E. Bethel Blvd
1105 Klondike Ave NE	Siren #7 Klondike Dr
21210 Polk St	Siren #8 Polk St
1812 209th Ave NE	Siren #9 209th Ave
22655 Buchanan St NE	Siren #10 Buchanan St
1172 241st Ave NE	Siren #11 241st Ave
22266 Palisade St NE	Siren #12 E Bethel Park
22786 E. Bethel Blvd	Siren #13 EBB
3091 212th Ave NE	Siren #14 212th Ave
23603 Durant St NE	Siren #15 Durant St

Siren Maintenance:

Ebedded Systems

Ready Watt Electric

Activation by Anoka County is tested the FIRST WEDNESDAY of EVERY MONTH at 1300 hrs.

NO Local activation of sirens is possible

APPENDIX 11

TRANSPORTATION SOURCES

Name	Telephone
Bus Companies	
Taxis	
MTC	

APPENDIX 12

STATE AND CITY LAWS

The following documents are on file in the office of the East Bethel City Clerk, and may be referenced as required.

A. Ordinances of the City of East Bethel, Minnesota

Defines the City's form of government, elected positions, responsibilities and limitations of each. Establishes the East Bethel Office of Emergency Management and establishes emergency powers for the City Council; Establishes the Emergency Management Director position with duties and responsibilities.

C. Chapter 12, Revised Minnesota Statutes

Covers disaster preparedness responsibilities of the state and local governments, including responsibility of each political subdivision to have a disaster planning organization.

APPENDIX 13

MUTUAL AID AGREEMENTS

COUNTY FIRE MUTUAL AID

The East Bethel Fire Department has ongoing Mutual Aid Agreements with the following Anoka County municipalities and entities:

Andover
Anoka/Champlin Fire
Bethel
Centennial Fire District
Columbia Heights
Coon Rapids
Fridley
Ham Lake
Linwood
Oak Grove
Ramsey
St. Francis

Minnesota DNR

A copy of the Anoka County Fire Mutual Aid agreement is on file in the Office of Emergency Management. Mutual Aid signatories agree to provide mutual aid to each other as well as request mutual aid Anoka County. Resources supplied under this agreement are directed by the requesting municipality.

LAW ENFOROCEMENT MUTUAL AID

Anoka County Sherriff's Department manages its own Mutual Aid Agreements.

MUNICIPAL MUTUAL AID AGREEMENT

East Bethel has entered into various agreements for additional assistance, if needed.

APPENDIX 14

EXTERNAL ASSISTANCE

AGENCY PHONE OFF HOURS

VOLUNTEER AGENCIES

American Red Cross	
24 HOUR EMERGENCY NUMBER	xxx-xxx-xxxx
Mgr, Disaster Services	xxx-xxx-xxxx
Salvation Army	
Emergency Services Director	xxx-xxx-xxxx
	xxx-xxx-xxxx
Canteen	xxx-xxx-xxxx

AGENCIES

Anoka County Emergency Management	xxx-xxx-xxxx
Minnesota Homeland Security and Emergency Management	xxx-xxx-xxxx
State Duty Officer	xxx-xxx-xxxx
State Highway Patrol	xxx-xxx-xxxx
Department of Natural Resources, Forestry Division	xxx-xxx-xxxx
MN Department of Health	xxx-xxx-xxxx
MN Department Transportation	xxx-xxx-xxxx

FEDERAL AGENCIES
NOTE: All requests must go through HSEM.
Federal Emergency Management Agency,
Small Business Administration,
Farmers Home Administration,
Environmental Protection Agency,
U. S. Coast Guard, Army Corps of Engineers.

ANIMAL HOSPITALS

APPENDIX 15

MEDIA CONTACTS & NEWS RELEASES

Radio

Station	Email	Phone
WCCO		

TV Stations

Station	Email	Phone
WCCO		
KARE		
KSTP		
KMSP		

Newspapers

Newspaper	Email	Phone
Star Tribune		
Pioneer Press		
Anoka County		

APPENDIX 16

AMATEUR RADIO

APPENDIX 17

FORMS REFERENCE

Samples of forms to be used in the EOC and in the field for responding and recovery activities following a disaster are filed behind the last appendix page.

Message Form
Communications Log
Log of Disaster Related Occurrences
News Release Log
Record of Evacuation
Shelter Registration Form
Area Maps
Private Damage Assessment Form
Public Damage Assessment Form
FEMA 90-49 Notice of Interest (for Federal Disaster Assistance)
FEMA 90-52 Damage Survey Report
Task/Volunteer Form

APPENDIX 18

HEALTH AND MEDICAL ADDENDUMS

I. LOCAL PUBLIC HEALTH EMERGENCY PLAN

A. The Local Public Health Emergency Plan outlines the actions to be taken by the Anoka County Health Department, in conjunction with local government officials and cooperating private and volunteer organizations. A local public health emergency can best be described as an event, which threatens the safety and well being of a number of people in an area, i.e. bio-terrorism incident, anthrax, smallpox, pandemic influenza, etc.

To work towards a safer environment the plan has been developed to:

1. Reduce the vulnerability of citizens to any disasters that creates a local public health emergency.

2. Establish capabilities for protecting citizens from the effects of a local public health emergency.

3. Respond effectively to the actual occurrence of disasters, and;

4. Provide for recovery in the aftermath of any local public health emergency.

APPENDIX 19

Staging Areas and Evacuation Routes

APPENDIX 20

City of East Bethel

City Staff

and

Communication List

CITY OF EAST BETHEL
Main Phone Line – 763-367-7840

MAYOR -	RICHARD LAWRENCE 455 SIMS ROAD NE Mail to: (PO Box 99) EAST BETHEL, MN 55011 Email: richard.lawrence@ci.east-bethel.mn.us	763-434-0737 hm 763-412-6839 cell
COUNCIL-	HEIDI MOEGERLE 179 FOREST ROAD NE EAST BETHEL, MN 55092 Email: heidi.moegerle@ci.east-bethel.mn.us	651-464-2595 hm 651-325-5886 cell
COUNCIL-	ROBERT DEROCHE, JR. 158 COLLEN ST. NE EAST BETHEL, MN 55092 Email: robert.h.derochejr@ci.east-bethel.mn.us	651-464-6615 hm 612-327-6631 cell
COUNCIL-	RON KOLLER 18461 JACKSON STREET EAST BETHEL, MN 55011 Email: ron.koller@ci.east-bethel.mn.us	763-434-9848 hm
COUNCIL -	TOM RONNING 20941 TAYLOR STREET NE EAST BETHEL, MN 55011 Email: tom.ronning@ci.east-bethel.mn.us	763-772-4042 cell
CITY ADMIN/- CLERK/TREASURER	JACK DAVIS 2241-221ST AVE. NE EAST BETHEL, MN 55011 Email: jack.davis@ci.east-bethel.mn.us	763-367-7876 wk 612-328-6830 cell
DIR OF FISCAL/ SUPPORT SERVICES	RITA PIERCE 2241 221ST AVE. NE EAST BETHEL, MN 55011 Email: rita.pierce@ci.east-bethel.mn.us	763-367-7852 wk
COMMUNITY DEVEOPMENT DIRECTOR	COLLEEN WINTER 2241-221ST AVE. NE EAST BETHEL, MN 55011 Email: colleen.winter@ci.east-bethel.mn.us	763-367-7855 wk 763-286-9657 cell

BLDG OFFICIAL -	NICK SCHMITZ 2241-221ST AVE. NE EAST BETHEL, MN 55011 Email: nick.schmitz@ci.east-bethel.mn.us	763-367-7860 wk 763-286-6831 cell
BLDG INSPECTOR	STEVEN LUTMER 2241 221st AVE. NE EAST BETHEL, MN 55011 Email: steven.lutmer@ci.east-bethel.mn.us	763-367-7861 wk 763-286-1635 cell
PUBLIC WORKS - MANAGER	NATE AYSHFORD 2241 221st AVE. NE EAST BETHEL, MN 55011 Email: nate.ayshford@ci.east-bethel.mn.us	763-367-7876 cell 612-328-1529 hm
CITY HALL	2241 221st AVE. NE EAST BETHEL, MN 55011	763-367-7840 Office 763-434-9578 fax
DEP. CLK/PC LAN	WENDY WARREN Email: wendy.warren@ci.east-bethel.mn.us	763-367-7853 wk
ACCT TECH	JACKIE CAMPBELL Email: jackie.campbell@ci.east-bethel.mn.us	763-367-7854 wk
ADMIN II	JOAN STEFFEN-BAKER Email: joan.steffen-baker@ci.east-bethel.mn.us	763-367-7856 wk
RECEPTIONIST	CARRIE FROST Email: carrie.frost@ci.east-bethel.mn.us763-367-7840wk	
PUBLIC WORKS	DAN DOBBS	612-685-1393 cell
	JEREMIAH HALLER	612-328-3927 cell
	STEVE HOWE	612-328-3928 cell
	DARRIN HANSEN	612-328-0161 cell
	JASON HEHIR	612-328-1211 cell
	DALLAS JELMBERG	612-290-9239 cell
	TERRY ALLEN	612-328-1823 cell

CITY ATTORNEY - PROSECUTOR	MARK VIERLING ECKBERG, LAMMERS, BRIGGS, WOLFF, & VIERLING	651-967-7344
CITY ENGINEER -	CRAIG JOCHUM HAKANSON ANDERSON ASSOC 3601 THURSTON AVE. ANOKA, MN 55303 Email: CraigJ@hakanson-anderson.com	763-427-5860 wk 612-282-7228 cell 763-427-0520 fax
ASSESSOR - CONTRACTUAL	KEN TOLZMAN 24738 HAMLET AVE NO. FOREST LAKE, MN 55025 Email: kenTolz@aol.com	651-464-4862 wk
FIRE CHIEF - EMERGENCY MANAGEMENT DIRECTOR	MARK DUCHARME 2241 221ST AVE NE EAST BETHEL, MN 55011 Email: mark.ducharme@ci.east-bethel.mn.us	763-367-7886 612-328-6833 cell 763-413-3088 fax
DEPUTY FIRE CHIEF	ARDEN ANDERSON 2241 221ST AVE NE EAST BETHEL, MN 55011 Email: arden.anderson@ci.east-bethel.mn.us	612-328-6832 cell
ICE ARENA - MANAGEMENT	TODD GIBSON	763-434- 0397 wk 763-434-3204 fax 507-261-4312 cell
NEWSPAPER -	ANOKA CO. UNION 4101 COON RAPIDS BLVD NE COON RAPIDS, MN	763-421-4444
FIRE DEPT.	2751 Viking Blvd. NE East Bethel, MN 550092	763-367-7885 763-413-3088 fax
MINARD BLDG/WATER TREATMENT PLANT		763-434-7348 wk
FIRE WARDENS	D. ANDERSON D. GRIEP G. STERN	763-434-4390 hm 763-434-5979 hm 763-434-7442 hm
ELECTRICAL INSPECTOR	BRIAN NELSON	763-434-4853 wk
ANOKA COUNTY DISPATCH/POLICE NON-EMERGENCY		763-427-1212

ANOKA COUNTY SHERIFF LIAISION LT. SHELLY ORLANDO 763-754-4526

APPENDIX 21

List of Group Homes

In

The City of East Bethel